



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, January 21, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/99934627000?pwd=hACYkINlgpUdvcQ1wEmrnOLkZFvMb.1>

To join by phone: 12532050468

Meeting ID 999 3462 7000

(Password) 507189

In person attendance:

Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

- | | | |
|----|---|-------|
| 1. | CALL TO ORDER | Chair |
| 2. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 3. | PUBLIC COMMENT – <i>Limit of three (3) minutes per person</i> | Chair |
| | <i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.</i> | |
| | <i>The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.</i> | |
| 4. | APPROVAL OF AGENDA – ACTION | Chair |
| 5. | INTRODUCTION OF NEW BOARD MEMBERS TARZWELL AND GILMORE | Chair |
| 6. | CONSENT AGENDA – ACTION | Chair |
| | A. Pg. 03: December 17, 2024 Regular Board meeting minutes | |
| | B. Pg. 07: Check Approval: December 3, 2024 – December 31, 2024 | |
| 7. | ACTION ITEMS: | |
| | Unfinished Business: [None] | |
| | New Business: | |
| | A. Pg. 13: Actionable: Proposed 2025 MTA Board Committee Members | Amy |
| | B. Pg. 14: Actionable: Title VI Policy | Jason |

8. **STAFF AND INFORMATIONAL REPORTS**
 - A. **Pg. 47: Financial Reports January, 2025**
 - B. **Pg. 52: Management Reports**
 - C. **Pg. 56: Operational Statistics**
9. **COMMENTS BY BOARD**
10. **UPCOMING MTA BOARD MEETING:**

Mason Transit Authority
Regular Meeting
February 18, 2025 at 4:00 PM
MTA Transit-Community Center Conference Room
601 West Franklin Street
Shelton
11. **ADJOURNMENT**

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

Mason Transit Authority
Minutes of the Regular Board Meeting
December 17, 2024
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 1:01 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Cyndy Brehmeyer, Richard Lee, Wes Martin, Randy Neatherlin and Kevin Shutty.

Authority Voting Board Members Present via Zoom: Ryan Spurling

Authority Voting Board Members Not Present: Sharon Trask

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Lissa McClanahan, Finance Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: Rob Johnson, Legal Counsel.

3. PUBLIC COMMENT – No members of the public attended the meeting in person. None present in the conference room or virtually.

4. APPROVAL OF AGENDA

Moved that the agenda for the December 17, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Shutty/Martin. Motion carried.**

5. RECOGNITION OF KEVIN SHUTTY

Ms. Asher summarized the many actions approved, partnership opportunities and other positive community developments during his service on the Mason Transit Authority Board. She also thanked Mr. Shutty for his leadership, working together and promoting transit. Mr. Shutty said that hiring Ms. Asher as General Manager should also be included as one of the best actions and that he looks forward to opportunities for the EDC and transit to work together for the betterment of the community.

6. ELECTION OF OFFICERS

- A. Board Chair Onisko called for nominations for the position of **Board Chair** for 2025:
- Vice Chair Sheridan was nominated by Board member Neatherlin to serve as Chair for 2025.
 - Vice Chair Sheridan accepted the nomination to serve as Board Chair.
 - **Motion:** Vice Chair Sheridan was nominated by Board member Neatherlin to serve as Chair for 2025, and Vice Chair Sheridan accepted the nomination.
Neatherlin/Brehmeyer. Motion carried.
- B. Board Chair Onisko called for nominations for the position of **Board Vice Chair** for 2025:
- Wes Martin was nominated by Board member Neatherlin to serve as Vice Chair for 2025.
 - Wes Martin accepted the nomination to serve as Vice Chair.
 - **Motion:** Wes Martin was nominated by Board member Neatherlin to serve as Vice Chair for 2025 and he accepted the nomination. **Neatherlin/Sheridan. Motion carried.**

7. CONSENT AGENDA

Approval of Consent Agenda items A, B and C as follows and as presented:

- A. November 19, 2024 MTA regular Board meeting minutes.
- B. Payments of October 8, 2024 through October 30, 2024 financial obligations on checks #39217 through #39298, as presented for a total of \$762,998.16.
- C. Approval of Resolution No. 2024-14 establishing the 2025 schedule of regular meetings.

Moved that the November 19, 2024 Regular Board meeting Minutes, Check and Credit Card Approvals, Resolution No. 2024-14 be approved as presented.

Sheridan/Brehmeyer. Motion carried.

8. ACTION ITEMS

Unfinished Business

8A. Approval of Proposed Final 2025 Budget. Ms. Asher, General Manager, summarized MTA's previous versions and progression of the building of the 2025 Budget being proposed for approval. The Board was provided with a walk-in revised version of the 2025 Budget as MTA had received the 2025 L&I rates on Monday following posting of the Board packet. The rate change was going to increase the 2025 L&I rates about \$90,000 or 1% of the proposed budget. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-15 adopting the 2025 Budget, Compensation Plan and Capital Budget with projected operating revenues of \$14,006,286 and projected operating expenses of \$11,649,948. **Shutty/Martin. Motion carried.**

Board member Martin and Vice Chair Sheriden complimented Ms. Asher on the great format and how the information is put together.

Following the motion being carried, Board member Martin inquired as to park and ride activities and cameras. Ms. Asher and Mr. Rowe, Operations Manager, provided updates relating to the park and rides and that since the installation and monitoring of cameras, MTA has seen a decrease in problematic activity. The MTA Supervisors are able to respond more quickly to potential issues.

New Business

8B. Extension of Youth Fares 18 and Under Zero Fare Program. Ms. Asher summarized for the Board the previous steps taken by the Board for modifying fares for Youth (18 and under) reduced to zero and then the Board approving a pilot program to suspend fares for all services except premium Worker/Driver routes, where only those aged 18 and under ride free. Ms. Asher explained that staff had been notified by WSDOT that for MTA to continue eligibility to receive Transit Support Grant funding, MTA needed to update its fare free policy to extend through the end of the biennium, June 30, 2027. **Motion:** Move that the Mason Transit Authority Board approve Resolution No. 2024-16 extending the end date of the previously adopted MTA Fare Structure effective September 2022. **Brehmeyer/Sheridan. Motion carried.**

8C. Approve Statement of Work by AON. Ms. Asher referred to the November Board meeting and AON's presentation on penetration testing of MTA's IT system and determination of any vulnerabilities. This testing is another layer of how MTA continues to strengthen its IT systems overall. Although the testing to be performed is \$52,500, grant funds to be provided by WSTIP in the amount of \$15,000 will reduce the cost to \$37,500. It is possible that MTA may receive additional grant funding, but it will not be known until later. The contract will be between AON and WSTIP, but approval of the expenditure for this testing needs to be approved. **Motion: Move** that the Mason Transit Authority Board approve Resolution No. 2024-17 approving the payment of fees as outlined therein. **Sheridan/Martin. Motion carried.**

Board members inquired as to whether there was a way for agencies to collaborate together in furtherance of strengthening IT systems. Ms. Asher indicated that she would contact WSTIP to explore this avenue.

9. STAFF REPORTS

- **Finance.** Ms. Asher described highlights as provided in the reports and that undesignated cash will be invested. Recently Ms. Asher and Ms. McClanahan attended the pre-exit audit for 2022. Once that year's audit is completed, they will begin the 2023 and 2024 audits and be caught up.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared that MTA provided vehicles for the Washington State Patrol for K9 required testing for fentanyl drugs searches. Mr. Bolte has also been finalizing budget details, including providing training for mechanics to obtain various certifications.
- **Operations.** Jason Rowe, Operations Manager, provided statistics relating to ridership – which is nearly at 500,000 riders. MTA has not had this level of ridership since 2017. He anticipates ridership will continue to grow as MTA will be putting service changes in effect in February, 2025. These service changes will provide later routes and more robust Dial-A-Ride service. Mr. Rowe also wanted to recognize one of MTA's long-term drivers of 24.5 years. Patsy Martinez will be retiring this month.

10. COMMENTS BY BOARD:

- Board member Martin inquired about the email Mr. VanBuskirk had sent relating to his concerns about fallen trees that he felt represented hazards. Mr. Bolte indicated that MTA examined the areas referenced in Mr. VanBuskirk's email. The area that is MTA's responsibility pursuant to interlocal agreements is limited to the Bill Hunter Park only. The affected area described in Mr. VanBuskirk's email is the green belt/buffer zone between Bill Hunter Park and

the taco stand. Ms. Asher indicated that she would reach out to Mr. VanBuskirk to provide details.

- Board member Neatherlin thanked Mayor Onisko for his leadership on the Board and that the meetings were concise.
- Board member Sheridan asked Messrs. Bolte and Rowe to describe the cleaning procedures on the vehicles.

11. UPCOMING MEETING

Mason Transit Authority

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

Regular Meeting

January 21, 2025 at 1:00 PM

Moved that the meeting be adjourned.

12. ADJOURNED: 1:56 PM

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: January 21, 2025

Summary:

See Attached Check Register and Credit Card Activity Report.

December Fuel Prices: Diesel \$2.87, Unleaded \$2.85, Propane \$1.89

General Manager Travel Expenditures:

- **N/A**

Check Disbursement Fiscal Impact:

\$915,985.76

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of December 3, 2024, through December 31, 2024, financial obligations on checks #39299 through #39376 as presented for a total of \$915,985.76.



Mason Transit Authority
January 21, 2025, Disbursement Approval

The following checks for the period of December 3, 2024, through December 31, 2024, have been audited and processed for payment by the Finance Manager in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	39299-39376	\$915,985.76

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 12/03/2024	39299	\$240,895.63
Payroll & DRS – 12/18/2024	39336	\$218,912.05
Payroll & DRS – 12/31/2024	39376	\$220,987.11
Employee Benefit Trust – 12/26/2024	39373	\$116,699.63

Signed by: _____
 Submitted by: Lissa McClanahan Date: 1/17/2025
 Lissa McClanahan, Finance Manager

Signed by: _____
 Approved by: Amy Asher Date: 1/17/2025
 Amy Asher, General Manager

Mason Transit Authority Check Register
 January 2025 Board Report

Activity From 12/3/2024 Through 12/31/2024

Document	Date	Check #	Vendor Name	Transaction
	12/3/2024	39299	Mason Transit Authority - ACH Account	240,895.63
	12/11/2024	39300	Abila	892.44
	12/11/2024	39301	AIG Retirement DBA Corebridge Financial	2,249.01
	12/11/2024	39302	World Kinect Energy Services	424.31
	12/11/2024	39303	Berg Marketing Group	3,500.00
	12/11/2024	39304	Blue Star Gas	1,504.75
	12/11/2024	39305	City of Shelton	1,602.40
	12/11/2024	39306	Comcast	121.82
	12/11/2024	39307	Dobbs Peterbilt - Tacoma	193.78
	12/11/2024	39308	Ecolane USA, Inc.	1,629.00
	12/11/2024	39309	FireTek	12,773.75
	12/11/2024	39310	Health Care Center	175.00
	12/11/2024	39311	Hood Canal Communications	2,029.96
	12/11/2024	39312	IVS, Inc. dba AngelTrax	1,181.26
	12/11/2024	39313	Kitsap Transit	1,192.61
	12/11/2024	39314	Mason County PUD #3	1,951.36
	12/11/2024	39315	Purcor	137.76
	12/11/2024	39316	North Mason Chamber of Commerce	105.00
	12/11/2024	39317	ODP Business Solutions, LLC	1,319.87
	12/11/2024	39318	O'Reilly Auto Parts	339.81
	12/11/2024	39319	Pitney Bowes Purchase Power	175.18
	12/11/2024	39320	RingCentral, Inc.	1,286.62
	12/11/2024	39321	Seattle Automotive Distributing	44.09
	12/11/2024	39322	Mason County Journal	400.00
	12/11/2024	39323	SkyBitz Tank Monitoring	17.38
	12/11/2024	39324	Smarsh	18.15
	12/11/2024	39325	TEC EQUIPMENT	387.57
	12/11/2024	39326	Total Battery & Automotive Supply	22.59
	12/11/2024	39327	UniFirst	330.07
	12/11/2024	39328	UniteGPS, LLC	3,724.00
	12/11/2024	39329	U.S. Bank	4,300.93
	12/11/2024	39330	Verizon Wireless	1,455.03
	12/11/2024	39331	Voyager Fleet Systems, Inc.	4.00
	12/11/2024	39332	Westbay Auto Parts	465.93
	12/11/2024	39333	Whisler Communications	2,079.42
	12/11/2024	39334	AWorkSAFE Service, Inc.	2,234.71
	12/11/2024	39335	Washington State Transit Association	210.00
	12/18/2024	39336	Mason Transit Authority - ACH Account	218,912.05
	12/26/2024	39337	Aflac	807.84
	12/26/2024	39338	AIG Retirement DBA Corebridge Financial	1,453.24

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register

12/26/2024	39339	Ecolube Recovery, LLC	242.99
12/26/2024	39340	World Kinect Energy Services	1,583.01
12/26/2024	39341	Bradley Air Company	769.59
12/26/2024	39342	American Tire Distributors	163.02
12/26/2024	39343	Belfair Water District #1	210.82
12/26/2024	39344	Blue Star Gas	2,334.39
12/26/2024	39345	Cascade Natural Gas	2,728.90
12/26/2024	39346	Dobbs Peterbilt - Tacoma	546.76
12/26/2024	39347	Liquid Enviromental Solutions of Washington LLC	204.19
12/26/2024	39348	Health Care Center	175.00
12/26/2024	39349	District 160	1,770.00
12/26/2024	39350	Robert W. Johnson, PLLC	1,600.00
12/26/2024	39351	LegalShield	178.30
12/26/2024	39352	Mason County Garbage, Inc.	1,078.99
12/26/2024	39353	Mason County Public Works	167.33
12/26/2024	39354	Mason County PUD #3	4,003.98
12/26/2024	39355	Purcor	163.08
12/26/2024	39356	Crystal Springs	93.94
12/26/2024	39357	Northwest Bus Sales, Inc.	514.76
12/26/2024	39358	O'Reilly Auto Parts	203.63
12/26/2024	39359	PetroCard, Inc.	25,530.70
12/26/2024	39360	Builders FirstSource	443.62
12/26/2024	39361	RingCentral, Inc.	1,312.94
12/26/2024	39362	Right! Systems, Inc.	4,322.28
12/26/2024	39363	State Auditor's Office - WA	1,043.25
12/26/2024	39364	Seattle Automotive Distributing	102.91
12/26/2024	39365	The Shoppers Weekly	696.39
12/26/2024	39366	SkyBitz Tank Monitoring	17.38
12/26/2024	39367	Smarsh	10,384.68
12/26/2024	39368	Staples Business Advantage	42.02
12/26/2024	39369	Tennant Sales and Service Company	320.44
12/26/2024	39370	Peak Industrial	1,229.09
12/26/2024	39371	Total Battery & Automotive Supply	115.42
12/26/2024	39372	UniFirst	157.38
12/26/2024	39373	AWC Employee Benefit Trust	116,699.63
12/26/2024	39375	Westbay Auto Parts	1,299.52
12/31/2024	39376	Mason Transit Authority - ACH Account	220,987.11

	Total 101000 - MC Treasurer Depository	915,985.76
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Report Total

915,985.76

Mason Transit Authority Credit Card Activity
 January 2024 Board Report

GL Title	December 2024 Activity Transaction Description	Expenses
Other Non-Transportation Revenue	US Bank Rewards Credit	(900.00)
Uniform Allowance	Full Source - Rainjacket, New Fueller/Detailer	66.84
Employee Recognition	Fred Meyer - Board Meeting, Cookies	12.99
Employee Recognition	Fred Meyer - EE Holiday Contest	90.95
Employee Recognition	National Safety Council - Safety Pins/Awards	377.18
Employee Recognition	Safeway - Martinez Retirement Cupcakes	23.98
Employee Recognition	Tags - Martinez Retirement Mug	17.57
Employee Recognition	Walmart - EE Holiday Treat Bags	30.34
Operating Supplies	AAA Septic - Parade, Portable Restroom Rental	239.45
Shop Supplies	Amazon - Battery Isolator	62.25
Shop Supplies	Amazon - Flex Sealant	247.13
Shop Supplies	Amazon - Key Fob Batteries	16.24
Shop Supplies	Amazon - Key Tags	15.19
Shop Supplies	Amazon - Microfiber Pads	30.29
Shop Supplies	Amazon - Sorbent Pad	85.94
Shop Supplies	Amazon - Tire Machine Heads	71.42
Cleaning/Sanitation Supplies	Amazon - Cleaning Supplies	208.43
Cleaning/Sanitation Supplies	Amazon - Cleaner	43.34
Cleaning/Sanitation Supplies	WCP - Toilet Paper	80.91
Cleaning/Sanitation Supplies	WCP - Toilet Paper	96.44
Cleaning/Sanitation Supplies	WCP - Toilet Paper	294.20
Software Expense	DocuSign - ESignature Software	326.70
IT Equipment	Amazon - USB Headsets	135.00
IT Equipment	CDWG - Wireless Access Points	578.36
Small Tools & Equipment	Amazon - Carpet Cleaner	487.61
Safety Supplies	Amazon - First Aid Supplies	10.85
Safety Supplies	Amazon - First Aid Supplies	22.12
Veh License/Registration Fee	DOL - Report of Sale, Van 7629	13.65
Dues, Memberships, Subscriptions	EFax - Monthly Subscription	110.23
Travel & Meeting Expense MTA	Impark - WSTIP Leadership Training, Parking	7.00
Travel & Meeting Expense MTA	Impark - WSTIP Leadership Training, Parking	7.00
Travel & Meeting Expense MTA	Impark - WSTIP Leadership Training, Parking	14.00
Travel & Meeting Expense MTA	MC Chamber of Commerce - 2025 Gala Registration	699.92
Training / Seminars	MRSC - Finance Boot Camp Registration	500.00
Advertising/Promotion Media	JobTarget - Refund, Error in Job Posting	(349.00)
	Transaction Total	3,774.52



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

1/7/2025

DocuSigned by:

Manager's Approval: *John Sheridan*

CB8EEFBDC8D64AF...

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
12/4/24	MRSC	Finance Boot Camp Registration	\$500.00	y	10.00	509024	

TOTAL \$ 500.00

Don't forget to attach original receipts

Signature

Date

1/7/2025

I hereby certify under penalty of perjury that this is a true and correct claim for necessary purchases or expenses on behalf of MTA and that no payment has been received by me on account thereof.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7A – *Actionable*
Subject: Proposed 2025 MTA Board Committee Members
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: January 21, 2025

Background:

On January 10, 2025, we emailed a description of each of the Committees and respective time commitments to all of the Board members requesting that they rank their preferences for serving on the four committees. Below are our proposed committees based on responses received and that align with either their first or second preferences. Those that did not respond with a preference were assigned to a committee where needed.

Finance: Sharon Trask, Wes Martin, Tom Gilmore, John Piety

Human Resources: Ryan Spurling, Rick Lee

Policy: Randy Neatherlin, Tom Gilmore, John Sheridan

Operations and Maintenance: Cindy Brehmeyer, Pat Tarzwell

Board members were also placed in committees as provided in the MTA bylaws. Section 8.1 of the bylaws provides that each committee shall be composed of not more than three Authority Board members; one member representing the City of Shelton, one member representing Mason County and one member representing a district. Committee Chairs and Committee members may be designated by the Authority Chair, subject to confirmation by the Authority Board. The terms of the standing committees will coincide with the terms of the Authority Board officers.

Summary: Establish new Authority Board Committee members.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7B – *Actionable*
Subject: Approval of Updated MTA Title VI Policy Statement and Plan
Prepared by: Jason Rowe, Operations Manager
Approved by: Amy Asher, General Manager
Date: January 21, 2025

Background:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in program and activities receiving federal financial assistance.

Mason Transit Authority (MTA) continues to be committed to ensure that no person is excluded from participation in or denied the benefits of its transit service on the basis of race, color or national origin as protected by Title VI in Federal Transit Administration (FTA Circular 4702.1.B).

The policy statement and plan provide information, guidance and instruction for anyone believing they have been discriminated against. This updated policy is being brought for consideration by the Board. Updates to this policy are highlighted in yellow and relate to the following:

- Further information regarding MTA’s language interpretation services and instructions for using those services.
- A statement regarding vehicle load and bus capacity.
- A clarifying statement regarding vehicle headways and how frequency is determined.
- A measurable goal for on-time performance and a clarifying statement for service availability and stop placement.
- A clarifying statement regarding vehicle assignment and equitable distribution.
- A defining statement to outline what is considered a “major transfer location” with regards to Transit Amenities.
- Clarification of the process MTA follows when requests are received for bus shelters.

Although the policy statement and plan were revised last year, these new changes are being made due to new or updated federal legal requirements that have been reviewed by WSDOT staff to be sure MTA meets those requirements.

Legal Counsel has also reviewed these changes.

Summary: Approve the revised Title VI Policy State and Plan (POL-203).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Title VI Policy Statement and Plan for the period October 1, 2023 – September 30, 2026 and that such plan supersedes and replaces in full any previously adopted or approved Title VI Policy Statement and Plan.



**TITLE VI POLICY AND PLAN
FOR THE FEDERAL TRANSIT ADMINISTRATION
AND WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION**

October 1, 2023 – September 30, 2026

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

Mason Transit Authority (MTA) does not utilize subrecipients, nor does it contract out its major services.

Title VI Complaint Procedures

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date the complainant became aware of the incident. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant.

Complaint filing information is available at www.masontransit.org or by email at mta@masontransit.org.

The complaint may be filed in writing with Mason Transit Authority at the following address:

Mason Transit Authority
Attn: Operations Manager
790 E Johns Prairie Rd
Shelton, WA 98584
360-426-9434

NOTE: MTA encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Operations Manager and labeled attention: Title VI as soon as possible, but no later than 180 days from the date the complainant became aware of the incident.

What happens to your complaint after it is submitted to MTA?

MTA Title VI Plan

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MTA will be directly addressed by the Operations Manager. MTA shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English.

MTA shall make every effort to address all complaints in an expeditious and thorough manner. Complaints will be acknowledged within 15 working days from receipt of the complaint to inform the complainant of the status of the investigation and/or resolution of the complaint.

In instances where additional information is needed for investigation of the complaint, MTA will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by Mason Transit Authority, a written response will be drafted subject to review by the transit's attorney. If appropriate, MTA's attorney may administratively close the complaint. In this case, MTA will notify the complainant of the action as soon as possible.

How will I be notified of the outcome of my complaint?

MTA will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within 7 calendar days of receipt of the final written decision from MTA, and/or 2) file a complaint externally to the offices below. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

United States Department of Justice
Civil Rights Division
Coordination and Review Section - NWB
950 Pennsylvania Avenue NW
Washington, DC 20530

Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits

To date, there have been no investigations complaints or lawsuits regarding Title VI from a party claiming exclusion or denying of transit services on the basis of race, color or national origin.

Complaints are tracked in a log held in the Operations Department and all Title VI or other civil rights investigations are reported to Washington State Department of Transportation Public Transportation Division in the quarterly progress report for all operating grants. The data collected and reported includes, but not limited to:

- Date of the complaint, investigation, or lawsuit filing.
- A summary of allegations.
- The status of the complaint, investigation, or lawsuit.
- Actions taken by MTA.
- Actions taken by organizations, such as WSDOT, to whom information has been forwarded regarding the complaint, investigation and lawsuit.

Copies of complaints will be kept in MTA's Record Retention program for six years beyond the end of the project period.

Limited English Proficiency (LEP) Plan

Census: The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English, and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Mason County meets the threshold of 5% or 1,000 people that are LEP, showing that the majority are Spanish speaking (3% of the population or 1,975).

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

MTA is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. The transit agency has a dedicated Spanish-speaking Customer Service Representative to assist riders and others who have LEP. MTA also uses Lionbridge for translation into other languages to broaden the ability to communicate and serve others beyond English and Spanish. **If assistance is needed in another language, individuals can call customer service and request to connect to a translator to help our customer service agents assist them. Lionbridge interpretation services allow us to connect**

with our customers in any language on demand. Materials such as ride schedules are printed in both English and Spanish as determined by the Four Factor Analysis. Most effectively, MTA has drivers in the field that are fluent in Spanish to assist.

Analysis Of Factors

Factor No. 1: The number or proportion of LEP persons in the service area.

MTA's jurisdiction is all of Mason County, which is largely English speaking with direct connections to adjacent counties of Thurston, Jefferson, and Kitsap. The vast majority of the population with which we do business (individuals wishing to ride transit) is largely English speaking. Spanish speaking population is 3% (or 1,975 individuals).

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

Spanish requests happen on a weekly basis, and at times, daily.

(All) contacts with MTA are made through phone, email, written communication, via fax or in person. We potentially serve LEP persons daily via bus, customer service interactions, with drivers, dispatch and scheduling staff, Dial-a-Ride (DAR) requests, Vanpool inquiries, public meetings, and customer comments.

MTA provides a phone menu option to select a Spanish speaking scheduler when calling in to MTA business and scheduling centers. Spanish speaking staff is available to translate in most situations via radio communication, phone or in person. MTA has chosen to require that a Customer Service Representative at the Transit-Community Center be Spanish proficient to ensure those needing or desiring to use Spanish as a means to communicate have a frontline staff person available to assist with questions, scheduling and purchasing passes. There are also drivers who are Spanish proficient to assist when the Customer Service Representative is not available.

Customer service representatives and schedulers who assist riders and frontline staff who respond to inquiries either in person, via email, or by telephone were surveyed in August 2020 regarding frequency of contact with LEP individuals and any barriers with communication. The response was that there is daily contact with individuals with LEP. The barriers are minimal as the individual with LEP is directed to the Spanish-speaking Customer Service Representative, or another staff member with Spanish proficiency. Individuals are also directed to use Google Translate for other languages than Spanish (rarely occurs) and when a Spanish-proficient staff member is not available.

Factor No. 3: The nature and importance of service provided by Mason Transit Authority.

MTA provides important transit services to the public through Fixed Route, Deviated Fixed Route, and Dial a Ride (DAR) with ADA equipped vehicles. MTA provides meaningful access to all passengers including those with special needs and/or disabilities.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

As of publication, MTA has had no requests for language services in other than English and Spanish.

MTA's current in-house language capabilities are English and Spanish. At time of publication, the operations staff of 52 FTE's includes persons of Spanish or other heritage speaking Spanish fluently. Drivers also use Google Translate to communicate when out in the field with no available assistance for translation.

The transit system also recognizes the need to have language services other than English and Spanish and has implemented Google Translate as a "One Click" option for MTA Web Site access. Customers may be referred to this service in the event of communication difficulties. Lionbridge is available for translation in over 46 languages for customers who call into Customer Service and need translation services.

Service Schedules and Guidebooks are offered in both English and Spanish. Some brochures and information pamphlets have been translated to Spanish and as time and budget allow, MTA will continue to translate additional information. The Title VI Notice is in both English and Spanish and posted throughout MTA offices and shelters. MTA's Title VI Complaint form is available in Spanish as well as English.

Implementation Plan

MTA currently has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We have identified LEP persons in the service area by ridership, informal surveys by staff and drivers, customer service and scheduling staff, by customer comment/complaints and by 2021 Census statistical information. This data confirms an 8.0% LEP population in the MTA service area.

MTA began providing printed materials translated into Spanish to the public in 2016 in a proactive approach to anticipate demand.

Consistent training of drivers to refer LEP individuals to the dispatch and scheduling center has been implemented in basic driver training. When a driver is unable to communicate with an LEP individual, a patch-thru radio communication to a Spanish speaking staff may be offered to assist with communication or we can utilize a Lionbridge translation call as a translation option. **If needed, individuals can simply call in to customer service and we can connect to our translator services provided by Lionbridge, which will help us to assist the individual in their requested language.**

Title VI language is included in MTA printed documents in both English and Spanish and posted in employee and public areas. MTA's Title VI Policy and Plan and a Complaint Form are available on our website or by calling Customer Service. Continued effort will be made to improve outreach and communication to LEP individuals. Proficient Spanish-speaking staff will be used whenever possible in assisting with outreach to LEP individuals.

Notifying Beneficiaries of Their Rights Under Title VI

In compliance with 49 CFR 21.9(d), MTA and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI.

- MTA has established a statement of rights and a policy statement, shown here as it appears on the MTA website:

“Mason Transit Authority hereby gives notice that it is the policy of MTA to assure full compliance with the Title VI of the Civil Rights Act of 1990, and related statutes and regulations in all programs and activities. If you feel you have been discriminated against, please [Click Here](#) for Title VI & ADA complaint submission information.”

The statement also appears;

- Found in Attachment D to the Title VI policy and plan.
- Written within the MTA Schedule and Rider’s Guide in both English and Spanish.
- Posted in all facilities, buses and major bus shelters in both English and Spanish.
- The statement is available upon request by email at mta@masontransit.org; upon request by calling 360-427-5033; or toll free 800-374-3747 or writing:

Mason Transit Authority
790 E. Johns Prairie Road
Shelton, WA 98584

Analysis of Construction Projects

Over the last seven years, MTA has completed two construction projects requiring National Environmental Policy Act (NEPA). Both projects received Documented Categorical Exclusion (DCE) determinations from the Federal Transit Administration (FTA) with no further environmental action required.

Inclusive Public Participation

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MTA.

MTA has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MTA has developed a comprehensive Public Participation Plan (PPP) which outlines the goals and objectives for public participation which include but are not limited to:

MTA Title VI Plan

Public Communication
Public Participation Plan and Transparency
Public Engagement Principles
Public Engagement Plan Measurements
Limited English Proficiency (LEP) efforts

MTA recognizes that decisions are improved by engaging citizens and other stakeholder groups and is committed to transparent and inclusive processes that are responsive, accountable, and within MTA's resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives. MTA has invited the public to participate in the following:

Transit Development Plan (TDP): The Transit Development Plan is a requirement of the Washington State Legislature. The Plan is prepared by the independent transit properties and turned into the State DOT. A summary document is prepared which shows operating costs, revenue, service revenue hours, revenue miles, expense and capital expenditures. Public hearings are held to obtain comments from the public on the TDP.

Board Meetings: The Mason County Public Transportation Benefit Area Authority (MCPTBA) Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners,
- One (1) elected member representing the City of Shelton Council,
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts, and
- One (1) non-voting/non-elected member acting as a Bargaining Unit Business Representative from IAM and AW District 160

The Mason Transit Authority Board meets once monthly to conduct the business of the agency. For an MTA board meeting schedule and locations (established by December prior to start of each new year), please visit www.masontransit.org or contact the Clerk of the Authority Board at:

Clerk of the Authority Board
Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584
360-432-5741 or 800-374-3747
TTY/TTD: 711 or 800-833-6388

Board meeting agendas are made available to the public via www.masontransit.org by 5:00 pm on the Friday prior to each Board Meeting. Hard copies are provided at board meeting locations immediately prior to the meeting start time as indicated in the annual board meeting schedule. The MTA Board encourages and provides time for public comment at every board meeting.

Effective January 1, 2019, there may be one (1) non-voting representative of the public to serve as a citizen adviser to the Board for the purpose of providing public feedback and perspective. The citizen adviser must reside in Mason County and serve for a period of one year, unless extended by motions by the Authority Board.

Public Meetings: Public meetings are held in strict accordance with the Washington Open Public Meetings Act and may occur throughout each year to solicit and gather input from the public and stakeholders regarding but not limited to project development, significant service development and/or changes, Annual Transit Development Plan (TDP) and passenger fare rate adjustments. Notices will be posted at www.masontransit.org, published in the Mason County Journal and posted on transit vehicles and bus stops and made available at the MTA Operations Base on Johns Prairie Road and the Transit Community Center in downtown Shelton, WA.

Major Service Change: Public meetings are held throughout the year regarding any major service change proposal. Ultimate service change approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

Fare Increase: Public meetings are held regarding any passenger fare increase or change proposal. Ultimate fare increase approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

Travel Training Class: Upon request, the operations department will schedule a travel training class to teach riders how to use the transit system.

Customer Comment/Complaint Process: Customer Service Comment/Complaint forms are available on each bus, at Transit-Community Center and at www.masontransit.org. Complaint procedures may be viewed, and a complaint may be submitted via the website at www.masontransit.org. Copies of the comment and/or complaint procedure may be requested by phone at (360) 427-5033 or 800-374-3747, US Mail or in person at the MTA Business office at 790 E. Johns Prairie Road, Shelton, WA 98584.

General Awareness and Surveys: Internet Surveys may be conducted at www.masontransit.org, Frontline staff may be asked to perform surveys ad hoc, if requested and approved by the Leadership Team. General notices will be posted on all service vehicles, bus shelters (when appropriate) and all Mason Transit public facilities. Generally, these notices regard, but are not limited to minor or one-time schedule changes, interruptions to service for holidays and special circumstances such as construction or community events affecting transit operations.

Bilingual Outreach: The appropriate bilingual outreach and notifications will be included in the above actions starting with Board Meetings, in accordance with MTA's LEP and Public Participation Plan(s).

Membership of Non-Elected Committees

MTA values the viewpoints of minority, LEP and low-income participants in both Inner MTA and Community based committees and panels. The membership of these non-elected committees is selected by MTA to supplement the elected decision-making bodies that represent the transportation interests of our service area.

MTA strives to provide representation from low-income, minority and LEP populations within our service area whenever existing committee positions are available, or during the formation of a new committee/councils. MTA solicits representation from our two neighboring tribal agencies, local government agencies, human service and non-profit organizations and members of the public at large.

At the time of publication, MTA does not have any active committees. Due to lack of interested and participating members, the Mason County Transit Advisory Board (MCTAB) was disbanded and replaced with a Citizen Adviser to the Board. The citizen adviser participates as a non-voting adviser to help the Board with its Public Participation Plan.

Fixed Route Service Standards

Mason Transit Authority’s Fixed Route Service is provided to the general public with no low income or LEP restrictions, and regardless of race, color, or national origin. **These services are provided on an equal basis to all who desire to use public transportation.**

MTA measures our fixed route system by using the following service standards:

Vehicle Load: MTA’s Vehicle Load Factor is expressed using the number of seats available to riders. While there is additional standing room as needed to the limits indicated, MTA bases its determination of the need for additional seating or increased service on this Maximum Load Factor.

MTA allows for standees as needed but strives to provide a seat for each rider. **At no time since the last Title VI Publication has MTA’s vehicles filled beyond seating capacity. This standard applies to all different services MTA provides, including fixed route, regional connections routes, and commuter routes.**

Number in Fleet	Vehicle Make	Vehicle Type	Passenger Capacities		
			Seating Capacity	Standing Capacity	* Maximum Load Factor = Total Seats
7	Gillig Coach	35' Hvy Coach-bus	32	16	32
6	Gillig Coach	35' Hvy Coach-bus	29	14	29
2	Gillig Coach	35' Hvy Coach-bus	35	17	35
2	Gillig Coach	35' Hvy Coach-bus	45	22	45
4	Gillig Coach	35' Hvy Coach-bus	36	18	36
2	Ford	HD Truck Chassis/Glaval	25	12	25

Vehicle headways: Each of MTA’s routes are unique. Frequency of routes is determined by regional connectivity, population density, traffic congestion, ridership, development activities, and funding. The following examples are provided:

Weekday Service					
Route #	Route Name	Type of Run/Service	Scheduled Headway = Number of route departures within the indicated time range		
			4am-8am	8am-4pm	4pm-9pm
1/21	Belfair/Shelton	Regional Connector/Commuter	3	8	4
3/23	Belfair/Bremerton	Regional Connector/Commuter	7	7	4
4	Belfair Local	Loop Route	0	5	0
5	Shelton Local	South Loop	1	8	3
6	Shelton/Olympia	Regional Connector/Commuter	3	8	2
7	Shelton Local	North Loop	2	8	4
8	Shelton/Jefferson County	Regional Connector/Commuter	0	2	0
11	Shelton/Lake Cushman	Rural/Regional Connector	1	2	1
Z	Zipper / Shelton Local	Loop Route	0	13	0

Saturday Service					
Route #	Route Name	Type of Run/Service	Scheduled Headway = Number of route departures within the indicated time range		
			4am-8am	8am-4pm	4pm-9pm
1/21	Belfair/Shelton	Regional Connector/Commuter	1	7	2
3/23	Belfair/Bremerton	Regional Connector/Commuter	1	5	2
4	Belfair Local	Loop Route	0	0	0
5	Shelton Local	South Loop	0	8	2
6	Shelton/Olympia	Regional Connector/Commuter	0	5	1
7	Shelton Local	North Loop	0	8	2
8	Shelton/Jefferson County	Regional Connector/Commuter	1	0	1
11	Shelton/Lake Cushman	Rural/Regional Connector	1	1	0
Z	Zipper / Shelton Local	Loop Route	0	0	0

On-time performance: Transit drivers operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time with every effort made to run on time. Transit drivers may request additional wait time from the dispatcher if a deviation has been requested or if it is known that transfers from a connecting route is running late. If the driver is running late for any reason, the driver must notify the dispatcher. At no time should a transit driver leave a scheduled time point before the established departure time.

Late times are recorded and monitored by call center staff and Operations supervisors and reported to the Operations Manager. If obvious established schedule conflicts are presented, every effort is taken to resolve the conflict at the soonest opportunity.

MTA's goal is ninety (90) percent of MTA's vehicles will complete their established runs no more than five minutes late based on the published time schedule. MTA's Fixed route service are currently meeting this goal and service standard.

Service availability: MTA provides Deviated Fixed, Regional Connections and Commuter Routed Services and our objective is to have available stops three-quarters of a mile to a mile apart. Exceptions may occur due to safety concerns, accessibility or road infrastructure. All MTA provided route services operate on a deviated service with flag stops to ensure maximum service availability.

All routed services are provided on an equal basis to all those who desire to use public transportation.

Fixed Route Policy Standards

MTA has developed the following standards to describe how fixed route operations are provided to the general public regardless of race, color or national origin.

Vehicle Assignment: Vehicles are assigned to specific routes according to established demand, passenger load anticipation and availability. Routed service vehicle inventory is maintained at a level that assures proper vehicle assignments. The maintenance department maintains a fleet readiness performance goal of 95% or better. MTA's Asset Management Program (AMP) requires and maintains sufficient fleet reserves in the event of vehicle shortage. As a part of our vehicle maintenance plan, vehicles are rotated through different blocks of work to ensure that all fixed route vehicles are distributed to all routes equitably. All MTA vehicles have the same technology and are similarly equipped with regards to amenities and emissions.

Transit Amenities: MTA provides site amenities including public rest seating, shelters, solar lighting, and information and waste receptacles as follows:

- **Transit-Community Center:** Customer service staff, public restrooms, public rest seating, route and schedule information, and trash receptacles.

- **Major transfer locations, High passenger count stops and park and rides:** Bus Shelters, solar lighting, public rest seating, route and schedule information, and trash receptacles are maintained at MTA transfer locations. **Major transfer locations and high passenger stops are quantified as serving at least 15 passengers per day.**
- **Regular and flag bus stops:** Schedule information is provided on bus shelters. Schedule information, public rest seating, shelters, and trash receptacles are relatively rare at flag bus stops.

Agency installation of amenities is based on available resources, observed, and documented need, passenger or community requests, and property owner permission.

When Mason Transit receives requests for shelters, the requested locations are placed on a waiting list. Specific requests are given priority based on several factors including: ridership in the area; space available to place a shelter; safety of the location; estimated cost; pedestrian access; wheelchair accessibility; and receiving approval from the proper governmental permitting authority. The exact costs associated with placing a bus shelter in a specific location depends on several factors including right-of-way access; geographic features; location of existing utilities; and the footage and code construction costs regarding the concrete pad, curb cuts, sidewalks, and ADA accessibility.

Riders are encouraged to contact MTA if having difficulty with access to amenities and service where improvements, assistance and general accommodation can be provided. Any request for accommodation is immediately followed with the appropriate action through agency coordination.

ATTACHMENT A

MTA TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States, on the grounds of race, color, or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information to assist us in processing your complaint and send it to:

Mason Transit Authority
Operations Manager
790 E. Johns Prairie Road
Shelton, WA 98584
(360) 426-9434
(360) 426-0899 (Fax)



TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV:		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V:		
<p>Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?</p> <p>() Yes () No</p> <p>If yes, check all that apply:</p> <p>() Federal Agency: _____ () Federal Court: _____</p> <p>() State Agency: _____ () State Court: _____</p> <p>() Local Agency: _____</p>		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI:		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

Signature

Date

Please submit this form in person at the address below, or mail this form within 180 days from the date the complainant became aware of the incident to:

Mason Transit Authority
Attention: Operations Manager
790 E Johns Prairie Rd
Shelton, WA 98584



TÍTULO VI FORMULARIO DE QUEJAS

Section I:				
Nombre:				
Dirección:				
Telefono: (Casa):			Telefono: (Tabajo):	
Dirección de correo electrónico:				
Formato Accesible de Requisitos?	Impresión Grande		Cinta de Audio	
	TDD		Otra	
Section II:				
Usted esta sometiendo esta queja por su propia cuenta.			Sí	No
Si su respuesta fue si a esta pregunta, balla a la seccion III				
Si es no por favor suplemente el nombre y relacion de la persona por la que usted esta sometiendo la queja.				
Por favor explique porque usted sometio la queja por una tercera persona.				
Por favor confirmar que se ha obtenido el permiso de representación, si está representando o apoyando a una tercera persona.			Sí	No
Section III:				
Yo pienso que la discriminación que yo vivi está basada en:				
() Raza () Color () Nacionalidad				
Fecha de discriminación; (Mes, Dia, Ano): _____				
Explica a detalle lo que sucedió y porque tu crees que fuiste discriminado. Describe a todas las personas involucradas, incluye nombre y alguna información de contacto si la hubiera, de la persona que te hizo sentir discriminado. Incluye nombres e información de contacto si la hubiera, de testigos. Si necesitas más espacio, favor de escribir en la parte de astrás del formato.				

Section IV:		
Tiene ingresado una queja previamente en esta agencia?	Sí	No
Section V:		
Usted sometio esta queja con alguna otra agencia Federal, Estatal, Local o con alguna corte Federal o Estatal? <input type="checkbox"/> Si <input type="checkbox"/> No Si usted marco si, marqu lo que aplique: <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Corte Federal: _____ <input type="checkbox"/> Agencia Estatal: _____ <input type="checkbox"/> Corte Estatal: _____ <input type="checkbox"/> Agencia Local: _____		
Por favor proporcione información sobre una persona de contacto en la agencia/tribunal donde presenta la queja.		
Nombre:		
Titulo:		
Agencia:		
Dirección:		
Telefono:		
Section VI:		
Nombre de la Agencia:		
Persona de Contacto:		
Titulo:		
Numero de Telefono:		

Usted puede someter otra material escrito que sea relevante a su queja.
 Su Firma Es Requerida.

Firma

Fecha

Por favor someter esta forma en persona en la direccion marcada abajo o envíe la por correo durante un promedio de 180 dias de la fecha de que se dio a conocer la queja del incidente.

Mason Transit Authority
Attention: Operations Manager
790 E Johns Prairie Rd Shelton, WA 98584

ATTACHMENT B

Mason Transit Authority - Public Participation Plan (PPP)

“To promote robust public engagement that informs, involves and empowers people and community”

It is the intent of Mason Transit Authority (MTA) to maintain an open and participative process and to consider public comment prior to fare increases, major service changes, projects and short- and long-term plans as well compliance to the Federal Public Comment on Fare and Services Changes rules (FTA circular 9030.1A, Chapter V,5(0)) and any additional requirements under Title VI, Disadvantage Business Enterprise and Americans with Disabilities Act regulations.

Mason Transit Authority recognizes that decisions are improved by engaging citizens and other stakeholder groups and is committed to transparent and inclusive processes that are responsive, accountable and within MTA’s resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives.

Public Participation Plan Overview

Mason Transit Authority will inform and seek input from the community, residents, and traveling public. Many approaches will be used to let the public know what is happening throughout the Agency, its financial status, service development, public meetings schedule and value to the community, as well as numerous opportunities for discussion and comment. Public opinion and comments will be documented and considered in the recommendations for Mason Transit Authority’s service development, projects, and other programs.

MTA will promote and develop the Public Participation Plan based on the belief that those who are affected by a decision have a right to be involved in the decision-making process. Public participation includes the promise that the public’s contribution will influence decisions made by MTA.

In addition to individual Mason County residents and visitors, as well as employees, “the public” includes, but is not limited to:

- representatives of consumer, environmental, and other advocacy groups.
- Native Americans and tribal governments.
- minority and ethnic groups.
- business and industrial interests, including small businesses.
- elected and appointed public officials.
- the media.
- trade, industrial, agricultural, and labor organizations.
- public health, scientific, and professional representatives, and societies.
- civic and community associations.
- faith-based organizations.
- research, university, education, and governmental organizations and associations.
- governments, and agencies at all levels; and
- persons with Limited English Proficiency (LEP).

Public Engagement Principles

The Public Participation Plan has been developed to support civic engagement in the Agency by emphasizing the following principles:

- The public shall have adequate access to information:
 - ✓ A record of all public meetings will be kept and published on the Agency website. Technical documents will be placed in locations available to the public.
- The public shall have clarity in the information presented to them:
 - ✓ Technical information and regulatory procedures will be presented in terms that are understandable to the public and meet the requirement that MTA be responsive to any inquiries received.
- The public shall be able to engage and be notified of public involvement opportunities in a manner that is timely and responsive:
 - ✓ The public, stakeholders and local media will receive sufficient notice of meetings, which will be scheduled at a time and place that is convenient, comfortable, and ADA accessible. Ample time to review any materials will also be provided. All public questions and inquiries will be answered in a timely manner.
- The public shall be able to participate in a process that is well coordinated:
 - ✓ Good coordination, communication, and collaboration among all citizens, concerned agencies and community organizations will be critical to providing the public with the most current and correct information and contribute to the overall success of the Agency.

Key Elements of Plan

The Public Participation Plan has several elements to inform and involve the public in a meaningful way. The Agency will be accessible to the public, share information in a complete and understandable manner and record and respond to public comments and concerns.

Key elements of the Plan include:

1. Citizen Advisor to the Board:
 - ✓ A Citizen Advisor is a position held on the board to provide input and make recommendations to the Authority Board on special projects and as a public representative who engages in Mason Transit Authority's service and project planning processes. It is a non-voting position and only serves as advisory.
2. Public Meetings:
 - ✓ We will hold public meetings in accordance with RCW 42.30, also known as the "Open Public Meetings Act of 1971". These meetings will allow the public to review information and comment on proposed plan(s). The format for the public meetings will allow for public review of documents and opportunities for one-on-one discussion with members of the agency. A short, informal presentation followed by a question-and-answer period may be conducted or simply an open format to ask the staff one-on-one questions.

MTA Title VI Plan

- ✓ Display materials may include such things as maps, timelines, and/or visualization tools where feasible within the project budget prepared in a manner that is easy for the public to understand.
3. Website:
- ✓ An effective way to support public participation efforts for transportation is through website outreach.
 - ✓ Specific to public engagement, this site will provide:
 - Agency information, contact and history
 - Advertisements of public meetings
 - Meetings and event calendar
 - Surveys and feedback forms
 - Access to minutes of meetings and documents
 - Project updates, as well as news & events
 - Allow people to make comments, ask questions, learn about involvement opportunities
 - Procurement information
 - Provide links to other area organizations as well as state and federal transit publications.
4. Fact Sheets / Updates:
- ✓ Fact sheets will be produced to keep internal/external public informed of financial status, project updates, and/or service development as needed. Fact sheets will be distributed electronically and as handouts internally, as well as published in local media and on the website when produced.
 - ✓ Updates of Outreach efforts, to include press releases, published advertisements and upcoming events, will be sent regularly to targeted stakeholders.
5. Media - Outreach:
- ✓ MTA Team Members will notify the media in advance of public meetings to provide notice of the upcoming meetings. Information will be provided to the media for any development projects providing background material and status of projects as well as information on how to reach key contact people associated with the projects.
 - ✓ Public radio is another means utilized to disseminate information about the Agency and its projects.
 - ✓ Social media is a resource for feedback and encouraging public engagement. Currently, MTA utilizes a Twitter feed and Facebook to notify followers of public meetings and engagement opportunities.
6. Community Events and Meetings:
- ✓ MTA team members will attend a variety of community events and meetings as a way to distribute information regarding MTA projects, programs and services.

Public Engagement Plan Measurements

Measuring and assessing public input, interest and sentiment and making changes to outreach efforts based on that data is a critical element of any public outreach effort. For board meetings, public meetings, service development and small-to-large projects, data may be collected via:

- Log of phone calls, documenting issue/question
- Newspaper coverage, letters to editor, and other media coverage
- Public attendance at meetings
- Number of speaker requests and attendance at public events and civic presentation
- Correspondence
- Number of proactive communication efforts (e.g., newspaper ads, handbills, e-mails, newsletter, legal notices)
- Informal interactions between staff and community members/drivers
- Attendance at Board meetings and minutes of those meetings

The volume of public interest for a project is not a definitive indicator of successful or unsuccessful outreach strategies; rather, the degree of public input and participation demonstrates the level of relative engagement. Formal recording, reporting and analysis of that data can place it into an appropriate perspective to document successful strategies or project phases, and those phases that pose greater challenge to the driving public.

In general, data collection will be completed by various MTA team members, e.g., Clerk of the Board and general staff as appropriate to those who preside over public meetings and presentations. General public and transit users submitting service development comments are tracked, recorded, and archived by the Operations Team. Data summaries shall continue to be published in the Agency's yearly Transit Development Plan (TDP) and Board Reports.

It is important for projects of any size to formally collect and analyze various data from the public to help identify community-based solutions to improve outreach and communication, with each project taking a best-practices approach. To document the relative success of MTA's Public Engagement Plan, a yearly summary report of the public outreach and any data collected will be prepared and presented to the Authority Board and published on the MTA website.

ATTACHMENT C



September 19, 2023

**Mason Transit Authority
Title VI Non-Discrimination Policy Statement**

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, or denied of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color or national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on MTA’s nondiscrimination obligations or to file a Title VI complaint, contact the MTA Operations Compliance Coordinator at:

Mason Transit Authority
Attn: Operations Manager
790 E. Johns Prairie Road
Shelton, WA 98584

Phone: (360) 426-9434
(800) 374-3747
Fax: (360) 426-0899

Amy Asher, General Manager

Date

ATTACHMENT D

**Mason Transit Authority
Title VI
Notice to the Public**

Mason Transit Authority ensures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by MTA in accordance with Title VI of Civil Rights Act of 1964.

Any person who believes that their Title VI protection has been violated may file a complaint with Mason Transit Authority. For more information on MTA's civil rights program, and the procedures to file a complaint, contact Customer Service at 360.427.5033; business office at 360.426.9434; 1.800.374.3747; TTY/Relay 711 or 800.833.6388; email mta@masontransit.org; on MTA's Website at www.masontransit.org; or at MTA's business office at 790 E Johns Prairie Rd Shelton, WA 98584.

A complaint may be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.

La autoridad de Mason Transit asegura que a ninguna persona se le debe negar o ser excluida de sus beneficios por su raza,color,o nacionalidad. De alguna otra manera ser sujeto de discriminación bajo cualquier programa o actividad realizada por Mason Transit de acuerdo con el título VI de acuerdo de los derechos civiles de 1964.

Cualquier persona que crea o sienta que sus derechos han sido violados, podrá realizar una queja ante la Autoridad de Mason Transit. Para más información sobre los programas de derechos civiles de Mason Transit y sobre los procedimientos para realizar una queja, ponerse en contacto con servicio al cliente 360-427-5033 oficinas 360-426-9434, u 1-800-833-6388, correo electrónico mta@masontransit.org en el sitio web de Mason Transit, www.masontransit.org o en las oficinas principals en 790 E Johns Prairie Rd, Shelton, WA.98584.

Las quejas podrán realizarse directamente con el coordinador del programa del título VI en las oficinas de atención a los derechos civiles de la administración de tránsito federal en East Building, 5th floor-TRC 1200, New Jersey Ave. SE. Washington DC. 20590

ATTACHMENT E

Mason Transit Authority Three Year Outreach History

Public Meetings and Hearings

Meetings & Hearings	Dates	Event	Date of Public Notice
2020 Regular Scheduled Monthly Meetings of MTA Authority Board	Third Tuesday of the Month	Public Comment	01.02.2020
Seeking application for Citizen Advisor to the MTA Authority Board	December 2019 to be appointed in January 2020	Public Input	12.12.2019
Bid Opening for Belfair Park & Ride Project	03.13.2020	Informational	02.27.2020
Annual TDP	07.19.2020 & 08.06.2020	Public Comment	07.23.2020
Bid Opening for Belfair Park & Ride Project	07.31.2020	Informational	07.16.2020
2021 Budget Public Hearing	11.05.2020 & 12/01/2020	Budget Hearing	10.22.2020
2021 Regular Scheduled Monthly Meetings of MTA Authority Board	Third Tuesday of the Month	Public Comment	12.24.2020
Meet & Greet General Manager Applicants	06.07.2021	Public Input and Open Forum	06.03.2021
MTA Board Composition	10.25.2021	Informational	10.01.2021
2022 Budget Public Hearing	11.16.2021	Budget Hearing	11.04.2021
Annual TDP	07.29.2021 & 08.09.2021	Public Comment	07.22.2021
2022 Regular Scheduled Monthly Meetings of MTA Authority Board	Third Tuesday of the Month	Public Comment	12.30.2021
Annual TDP	08.16.2022	Public Comment	08.11.2022
2023 Regular Scheduled Monthly Meetings of MTA Authority Board	Third Tuesday of the Month	Public Comment	11.11.2022 12.16.2022 01/05/2024
2023 Budget Public Hearing	12.20.2022	Budget Hearing	12.08.2022
Bid Opening for Sanitary Sewer Conversion/Belfair Park & Ride	5.25.2023	Informational	05.18.2023
Annual TDP	07.18.2023	Public Comment	06.29.2023
2024 Budget	10.17.2023 11.21.2023 12.19.2023	Public Comment on Budget Drafts and Final in Board Meetings	10.13.2023 11.17.2023 12.15.2023
2024 Regular Scheduled Monthly Meetings of MTA Authority Board	Third Tuesday of the Month	Public Comment	11.17.2023 12.15.2023 1.14.2024

Community Event Participation

2021

- Volunteer Driver program
- Meals on Wheels
- Posted Community Outreach PSA posters in buses
- COVID-19 Positive rides
- Paul Bunyan Grand Parade
- Grant School Auction
- KMAS interview
- Great Washington Shakeout
- Trunk or Treat
- Community Van Program
- Van Grant Program
- Mason County Preparedness Day

2022

- Fawn Lake HOA presentation
- Vaccine Clinic Resource Fair
- Shelton High School Career Days
- Community Lifeline Picnic in the Park event
- Belfair Senior Center Presentation
- Alpine Way Ride-The-Bus presentation and travel training
- Consejo presentation and travel training for Spanish Speaking customers
- Bite of Reality North Mason Chamber
- Shelton Senior Center presentation
- Exceptional Foresters Inc. presentation
- Parkinsons Group presentation and Travel Training
- Travel Training for EFI customers
- Allyn Days
- ARC of the Peninsulas presentation
- Work Source of Shelton presentation
- Worker Driver Service Fair
- North Mason School Start of Year fair.
- Overdose Awareness event
- North Mason Transitions Class presentation and Travel Training
- Choice School presentation and travel training
- North Mason Fire Resource Fair
- Oysterfest
- Skokomish Tribal Information Fair
- Youth Connection in Belfair presentation and travel training

MTA Title VI Plan

- Trunk or Treat at Mason General Hospital
- Candelaria travel training
- MTA 30 Year Anniversary event for the public
- Christmas Town USA Parade
- Goldsborough Creek Fun Run Special
- MotoAmerica at The Ridge Special
- Movies in the Park Special
- Allyn Days Shuttle Special
- Grapeview Water & Arts Festival Special
- Sozo Church Special
- Bluegrass in the Forest
- Hood Canal Summerfest & Car Show Special
- HugsFest Special
- YMCA to the movies
- Overdose Awareness at Belfair Library
- The Haven House Assisted Living Special
- Jr/Middle School Shuttle Specials
- Belfair Community Church Live Nativity Special
- COVID-19 positive rides
- COVID-19 Immunization rides from the Senior Center
- Numerous Travel Training events
- Posted Community Outreach PSA posters in buses

2023

- North Mason High School Transition class presentation and travel training
- Hoodsport Fire Resource Fair
- Hoodsport Fire Resource Fair special
- Shelton Preschool Tour & Field Trip to MTA
- Oakland Bay Jr High School travel training
- Community Lifeline Café Ribbon Ceremony
- Moving Mason Forward presentation
- Thurston County Transportation presentation
- Transit Resource Fair and Panel discussion
- Asset Building Resource Fair
- Belfair View Apartments presentation
- Olympic College Resource Fair
- The Arc Mock Interview Panel for Choice School
- Christmas Village (senior living) presentation
- North Mason High School Career Fair
- Forest Festival Parade
- Safety Days Events at Sandhill Elementary School

MTA Title VI Plan

- Safety Days Events at Belfair Elementary School
- Working Families presentation
- Belfair Community Clubhouse presentation
- Christmas Village, senior living, travel training
- Allyn Days
- Expo & Bite of Mason County
- Agency on Aging Community Forum
- Mason LPA Resource and Job Fair in Shelton
- Hoodsport Resource Fair Shuttle Special
- Shelton Preschool Field Trip to MTA
- North Mason P.I.C.N.I.C. family resource fair
- Mason LPA Resource & Job Fair in Belfair
- Overdose Awareness Event (2) Sozo Church Specials (3)
- Mason County Christian School Specials (2)
- Goldsborough Creek Fun Run Special
- Hawkins Middle School Special
- Youth Connection Special
- The Ridge Motorsport Special
- Allyn Days Shuttle Special
- Pickering Community Club Special
- Grapeview Water & Arts Festival Special
- Hood Canal Summerfest & Car Show Special
- Hoodstock Special
- COVID-19 positive rides
- Olympic JR and Oakland Bay Middle High School Transportation (8 months)
- Pioneer Jr HS Transportation (2 months)
- Numerous Travel Training events
- Posted Community Outreach PSA posters in buses

Pending in 2023

- Oktoberfest in Allyn Special
- Oysterfest shuttle Special and booth
- Trunk or Treat Shuttle Special and booth
- Mason County Transitions Resource Fair

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – December 2024
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: January 21, 2025

Summary for Informational Purposes:

Included are the updated December 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for October 2024 (received December 31, 2024) was \$634,367, 8% *below* the 2024 budgeted amount, and 3% change from October 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 100% (12/12) of the budget by the end of the year. The total YTD Revenue is *over* budget at 108.1%. The total YTD Operating Expenses are *under* budget at 78.1%.

- Passenger fares for Worker Driver and Community Van are *under* budget at 92.1%.
- Rental Income is *over* budget at 105.4% due to higher than anticipated changes in CPI.
- Wages and Benefits at *under* budget at 80% as we had some positions vacant for longer than expected.
- Other Operating Expenses are *under* budget at 86.3%.
- Fuel is *under* budget at 70.3%. We budgeted \$7 per gallon per board direction in anticipation of global fuel uncertainty.
- Utilities are *under* budget at 83.1%.

Fiscal Impact:

December fiscal impact reflects total revenues of \$1,794,839, largely from operating grant reimbursements, and operating expenses of \$717,352; for a net *gain* of \$1,077,486.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

January 2025 Board Report

Statement of Financial Activities	December	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 560	\$ 1,500		37.3%
PSNS WorkerDriver	7,306	79,098	85,000		93.1%
Total Operating Revenue (Fares)	7,306	79,658	86,500		92.1%
Sales Tax	535,193	7,664,394	7,645,620	1	100.2%
Operating Grants	1,164,888	5,865,241	5,530,866		106.0%
Rental Income	13,103	160,578	152,361		105.4%
Investment Income	69,000	864,066	200,000		432.0%
Other Non-operating Revenue	5,349	106,187	26,050	2	407.6%
Total Revenue	1,794,839	14,740,123	13,641,397		108.1%
Expenses					
Wages and Benefits	575,729	6,618,607	8,268,421		80.0%
Contracted Services	13,845	220,271	380,120		57.9%
Fuel	33,927	455,472	647,500		70.3%
Vehicle/Facility Repair & Maintenance	27,397	287,221	362,200		79.3%
Insurance	24,466	293,584	293,583		100.0%
Intergovernmental - Audit Fees	1,043	41,410	40,000		103.5%
Utilities	14,608	174,369	209,800		83.1%
Supplies & Small Equipment	21,255	283,483	406,150	3	69.8%
Training & Meetings	607	38,848	62,450		62.2%
Other Operating Expenses	4,475	127,755	148,009	4	86.3%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	717,352	8,541,019	10,938,233		78.1%
Net Income (Deficit) from Operations	\$ 1,077,486	\$ 6,199,104	\$ 2,703,164		

NOTES

(1)	Monthly sales tax amounts are based upon budgeted amounts and not actuals received.
(2)	Includes: Sale of Maintenance Services; Gain/Loss on Disp. of Asset; Sales Tax Interest Income; Insurance Recoveries; WSTIP Network Safety Grant; WSTIP Risk Management Grant; Other Non Transportation Revenue - ; plus other misc. non-operating revenue.
(3)	Printing; Cleaning/Sanitation/Safety supplies; Office Supplies; Shop Supplies; Small Tools & Equipment; IT Equipment; Communications Equipment; Operating Supplies; Small Equipment & Furniture; Software; Postage - ; plus other misc supplies and small equipment.
(4)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions; CDL Medical Exams; Rent-CDL Training; Vehicle Registration fees; Office Equip Lease; Small tools repair; plus Other misc. operating expenses.

Mason Transit Authority Cash and Investments

January 2025 Board Report

Cash Balances

	11/30/2024	12/31/2024	Change
Cash - MC Treasurer	\$ 6,083,239.60	\$ 5,898,208.78	\$ (185,030.82)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 242,519.94	\$ 240,428.61	(2,091.33)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 24,075,759.54	\$ 23,888,637.39	\$ (187,122.15)

Cash Encumbrances

2024 MTA Funded Capital Budget Items Remaining \$ 1,415,529.00

Reserves:

General Leave Liability (Vacation/Sick)	393,106.31
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,100,000.00
Capital Project Reserves ¹	9,250,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,608,635.31

Total of Cash	\$ 23,888,637.39
Less Encumbrances	17,608,635.31
Undesignated Cash Balance Total (Including Reserves)	6,280,002.08

Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,608,635.31
Undesignated Cash Reserves	\$ 141,364.69

Sales Tax Revenue received in excess of the budgeted amount placed in Capital Project Reserves.

Mason Transit Authority 2024 Capital Budget


January 2025 Board Report
As of December 31, 2024

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Cost to Date	Purpose
Belfair Sewer Connection	17,000		17,000		13,176	13,176	Finalize Utility Connection in 2024.
TCC customer service office remodel	100,000		100,000		-	-	Carry forward from 2023. Remove ADA ramp from middle of office and re-design space.
JP Alarm System Update	42,000		42,000		-	-	We are using an alarm system that was installed in 1984. We can't get replacement parts. New enterprise system can be moved to new building.
Phone System Update	18,000		18,000		-	-	Migrating away from Mitel system to a cloud based system.
TCC Badge Access Door Locks	10,000		10,000		6,917	6,917	Operations and staff doors at TCC to be upgraded to badge access.
Bus stop improvements	100,000	100,000			-	-	Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Automatic Gates at JP	115,000		115,000		108,484	108,484	The automatic gate openers at JP were installed when we purchased the building in the early 1990's. They are failing more frequently and need replaced.
Capital Facilities Improvements	50,000		50,000		-	-	Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	80,000		80,000		-	-	Park and Ride Resurfacing. Pear Orchard, Matlock.
Air Condition for Server Room JP	11,000		11,000		10,172	10,172	The air conditioner in the server room is failing and needs replaced.
HVAC for JP	36,000		36,000		54,155	54,155	Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		44,287	44,287	Veder Root system we have is no longer supported. Fuel Master Card Reader, software and training.
Propane Conversion Kits	112,000		112,000		41,664	41,664	Convert sixteen cutaways to propane. Six are carryforward from 2023. \$7,000 ea.
Bus Column Lift Replacements	75,000	75,000	-		65,084	65,084	Replace one set of vehicle lifts past useful life.
Septic Grinder Pump Replacement	10,000		10,000		-	-	Need to replace septic grinder.
Scan Tool for Fleet	5,000		5,000		4,582	4,582	Tool to scan buses for diagnostics. The equipment we currently have will not read anything newer than 2018 buses.
TCC Gym Roof Repair	100,000		100,000		-	-	Gym roof has been leaking in a couple of places for a few years and staff's spot treatment has not held. Need professional help to solve problem.
Repair/replace TCC Gym floor	130,000		130,000		-	-	Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		-	-	Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Belfair Alarm System	11,000		11,000		10,772	10,772	Alarm system at Belfair Building.
Parts Washer	13,000		13,000		10,262	10,262	Parts washer to degrease parts.
Total Misc Capital Projects	1,895,000	175,000	1,720,000	-	369,555	369,555	
11 Cutaways	1,741,945	1,898,851			1,790,285	1,790,285	State Paratransit Special Needs Funded. 6 Cutaways purchased in April 2024. Budget Amended July 2024 for one additional. PTD0344.
8 - 35' Gilligs	5,104,288	5,104,288			5,110,924	5,110,924	FY 22 FTA 5339 Grant to replace 5 buses \$2,968,727 (carry forward from 2023). Received grant funding for 3 more. All will be received in 2024 (2,135,561) Using state funds to cover match.
1 Staff Vehicle - Alternatively Fueled		55,000			59,749	59,749	Grant Funded PTD0972. Budget Amended July 2024.
Total Vehicle Replacements	\$ 6,846,233	\$ 7,058,139	\$ -	\$ -	\$ 6,960,958	\$ 6,901,209	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,233,139	\$ 1,720,000	\$ -	\$ 7,330,512	\$ 7,270,763	

Mason Transit Authority Sales Tax Receipts

January 2024 Board Report

Sales Tax Collected as of 12/31/2024 for 10/31/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual	Capital Reserves
January	464,970	492,351	528,201	611,650	545,346	-11%	3%	(66,304)
February	456,479	513,550	539,128	535,193	559,272	4%	4%	24,079
March	595,307	646,582	616,540	649,878	640,405	-1%	4%	(9,473)
April	585,816	599,278	599,059	611,650	619,533	1%	3%	7,883
May	604,875	620,580	656,593	573,422	671,706	17%	2%	98,284
June	640,945	677,991	731,134	726,334	724,483	0%	-1%	(1,851)
July	606,512	653,259	679,614	688,106	723,443	5%	6%	35,337
August	590,886	678,818	670,272	649,878	697,897	7%	4%	48,019
September	597,424	733,099	702,464	764,562	701,098	-8%	0%	(63,464)
October	576,267	652,444	613,829	688,106	634,367	-8%	3%	(53,739)
November	546,801	622,319	609,293	611,650				
December	602,943	624,958	679,178	535,193				
	<u>6,869,226</u>	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,645,622</u>	<u>6,517,550</u>			
Budget Variance Average - YTD						1%		18,771
							% Change 2023 vs 2024 Actual Average - YTD	3%

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: January 21, 2025

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 21, 2025

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 21, 2025

GENERAL MANAGER'S REPORT

External Activities:

- Attended Mason EDC Board meeting.
- Washington State Transit Association Board President duties.
- Attended National Transit Institute training on Project Management.

Internal Activities:

- Worked with Operations and HR staff to review Operations Outreach position.
- Continued work with SAO and Finance Staff on Audits.
- Met with new Accounting Assistant – Welcome Colleen Steele!
- Met with staff to review finance record organization and procurement processes.
- Met with staff to review finance assistance job duties and training needs.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended MTA board meeting.
- Attended N/W warranty meeting
- Held end of year shop meeting.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on adding ecology blocks to inside of JP fence.
- Had JP fence repair from accident.
- Working on 2025 projects.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 310 participants this December. The Special Olympics basketball team had 133 participants in December. The Shopping with Santa bazaar attracted around 180 shoppers.
- **Kitchen:** The total number of kitchen users in December was 10 people.
- **Conference Room:** The MTA monthly board meeting welcomed 15 members this month. The Fantasia Twirlers parade team welcomed 35 members for the parade.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** We finished off 2024 strong. We had a total of 535,761 total riders for the year – our highest ridership in 10 years!
- **Service Changes:** We will be expanding services effective February 10, 2025. These were driven by our public survey responses and will include both earlier and later routed service for routes 5, 6 and 7

Increased Saturday service for the Route 6, more frequent route 1 service, some commuter route enhancements as well as increased Dial-a-Ride service hours for the entire county.

- **Memorial:** MTA was invited to participate in a bus procession through Seattle to honor the fallen King County Metro Driver. It was a great honor to be a part of it, and a special thanks to Jon Sharp who volunteered to represent MTA and drive the bus for us.
- **Community Partnerships:** We are working closely with Shelton High School to participate in their job shadow/career tour program to help cultivate the workforce of tomorrow.
- **Outreach:** Here are some of the Outreach highlights from December:
 - MTA provided special transportation for the North Mason High School to transport students to the Kiwanis Christmas Town tree lighting.
 - MTA participated in the Christmas Town USA parade.
 - MTA was invited to an Adulting In Our Community culinary event where students put together the skills they learned this quarter planning, shopping, and preparing a holiday meal for those that assisted them with their learning. MTA provided travel training and transportation to the stores, food bank, and to school and was invited to participate in this unique event.
 - We provided travel training with Shelton YMCA specifically to assist with their new hiking program.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: January 21, 2025

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2020.

To be easily identifiable, 2024 passenger trips are labeled with the actual number.

We are used to seeing a drop in ridership in December due to the holidays, which translates to less service hours, as well as a decline in ridership while schools are on winter breaks.

Overall, we had a record year for 2024. We had a total of 535,761 riders which is a milestone we have not seen since 2014.

2025 is starting strong and with our service expansion coming in February we anticipate an even better year.

December 2024 Ridership Data

