



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, March 18, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/99934627000?pwd=hACYkINlgpUdvcQ1wEmrnOLkIZFvMb.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**
2. **PLEDGE OF ALLEGIANCE** Chair
3. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
4. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair

*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.*

*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.*
5. **APPROVAL OF AGENDA – ACTION** Chair
6. **CONSENT AGENDA – ACTION** Chair
  - A. Pg. 03: February 18, 2025 Regular Board meeting minutes
  - B. Pg. 06: Check Approval: February 11-26, 2025
  - C. Pg. 11: Surplus Equipment – Resolution No. 2025-05

*There are no Old or New Business action items this month.*

7. **DISCUSSION ITEM: MTA Fleet Transition Plan** Amy

8. STAFF AND INFORMATIONAL REPORTS Staff
- A. Pg. 17: Financial Reports
  - B. Pg. 21: Management Reports
  - C. Pg. 25: Operational Statistics
9. EXECUTIVE SESSION: Pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. *Action may be taken following the Executive Session.* Board Chair
10. RESUME OPEN SESSION Board Chair
11. COMMENTS BY BOARD
12. UPCOMING MTA BOARD MEETING:
- Mason Transit Authority**
  - Regular Meeting**
  - April 15, 2025 at 1:00 PM**
  - Hoodspport Regional Library
  - Meeting Room
  - 40 N. Schoolhouse Hill Road
  - Hoodspport
- PLEASE NOTE LOCATION:**
- 
13. 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**  
**February 18, 2025**  
*Virtually and at*  
**Transit-Community Center**  
Conference Room  
601 West Franklin Street  
Shelton



**OPENING PROTOCOL**

**1. CALL TO ORDER:** 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present at T-CC:** John Sheridan, Chair; Wes Martin, Vice Chair; Board members Cyndy Brehmeyer, Tom Gilmore, Richard Lee, Ryan Spurling (*arrived at 1:06 pm*), Pat Tarzwell and Sharon Trask.

**Authority Voting Board Members Present via Zoom:** [None]

**Authority Voting Board Members Not Present:** Randy Neatherlin

**Authority Non-voting Board Member Present Virtually** (*arrived at 1:04 pm*): 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; Lissa McClanahan, Finance Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; Anja Reynolds, Outreach Coordinator, and Tracy Becht, Clerk of the Authority Board.

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

**4. PUBLIC COMMENT** – No members of the public attended the meeting in person or virtually.

**5. APPROVAL OF AGENDA**

**Moved** that the agenda for the February 18, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Trask/Tarzwell. Motion carried.**

**6. CONSENT AGENDA**

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

- A. January 21, 2025 MTA regular Board meeting minutes.
- B. Payments of January 9, 2025 through January 29, 2025 financial obligations on checks #39377 through 39399 and 39436 through 39503, as presented for a total of \$1,099,125.85.

**Moved** that the Mason Transit Authority Board approve the Consent Agenda items as presented. **Tarzwel/Martin. Motion carried.**

## **7. ACTION ITEMS**

### **New Business**

**7A. Proposed Revisions to Employee Recognition Program (POL-302).** Ms. Asher shared that she, Haley Dorian, HR Manager, and the Policy Committee met to discuss the need to make updates to this policy as well as the three following policies. This policy was changed to streamline operations, align with the Collective Bargaining Agreement and reduce redundancies. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-01 approving revised POL-302 Employee Recognition Program. **Trask/Tarzwel. Motion carried.**

**7B. Proposed Revisions to Wellness Team Policy (POL-602).** Ms. Asher indicated that this policy had been initiated in 2019 but because of the pandemic, it did not get off the ground. Ms. Asher indicated that Ms. Dorian is interested in getting it going. The Vice Chair asked about providing detail on how the money will be used and proposed to eliminate total funds and provide for \$300 per person. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-02 approving revised POL-602 Wellness Program, as revised to provide for \$300 per person. **Trask/Gilmore. Motion carried.**

**7C. Proposed Revisions to Drug & Alcohol Policy (POL-301).** Ms. Asher described the various changes being made to the policy to stay current with local, state and federal laws or regulations or other relevant changes. She also stated that Attachment A had been revised based on the positions that are considered "safety sensitive" and Attachment B contained contact information updates. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-03 approving revised POL-301 Drug and Alcohol Policy. **Spurling/Tarzwel. Motion carried.**

**7D. Proposed Revisions to Washington Paid Sick Leave Policy (POL-309).** Ms. Asher indicated that the definition of "family member" had been changed as a result of new legislation passed in 2024. This was the only change to the policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-04 approving revised POL-309 Washington Paid Sick Leave Policy. **Tarzwel/Trask. Motion carried.**

## **8. STAFF REPORTS**

**Finance.** Ms. Asher indicated that MTA is still receiving revenues and expenses for December due to recent operating grant reimbursements that have come in. MTA had submitted consolidated grant applications totaling \$2.8M but could potentially lose 45% of that amount depending on decisions made at the state and federal level. Updates are being provided by a lobbyist hired by WSTA that is keeping an eye on developments.

The 2022 audit is nearing the setting of a close-out conference, then MTA will move forward with the 2023 audit.

**Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared the spring park & ride maintenance projects were being planned and that the previously hired fueler/detailer wished to transfer to being a bus driver, which is helpful to MTA since the fueler/detailer must be CDL trained. A new recruitment to replace the fueler/detailer will begin soon.

**Operations.** Jason Rowe, Operations Manager, shared his report on ridership, updates in new service beginning in February and that some of those additions to service were as a result of survey feedback from the public in late 2024. Also, Mr. Rowe introduced Anja Reynolds to the Board as MTA's new Outreach Coordinator.

**9. COMMENTS BY BOARD:**

- Sheriff Spurling mentioned that with recent inclement weather events, MTA may want to consider checking in with the State Patrol to lease out its training facility as it has been available in the past.

**10. UPCOMING MEETING**

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

**Regular Meeting**

**March 18, 2025 at 1:00 PM**

**Moved** that the meeting be adjourned.

**11. ADJOURNED: 1:49 PM**

**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:** March 18, 2025

**Summary:**

See Attached Check Register.

**Check Disbursement Fiscal Impact:**

\$582,880.82

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of February 11, 2025, through February 26, 2025, financial obligations on checks #39504 through #39593 as presented for a total of \$582,880.82.



**Mason Transit Authority**  
March 18, 2025, Disbursement Approval

The following checks for the period of February 11, 2025, through February 26, 2025, in the amount of \$582,880.82, 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.

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction Amount</u>
2/11/2025	39504	Abila	892.45
2/11/2025	39505	AIG Retirement DBA Corebridge Financial	1,399.40
2/11/2025	39506	American Tire Distributors	3,091.90
2/11/2025	39507	Blue Star Gas	2,024.05
2/11/2025	39508	CDW Government	2,380.31
2/11/2025	39509	Comcast	128.99
2/11/2025	39510	Liquid Environmental Solutions of Washington LLC DBA Flohawks	576.26
2/11/2025	39511	GFOA	325.00
2/11/2025	39512	Good To Go!	3.50
2/11/2025	39513	GORDON TRUCK CENTERS, INC.	104.33
2/11/2025	39514	Health Care Center	175.00
2/11/2025	39515	Hood Canal Communications	2,030.20
2/11/2025	39516	HR Direct	106.37
2/11/2025	39517	Kaiser Foundation Health Plan of Washington	414.00
2/11/2025	39518	Mason County PUD #3	2,262.63
2/11/2025	39519	Crystal Springs	199.18
2/11/2025	39520	Northwest Bus Sales, Inc.	55.45
2/11/2025	39521	ODP Business Solutions, LLC	108.03
2/11/2025	39522	Olympic Lock & Key	87.12
2/11/2025	39523	O'Reilly Auto Parts	403.09
2/11/2025	39524	ORMCA (Olympic Region Municipal Clerks Association)	50.00
2/11/2025	39525	Ricoh USA, Inc	117.10
2/11/2025	39526	Schetky Northwest Sales, Inc.	291.10
2/11/2025	39527	Seattle Automotive Distributing	97.36
2/11/2025	39528	Mason County Journal	99.00

2/11/2025	39529	The Shoppers Weekly	603.02
2/11/2025	39530	SkyBitz Tank Monitoring	17.38
2/11/2025	39531	Sportworks Global LLC	231.43
2/11/2025	39532	Staples Business Advantage	276.49
2/11/2025	39533	Tozier Brothers, Inc.	43.72
2/11/2025	39534	Transfor Corporation	180.00
2/11/2025	39535	UniFirst	472.14
2/11/2025	39536	U.S. Bank	11,448.96
2/11/2025	39537	Verizon Wireless	1,365.03
2/11/2025	39538	Westbay Auto Parts	660.06
2/11/2025	39539	Washington State Transit Association	15,434.00
<b>2/11/2025</b>	<b>39540</b>	<b>Mason Transit Authority - ACH Account</b>	<b>217,028.09</b>
2/13/2025	39541	ACE Commercial Tire, LLC	3,645.33
2/13/2025	39542	Aflac	891.04
2/13/2025	39543	AIG Retirement DBA Corebridge Financial	1,550.49
2/13/2025	39544	World Kinect Energy Services	1,984.53
2/13/2025	39545	Belfair Water District #1	218.82
2/13/2025	39546	Berg Marketing Group	3,500.00
2/13/2025	39547	City of Shelton	1,615.20
2/13/2025	39548	Cascade Natural Gas	3,068.04
2/13/2025	39549	Dept of Labor & Industries - Elevators	174.30
2/13/2025	39550	Dobbs Peterbilt - Tacoma	210.85
2/13/2025	39551	FireTek	19,318.49
2/13/2025	39552	GFOA	250.00
2/13/2025	39553	GORDON TRUCK CENTERS, INC.	177.86
2/13/2025	39554	Robert W. Johnson, PLLC	1,600.00
2/13/2025	39555	Kitsap Transit	1,868.64
2/13/2025	39556	Mason County Garbage, Inc.	1,099.05
2/13/2025	39557	Mason County PUD #3	4,574.72
2/13/2025	39558	Mason County Treasurer	94.00
2/13/2025	39559	ODP Business Solutions, LLC	161.60
2/13/2025	39560	PetroCard, Inc.	27,638.75
2/13/2025	39561	Pitney Bowes	196.63
2/13/2025	39562	Pitney Bowes Supplies	99.14
2/13/2025	39563	Builders FirstSource	32.66
2/13/2025	39564	RingCentral, Inc.	1,310.44
2/13/2025	39565	Romaine Electric	98.35
2/13/2025	39566	Right! Systems, Inc.	4,451.95
2/13/2025	39567	Mason County Journal	475.90
2/13/2025	39568	Smarsh	19.42
2/13/2025	39569	Tozier Brothers, Inc.	27.83
2/13/2025	39570	ULINE	1,135.35
2/13/2025	39571	UniFirst	330.46
2/13/2025	39572	UniteGPS, LLC	1,862.00
2/13/2025	39573	Westbay Auto Parts	408.48
2/13/2025	39574	Whisler Communications	2,079.42



2/13/2025	39575	AWorkSAFE Service, Inc.	386.50
2/24/2025	39576	World Kinect Energy Services	437.67
2/24/2025	39577	Black Star	173.76
2/24/2025	39578	Blue Star Gas	2,449.69
2/24/2025	39579	District 160	1,849.00
2/24/2025	39580	LegalShield	178.30
2/24/2025	39581	Mason County PUD #3	74.81
2/24/2025	39582	Purcor	300.84
2/24/2025	39583	ODP Business Solutions, LLC	65.15
2/24/2025	39584	State Auditor's Office - WA	69.55
2/24/2025	39585	Schetky Northwest Sales, Inc.	174.63
2/24/2025	39586	The Shoppers Weekly	41.27
2/24/2025	39587	Staples Business Advantage	258.01
2/24/2025	39588	TEC EQUIPMENT	409.55
2/24/2025	39589	TK Elevator Corporation	4,221.32
2/24/2025	39590	UniFirst	165.20
2/24/2025	39591	Westbay Auto Parts	309.43
2/24/2025	39592	ZEP Manufacturing Company	1,857.27
<b>2/26/2025</b>	<b>39593</b>	<b>Mason Transit Authority - ACH Account</b>	<b><u>218,106.99</u></b>

Signed by: Lissa McClanahan  
 Submitted by: Lissa McClanahan, Finance Manager Date: 3/14/2025

Signed by: Amy Asher  
 Approved by: Amy Asher, General Manager Date: 3/14/2025



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

3/1/2025

Manager's Approval:

*John Sheridan*

DocuSigned by:  
CB8EEFBDC8D64AF...

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
2/5/25	Amazon	Replacement mouse pad	\$ 7.47	Y	10	504230	✓
2/6/2025	Amazon	Replacement keyboard	\$ 65.10	Y	10	11	✓
<b>TOTAL</b>			\$ 72.57				

Don't forget to attach original receipts

Signature *Amy Asher*

Date *3/1/2025*

*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:** Consent Agenda– Item 6C – *Actionable*

**Subject:** Equipment Surplus

**Prepared by:** Amy Asher, General Manager

**Approved by:** Amy Asher, General Manager

**Date:** March 18, 2025

### **Background:**

MTA has been updating many of its communication or computer devices that are outdated or no longer useful. The attached list represents office phones, mobile phones, monitors, battery back-ups, servers, desk phones, projectors, external hard drives some computers and printers and other electronic devices.

**Summary:** Approve surplus of various technology and communication devices.

### **Fiscal Impact:**

No impact for the listed devices as they are fully depreciated and ready to recycle.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2025-05 regarding surplus equipment.

**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AUTHORIZING THE DISPOSAL OF SURPLUS EQUIPMENT.**

**WHEREAS**, the Mason Transit Authority Board has adopted policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest value for such items; and

**WHEREAS**, the equipment listed on Exhibit A attached hereto are obsolete and no longer in use or useful;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the above items are deemed surplus and they shall be surplused pursuant to MTA's disposition of surplus property policy.

Adopted this 18<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
John Sheridan, Chair

\_\_\_\_\_  
Wes Martin, Vice Chair

\_\_\_\_\_  
Cyndy Brehmeyer, Authority Member

\_\_\_\_\_  
Tom Gilmore, Authority Member

\_\_\_\_\_  
Richard Lee, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Ryan Spurling, Authority Member

\_\_\_\_\_  
Pat Tarzwell, Authority Member

\_\_\_\_\_  
Sharon Trask, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Amy Asher, General Manager

APPROVED AS TO FORM: \_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board

## EXHIBIT A TO RESOLUTION NO. 2025-05

### LIST OF ITEMS FOR SURPLUS

Description	Asset Tag	Serial Number
Samsung Galaxy s8 Black (SM-G950u)	18-2474	RF8K20J0LGA
Samsung Galaxy s8 (SM-G950U)	18-2577	RF8K826AALR
Samsung Galaxy s9 (SM-G960U)	19-2725	R38M60DAPMV
Samsung Galaxy S10e(SM-G970U)	20-2825	R38NB02AR1N
Samsung Galaxy S10e(SM-G970U)	20-2826	R38NB01T36D
Samsung Galaxy S10e(SM-G970U)	20-2828	R38NB024M6B
Samsung Galaxy S10e(SM-G970U)	20-2830	R38NB01VG5T
Samsung Galaxy S10e(SM-G970U)	20-2831	R38NB01WC4M
Samsung Galaxy S10e(SM-G970U)	20-2832	R38NB02AJEF
Samsung Galaxy S10e(SM-G970U)	20-2833	R38NB01V22N
Samsung Galaxy S10e(SM-G970U)	20-2835	R38NB01MN4L
Samsung Galaxy S10e(SM-G970U)	20-2836	R38NB029R0X
Samsung Galaxy S10e(SM-G970U)	20-2837	R38NB01T2SA
Samsung Galaxy S10e(SM-G970U)	20-2839	R38NB01MN5X
Samsung Galaxy S10e(SM-G970U)	20-2840	R38NB02BJAA
Samsung Galaxy S10e(SM-G970U)	20-2842	R38NB01WBHD
Cisco C9200-48P-A V01 Layer 3 Switch	19-2671	JAD23190J3L
Cisco C9200-48P-A V01 Layer 3 Switch	19-2672	JAD23190JA9
APC BE550G	N/A	4B1602P15389
ShoreTel PowerDsine 3001GC	N/A	R08436081047235100
ShoreTel PowerDsine 3001GC	N/A	R11476083029330600
ShoreTel PowerDsine 3001GC	N/A	R10116081011458300
ShoreTel PowerDsine 3001GC	N/A	R11316083015593800
ShoreTel PowerDsine 3001GC	N/A	R10326081034458200
Epson H550A	19-2708	TTGK4202816
Lacie d2 External Hard Drive 4TB	N/A	15541301307820EHB
Lacie d2 External Hard Drive 4TB	N/A	15541505074315QHB
ShoreTel 115		001049189CAE

**EXHIBIT A TO RESOLUTION NO. 2025-05**  
**LIST OF ITEMS FOR SURPLUS**

ShoreTel 115		001049174D4C
ShoreTel 115		001049174DE0
ShoreTel 115		001049177CD6
ShoreTel 115		001049177CE5
ShoreTel 115		001049174E09
ShoreTel 115		001049189CAF
ShoreTel 420		00104937E564
ShoreTel 420		0010493B0854
Mitel IP420		00104956A9A0
ShoreTel 480		00104937D135
ShoreTel 480		00104937D184
Shoretel IP420		00104937E560
Shoretel IP115		001049177CD0
Shoretel IP480		0010493F4BE8
APC SU1400NET		QS9936326633
APC SUA 1500		AS0527122519
APC SUA 1500		AS0418230503
APC SUA 3000		JS0448023692
Dell PowerVault NX3200	18-2511	8FXB842
Shoretel SG-T1K	19-2702	T1KJ10471AD25B
Shoretel ST50A	18-2541	107808FA1809557286
Mackenzie DVSD-3000 MTS/LR		D404039
Shoretel SG50	18-2499	S50F15023D152F
Samsung SCS-2U01		ECE09BBF8BE2
Samsung SCS-2U01		F4D9FB96ACCA
Samsung S27C230B	16-1519	ZXLCHTNF500001W

**EXHIBIT A TO RESOLUTION NO. 2025-05**

**LIST OF ITEMS FOR SURPLUS**

Dell P2213f		CN-0FP04F-72872-3CC-DVLS
Dell P2213f		CN-0FP04F-72872-3BC-A3PS
Dell P2213f		CN-0FP04F-72872-3BC-A39S
Dell P2213f	16-1828	CN-0FP04F-72872-3CC-DA4S
Dell P2213f	16-1530	CN-0FP04F-72872-4BE-AV0M
Dell P2213f	16-1592	CN-0FP04F-72872-4BE-AVVM
Dell P2213f	16-1591	CN-0FP04F-72872-4BE-AVJM
Samsung B2430H	11-1337	Z1QNHCLBA06117B
Dell P2213t	18-2540	CN-0FJ44J-74445-487-A7DS
Dell E1914Hc	16-1899	cn-04ff47-64180-51J-022B
Dell P2213t	16-1479	CN-036XDD-74445-45N-AUQS
Dell P2213t	16-1478	CN-036XDD-74445-45N-ASBS
APC SMC1500		3S1544X06608
Sony KDL-70W850B	16-1868	5026088
HP LaserJet P1102W	16-1475	VNB3Q48193



## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Report – Item 8A. – *Informational*  
**Subject:** Financial Reports – February 2025  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** March 18, 2025

### **Summary for Informational Purposes:**

Included are the updated February 2025 Financial Reports.

### **Highlights:**

February Fuel Prices: Diesel \$3.01, Unleaded \$3.15, Propane \$1.95

#### *Sales Tax Revenue*

Sales tax revenue for December 2024 (received February 28, 2025) was \$695,672, 30% *above* the 2024 budgeted amount, and 2% change from December 2023.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses will be 16.7% (2/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 8.8%. The total YTD Operating Expenses are *under* budget at 12.7%.

- Operating Grants are *under* budget as we submit for those quarterly.
- Wages and Benefits at *under* budget at 12.8% as we are not fully staffed.
- Insurance is over budget as our 2023 assessment was adjusted to reflect more miles driven than originally estimated.
- Other Operating Expenses are *over* budget at 29.7%, due to yearly memberships at beginning of year.

### **Fiscal Impact:**

February fiscal impact reflects total revenues of \$622,590, and operating expenses of \$707,185; for a net *loss* of \$84,595.

# Mason Transit Authority Statement of Financial Activities

% through the year: 16.7%

March 2025 Board Report

Statement of Financial Activities	February	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	6,993	14,996	85,000		17.6%
Total Operating Revenue (Fares)	6,993	14,996	85,800		17.5%
Sales Tax	533,760	1,045,522	7,798,533	1	13.4%
Operating Grants	-	-	5,798,609		0.0%
Rental Income	12,767	25,539	144,794		17.6%
Investment Income	67,139	136,558	150,000		91.0%
Other Non-operating Revenue	1,931	7,327	28,550	2	25.7%
<b>Total Revenue</b>	<b>622,590</b>	<b>1,229,942</b>	<b>14,006,286</b>		<b>8.8%</b>
<b>Expenses</b>					
Wages and Benefits	557,771	1,126,790	8,809,811		12.8%
Contracted Services	13,173	26,981	311,970		8.6%
Fuel	31,712	64,611	649,100		10.0%
Vehicle/Facility Repair & Maintenance	30,753	55,278	449,275		12.3%
Insurance	28,697	87,301	344,368		25.4%
Intergovernmental - Audit Fees	70	348	55,000		0.6%
Utilities	14,891	30,207	242,400		12.5%
Supplies & Small Equipment	23,335	44,283	413,320	3	10.7%
Training & Meetings	1,292	4,558	121,071		3.8%
Other Operating Expenses	5,491	39,697	133,633	4	29.7%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>707,185</b>	<b>1,480,054</b>	<b>11,649,948</b>		<b>12.7%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ (84,595)</b>	<b>\$ (250,112)</b>	<b>\$ 2,356,338</b>		

## NOTES

Monthly sales tax amounts are based upon budgeted amounts and not actuals received.

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.

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.

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

March 2025 Board Report

## Cash Balances

	1/31/2025	2/28/2025	Change
Cash - MC Treasurer	\$ 6,690,318.60	\$ 6,127,520.59	\$ (562,798.01)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 238,663.55	\$ 235,894.19	(2,769.36)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 24,678,982.15</b>	<b>\$ 24,113,414.78</b>	<b>\$ (565,567.37)</b>

## Cash Encumbrances

2025 MTA Funded Capital Budget Items Remaining \$ 1,360,000.00

Reserves:

General Leave Liability (Vacation/Sick)	397,964.84
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 <sup>1</sup>	9,250,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 17,557,964.84</b>

Total of Cash	\$ 24,113,414.78
Less Encumbrances	17,557,964.84
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>6,555,449.94</b>


Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,557,964.84
<b>Undesignated Cash Reserves</b>	<b>\$ 192,035.16</b>

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

# Mason Transit Authority Sales Tax Receipts

March 2025 Board Report

Sales Tax Collected as of 2/28/2025 for 12/31/2024



	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	628,216	3%	3%	16,566
December	602,943	624,958	679,178	535,193	695,672	30%	2%	160,479
	<u>6,869,226</u>	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,645,622</u>	<u>7,841,439</u>			
Budget Variance Average - YTD						3%		195,817
							% 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:** March 18, 2025

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 18, 2025

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 18, 2025

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Led the Washington State Transit Association (WSTA) 1<sup>st</sup> Quarter Board meeting and Legislative Forum in Olympia. Met with the Senate and House Transportation Committee Chairs about the future of funding for transit in the next biennium.
- Attended the Peninsula Regional Transportation Planning Organization (PRTPO) Board Meeting. Preparing for update of long-range plan.
- Served as panelist at the Regional Transportation Partners meeting hosted by the Southwest Washington Mobility Management Program. Discussed driver hiring trends.
- Attended MRSC's Finance Bootcamp in Longview.
- Attended Small Medium Transit Association meetings.
- Attended General Manager coordination meetings.
- Attended Mason Economic Development Council meeting.
- Attended Association of Washington Cities Healthy Worksite Summit in Lynnwood.

### **Internal Activities:**

- Continued support on audit updates. Expect a meeting with the SAO for the closeout of the 2022 Audit where we had to revise all past Construction in Progress projects. I will update the Board when we have our exit conference.
- We moved MTA Administrative Offices downstairs at John's Prairie. Thank you to the Maintenance team for their help in facilitating that move!

## TEAM UPDATES

### **HUMAN RESOURCES – Haley Dorian**

- Conducted five Fueler Detailer interviews. Extended a conditional offer.
- Conducted 11 Driver interviews for 6 open positions. Extended offers for all 6 of those openings.
- Ongoing HR support for staff leave, benefits coordination, and onboarding new staff members.
- We are, for the first time in many years, fully staffed!

### **MAINTENANCE/FACILITIES – Paul Bolte**

#### **Outreach and meetings:**

Held regular safety meeting with shop staff at John's Prairie.

Working on a plan to add curb stops between parking stalls to discourage large RV from parking.

#### **Facilities and Fleet Projects/Purchases/Maintenance**

Maintenance team moved the Admin team downstairs at John's Prairie offices.

Installed eco blocks down fence line along John's Prairie Road to protect the building from cars as there have been multiple accidents that have gone through the fencing.

Park & Ride spring maintenance is getting started.

### T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 299 participants this February. The Special Olympics basketball team had 103 participants in February.
- **Kitchen:** The total number of kitchen users in February was 11 people.
- **Conference Room:** The MTA monthly board meeting welcomed 17 members this month.

### OPERATIONS – Jason Rowe

- **Service Changes:** Service changes went into effect February 10. We have received very positive feedback from the public. We have seen some good numbers so far on the additional routes and services that have been added.
- **National Transit Employee Appreciation Day 2025:** National Transit Employee Appreciation Day is Tuesday, March 18. Thank you to all our AMAZING transit drivers, dispatchers, supervisors, maintenance, T-CC and administrative employees!! You make MTA the world class transit agency that it is, we appreciate you all!
- **Community Partnerships:** We have been working with Shelton School District (CTE) department and providing its participants with transportation to their job shadow/internship programs. We are also working closely with the Shelton YMCA on some hiking events as well as participating in their monthly resource fairs to help expose MTA's services to the community.
- **Outreach: Here is a summary of our Outreach events in February:**
  - Provided Special Transportation for Pioneer School to and from the Ferry Terminal so that the middle school students could attend Hamilton in Seattle.
  - Provided Special Transportation for 2 separate Mason County Christian School field trips: one for the kindergarten class to visit the fire station in downtown Shelton and the other one to the Baptist Church.
  - Attended the Thurston/Mason County Developmental Disabilities Resource Fair, Educating individuals on MTA's services and transition assistance.



## **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:** March 18, 2025

### **Background:**

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2021.

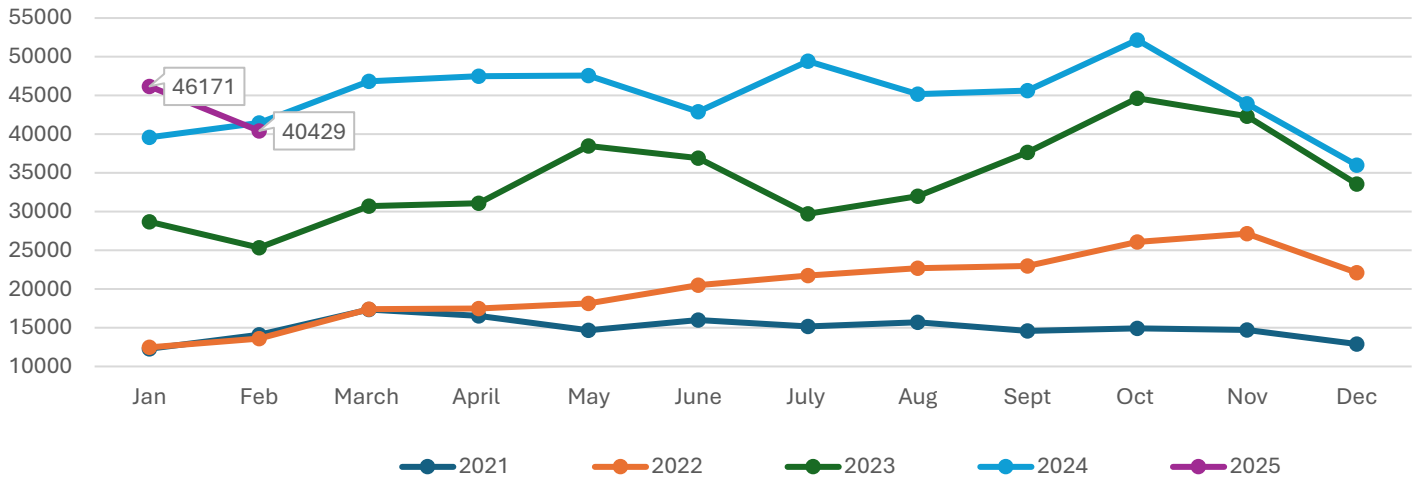
To be easily identifiable, 2025 passenger trips are labeled with the actual number.

February has a lot going on in terms of ridership impacts. We typically see a dip during February, as it is the shortest month, which translates to the lowest number of service days. However, we also experienced some inclement weather at the beginning of the month which impacted all our service, Fixed route, Demand Response and Worker/Driver alike. Its impacts were to different degrees, but we did take a hit in our ridership for several days which is what we see in the ridership charts.

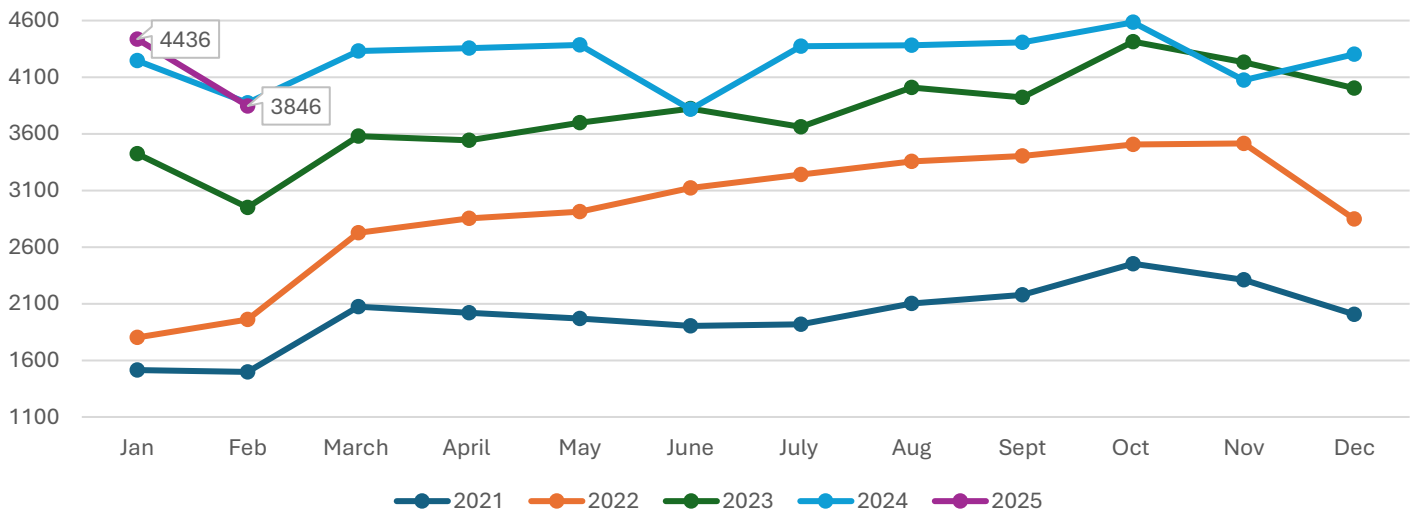
Now, with that in mind, we also increased our service levels effective February 10<sup>th</sup>, which actually augmented our ridership for some of our Fixed Routes as well as Demand Response services which did balance out some of the ridership shortcomings that we saw due to the short month and the weather interruptions. We are looking forward to March, and having a full month of increased service data to look at the true nature of the impacts the new routes and services will have on our ridership figures in a more “typical” month.

# RIDERSHIP DATA

## Total Ridership



## Demand Response - Dial-A-Ride



## Fixed Route

