



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, February 15, 2022 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: **1-408-418-9388**

Meeting access code 2555 758 2083 (Password) 0790

In person attendance:

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

***Please Note:** To be compliant with current TSA requirements, face masks are still required when on transit property that is considered to be a transit hub, and the Transit-Community Center is considered to be one.**

*Pursuant to Governor's Proclamations 20-28.15 and 20-25.14, the public meeting shall be held virtually using the above WebEx credentials
Members of the public may also attend in person.*

- | | | |
|----|---|--------------|
| 1. | CALL TO ORDER | Chair |
| 2. | INTRODUCTION OF NEW AND REAPPOINTED BOARD MEMBERS | Chair |
| 3. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 4. | PUBLIC COMMENT – <i>Limit of five (5) minutes per person</i> | Chair |
| 5. | APPROVAL OF AGENDA – ACTION | Chair |
| 6. | CONSENT AGENDA – <i>Action</i> | Chair |
| | A. Pg. 03: January 18, 2022 Regular Board meeting minutes | |
| | B. Pg. 08: Check Approval: Jan 14 – Feb 10, 2022 | |
| 7. | ACTION ITEMS: | |
| | Unfinished Business: [None] | |
| | New Business: | |
| | A. Pg. 14: Actionable: Proposed Committee Members | Amy |

8. **STAFF REPORTS**
 - A. **Pg. 15: Financial Reports**
 - B. **Pg. 22: Management Reports**
 - C. **Pg. 28: Park and Ride Update**
 - D. **Pg. 29: Operational Statistics**
 - E. **Pg. 31: 4Q 2021 JayRay Report**
9. **COMMENTS BY BOARD**
10. **NEXT REGULAR MEETING: *March 15, 2022 at 4:00 p.m. Virtually or in person at MTA Transit Community Center*, Conference Room, 601 West Franklin Street, Shelton***
11. **ADJOURNMENT**

DRAFT

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
January 18, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sandy Tarzwell, Chair; Cyndy Brehmeyer, Randy Neatherlin, Kevin Shutty and Sharon Trask;. **Quorum met; all Board members attended via WebEx virtual conference.**

Authority Voting Board Members Not Present: [None]

Authority Non-voting Board Member Present: Zachary Collins, new Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present via WebEx: Amy Asher, General Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Ringgenberg, Operations Manager and LeeAnn McNulty, Administrative Services Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel, John Campbell, Wes Martin (*Board members that have not yet been reappointed*) and Eric Onisko of the City of Shelton.

PUBLIC COMMENT – None (no members of the public in attendance in person or virtually).

RECOGNITION –

Zachary Collins, IAM&AW representative

Amy Asher, General Manager, shared that she had met with new representative Mr. Collins and that he has met with Shop Stewards and some drivers.

ACCEPTANCE OF AGENDA

Moved that the agenda for the January 18, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.** Board member Neatherlin called for a point of order relating to Board members John Campbell and Wes Martin and asking why they were not able to cast votes. Legal Counsel, Robert Johnson, indicated that statutes relating to

transit do not specifically state that Board members shall remain as members until their successors are elected and qualified or someone has been appointed to fill the vacancy as stated in other statutes. Additionally, MTA's bylaws only state that terms of Board members shall end in four years without providing for elected and qualified successors.

Voting Members Aye: Board members Trask, Brehmeyer, Shutty, Neatherlin and Board Chair Tarzwell. **Motion carried unanimously.**

6. **CONSENT AGENDA**

Moved to approve Consent Agenda items 1 through 2 as follows:

1. Minutes of the MTA regular Board meeting of December 21, 2021.
2. Payments of December 9, 2021 through January 13, 2022 financial obligations on checks#35894 through 36026, as presented for a total of \$689,409.08.

Shutty/Neatherlin. Voting Members Aye: Board members Neatherlin, Shutty, Trask, Brehmeyer and Board Chair Tarzwell. **Motion carried unanimously.**

7. **UNFINISHED BUSINESS:**

- A. **Request to Rescind Volunteer Driver Policy (POL-1000).** Ms. Asher, General Manager, shared that back in July, 2021 staff shared with, and the Board agreed, that MTA not submit an application for a four-year commitment relating to the Volunteer Driver Program for the reasons presented. The Volunteer Driver Program ended on December 31, 2021. It is now appropriate to rescind the resolution approving the Volunteer Driver Program (POL-1000). **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-01 rescinding Resolution No. 2020-40. **Shutty/Neatherlin. Voting Members Aye:** Board members Neatherlin, Shutty, Brehmeyer, Trask and Board Chair Tarzwell. **Motion carried unanimously.**
- B. **Van Grant Award to Turning Pointe.** Ms. Asher stated that at the November, 2021 Board meeting, the Board had approved the surplus of five vehicles. Upon guidance by the Board, two vans were approved for MTA's van grant program. Ms. Asher indicated that MTA had received three applications for the van grant and, based upon the scoring the two highest scoring applicants, Turning Pointe Advocacy Center and Mason County Search and Rescue were each awarded a van under the van grant program. Board member Neatherlin expressed his cheer that Turning Pointe had been one of the awarded recipients and that Board member Trask also served on the Turning Pointe Board. Given that Board member Trask served on the Turning Pointe Board, she recused herself from the voting and shared that she was happy to hear that Turning Pointe was one of the award recipients. **Moved** that the Mason Transit Authority Board authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Turning Pointe. **Neatherlin/Shutty. Voting Members Aye:** Board

members Board Chair Tarzwell, Neatherlin, Shutty and Brehmeyer. **Motion carried with Board member Trask recusing herself from the vote.**

- C. **Van Grant Award to Mason County Search & Rescue.** Ms. Asher indicted that Mason County Search and Rescue was the second awarded applicant to the van grant program. **Moved** that the Mason Transit Authority Board authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Mason County Search & Rescue.
Neatherlin/Trask. Voting Members Aye: Board members Neatherlin, Brehmeyer, Trask, Board Chair Tarzwell and Board member Shutty. **Motion carried unanimously.**

NEW BUSINESS:

- D. **Construction Change Directive No. 10.** Ms. Asher explained that this Construction Change Directive No. 10 related to installing fencing around the stormwater pond for safety reasons as well as preventing any illegal dumping into the pond. She was presenting this CCD No. 10 to the Board as the amount exceeds her authority to approve. **Moved** that the Mason Transit Authority Board approves Resolution No. 2022-02 that approves Construction Change Directive 010 and authorizes the General Manager to sign that Construction Change Directive.
Shutty/Neatherlin. Voting Members Aye: Board members Neatherlin, Shutty, Brehmeyer, Trask and Board Chair Tarzwell. **Motion carried unanimously.**
- E. **Construction Change Directive No. 11.** Ms. Asher described for the Board the site drainage issues, as well as offered pictures illustrating the water ponding and draining issues. She further explained that even with a channel being dug, it was not enough to keep up with the rain and snow. To correct and manage the water, a trench will be dug across the parking lot to divert the water to the pond. **Moved** that the Mason Transit Authority Board approves Resolution No. 2022-03 that approves Construction Change Directive 011 and authorizes the General Manager to sign that Construction Change Directive. **Neatherlin/Shutty. Voting Members Aye:** Board members Brehmeyer, Neatherlin, Trask, Shutty and Board Chair Tarzwell. **Motion carried unanimously.**
- F. **Partial Disposal of Shoretel Phone System.** LeeAnn McNulty, Administrative Services Manager, shared that MTA has replaced a majority of the previous Shoretel system at Johns Prairie and the T-CC with a new phone system. MTA is still retaining a small amount of the previous system, but the rest are obsolete and ready to be disposed of. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-04 regarding the disposal of the inactive portions of the Capital Asset ID 53001.
Neatherlin/Shutty. Voting Members Aye: Board members Brehmeyer, Trask, Neatherlin, Shutty and Board Chair Tarzwell. **Motion carried unanimously.**

STAFF REPORTS:

Ms. Asher briefly covered the following items:

- MTA welcomes the five new drivers in the current class that is underway. There will be another new driver class in the spring and recruitment for that class will begin in February.
- Staff is preparing contingency plans relating to staffing and running lean. Operations is also prepared.
- Tomorrow the Shelton-Matlock Park and Ride will be opened.
- Belfair Park & Ride: Recently there was a walk-through to create the punch list.
- Staff handled the snow event well and checked roads in the early hours to check for accessibility of roads. The Maintenance team chained up some of the buses and most of the DAR was for transportation to dialysis and other medical appointments. Ms. Asher further praised the great teamwork of Marshall Krier and Mike Ringgenberg.
- Ms. Asher indicated that she is watching legislature bills. She is currently not seeing anything that she believes will gain traction that will impact transit.

COMMENTS BY BOARD:

- Ms. Asher also praised Mr. Krier for his eight years of service with MTA as he is retiring.
 - Mr. Krier responded that he enjoyed the work and it was a pleasure to serve.
 - Board member Neatherlin stated it was an absolute pleasure to work with Mr. Krier through the many ups and downs over the years and that Mr. Krier was steadfast. What a joy to work with.
 - Board member Shutty echoed Board member Neatherlin and stated that Mr. Krier was a tremendous asset to MTA as well as wished him the best.
 - Board member Trask also thanked Mr. Krier for his great work and that he will be missed. She also stated the tour of the bus barn and seeing the underneath of the lifted bus was very memorable.
 - Board Chair Tarzwell stated that she enjoyed working with Mr. Krier and stated he is knowledgeable, organized and enjoyed every day.
 - Wes Martin congratulated Mr. Krier and that it was great to work with Mr. Krier. He hoped Mr. Krier had plans to have fun, travel and not think about buses.
 - John Campbell expressed his appreciation for Mr. Krier's attention to details; provided the "behind the scenes" view and has seen us through the years.
 - Board Chair Tarzwell thanked Shelton Mayor Eric Onesco for attending the meeting.
 - Board Chair Tarzwell indicated that she was glad to hear that the Shelton-Matlock Park & Ride is opening tomorrow.

Moved that the meeting be adjourned.

ADJOURNED 4:39 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**
February 15, 2022 at 4:00 PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: February 15, 2022

Summary for Discussion Purposes:

Disbursements:

- Issquared, Inc.
 - Check #36052- \$8,397.41- I.T. Software subscription phone services
- *Rognlins, Inc.
 - Check #36060- \$81,034.84– Progress billing park and rides
- *SCJ Alliance
 - Check #36062 - \$10,627.31 – Progress billing park and rides
- Washington State Transit Insurance Pool (WSTIP)
 - Check #36074 - \$221,142.00 – Annual billing – Property & Liability Insurance
- Gordon Truck Centers, Inc.
 - Check #36089 - \$7,155.18 – Vehicle parts, outsourced vehicle maintenance
- Luminator Technology Group, inc.
 - Check #36093 - \$7,155.18– Camera hardware all staff vehicles
- *Rognlins, Inc.
 - Check #36103 - \$36,246.59 – Progress billing park and rides
- Washington State Transit Association
 - Check #36119 - \$8,152.00- Annual billing– Membership dues

*Disbursements capital grant eligible.

January Fuel Prices: Diesel \$3.23, Unleaded \$3.18

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$946,593.89

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 14, 2022, through February 10, 2022, financial obligations on checks #36027 through #36119, as presented for a total of \$946,593.89.



Mason Transit Authority
February 15, 2022, Disbursement Approval

The following checks for the period of January 14, 2022, through February 10, 2022, have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	36027-36119	\$946,593.89

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 1/19/2022	36027	173,990.04
Payroll & DRS – 2/02/2022	36076	181,495.66
ISSQUARED, Inc	36052	8,397.41
Rognlins, Inc.	36060	81,034.84
SCJ Alliance	36062	10,627.31
Washington State Transit Insurance Pool	36074	221,142.00
Gordon Truck Centers, Inc.	36089	7,155.18
Luminator Technology Group, Inc.	36093	4,366.62
Rognlins, Inc.	36103	36,246.59
Washington State Transit Association	36119	8,152.00

Submitted by: LeeAnn McNulty Date: 2-10-2022
LeeAnn McNulty, Administrative Services Manager

Approved by: Amy Asher Date: 2-10-2022
Amy Asher, General Manager

Mason Transit Authority Check Register
 February 2022 Board Report

Activity From 1/14/2022 Through 2/10/2022

Document Date	Check #	Vendor Name	Amount
1/19/2022	36027	Mason Transit Authority - ACH Account	173,990.04
1/26/2022	36028	Advance Glass	335.80
1/26/2022	36029	Aflac	771.44
1/26/2022	36030	AIG Retirement	1,012.46
1/26/2022	36031	Associated Petroleum Products, Inc.	13,561.95
1/26/2022	36032	Aramark	308.31
1/26/2022	36033	Bridge Church	90.00
1/26/2022	36034	Belfair Water District #1	86.41
1/26/2022	36035	Cascade Natural Gas	2,248.18
1/26/2022	36036	Cummins Northwest, LLC	751.56
1/26/2022	36037	Dept of Labor & Industries - Elevators	140.90
1/26/2022	36038	EMC - Mason Transit	102.15
1/26/2022	36039	Employment Security Department - WA State	5,489.00
1/26/2022	36040	Gillig, LLC	1,111.70
1/26/2022	36041	GORDON TRUCK CENTERS, INC.	1,039.24
1/26/2022	36042	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
1/26/2022	36043	HR Direct	92.21
1/26/2022	36044	District 160	1,830.00
1/26/2022	36045	Robert W. Johnson, PLLC	1,600.00
1/26/2022	36046	LegalShield	216.20
1/26/2022	36047	Les Schwab	47.91
1/26/2022	36048	Mason County Garbage, Inc.	202.63
1/26/2022	36049	Mason County PUD #3	4,086.15
1/26/2022	36050	Purcor	146.48
1/26/2022	36051	Mountain Mist Water	46.42
1/26/2022	36052	ISSQUARED, Inc	8,397.41
1/26/2022	36053	Northridge Properties, LLC	1,700.00
1/26/2022	36054	Office Depot, inc.	246.84
1/26/2022	36055	Olympic Lock & Key	489.60
1/26/2022	36056	O'Reilly Auto Parts	367.49
1/26/2022	36057	Pacific Mobile Structures, Inc.	1,076.88
1/26/2022	36058	Builders FirstSource	9.99
1/26/2022	36059	Ricoh USA, Inc	170.77
1/26/2022	36060	Rognlin's, Inc.	81,034.84
1/26/2022	36061	Right! Systems, Inc.	4,318.30
1/26/2022	36062	SCJ Alliance	10,627.31
1/26/2022	36063	Seattle Automotive Distributing	107.63
1/26/2022	36064	Staples Business Advantage	391.49

Mason Transit Authority Check Register
February 2022 Board Report

Activity From 1/14/2022 Through 2/10/2022

Document Date	Check #	Vendor Name	Amount
1/26/2022	36065	Summit Law Group	264.00
1/26/2022	36066	Tennant Sales and Service Company	270.03
1/26/2022	36067	Total Battery & Automotive Supply	31.49
1/26/2022	36068	Tozier Brothers, Inc.	82.16
1/26/2022	36069	ULINE	165.40
1/26/2022	36070	United Way of Mason County	56.00
1/26/2022	36071	UniteGPS, LLC	1,053.00
1/26/2022	36073	Westbay Auto Parts	154.31
1/26/2022	36074	Washington State Transit Insurance Pool	221,142.00
1/26/2022	36075	AWC Employee Benefit Trust	93,415.50
2/2/2022	36076	Mason Transit Authority - ACH Account	181,495.66
2/10/2022	36077	AIG Retirement	1,012.46
2/10/2022	36078	Stanley Convergent Security Solutions	382.02
2/10/2022	36079	Allstream	131.63
2/10/2022	36080	Amerisafe	819.28
2/10/2022	36081	Associated Petroleum Products, Inc.	31,478.01
2/10/2022	36082	Aramark	471.84
2/10/2022	36083	City of Shelton	848.99
2/10/2022	36084	Cascade Natural Gas	1,993.93
2/10/2022	36085	Comcast	225.37
2/10/2022	36086	EMC - Mason Transit	101.15
2/10/2022	36087	FuelCare, Inc	822.43
2/10/2022	36088	Gillig, LLC	85.27
2/10/2022	36089	GORDON TRUCK CENTERS, INC.	7,155.18
2/10/2022	36090	Hood Canal Communications	2,184.10
2/10/2022	36091	Robert W. Johnson, PLLC	1,600.00
2/10/2022	36092	Les Schwab	1,769.82
2/10/2022	36093	Luminator Technology Group, Inc	4,366.62
2/10/2022	36094	Mason County Garbage, Inc.	762.44
2/10/2022	36095	Mason County PUD #3	6,097.45
2/10/2022	36096	MasonWebTV.com	1,200.00
2/10/2022	36097	Mountain Mist Water	284.04
2/10/2022	36098	Nisqually Automotive and Towing	510.30
2/10/2022	36099	Office Depot, inc.	835.64
2/10/2022	36100	O'Reilly Auto Parts	264.57
2/10/2022	36101	Pitney Bowes Purchase Power	171.00
2/10/2022	36102	Builders FirstSource	16.83
2/10/2022	36103	Rognlin's, Inc.	36,246.59

Mason Transit Authority Check Register
 February 2022 Board Report

Activity From 1/14/2022 Through 2/10/2022

Document Date	Check #	Vendor Name	Amount
2/10/2022	36104	Schetky Northwest Sales, Inc.	48.68
2/10/2022	36105	SCJ Alliance	1,920.50
2/10/2022	36106	Seattle Automotive Distributing	29.08
2/10/2022	36107	Mason County Journal	2,429.00
2/10/2022	36108	The Shoppers Weekly	125.81
2/10/2022	36109	Spike's Hydraulics	216.93
2/10/2022	36110	Staples Business Advantage	28.85
2/10/2022	36111	TransitTalent.com LLC	380.00
2/10/2022	36112	United Way of Mason County	54.46
2/10/2022	36113	UniteGPS, LLC	1,053.00
2/10/2022	36114	U.S. Bank	8,603.32
2/10/2022	36115	Verizon Wireless	986.23
2/10/2022	36116	Westbay Auto Parts	587.95
2/10/2022	36117	Whisler Communications	1,806.53
2/10/2022	36118	AWorkSAFE Service, Inc.	339.00
2/10/2022	36119	Washington State Transit Association	8,152.00
1/26/2022	36072	<i>Spoiled</i>	<i>0.00</i>
Check Totals			<u>946,593.89</u>

Mason Transit Authority Credit Card Activity
 February 2022 Board Report

January 2022 Activity

GL Title	Transaction Description	Expenses
Publication Fees	AWC Jobs - Maintenance Manager/Mechanic recruitment	\$ 200.00
Publication Fees	GovtJobs - Maintenance Manager recruitment	199.00
Publication Fees	GovtJobs - Mechanic position recruitment	199.00
Publication Fees	JobTarget - Maintenance Manager progmatic	349.00
Publication Fees	Jobtarget - Mechanic position recruitment	20.00
Publication Fees	JobTarget - Mechanic progmatic	249.00
Repair/Maintenance by Other	Center Electric - Motor repair	1,420.20
Repair/Maintenance by Other	Gilcrest - Transmission repair #450	1,979.33
Security Services	Checkr - Background checks 01132022 Driver class	270.28
Facility Repair/Maintenance	Amazon - Eyewash station Signage	9.88
Facility Repair/Maintenance	Amazon - TCC maintenance items, I.E: Roof Leak diverter, PVC	121.10
Facility Repair/Maintenance	Kully - Plumbing supplies	22.38
Facility Repair/Maintenance	McLendons - Hardware	33.93
Facility Repair/Maintenance	Walmart - Liquid plumber	14.12
Operating Supplies	Amazon - Clipboards	37.95
Operating Supplies	Amazon - Rainwriter clipboards for Ops management	282.72
Operating Supplies	Amazon - Stabilicers for XXL shoes	70.51
Operating Supplies	MySafetySign - TCC schedule board	152.27
Cleaning/Sanitation Supplies	Amazon - Cleaning supplies: pinesol, air freshener	190.10
Cleaning/Sanitation Supplies	Amazon - Eyewash station	75.82
Cleaning/Sanitation Supplies	Amazon - partial credit for Eyewash station	(30.32)
IT Equipment	Amazon - Cable for TCC conference room	10.80
IT Equipment	Amazon - Keyboard/cable for JP conference room	30.67
IT Equipment	Amazon - Printer cable for Haley, plus additional backup	20.60
IT Equipment	Amazon - Rackmount kit for Belfair router	167.47
Safety Supplies	Amazon - Nitrile gloves, Williams	336.50
Veh License/Registration Fee	DOL - Vehicle licensing of 7615 & 7618	28.75
Veh License/Registration Fee	DOL - Vehicle licensing of vehicles 7602-7604	42.00
Dues, Memberships, Subscriptions	ACDelco - 2nd renewal charge error, refund pending	840.88
Dues, Memberships, Subscriptions	ACDelco - Diagnostic software renewal	840.88
Dues, Memberships, Subscriptions	Bluehost - Annual website hosting subscription	167.88
Dues, Memberships, Subscriptions	Efax Corporate - Electronic faxing service	89.97
Dues, Memberships, Subscriptions	NAGARA - Annual Gov. Records Membership fee	44.50
Training / Seminars	MRSC - Procurement training	35.00
Other Misc Expenses	Aatrix - 1099MISC prep	24.95
Other Misc Expenses	Aatrix - 1099NEC prep	24.95
Other Misc Expenses	Walmart - Breakroom supplies	31.25
Total Credit Card Charges - January		<u>\$ 8,603.32</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7A – *Actionable*
Subject: 2022 Committee Members
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: February 15, 2022

Background:

On February 1, 2022, the Mason County Commissioners appointed the following elected officials to serve a four-year term on the Mason Transit Authority Board from 2022 to 2025: John Campbell, Wes Martin, John Sheridan and Sandy Tarzwell.

Mayor Eric Onisko has also been appointed to serve on the Mason Transit Authority Board from the City of Shelton.

On Friday, February 4, we emailed a description of each of the Committees and the respective estimated 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 and which align with either their first or second preferences.

Finance: Mayor Eric Onisko and Sharon Trask

Human Resources: Wes Martin, John Sheridan and Sandy Tarzwell

Policy: Cyndy Brehmeyer, John Campbell and Randy Neatherlin

Operations and Maintenance: Kevin Shutty and Sandy 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: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – January 2022
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: February 15, 2022

Summary for Informational Purposes:

Included are the updated December 2021 as well as January 2022 Financial Reports.

The 2021 YTD totals should be considered in draft form as additional expenses may be added post board meeting. There will be additional proceeds recorded for sales tax revenue based on December revenue to be received February 28, 2022. Further adjustments may be made based on year-end review.

Highlights:*Sales Tax Revenue*

Sales tax revenue for November 2021 (received January 31, 2022) was \$546,801. 12% higher than November 2020.

2021 Revenue & Expenses

- Outstanding 2021 items to be recorded include receipt of December sales tax revenue, accruals for December wages paid in January, and accruals for MTA Sick Leave and Vacation benefits as of 12/31/2021.
- Adjustments to December Financials from last reported: Receipt of November sales tax revenue, record actual revenue claims for Q4 capital and operating grants, Q4 unemployment expense and other minor Other Operating Expenses.

2022 Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses for January 2022 would be at 8.3% (1/12) of the budget through the end of the year. Total YTD Revenue is slightly under budget at 7.5%. Total YTD Operating Expenses are under budget at 6.2%.

Fiscal Impact:

January fiscal impact reflects total revenues of \$692,777 and operating expenses of \$570,559 for a net income of \$122,218.

Mason Transit Authority Statement of Financial Activities

% through the year: 8.3%

February 2022 Board Report

January Statement of Financial Activities	January Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 2,705	\$ 2,705	\$ 38,500		7.0%
PSNS Worker/Driver	7,150	7,150	110,000		6.5%
Total Operating Revenue (Fares)	9,855	9,855	148,500		6.6%
Sales Tax	370,254	370,254	5,620,000	(1)	6.6%
Operating Grants	280,304	280,304	3,363,648	(2)	8.3%
Rental Income	11,238	11,238	135,700		8.3%
Investment Income	887	887	10,000		8.9%
Other Non-operating Revenue	20,239	20,239	9,570	(3)	211.5%
Total Revenue	692,778	692,778	9,287,418		7.5%
Expenses					
Wages and Benefits	420,770	420,770	6,918,721		6.1%
Contracted Services	30,305	30,305	478,897		6.3%
Fuel	26,664	26,664	520,250	(4)	5.1%
Vehicle/Facility Repair & Maintenance	27,853	27,853	329,170		8.5%
Insurance	18,429	18,429	222,188		8.3%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	2,867	2,867	8,620	(5)	33.3%
Utilities	13,596	13,596	191,254		7.1%
Supplies & Small Equipment	3,810	3,810	179,094	(6)	2.1%
Training & Meetings	(265)	(265)	43,150		-0.6%
Other Operating Expenses	26,669	26,669	193,963	(7)	13.7%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	570,698	570,698	9,243,307		6.2%
Net Income (Deficit) from Operations	\$ 122,080	\$ 122,080	\$ 44,111		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Jan. 2022 accrual.
(3)	Includes: Sale of Maintenance Services - \$0; Community Van - \$0; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$0; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.23. Average gasoline price per gallon year to date is \$3.18.
(5)	The Rent - Facilities Park & Ride budgeted amount is based on the anticipated Belfair park and ride project being completed by end of March with this expense ending and not spread throughout the year.
(6)	Printing- \$292; Cleaning/Sanitation/Safety supplies - \$983; Office Supplies - \$1,111; Shop Supplies - \$611; Small Tools & Equipment - \$0; IT Equipment - \$244; Communications Equipment - \$0; Operating Supplies - \$543; Small Equipment & Furniture - \$0; Software - \$25; plus other misc supplies and small equipment.
(7)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$6,178; Merchant/Credit Card fees - \$246; Dues, Memberships, Subscriptions - \$19,759; Unemployment Insurance - \$0; plus other misc. operating expenses.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

February 2022 Board Report

December Statement of Financial Activities:	December Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,320	\$ 36,302	\$ 32,500		111.7%
PSNS Worker/Driver & Vanpool Fares	7,590	114,705	150,500		76.2%
Total Operating Revenue (Fares)	10,910	151,007	183,000		82.5%
Sales Tax	373,534	6,639,817	4,054,264	(1)	163.8%
Operating Grants	428,632	3,583,255	2,992,852	(2)	119.7%
Rental Income	11,844	139,786	144,180		97.0%
Investment Income	808	11,990	50,000		24.0%
Other Non-operating Revenue	4,799	65,594	53,410	(3)	122.8%
Total Revenue	830,527	10,591,448	7,477,706		141.6%
Expenses					
Wages and Benefits	422,862	4,951,549	5,474,061		90.5%
Contracted Services	24,779	331,421	346,332		95.7%
Fuel	25,403	315,188	300,750	(4)	104.8%
Vehicle/Facility Repair & Maintenance	9,950	163,675	265,752		61.6%
Insurance	15,821	189,856	210,364		90.3%
Intergovernmental - Audit Fees	-	29,779	38,000		78.4%
Rent - Facilities and Park & Ride	2,867	39,939	42,500		94.0%
Utilities	12,518	156,689	158,839		98.6%
Supplies & Small Equipment	7,399	107,780	226,590	(5)	47.6%
Training & Meetings	79	7,786	39,935		19.5%
Other operating expenses	12,430	136,234	307,808	(6)	44.3%
Total Operating Expenses	534,109	6,429,895	7,410,931		86.8%
Net Income (Deficit) from Operations	\$ 296,419	\$ 4,161,554	\$ 66,775		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1 thru Q4-2021 actuals.
(3)	Includes LMTAAA Volunteer program revenue - \$18,431; Volunteer Donations - \$1,218; Sale of Maintenance Services - \$1,444; Community Van - \$0; Gain/Loss on Disp. of Asset - \$33,690; Sales Tax Interest Income - \$2,917; Insurance Recoveries - \$586; WSTIP Network Safety Grant - \$4,500; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$2.41. Average gasoline price per gallon year to date is \$3.14.
(5)	Printing- \$11,049; Cleaning/Sanitation/Safety supplies - \$26,758; Office Supplies - \$8,848; Shop Supplies - \$10,780; Small Tools & Equipment - \$4,212; IT Equipment - \$14,482; Communications Equipment - \$4,663; Operating Supplies - \$5,742; Small Equipment & Furniture - \$11,207; Software - \$7,077; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements - \$15,995; Advertising - \$61,623; Merchant/Credit Card fees - \$3,625; Dues, Memberships, Subscriptions - \$32,318; Unemployment Insurance - \$13,652; plus other misc. operating expenses.

Mason Transit Authority Cash and Investments

February 2022 Board Report

Cash Balances

	12/31/2021	1/31/2022	Change
Cash - MC Treasurer	\$ 1,350,781.43	\$ 1,523,895.54	\$ 173,114.11
Investments - MC Treasurer	13,500,000.00	13,500,000.00	-
Payroll - ACH Columbia Bank	193,075.74	\$ 192,286.84	(788.90)
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 15,044,357.17	\$ 15,216,682.38	\$ 172,325.21

Cash Encumbrances

Grant Related:

Purchase 1-35' coach and 6 cutaways. Fed. 5339 - \$952,145. 25% match.	317,381.00
Total Grant Match	<u>\$ 317,381.00</u>

Reserves:

Total Grant Match	317,381.00
General Leave Liability (Vacation/Sick)	217,574.82
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,400,000.00
Capital Project Reserves ¹	6,075,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	<u>\$ 13,459,955.82</u>

Total of Cash	\$ 15,216,682.38
Less Encumbrances	<u>13,459,955.82</u>
Undesignated Cash Balance Total (Including Reserves)	1,756,726.56
Investments - MC Treasurer (Reserves)	13,500,000.00
Less Encumbrances	<u>13,459,955.82</u>
Undesignated Cash Reserves	\$ 40,044.18

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves.

Mason Transit Authority Capital Budget

February 2022 Board Report

As of January 31, 2022

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		38,167	9,895,759	Finalize construction on 5 park & rides throughout county. Match satisfied in 2021.
JP natural gas line replacement	25,000		25,000		-	-	Johns Prairie Facility maintenance.
JP building painting	90,000		90,000		-	-	Facility maintenance preservation cost. All buildings at JP need painted.
JP septic grinder pumps	7,000		7,000		-	-	Two of three septic grinder pumps need replaced.
JP HVAC unit replacements	125,000		125,000		-	-	The HVAC system is all original and in need of replacement.
TCC Customer Service Office Remodel	100,000			100,000	-	-	Contingent on future sales tax equalization.
Belfair Furniture	25,000		25,000		-	-	Outfit Belfair conference room.
Two sanders	5,000		5,000		-	-	Two sanders to allow multiple staff to sand during snow/ice events.
Truck Mounted Snow Plows	5,000		5,000		-	-	Two truck mounted snow plows to allow staff to clear staff, maintenance and park and ride lots.
Bus Washer	45,000			45,000	-	-	Additional walk behind bus washer.
Bus Stop Improvements	30,000		30,000		-	-	Begin bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition
UV Air Purifiers in transit buses	120,000		120,000		-	-	In vehicle UV air purifiers for full fleet of transit vehicles.
Bus stop pull out on Railroad at Pacific Ct.	70,000		70,000		-	-	Estimate from the City of Shelton to be done in conjunction with TIB funded street improvement project.
Badge access door security	100,000		100,000		-	-	Install badge access at MTA facilities for safety and security
Replacement Laptops	40,200		40,200		-	-	Replace Supervisor/Manager laptops, includes warranty, docking stations, & sales tax - 15 each.
Replace Desktop computer	45,000		45,000		-	-	Replace desktop computers approaching end of useful life, includes warranty and sales tax - 33 each.
Security cameras update	56,000		56,000		-	-	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
Total Misc Capital Projects	11,410,700	10,027,698	2,070,333	145,000	38,167	9,895,759	
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Grant PTD0344 Federal 5339
Total Vehicle Replacements	\$ 1,269,526	\$ 952,145	\$ 317,381				
Total Capital Projects	\$ 12,680,226	\$ 10,027,698	\$ 2,170,333	\$ 145,000	\$ 38,167	\$ 9,895,759	

Capital Project Reserves - \$6,075,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

February 2022 Board Report

Sales Tax Collected as of 12/30/2021 for 10/31/2021

Monthly Cash-Flow Trend (January - December)

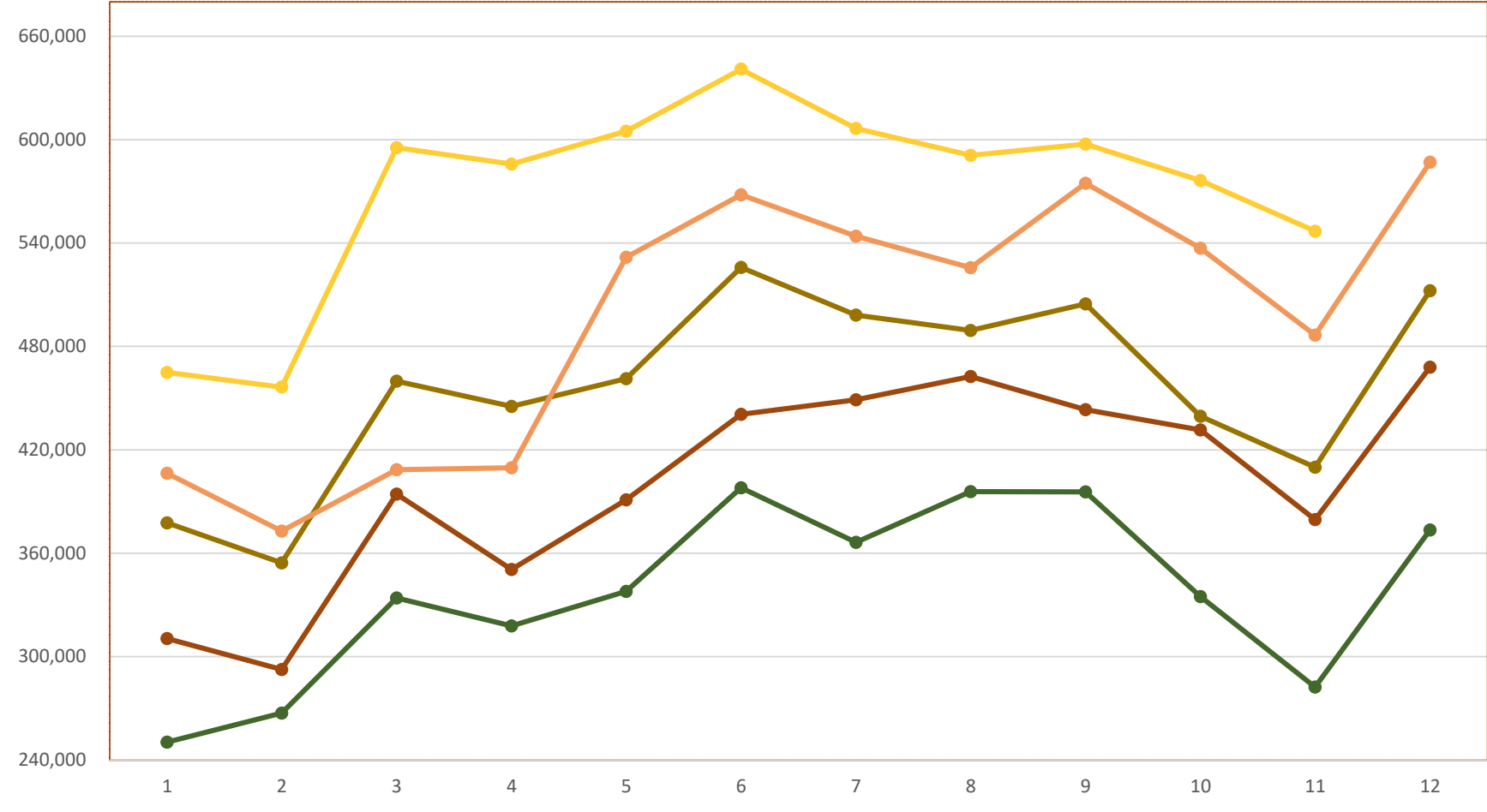
	2018	2019	2020	2021 Budget	2021 Actual	2021 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834	585,816	84%	43%
May	391,052	461,236	531,711	337,957	604,875	79%	14%
June	440,606	525,839	568,045	397,996	640,945	61%	13%
July	449,080	498,248	543,942	366,369	606,512	66%	12%
August	462,622	489,291	525,644	395,696	590,886	49%	12%
September	443,327	504,696	574,589	395,670	597,424	51%	4%
October	431,530	439,534	536,963	334,940	576,267	72%	7%
November	379,605	409,930	486,561	282,327	546,801	94%	12%
December	467,960	512,346	586,883	373,534			
	4,813,813	5,478,270	5,951,698	4,054,264	6,266,283		

Budget Variance Average - YTD 72%

% Change 2020 vs 2021 Actual Average - YTD 18%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



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: February 15, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 15, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 15, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Attended Washington State Transit Association 1st Quarter Board meeting and Legislative Conference.
- Meet with vendors virtually to hear about their products and services.
- Coordination with Shelton School District for sale of surplus vans.
- Participate in PRTPO TAC meeting. Reviewed TAP project funding process.
- Participated in conference call with WSTIP legal staff.
- Participated in Winter Storm After Action meeting with Mason County agencies.
- Attended Transportation Improvement Board meeting, virtually.
- Attended Small Medium Transit Association Legislative Update meetings.
- Attended Economic Development Committee Legislative Committee and Board meetings.
- Met with Gina Blanchard- Reed, ED of Turning Pointe.
- Met with City of Shelton Engineer, Ken Gill, to review bus pull out at Railroad and Pacific Ct. to be completed this year.
- Met with Executive Director of United Way, Ted Jackson, to discuss lease.
- Met with WSTIP to discuss property appraisal.
- Attended WSTA GM Coordination meeting.
- Attended MRSC Procurement Training, virtually.
- Met with PRTPO staff to discuss the next Human Services Transportation Plan update in 2022.

Internal Activities:

- Coordination with outgoing Maintenance Manager on projects.
- Maintenance Manager recruiting, onboarding and interview prep.
- Met with IAMAW Business Representatives and Shop Stewards to negotiate last year of wages in contract.
- Completed WSDOT Grant Reporting for Capital and CRRSAA Grants.
- Report actual mileage and staff counts to insurance pool for assessment.
- Attended Arctic Wolf Kick Off meeting for computer/cloud account security and monitoring.
- Attended Operations meeting.
- Coordination with outgoing Operations Manager on projects.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Attended union meeting with Drivers to open wage negotiations as per the CBA.
- Met with rep from job posting firm we utilize to best understand how to place our open positions.
- Attended the Safety Committee monthly meeting.
- Successfully recruited an internal hire for the open Operations Coordinator position with the promotion of Chris Wilder to Operations Supervisor.
- MTA has refunded staff for the WA Cares tax collected in January.
- Worked with Amy to determine the skills assessment to be conducted for management positions.
- Prepared annual EEO report.
- Prepared annual OSHA report.
- Opened nominations from staff for Employee of the Year. The Employee Engagement Committee will be meeting February 14, to review nominations received and select the winner. More to come.

Administrative Services Support

- Finance staff attended procurement training with MRSC.
- Continue work with Tracy to best organize archive records for easy access and compliance.
- With staffing constraints in Maintenance, MTA received acceptance from the FTA to delay the physical inventory of vehicle parts until April 29, 2022.
- Opened recruitment for Maintenance Manager. To date, we have three active candidates.
- Revamped posting for Mechanic. No applications have been received for this position despite broader posting placement.
- Prepared and submitted Q4-21 capital and operating grant reimbursement requests and status reports. Cross training Accounting Coordinator on this task.
- Met with WSTIP to review the property appraisals performed this past summer.
- Preparing financial records in case of a virtual SAO audit this year.

MAINTENANCE/FACILITIES – Amy Asher

Outreach and meetings:

- Met with cutaway (small bus) vendor to look at new model bus. Received notice our 6 cutaways will be first on production line when chassis production begins in 2 months.
- Met with Freightliner to establish contract for overflow maintenance when short staffed.
- Continued meetings with facilities and maintenance staff during staff transitions and absences.

T-CC Building Projects/Purchases/Maintenance

- Continuing to work with Tracy, LeeAnn, and Christina on T-CC leases, use agreements, procurement issues and accounting requirements. Thank you all for your efforts.
- Stripped and re-sealed downstairs men's restroom floors the T-CC.
- Wrapping up 2021 employee evaluations for performance reviews.
- Attention to various T-CC daily/weekly/as-needed maintenance tasks.
- Special Olympics basketball concluded for the winter. Unfortunately, the Olympic finals were cancelled again due to COVID-19.
- Maintained "Ready for Service" status of T-CC bus lane and passenger ramp during the inclement weather.
- Inspections/maintenance as follows:
 - First annual service of the T-CC scissor lift (Lifty) completed by Star Rentals. Machine in pristine condition.

- Fixed faulty alarm panel w/ Stanley Securities. Power spike interrupted panel communications. Software re-loaded. Everything operational now.
- First annual T-CC floor scrubber inspection with Tennant Corp. Machine in excellent shape.
- First quarterly snaking of T-CC main sewer drain completed with FloHawks. Everything looked good.
- Random inspection of T-CC kitchen by the Mason County Health Department. Met new Environmental Health Specialists Rosalie Howarth and Travis Casey. Passed with flying colors! Cleanest kitchen in Mason County!
- Worked out upcoming program schedules and new shifts with Mike M.
- Hosted MTA board meeting.
- Attended 1/25/22 safety meeting at JP.
- Additional coverage due to staff shortage.
- Continuing C/S support to passengers at T-CC.
- Added a new Wednesday evening Pickle ball session starting at 6:00PM weekly.
- Continuing to source electricians for a ballast project in the atrium at the T-CC.
- Setting up service appointments for annual L&I required inspections. (Burglar, fire, elevator, fire extinguishers, sprinkler systems, backflows, etc.)

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Solicited quotes for automatic gate repair at JP entrance.
- Fire extinguisher inspection performed.
- Received Handi-Hut shelters.
- Performed physical asset inventory. Began inventory report for WSDOT.

Park and Rides

- **Shelton Matlock:** Completed.
- **Pear Orchard:** Completed.
- **Belfair:** Drainage work completed. Fencing around the stormwater pond is going up and will be complete in February. Rognlin's is working on the final site and building punch list items. Also, Rognlin's is waiting on Mason PUD 3 to install fiber to finalize the internet and telephone connections to finalize the utility connections.
- **Pickering and Cole Rd:** Completed.

OPERATIONS – Mike Ringgenberg

- **COVID-19:** We transported 37 individuals that were positive for COVID-19. We continue to keep a supply of masks available on each bus for passengers and staff.
- **Meetings attended:**
 - Union meeting to negotiate the third year of the driver contract.
 - Operations meeting to coordinate all the upcoming challenges.
 - Mason County Emergency Management – monthly planning meeting and a planning meeting with the City of Shelton to discuss the bus stop on Railroad Avenue.
- **New Operations Coordinator:** We hired Dan Sharp to be a new Operations Coordinator!! Congratulations, Dan!!
- **Outreach:** Chris conducted an Outreach program for Alpine Way.
- **Ride recovery:** Operations staff conducted four ride recoveries to ensure all passengers got to their final destinations.
- **Shake-Up:** Operations conducted a Driver Shake-Up for February 7, 2022. No additional routes were added at this time.
- **Training:**
 - One Supervisor completed Reasonable Suspicion training with WSTIP.
 - One Supervisor completed Defusing Angry Customers training with WSTIP.
 - During February and March, we will be scheduling all drivers for defensive driver training.
- **Unite GPS App:** “Where is my bus” app for MTA was released to the public on January 10. It will allow riders to check the status of the buses.

- **Last Board Meeting:** This is my last board meeting and my last day at MTA will be March 9, 2022. I would like to thank MTA and the Board for all the opportunities you have given me over the past seven years. I truly appreciate it and have enjoyed my time here. My wife and I are moving to Tennessee to be closer to our daughters and family.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report Item 8C - *Informational*

Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: February 11, 2022

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Pear Orchard Construction: The Pear Orchard park and ride has been completed.

Belfair Park and Ride Construction: This park and ride is under the Rognlin's contract. The majority of the site and building construction is complete. Rognlin's is working on the final site and building punch list items. Also, Rognlin's is waiting on Mason PUD 3 to install fiber to finalize the internet and telephone connections to finalize the utility connections. In addition to the final punch list and utility items, site revisions necessary to revise the drainage design due to unforeseen drainage issues has been completed. Fencing around the stormwater pond will be complete in February. This work will be the final element of construction.

Shelton Matlock Park and Ride Construction: The Shelton Matlock park and ride is physically complete and open to the public.

Pickering Road Park and Ride Construction: The Pickering Road park and ride is complete. Ponding issues have been resolved and missing light poles have been installed.

Cole Road Park and Ride Construction: The Cole Road park and ride has been completed.

Mason Transit Authority Regular Board Meeting

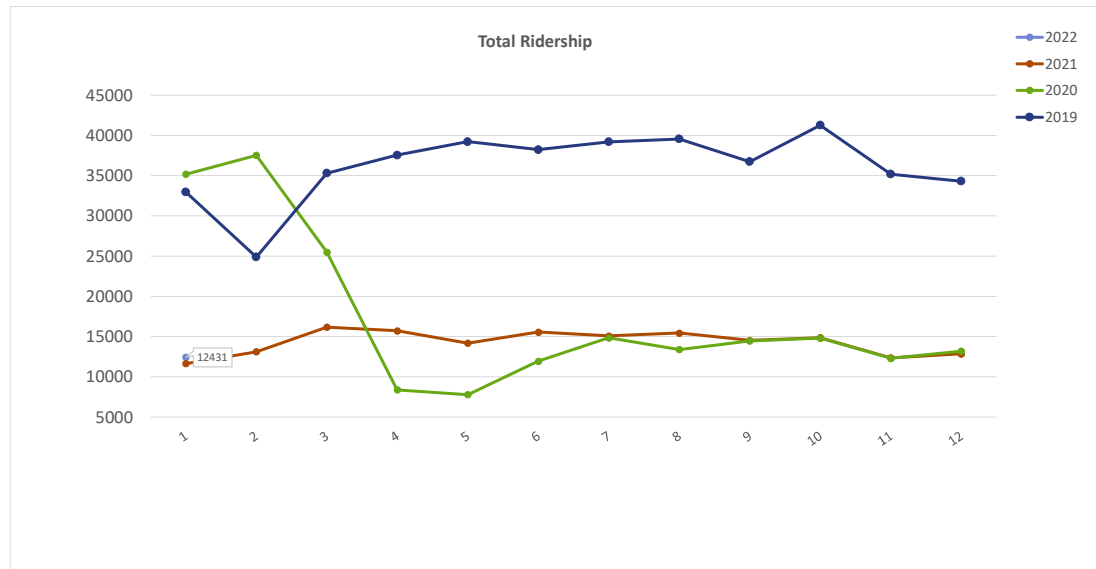
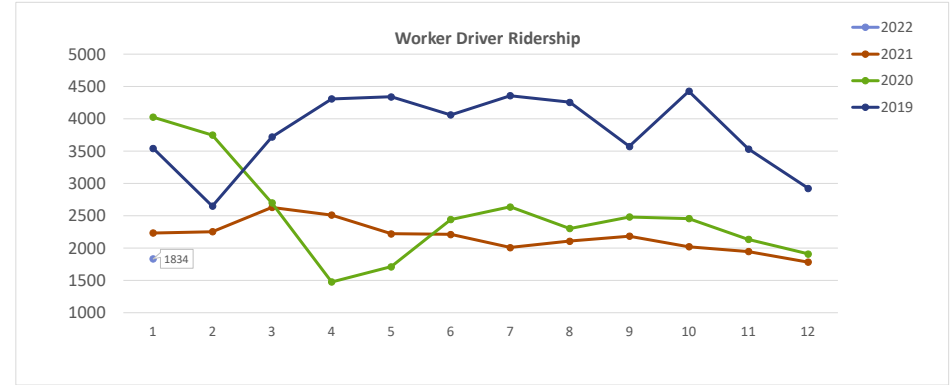
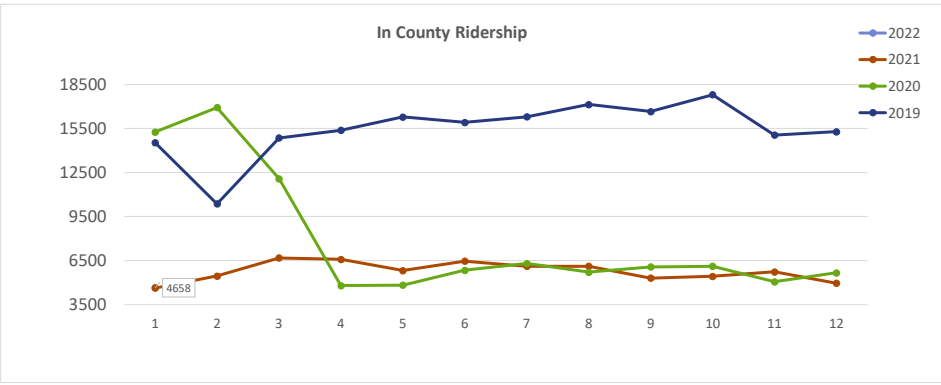
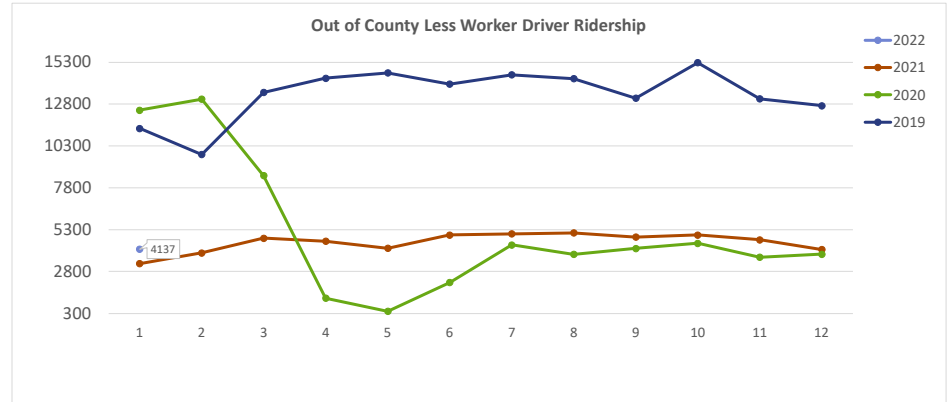
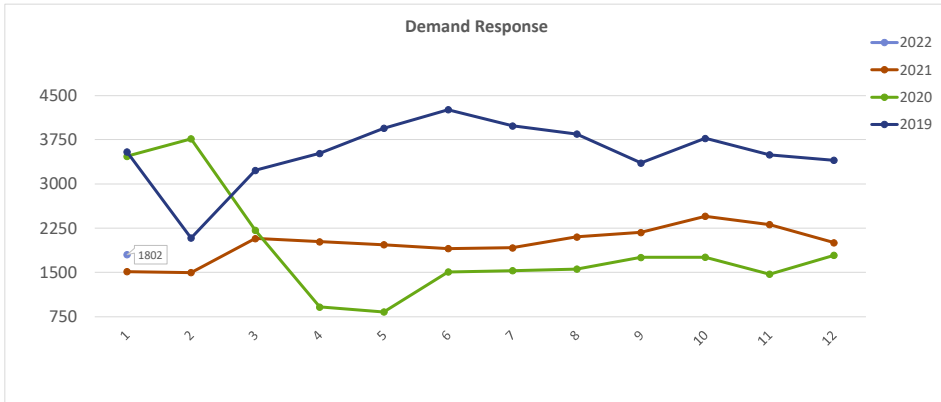
Agenda Item: Staff Reports Item 8D – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: February 15, 2022

Background:

The attached ridership data displays In County, Out of County, Demand Response and Worker Driver ridership plus combined Total Ridership monthly since 2019.

To be easily identifiable, January 2022 passenger trips are labeled with the actual number due to the lack of a trend line and overlap of placement as compared to 2021.

RIDERSHIP DATA CHARTED



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 8E – *Informational*

Subject: JayRay Report 4Q 2021

Prepared by: Mike Ringgenberg, Operations Manager

Approved by: Amy Asher, General Manager

Date: February 15, 2022

Background:

The attached informational report regarding JayRay’s public relations activities and results for activity in October-December 2021.

Notable Highlights include:

- Our goals for JayRay were to:
 - Elevate MTA’s visibility
 - We had 403,365 views on our social media.
 - Build deeper awareness of MTA services
 - We had over 20,000 new users to the website this year.
 - Encourage ridership and engagement
 - We had 14 news releases that went out in multiple publications/stations.
 - Shelton Mason-County Journal
 - Mason WebTV
 - KMAS
 - South Sound Business online
 - Hcc.net
 - Squaxin Tribe newsletter
 - Skokomish Tribe newsletter
 - Shelton-Mason County Chamber of Commerce newsletter



COMMUNICATIONS REPORT

Prepared for

MASON TRANSIT AUTHORITY

For activity September-December 2021

JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications



Goals/Approach

Goals:

- Elevate Mason Transit Authority's visibility
- Build deeper awareness of MTA services
- Encourage ridership and engagement

Do this by:

- Sharing news with local media outlets, promoting services and news on social media, advertising key services and initiatives as needed
- Balancing specific announcements with evergreen messages encouraging ridership

Year-to-date Summary

- Posts on Facebook and Twitter combined (paid and organic reach) were viewed 385,846 times.
- Fourteen news releases were distributed, generating multiple stories each time in the following publications/stations.
 - Shelton Mason-County Journal
 - Mason WebTV
 - KMAS
 - South Sound Business online
 - hcc.net
 - Squaxin Tribe newsletter
 - Skokomish Tribe newsletter
 - Shelton-Mason County Chamber of Commerce newsletter
- There were over 20,000 new users to the website, up 14.51% over the previous 9 months. Website engagement is also up over the previous 9 months with nearly a 17% increase in sessions on the site.



SOCIAL MEDIA MONTH-BY-MONTH

FACEBOOK (This includes “boosted” posts or paid ads that look like regular posts.)

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec ³	2021
Post Total Reach¹	54,768	50,031	60,715	53,290	38,867	26,134	16,565	3,198	23,357	25,347	32,547	4,222	Total 385,846
Engage- ment² (Engagement %)	4.74%	5.87%	12.4%	.99%	2.26%	.8%	1.77%	.3%	.58%	2.04%	4.02%	.93%	Average 3.05%

TWITTER

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg. 2021
Post Total Reach¹	724	636	582	2,148	3,878	1,656	649	2,703	582	361	2,886	714	Total 17,519
Engage- ment² (Engagement %)	6.35%	3.14%	4.8%	1.16%	.41%	2.22%	4.7%	3.26%	8.5%	2.3%	1.84%	1.45%	3.34%

¹Reach is the total number of people the posts were delivered to. Impressions are similar.

²Engagement is post total reach divided by the number of people who clicked anywhere on the posts.

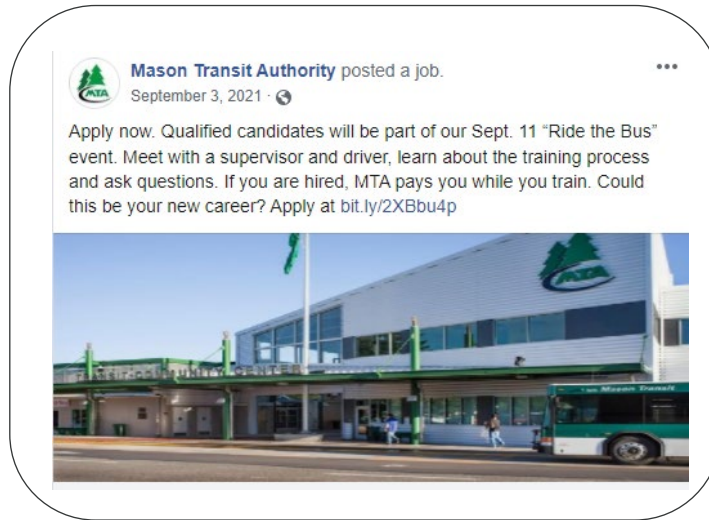
³Facebook had a glitch in its system and we are providing the only numbers available.



Social media highlights

September

- 3 posts each on Facebook and Twitter
- The Sept. 3 Facebook post for job recruiting reached 173 people
- The Sept. 3 Twitter post for job recruiting reached 212 and had 12% engagement
- 23,936 people saw the month's posts on Facebook and Twitter combined (paid and organic reach)

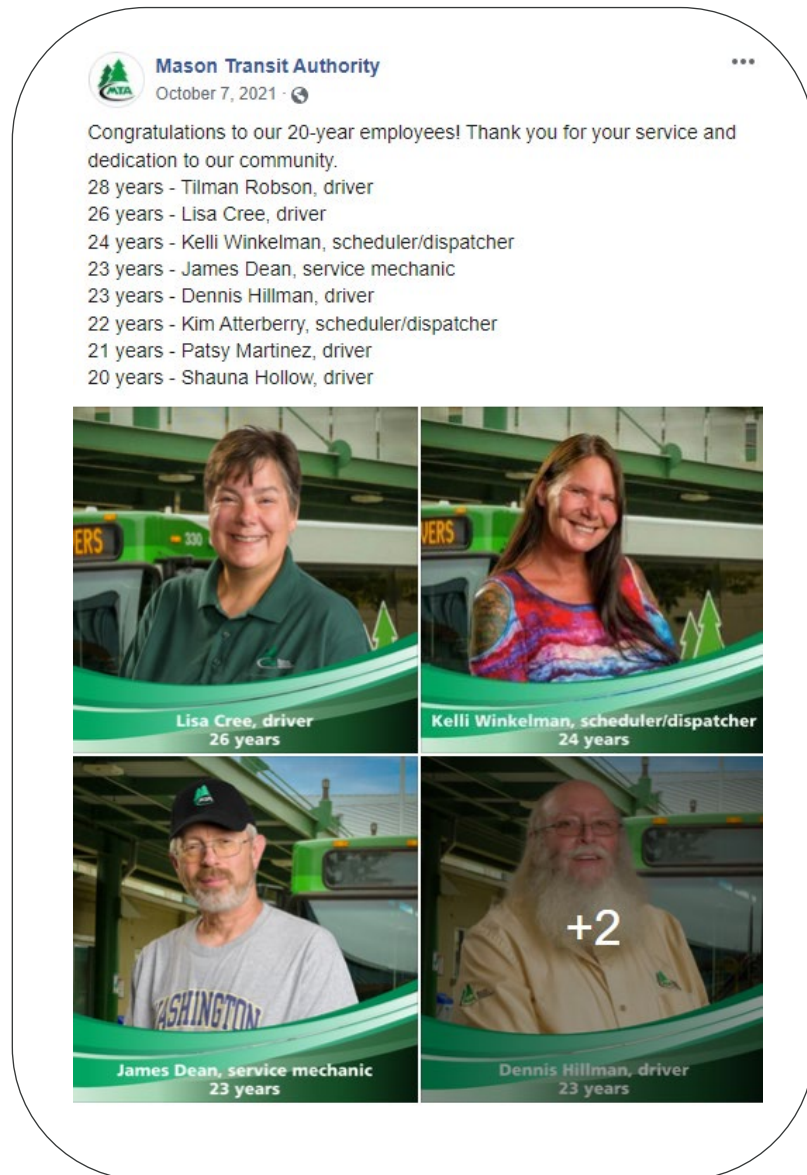




Social media highlights

October

- 3 Facebook posts, 2 Twitter posts
- 49,065 people saw the posts on Facebook and Twitter combined (paid and organic reach)
- The Facebook post about 20-year employees was popular: 639 organic reach, 72 clicks, and 58 likes, comments and shares →
- The Dial-A-Ride post (“Don’t like driving in the dark or bad weather?”) had 203 organic reach and 12 likes, comments and shares

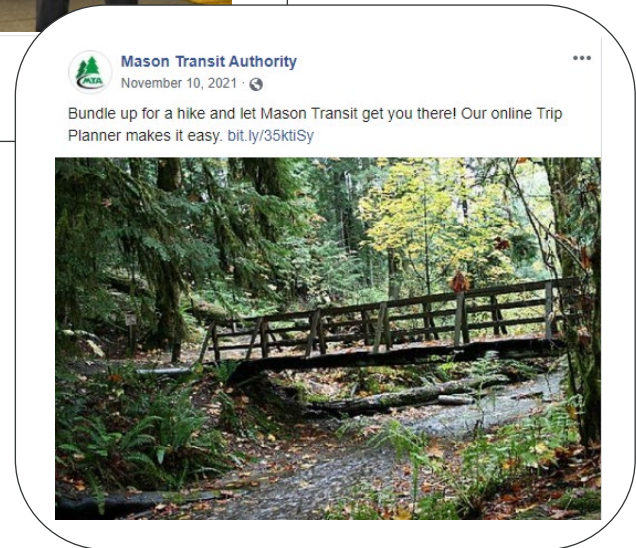
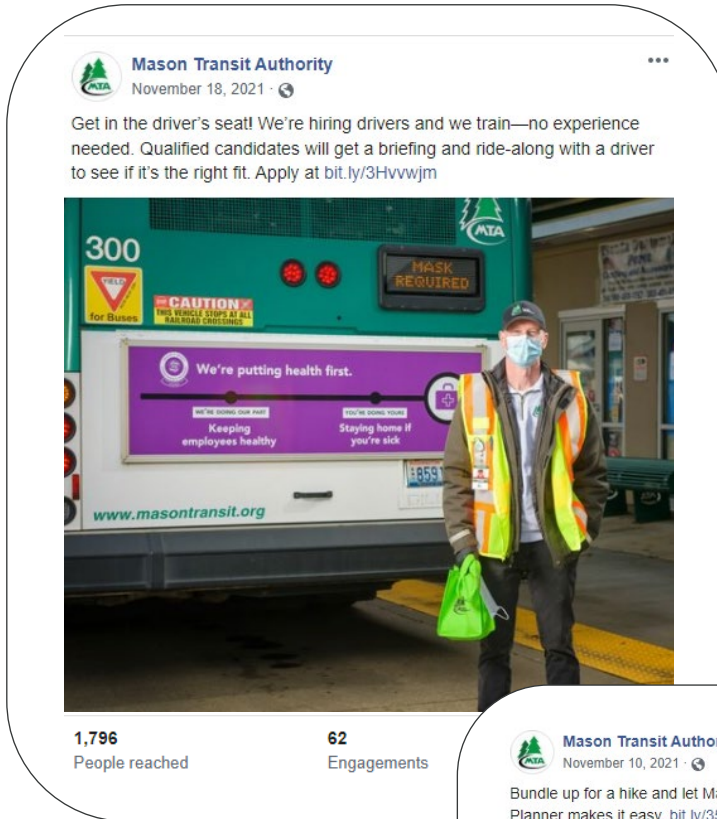




Social media highlights

November

- 7 posts each on Facebook and Twitter
- The Nov. 18 recruitment post had great Facebook results (organic and paid): 4,096 reach and 188 clicks, likes, comments and shares
- The recruiting post also did well on Twitter: 547 reach and 21 clicks, likes, shares
- The Trip Planner Facebook post drew 13 likes, comments, clicks and shares
- 35,433 people total saw this month's Facebook and Twitter posts (organic and paid)

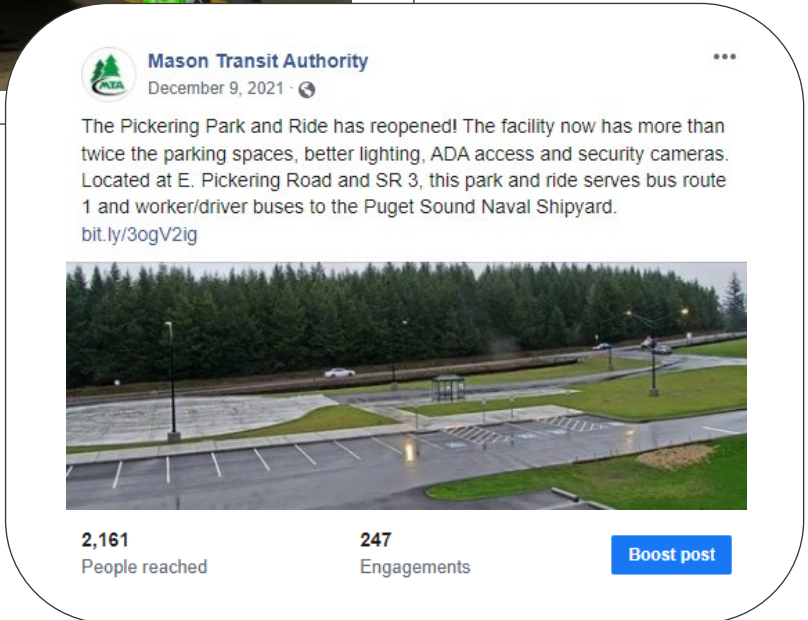
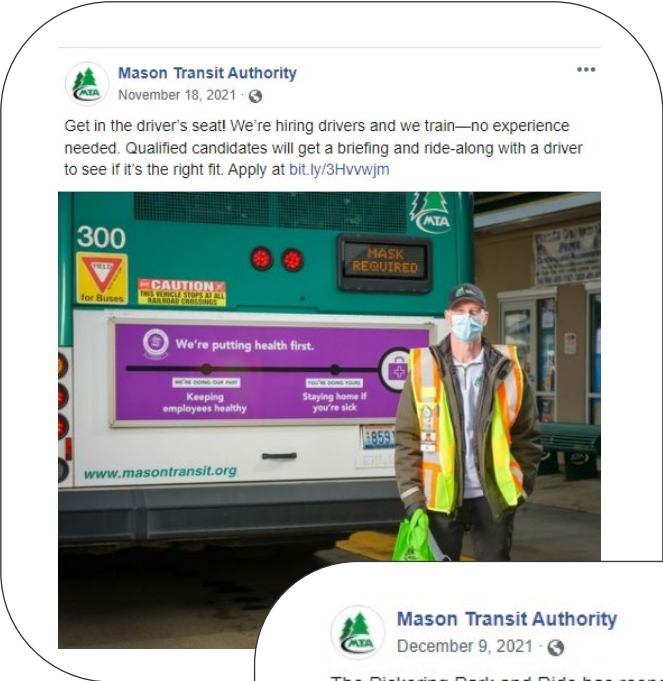




Social media highlights

December

- Recruiting efforts continued in December. The post and ad served to people in Thurston, Lewis, Kitsap and Grays Harbor counties ran Nov. 30-Dec. 14; reached 15,959 people
- The Pickering Park and Ride reopening post had great results. On Facebook and Twitter combined, it reached 3,955 people and had 249 clicks, likes, comments and shares.

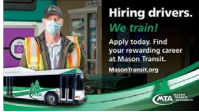









Top 5 Facebook posts

Includes organic and paid posts







Note: Facebook had a glitch, and three December paid posts failed to run

	Reach (how many people saw your post)	Engagements (likes, comments, shares, clicks)	Post content
Nov. 30	16,215	34	 Recruiting – including extension to other counties
Sept. 3	12,648	83	<p>Apply now. Qualified candidates will be part of our Sept. 11 "Ride the Bus" event! Meet with a supervisor and driver, learn about the training process and ask questions. If you are tired, MTA pays you while you train. Could this be your new career? Apply at mta.ly/2XkBusp</p>  Driver recruiting (Be part of "Ride the Bus" event)
Oct. 13	11,762	61	 Dial-A-Ride: dark, weather
Oct. 7	11,551	248	  20-year employees
Sept. 17	10,620	78	 Trip Planner



Top 5 Twitter posts

No paid posts on this platform

	Reach (how many people saw your post)	Engagements (likes, comments, shares, clicks)	Post content
Nov. 18	547	21	 Driver recruiting
Nov. 10	432	8	 Trip Planner: hike
Nov. 24	375	5	 Small Business Saturday
Dec. 9	359	2	 Pickering Park and Ride
Nov. 3	222	0	 Dial-A-Ride: donuts
Sept. 3	213	26	<p>Apply now: Qualified candidates will be part of our Sept. 11 "Ride the Bus" event. Meet with a supervisor and driver, learn about the training process and ask questions. If you are hired, MTA pays for your white van. Could this be your new career? Apply at bit.ly/2X65uqg</p>  Driver recruiting (Be part of "Ride the Bus" event)



Press releases

December 7 Pickering Park and Ride Reopens

December 13 Van Grant Applications Due Jan. 10



Nonprofits can apply for vans

Nonprofit organizations can apply for a Mason Transit Authority grant for two used 12-passenger vans.

Jan. 10 is the deadline to apply for the grant. The grant application, selection criteria and other information is at <http://www.masontransit.org/vangrantprogram>.

Both vans are 2006 Ford Econolines with about 94,000 miles, automatic transmissions and no wheelchair lifts.

The Van Grant program awards surplus transit vans to help solve transportation issues and benefit Mason County residents.

The application process is competitive, and the nonprofits will be selected based on demonstrated community benefit and the number of trips that vans would provide.

“These vans help hundreds of Mason County residents through our hardworking nonprofit partners,” MTA General Manager Amy Asher said in a news release. “We’re pleased to extend our community connections with this program.”

The vans can be inspected after the pre-application workshop from 11 a.m. to noon Dec. 29 at 790 E. Johns Prairie Road, Shelton.

For more information, call operations coordinator Chris Wilder at 360-432-5754.

Sample news clips



Share Tweet Pin + 0 Comments

December 30, 2021



Matt Baide

The Pickering Road Park & Ride, shown here last week, re-opened Dec. 1.

Mason Transit Authority has a lot to look forward to in 2022 after a big year in 2021.

One of the accomplishments for MTA in 2021 was the opening of most of the Park & Rides in Mason County. All of the Park & Rides are open other than the Belfair Park & Ride, which is slated to open in early 2022 after the building receives its electrical panel.

"It was ordered I think back in September or October and we've just been continually told it's on order but we haven't received anything," MTA General Manager Amy Asher told the Journal. "So our contractors are looking for an

alternative and waiting for approval on that so hopefully, we'll be able to get that installed and power to the building and then final inspections done sometime in January. I'm hoping, and then maybe we can open January or February."

Asher said MTA is still waiting to open the Shelton-Matlock Park & Ride. The lot received power last week but MTA is working with Hood Canal Communications to get the security cameras installed and turned on. She said MTA hopes to have it ready to go by January.

Pickering Road reopened on Dec. 1, even though it still needs a power pole after someone stole the previous one. There's also some ponding in some parking spaces that needs to be addressed. Asher said they're seeing daily use of the lot and are happy to have Pickering Road open.

MTA is still hiring drivers and three drivers that just completed training and will be out on the road doing road training for the next few weeks. MTA just closed recruitment and will have a class of five beginning the process of becoming drivers in January and another round of recruitment will begin in February for a class set to begin in April.

"It's been a challenge as it has been for the last year and a half," Asher said. "We're not getting as many applicants as we would like but we also have the constraint of the class sizes. We can't pack people into this room, we've got to keep them spaced out and so our class sizes haven't been able to be very big anyway."

The goal is to bring back service to pre-pandemic levels. It will happen in phases as MTA adds staff throughout 2022.



Van anyone? Mason Transit Authority to donate two vans to community

Shawn Goggins Dec 13, 2021 Updated Dec 13, 2021



Susan Kirchoff, director of Shelton Youth Connections, with Mike Ringgenberg, Mason Transit operations manager on July 21, 2021

SHELTON - In an effort to fill the transportation gaps in the region, Mason Transit Authority (MTA) is donating two vans to an applicant(s) of its choice early next year. The donation is part of MTA's Van Grant Program. The Van Grant Program awards surplus transit vans to organizations in need of them. MTA is donating two used 12-passenger vans.

The application process is competitive, and nonprofits are chosen based on the demonstrated community benefit and the number of trips the vans would provide.

"These vans help hundreds of Mason County residents through our hardworking nonprofit partners. We're pleased to extend our community connections with this program," said Amy Asher, Mason Transit General Manager.

In 2022 the agency will donate two 2006 Ford Econoline 12-passenger vans. Both have about 94,000 miles, automatic transmission and no wheelchair lift.





Advertising and Web/Kiosk Banners

Two special advertising pushes took place in the fall, one for driver recruitment and one to encourage bus ridership. Ads were placed in the Shelton-Mason County Journal, MasonWebTV.com and Facebook.

Homepage website banners and Transit Center Kiosk banners were also created to support these messages.



Hiring drivers.
We train!
Apply today. Find your rewarding career at Mason Transit.
[MasonTransit.org](https://www.MasonTransit.org)



Stop Paying For Gas.
Fare-free throughout Mason County. Take the bus or contact Dial-A-Ride.
[MasonTransit.org/TripPlanning](https://www.MasonTransit.org/TripPlanning)



Two Sallys leave the Shelton board

By Gordon Weeks
gordw@sheltonjournal.com

Sally Brownfield and Sally Karr bid farewell to the Shelton School Board after serving for six years.

The Nov. 23 regular meeting was the last for the two Sallies. At that meeting, Marilyn Stevenson of the Mason County Auditor's Office swore in new members Marilyn Ward and Matthew Welslander, and swore in Marty Best for a new four-year term.

The board also elected new officers — Keri Davidson as the new chairwoman, Best the new vice chairman.

Brownfield and Karr received praise for their six years on the board.

"I want to give a heartfelt thanks to both Sallies, Sally Karr and Sally Brownfield, for all the years of service, of which I've been there with you," Davidson said. "I just want to thank you for your professionalism, your strength, your leadership, and your grace through all of this. I've learned so much working beside both of you for six years. Your advocacy for students, all Shelton students, and your attitudes and how you've gone along helping have really moved this district forward."

Board member Sandy Farwell thanked the two for their "valuable perspective" and for working for students throughout Mason County.

"It's been an honor to work with you," she said.

Superintendent Wyatt Jessome thanked Brownfield and Karr for their leadership.

"I think of three characteristics when I think of those five professional ladies: wisdom, commitment and



From left, Sally Karr and Sally Brownfield — shown at the Shelton School Board's only in-person meeting in the past 18 months in August at Mountain View Elementary — presided over their last meeting with the board Nov. 23 after serving for six years. *Journal file photo by Gordon Weeks*

patience," he said.

Brownfield and Karr "locked arms" with the other board members to get things done, Jessome said.

"For sure, these two ladies did their job, and that I can't say for every school board I've ever worked with," he said.

Ward, who ran unopposed for an open position, said she believes the board members will work together well.

"I think we will be able to do a lot of good things for the students of Shelton," she said.

Ward, Welslander and Best

attended a conference for new school board members presented by the Washington State School Directors' Association.

"The thing that I got out of the conference last week, I did the thing with the hot-button topics," Welslander said.

They talked about critical race theory and there was lots of information about the opportunity gaps, and the thing that kept coming back to me, the thing that really stuck in my head as we go forward is, I'm reminded of the difference between the history that

we learned and the history we know.

We look at Thomas Jefferson as one of the forefathers of the United States of America, but when you dig into Thomas Jefferson, you understand that he

understood the importance of education and said his slaves would not be allowed to read because if they could read, they would leave. I want everyone to understand that concept as a country, as a community. I want kids to learn those things. I want them to stay in Shelton, I want them to be teachers and principals and school members."

Shelton-Mason County Journal

SINCE 1886 - VOL. 135, NO. 48

MASON COUNTY, THURSDAY, DEC. 2, 2021

\$1.50



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MASON COUNTY COMMISSION | LIVE & ARCHIVED WEBCASTS
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2021 (Fall) High School Football Broadcasts

2021 High School Basketball Broadcasts

2021 Shelton Football Games

Thursday's COVID-19 Report: 107 New Cases in Mason County

Mason County COVID-19 Updates and Resources

Mason County Public Health reported 107 new cases of COVID-19 in the County on Thursday, January 20, 2022.

The report also says nine Mason County residents are currently hospitalized due to COVID-19.

Latest Case Rates from Mason County Public Health: 7-day case rate per 100,000 population: 577.3, down from Wednesday's reported rate of 603.0.

DRIVERS

Dr. Henry B. DO
Primary Care

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MasonTransit.org/tripPlanning

Tweets by @MasonWebTV

Hiring drivers.

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MasonTransit.org



Web analytics

Stop Paying For Gas.
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Take the bus or contact Dial-A-Ride.
MasonTransit.org/TripPlanning

"Where is my bus?" App
January 10, 2022
SHELTON, WA – Mason Transit Authority recently introduced a new mobile app that shows bus locations in real time, as well as providing complete route information.
[READ MORE](#)

Parking Doubled at Renovated Park and Ride
December 7, 2021
SHELTON, WA – Mason Transit more than doubled available parking in the recently reopened Pickering Road Park and Ride as part of the agency's multiyear project to upgrade its park and ride facilities.
[READ MORE](#)

Tweets by @MasonTransit
Mason Transit (MTA) @MasonTransit
Start the year right: save money and go green by taking Mason Transit. Our online Trip Planner makes it easy. bit.ly/35k1tSy
Jan 19, 2022
Mason Transit (MTA) @MasonTransit
Shelton Matlock Park and Ride is open effective Today 1/19/2022

Highlights

- September – December
- Pageviews are up 18% over last year
- Home page is up 41% and bus schedules are up 36% over last year
- 76% are new users to the website, up 31% over last year
- 54% of web users are men
- 34% of web users are ages 25-34 (most frequent users of the site)

Overview ✓

All Users
+0.00% Pageviews

+ Add Segment

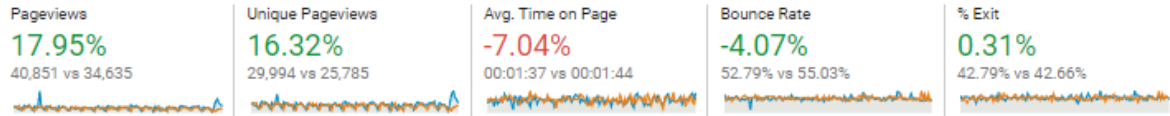
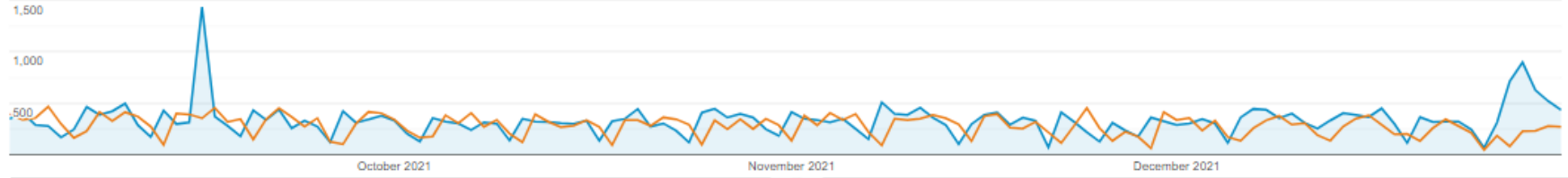
Sep 1, 2021 - Dec 31, 2021
Compare to: Sep 1, 2020 - Dec 31, 2020

Overview

Pageviews vs. Select a metric

Hourly Day Week Month

Sep 1, 2021 - Dec 31, 2021: ● Pageviews
Sep 1, 2020 - Dec 31, 2020: ● Pageviews



Primary Dimension: Page Page Title Other

Plot Rows Secondary dimension Sort Type: Default

advanced ⌵ ⌵ ⌵ ⌵ ⌵

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	17.95% ▲ 40,851 vs 34,635	16.32% ▲ 29,994 vs 25,785	7.04% ▼ 00:01:37 vs 00:01:44	18.32% ▲ 17,480 vs 14,774	4.07% ▼ 52.79% vs 55.03%	0.31% ▲ 42.79% vs 42.66%	0.00% \$0.00 vs \$0.00
1. /busschedules/							
Sep 1, 2021 - Dec 31, 2021	7,913 (19.37%)	4,369 (14.57%)	00:00:35	3,094 (17.70%)	22.41%	18.84%	\$0.00 (0.00%)
Sep 1, 2020 - Dec 31, 2020	5,828 (16.83%)	2,991 (11.60%)	00:00:40	2,151 (14.56%)	18.86%	16.80%	\$0.00 (0.00%)
% Change	35.78%	46.07%	-12.47%	43.84%	18.82%	12.17%	0.00%
2. /							
Sep 1, 2021 - Dec 31, 2021	6,564 (16.07%)	4,637 (15.46%)	00:01:04	4,143 (23.70%)	36.11%	38.91%	\$0.00 (0.00%)
Sep 1, 2020 - Dec 31, 2020	4,665 (13.47%)	3,592 (13.93%)	00:01:08	3,181 (21.53%)	33.88%	33.93%	\$0.00 (0.00%)
% Change	40.71%	29.09%	-5.16%	30.24%	6.58%	14.66%	0.00%



Page insights from past 12 months

Page	Increase/Decrease from same time last year
Bus schedules	35.78% increase
Home page	40.71% increase
Route 6 to Olympia	5.5% decrease
Route 7	58.83% increase
Route 5	45.18% increase
Trip planning	651.95% increase
Dial-A-Ride	75.49% increase
Contact us	10.41% decrease
Rider Alerts	351.96% increase

Audience Overview ✓



All Users
+0.00% Users

+ Add Segment

Sep 1, 2021 - Dec 31, 2021
Compare to: Sep 1, 2020 - Dec 31, 2020

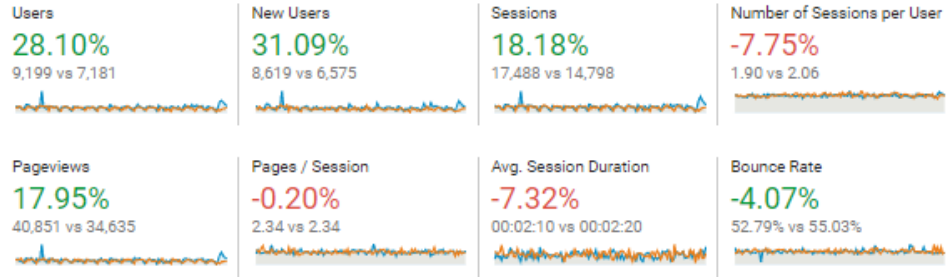
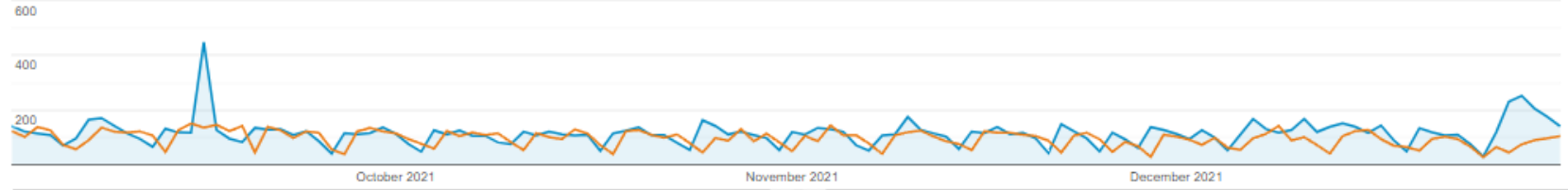
Overview

Users vs. Select a metric

Hourly Day Week Month

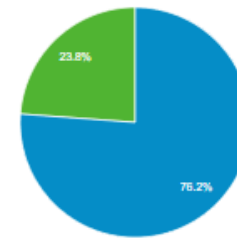
Sep 1, 2021 - Dec 31, 2021: Users

Sep 1, 2020 - Dec 31, 2020: Users

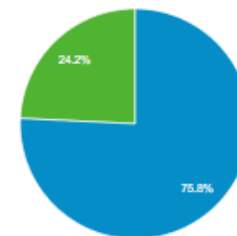


■ New Visitor ■ Returning Visitor

Sep 1, 2021 - Dec 31, 2021



Sep 1, 2020 - Dec 31, 2020





Audience

