



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, May 17, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2556 668 5487 (Password) 0790

#### In person attendance:

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

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*Pursuant to Governor's Proclamations 20-28.15 and 20-25.18, the public meeting shall be held in person and virtually using the above WebEx credentials.*

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1. **CALL TO ORDER** **Chair**
2. **ROLL CALL AND DETERMINATION OF QUORUM** **Chair**
3. **PUBLIC COMMENT – *Limit of five (5) minutes per person*** **Chair**
4. **APPROVAL OF AGENDA – ACTION** **Chair**
5. **CONSENT AGENDA – *Action*** **Chair**
  - A. **Pg. 03: April 19, 2022 Special Board meeting minutes**
  - B. **Pg. 06: Check Approval: April 12 – May 11, 2022**
6. **ACTION ITEMS:**

**Unfinished Business: [None]**

**New Business:**

  - A. **Pg. 12: Actionable: Electronic Signature Policy (Resolution No. 2022-06)** **Amy**
  - B. **Pg. 27: Discussion: Recent OPMA Changes** **Legal Counsel**
7. **STAFF REPORTS**
  - A. **Pg. 29: Financial Reports**
  - B. **Pg. 35: Management Reports**
  - C. **Pg. 40: Operational Statistics**
  - D. **Pg. 42: JayRay Report**
  - E. **Pg. 52: 2021 WSTIP Risk Profile**

8. **COMMENTS BY BOARD**

9. **NEXT MEETINGS:**

- *Regular Meeting on June 21, 2022 at 4:00 p.m. – virtually or in person at MTA's Transit-Community Center, 601 West Franklin Street, Shelton*

10. **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 Special Board Meeting**  
**April 19, 2022**  
*Virtually and at*  
*Transit-Community Center Conference Room*  
*601 West Franklin Street*  
*Shelton*



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:01 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present Virtually via WebEx:** Sandy Tarzwell, Chair; John Campbell, Vice-Chair; Wes Martin, Randy Neatherlin, Eric Onisko, John Sheridan and Kevin Shutty.

**Authority Voting Board Member Present in Person:** Cyndy Brehmeyer and Sharon Trask.  
**Quorum met.**

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

**Citizen Advisor to the Board Present in Person:** John Piety

**MTA Staff present at T-CC:** Amy Asher, General Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**Others Present via WebEx:** LeeAnn McNulty, Administrative Services Manager, Robert Johnson, Legal Counsel

**PUBLIC COMMENT – [None.]**

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the April 19, 2022 Mason Transit Authority (MTA) special board meeting be approved. **Shutty/Campbell. Motion carried.**

5. **CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 through 3 as follows:

- A. 10Minutes of the MTA regular Board meeting of March 15, 2022.
- B. Payments of March 11, 2022 through April 11, 2022 financial obligations on checks#36226 through 36330, as presented for a total of \$642,231.51.
- C. Move that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2022 Certifications and Assurances to acknowledge compliance as required.

**Campbell/Sheridan. Motion carried.**

6. **ACTION ITEMS – UNFINISHED BUSINESS** [None].

**ACTION ITEMS - NEW BUSINESS:**

A. **Update: Report from Operations and Maintenance Committee.**

Amy Asher, General Manager, shared with the Board that the Operations and Maintenance Committee, consisting of Board Chair Tarzwell and Board member Shutty, had met to discuss the lease for the Radich building. The lease ends in July and, initially discussed with the tenant, United Way of Mason County, of leasing until February, 2023. However, due to a leak in the roof, MTA will be extending the lease until October 1, 2022. Staff is currently working on the roof. Ms. Asher indicated that there is a long list of options, with each having complications. More to come on this matter.

Second item of discussion related to MTA fleet and facilities. There has been a shift in the availability of buses and the length of time it will take for MTA to get its buses on order. There was a lengthy discussion regarding costs of diesel buses and low/no emissions buses; its technology, batteries, the facilities required to maintain those facilities, as well as what would work for MTA's facilities and routes. Additional discussions regarding necessary infrastructure for maintaining the vehicles and that power outages are real and impactful. Ms. Asher wanted to get a sense of the direction that the Board would like to go for future planning and seeking out grants that would fulfill the Board's vision.

B. **Grant Application for Vehicles.** Ms. Asher indicated that there are two competitive grant programs that are nationwide funds – one for electric vehicles and the other for conventional gas or diesel through the Bus and Bus Facilities program. She would like to apply for the grant to replace five of the oldest diesel-powered vehicles in the fleet. Awarding of the grants will be announced in August. She also mentioned that since there will be a lot of competition for these grants, she may also apply through the WSDOT Consolidated Grant program as a funding source.

**Moved** that the Mason Transit Authority Board approve the General Manager to submit a grant application for vehicles to the Washington State Department of Transportation. **Sheridan/Martin. Motion carried.**

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

- The final December 2021 statement reflects a sales tax revenue that was higher than budgeted.
- Paul Bolte, MTA's new Facilities and Fleet Maintenance Manager came to us from Around the Sound Transportation. She shared that Paul arrived on April 4 and then on April 6 spent a couple of days at the Spring Maintenance Forum that was held in Tacoma.
- WSDOT is considering building roundabouts at Agate and Pickering.



- Driver recruitment – only two applicants to date. MTA has focused on benefits, as well as continuing to spread the word via social media and explore other methods. Other transit agencies are also encountering similar recruitment challenges.
- Belfair Park and Ride: Still a few more items to complete. Tomorrow Paul will learn about the HVAC system.
- Congressman Kilmer meeting scheduled for Friday morning.

*(Board member Trask left room at 4:36 pm and returned at 4:39pm)*

8. **COMMENTS BY BOARD:**

- Board Chair Tarzwell extended a big welcome to Paul from MTA. Welcome aboard.
- Legal counsel discussed a brief overview of recent OPMA changes, those items that are encouraged and others that are demanded. He will provide a written item for May's meeting for any further discussion.
- Board member Trask will not be able to attend the May Board meeting.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:46 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting**

***May 17, 2022 at 4:00 PM***

*On-line via WebEx and in person at:  
Transit-Community Center Conference Room  
601 West Franklin Street  
Shelton*

## **Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 5B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** May 17, 2022

### **Summary for Discussion Purposes:**

Disbursements:

- CDW Government
  - Check #36337 - \$11,197.20 – Laptops replacement – 6 ea.
- \*Right! Systems, Inc.
  - Check #36357 - \$8,942.84 – Installation for network connectivity for Belfair
- \*SCJ Alliance.
  - Check #36358 - \$2,416.00 – Park & Ride Development
- Luminator Technology Group, Inc
  - Check #36377 - \$14,647.50 – Dash Cam Telematics Hosting

\*Disbursements capital grant eligible.

April Fuel Prices: Diesel \$4.17, Unleaded \$3.91

\*Amounts represent fuel delivered early in April. Vendor has billing issues for shipment received on 4/22/2022 and unable to quote what shipment will be billed at as of this date.

### General Manager Travel Expenditures:

WSTA-Spring Maintenance forum in Tacoma - \$612.82  
AWC-Labor & Relations Conference in Yakima - \$419.80

### **Check Disbursement Fiscal Impact:**

\$674,122.05

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of April 12, 2022, through May 11, 2022, financial obligations on checks #36331 through #36394, as presented for a total of \$674,122.05.



Mason Transit Authority  
May 17, 2022, Disbursement Approval

The following checks for the period of April 12, 2022, through May 11, 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	36331-36394	\$674,122.05

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 4/13/2022	36331	169,511.09
Payroll & DRS – 4/27/2022	36367	173,024.87
Payroll & DRS – 5/11/2022	36394	171,111.23
CDW Government	36337	11,197.20
Right! Systems, Inc.	36357	8,942.84
SCJ Alliance	36358	2,416.00
Luminator Technology Group, Inc	36377	14,647.50
<i>Spoiled</i>	<i>36388</i>	<i>0</i>

Submitted by: LeeAnn McNulty Date: 05/11/2022  
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:  
Approved by: Amy Asher Date: 5/12/2022  
Amy Asher, General Manager

Mason Transit Authority Check Register  
 May 2022 Board Report

Activity From 4/12/2022 Through 5/11/2022

Document Date	Check #	Vendor Name	Amount
4/13/2022	36331	Mason Transit Authority - ACH Account	169,511.09
4/22/2022	36332	Advance Glass	143.07
4/22/2022	36333	Aflac	771.44
4/22/2022	36334	AIG Retirement	1,012.46
4/22/2022	36335	Aramark	164.80
4/22/2022	36336	Belfair Water District #1	86.41
4/22/2022	36337	CDW Government	11,197.20
4/22/2022	36338	EMC - Mason Transit	94.15
4/22/2022	36339	Gillig, LLC	845.65
4/22/2022	36340	GORDON TRUCK CENTERS, INC.	192.24
4/22/2022	36341	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
4/22/2022	36342	HR Direct	92.21
4/22/2022	36343	District 160	1,622.50
4/22/2022	36344	JayRay Ads & PR, Inc.	4,054.27
4/22/2022	36345	Robert W. Johnson, PLLC	1,600.00
4/22/2022	36346	Kitsap Transit	2,214.59
4/22/2022	36347	LegalShield	216.20
4/22/2022	36348	Les Schwab	1,951.22
4/22/2022	36349	Mason County Garbage, Inc.	568.89
4/22/2022	36350	Mason County PUD #3	302.00
4/22/2022	36351	Purcor	158.19
4/22/2022	36352	Moose Breath Graphics L.L.C	121.07
4/22/2022	36353	Mountain Mist Water	144.15
4/22/2022	36354	Northwest Lift & Equipment LLC	101.08
4/22/2022	36355	Office Depot, Inc.	94.43
4/22/2022	36356	O'Reilly Auto Parts	570.37
4/22/2022	36357	Right! Systems, Inc.	8,942.84
4/22/2022	36358	SCJ Alliance	2,416.00
4/22/2022	36359	Seattle Automotive Distributing	383.91
4/22/2022	36360	The Shoppers Weekly	312.35
4/22/2022	36361	Staples Business Advantage	564.43
4/22/2022	36362	Tozier Brothers, Inc.	19.62
4/22/2022	36363	United Way of Mason County	18.00
4/22/2022	36364	AWC Employee Benefit Trust	89,521.77
4/22/2022	36365	Westbay Auto Parts	164.91
4/22/2022	36366	Washington State Transit Association	825.00

Mason Transit Authority Check Register  
 May 2022 Board Report

Activity From 4/12/2022 Through 5/11/2022

Document Date	Check #	Vendor Name	Amount
4/27/2022	36367	Mason Transit Authority - ACH Account	173,024.87
5/5/2022	36368	AIG Retirement	862.46
5/5/2022	36369	Aramark	329.60
5/5/2022	36370	Bridge Church	90.00
5/5/2022	36371	Cooper Studios	367.75
5/5/2022	36372	Employment Security Department - WA State	14.00
5/5/2022	36373	Gillig, LLC	102.73
5/5/2022	36374	GORDON TRUCK CENTERS, INC.	81.87
5/5/2022	36375	HR Direct	276.63
5/5/2022	36376	Les Schwab	1,951.22
5/5/2022	36377	Luminator Technology Group, Inc	14,647.50
5/5/2022	36378	Mason County PUD #3	2,265.75
5/5/2022	36379	MOHAWK MFG. & SUPPLY	4.98
5/5/2022	36380	Northridge Properties, LLC	1,700.00
5/5/2022	36381	Pacific Mobile Structures, Inc.	1,076.88
5/5/2022	36382	Ricoh USA, Inc	105.77
5/5/2022	36383	Right! Systems, Inc.	643.72
5/5/2022	36384	Seattle Automotive Distributing	13.79
5/5/2022	36385	The Shoppers Weekly	408.14
5/5/2022	36386	Spike's Hydraulics	1.45
5/5/2022	36387	Staples Business Advantage	20.31
5/5/2022	36389	Titus-Will	2,083.16
5/5/2022	36390	Tozier Brothers, Inc.	51.81
5/5/2022	36391	United Way of Mason County	18.00
5/5/2022	36392	Visioneer Consulting	60.00
5/5/2022	36393	Westbay Auto Parts	189.57
5/11/2022	36394	Mason Transit Authority - ACH Account	171,111.23
5/5/2022	36388	<i>Spoiled</i>	0.00
Check Totals			<u>674,122.05</u>

Mason Transit Authority Credit Card Activity  
 May 2022 Board Report

April 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Parts	\$ 130.18
Employee Recognition	Tags - Tilman Retirement Cup	17.50
Publication Fees	JobTarget - Driver recruitment	349.00
Facility Repair/Maintenance	1000bulbs - Light bulbs	417.08
Facility Repair/Maintenance	Amazon - Window film	111.40
Office Supplies	Amazon - Binders	48.14
Office Supplies	Amazon - Table top paper cutter	44.66
Office Supplies	Amazon - USB Extension cable	8.67
Shop Supplies	Amazon - Shop supplies	16.92
Cleaning/Sanitation Supplies	Amazon - Cleaning supplies	61.80
Safety Training Material & Supply	Amazon - CPR Barrier pieces	64.02
Safety Training Material & Supply	CTAA PASS - Six (6) tests	180.00
IT Equipment	Amazon - USB Adapter	14.09
IT Equipment	UHS Hardware - Card programmer for door locks	310.00
Small Tools & Equipment	Harbor Freight - Tools	418.98
Small Tools & Equipment	Home Depot - Tools	34.94
Small Tools & Equipment	Home Depot - Tools	46.70
Small Tools & Equipment	Tractor Supply - Lawn mower blades	59.66
Safety Supplies	Amazon - N100 Masks & batteries	56.57
Safety Supplies	Amazon - Seat belt cutters	13.01
Safety Supplies	McLendon Hardware - PPE earplugs	9.74
Dues, Memberships, Subscriptions	J2 Efax - Monthly Efax	89.97
Dues, Memberships, Subscriptions	WA Municipal Clerks Assoc. - Membership dues	75.00
Travel & Meeting Expense MTA	Hotel Murano - WSTA Maintenance Forum credit	(138.98)
Travel & Meeting Expense MTA	Hotel Murano - WSTA Maintenance Forum credit	(1.00)
Travel & Meeting Expense MTA	Hotel Murano - WSTA Maintenance Forum	139.98
Travel & Meeting Expense MTA	Hotel Murano - WSTA Maintenance forum Lodging	289.28
Travel & Meeting Expense MTA	Hotel Murano - WSTA Maintenance Forum Lodging	337.82
Travel & Meeting Expense MTA	North Mason Chamber - Monthly luncheon meeting	30.00
Conference Registration	AWC Olympia - Labor & Relations Conference Registration	495.00
	Total Credit Card Charges - April	<u>\$ 3,730.13</u>



## PURCHASE LOG

Name: Amy Asher

Department: Administration  
DocuSigned by:

Manager's Approval: Sandy Terzwell  
F0D2CAD30A0C42B...

Date Submitted

5/3/2022

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
4-11-22	Hotel Mirano	WSIA Maintenance Forum	337.82	Y	10	509021	
4/27/22	North Mason Chamber	Lunch + Ham Monthly meeting	30.00	Y	10	11	
<b>TOTAL</b>			\$366.82				

Don't forget to attach original receipts

Signature  Date 5/3/2022

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

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

**Agenda Item:** New Business – Item 6A – *Actionable*  
**Subject:** Electronic Signature Policy (POL-705)  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** May 17, 2022

### **Background:**

This policy was originally approved by the Board two years ago, in the early stages of the COVID-19 pandemic. Shortly thereafter, Washington’s Uniform Electronic Transaction Act, became effective June 11, 2020. This act made it clear that state and local government agencies were encouraged and allowed to use and accept electronic signatures to authenticate electronic transactions.

The attached policy has been revised in its entirety; provides for current use of electronic signatures; and is written in a broader sense to include future technologies. Additionally, it provides that MTA employees shall follow the approval process identified in the policy which shall be governed by the Administrative Services Manager and in consultation MTA’s General Manager and Legal Counsel, as appropriate.

This updated policy has been provided by Legal Counsel and reviewed by the Policy Review Committee.

**Summary:** Approve the revised Electronic Signature Policy (POL-705).

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2022-06 that approves the revised Electronic Signature Policy (POL-705).





<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	<del>May 19, 2020</del> <u>May 17, 2022</u>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2020-11</u>
<b>Prepared by:</b>	<del>Tracy Becht</del> <u>Amy Asher</u> , <del>Public Records Officer</del> <u>General Manager</u>
<b>Approved by:</b>	Authority Board Resolution No. <del>2020-11-06</del>

## POL-705 ELECTRONIC SIGNATURE POLICY

This policy applies to all Mason Transit Authority (MTA) Board members and employees.

### 1.0 Purpose

MTA recognizes the benefit of reducing the amount of paper records it stores and the societal shift to the convenience of electronic records and its customers/contractors/vendors' desire to transact business from near or far. The use of electronic records and electronic signatures can significantly reduce costs, simplify transactions, and speed up transaction time. Recent changes to law (see Washington's Uniform Electronic Transactions Act, effective June 11, 2020, Chapter 1.80 RCW) have made it clear that state agencies and local government agencies are encouraged and allowed to use and accept electronic signatures to authenticate electronic transactions. By maintaining a policy to accept electronic signatures, MTA can enhance its service to its customers and streamline its processes for doing business.

### 2.0 Definitions

Electronic means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities, including without limitation blockchain and distributed ledger technology;

Electronic agent means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual;

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means;

Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record;

Person means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity;

See Also: POL-702, POL-703

Page 1 of 6



<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	<del>May 19, 2020</del> <u>May 17, 2022</u>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2020-11</u>
<b>Prepared by:</b>	<del>Tracy Becht</del> <u>Amy Asher, Public Records Officer</u> <u>General Manager</u>
<b>Approved by:</b>	Authority Board Resolution No. 202 <del>0</del> -11-06

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form;

Security procedure means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information of an electronic record. The term includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures;

Transaction means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

### 3.0 Determination that Electronic Signatures Being Same Force and Effect as Hand Signature

If authorized under authorized under Chapter 1.80 RCW, electronic signatures may be used with the same force and effect as hand signature, notarization & acknowledgement, and signature attributable to a person.

3.1 If a law requires a record to be in writing, an electronic record satisfies the law. If a law requires a signature, an electronic signature satisfies the law. Neither contracts, records or signatures may be denied legal effect or enforceability solely because they are in an electronic form. If a law requires a signature or record to be notarized, acknowledged, verified, or made under oath, the requirement is satisfied if the electronic signature of the person authorized to perform those acts, together with all other information required to be included by other applicable law, is attached to or logically associated with the signature or record.

3.2 An electronic record or signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or signature was attributable. It is the policy of MTA to authorize only electronic signature



**Title:** Electronic Signature Policy  
**Number:** 705  
**Effective:** ~~May 19, 2020~~ May 17, 2022  
 **Cancels:** ~~N/A~~ Resolution No. 2020-11  
**Prepared by:** ~~Tracy Becht~~ Amy Asher, ~~Public Records Officer~~ General Manager  
**Approved by:** Authority Board  
Resolution No. 20220-11-06

methods that enable a showing of the efficacy of such security procedures. See methods detailed under **APPENDIX A**.

3.3 It is also the policy of MTA to authorize only electronic signature methods that satisfy any requirements reasonably established by the Administrative Services Manager in consultation with MTA’s Attorney and General Manager, including but not limited to:

- e-signature type,
- manner and format of e-signature signature affixation,
- third party criteria, and
- control process and procedures.

3.4 MTA is vested with authority to determine the extent to which it will use and accept electronic records. E-signature process is not to be utilized or accepted by MTA staff unless authorized by an approved “MTA E-Signature Approval Form” for each “records type” to which the e-signature process will be applied.

#### 4.0 Transactions Allowed Under this Policy

Types of transactions and form approval is required prior to the use of an electronic signature process.

4.1 Specific transactions allowed under this policy will be at the discretion of the General Manager in consultation with Administrative Services Manager and MTA’s Attorney to ensure a thorough analysis of the business and legal risks associated with each transaction.

4.2 When use of an electronic signature process is desired for a particular record/transaction type, the MTA department that “owns” / “sponsors” the record/transaction process is responsible for completing and submitting a MTA “E-Signature Approval Form”. The Form contains the following fields:

- Date Submitted;
- Name of Form/Transaction;
- Form Type;
- Application Used;
- Date Needed By;
- Description of Form/Transaction; and





<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	<del>May 19, 2020</del> <u>May 17, 2022</u>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2020-11</u>
<b>Prepared by:</b>	<del>Tracy Becht</del> <u>Amy Asher, Public Records Officer</u> <u>General Manager</u>
<b>Approved by:</b>	Authority Board Resolution No. 202 <u><del>0-11</del></u> -06

- Proposed Signature Method (click-through/wrap; PIN or Password; Digitized Signature; Hybrid Approach; None-Form only).

4.3 A submitted E-Signature Approval Form will route through the internal MTA review process and will be approved or denied based on that analysis. E-signature process is not to be utilized or authorized/accepted by MTA staff until an approved Form exists for the general “record type/transaction process” to which the e-signature process will be applied. Employees with questions about approval/authorization status for a particular record type or transaction are to inquire with the General Manager prior to utilizing or authorizing/accepting e-signature.

## 5.0 Parties May Opt Out of Using Electronic Signatures

- 5.1 The law does not require MTA to use or permit electronic records or signatures. MTA is vested with authority to determine the extent to which it will use and accept electronic records. Pursuant to the requirements set forth in this policy, MTA may approve the use of electronic signatures for convenience and efficiency. However, parties may alternatively elect to sign by hand and receive paper copies. All parties to a transaction must each agree to conduct the transaction by electronic means, and an approved MTA E-Signature Approval Form must exist in order for electronic records/electronic signature processes to be utilized, authorized/accepted.
- 5.2 A party may refuse to conduct future transactions by electronic means even if that party has conducted transactions by electronic means in the past.

## 6.0 Specific Methods and Technology Used

MTA will use Electronic/Digital Signature Program(s) and/or Software that meets the standards and criteria established in Chapter 1.80 RCW and this policy. Specific methods, processes, and technology shall be approved in advance by the General Manager upon consultation with the Administrative Services Manager and MTA’s Attorney. The approval of solutions shall be coordinated through the General Manager. The General Manager will determine a suitable review and approval process to be used when determining which solution(s) are suitable for a type of record or transaction. Where appropriate, a team approach shall be used.



**Title:** Electronic Signature Policy  
**Number:** 705  
**Effective:** ~~May 19, 2020~~ May 17, 2022  
 **Cancels:** ~~N/A~~ Resolution No. 2020-11  
**Prepared by:** ~~Tracy Becht~~ Amy Asher, ~~Public Records Officer~~ General Manager  
**Approved by:** Authority Board  
Resolution No. 2020-11-06

- 6.1 The Technology used by MTA will Ensure Authentication. This policy is designed to provide reasonable assurance for the integrity, authenticity, and non-repudiation of electronic documents when electronic signatures and submissions are used and accepted. MTA will take measures to only use technology that ensures the authentication of the end-user.
- 6.2 The Technology used will Ensure Electronic Submittals and Signatures are Protected. In using electronic signatures, MTA will conform to applicable laws and regulations to keep this information private and secure to the extent allowed by law. It is important to maintain customer privacy and protection. Private customer information is encrypted and protected on a secure network.

#### **7.0 Users will Have the Ability to Download or Print Signed Documents**

As part of the process of signing, MTA will provide a process for users to download or print a copy of the document.

#### **8.0 End-User Instructions or Training Material**

End-user instructions or other training material will be made available by MTA, to the extent such instructions or other training material exists or can reasonably be developed, whenever an electronic signature option is provided.



<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	<del>May 19, 2020</del> <u>May 17, 2022</u>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2020-11</u>
<b>Prepared by:</b>	<del>Tracy Becht</del> <u>Amy Asher, Public Records Officer</u> <del>General Manager</del>
<b>Approved by:</b>	Authority Board Resolution No. 202 <u>0-11-06</u>

## APPENDIX A:

### Electronic Signature Methods & Processes Table

#### About this Appendix:

This appendix lists the specific methods and technologies (solutions) approved by MTA for a particular record/transaction type.

Electronic signatures may include, as appropriate, any of the following approaches, each of which has an increased level of cost, integrity, authenticity, security and non-repudiation:

- **Click Through or Click Wrap:** In this approach, a signer is asked to affirm his or her intent or agreement by clicking a button. The Click Through or Click Wrap approach is commonly used for low risk, low value consumer transaction.
- **Personal Identification Number (PIN) or password:** When using a PIN or password for an e-signature, a person is required to enter identifying information, which may include an identification number, the person's name and a "shared secret" such as a PIN and/or password. The system checks that the PIN and/or password is in fact associated with the person accessing the system and "authenticates" the person.
- **Digitized Signature:** A digitized signature is a graphical image of a handwritten signature. This approach may use specialized hardware or software for additional security.
- **Hybrid Approaches:** Hybrid electronic signature solutions are available by combining techniques from various approaches to provide increased security, authentication, record integrity and nonrepudiation.

**RESOLUTION NO. 2022-06**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
REVISING THE ELECTRONIC SIGNATURE POLICY (POL-705) AND  
SUPERSEDING AND REPLACING IN FULL ANY PREVIOUSLY ADOPTED  
OR APPROVED ELECTRONIC SIGNATURE POLICY, INCLUDING  
RESCINDING RESOLUTION NO. 2020-11.**

**WHEREAS**, the Electronic Signature Policy (POL-705) was previously approved by the Mason Transit Authority Board on May 19, 2020; and

**WHEREAS**, the policy has been replaced in its entirety to be compliant with Washington’s Uniform Electronic Transactions Act that became effective on June 11, 2020, as well as provide the following (a) a broader reference to current and future electronic signature technologies; and (b) an authorizing process for MTA employees to use electronic signatures while employed by MTA;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Electronic Signature Policy (POL-705), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED** that this Mason Transit Authority Electronic Signature Policy (POL-705) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Electronic Signature Policy, including Rescinding 2020-11.

Adopted this 17<sup>th</sup> day of May, 2022.

\_\_\_\_\_  
Sandy Tarzwell, Chair

\_\_\_\_\_  
John Campbell, Vice Chair

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

\_\_\_\_\_  
Wes Martin, Authority Member

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

\_\_\_\_\_  
Eric Onisko, Authority Member

\_\_\_\_\_  
John Sheridan, Authority Member

\_\_\_\_\_  
Kevin Shutty, 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





<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	May 17, 2022
<b>Cancels:</b>	Resolution No. 2020-11
<b>Prepared by:</b>	Amy Asher, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2022-06

## **POL-705 ELECTRONIC SIGNATURE POLICY**

This policy applies to all Mason Transit Authority (MTA) Board members and employees.

### **1.0 Purpose**

MTA recognizes the benefit of reducing the amount of paper records it stores and the societal shift to the convenience of electronic records and its customers/contractors/vendors' desire to transact business from near or far. The use of electronic records and electronic signatures can significantly reduce costs, simplify transactions, and speed up transaction time. Recent changes to law (see Washington's Uniform Electronic Transactions Act, effective June 11, 2020, Chapter 1.80 RCW) have made it clear that state agencies and local government agencies are encouraged and allowed to use and accept electronic signatures to authenticate electronic transactions. By maintaining a policy to accept electronic signatures, MTA can enhance its service to its customers and streamline its processes for doing business.

### **2.0 Definitions**

Electronic means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities, including without limitation blockchain and distributed ledger technology;

Electronic agent means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual;

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means;

Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record;

Person means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity;

See Also: POL-702, POL-703

Page 1 of 6



<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	May 17, 2022
<b>Cancels:</b>	Resolution No. 2020-11
<b>Prepared by:</b>	Amy Asher, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2022-06

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form;

Security procedure means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information of an electronic record. The term includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures;

Transaction means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

### **3.0 Determination that Electronic Signatures Being Same Force and Effect as Hand Signature**

If authorized under authorized under Chapter 1.80 RCW, electronic signatures may be used with the same force and effect as hand signature, notarization & acknowledgement, and signature attributable to a person.

- 3.1 If a law requires a record to be in writing, an electronic record satisfies the law. If a law requires a signature, an electronic signature satisfies the law. Neither contracts, records or signatures may be denied legal effect or enforceability solely because they are in an electronic form. If a law requires a signature or record to be notarized, acknowledged, verified, or made under oath, the requirement is satisfied if the electronic signature of the person authorized to perform those acts, together with all other information required to be included by other applicable law, is attached to or logically associated with the signature or record.
- 3.2 An electronic record or signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or signature was attributable. It is the policy of MTA to authorize only electronic signature methods that enable a showing of the efficacy of such security procedures. See methods detailed under **APPENDIX A**.
- 3.3 It is also the policy of MTA to authorize only electronic signature methods that satisfy any requirements reasonably established by the



<b>Title:</b>	Electronic Signature Policy
<b>Number:</b>	705
<b>Effective:</b>	May 17, 2022
<b>Cancels:</b>	Resolution No. 2020-11
<b>Prepared by:</b>	Amy Asher, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2022-06

Administrative Services Manager in consultation with MTA’s Attorney and General Manager, including but not limited to:

- e-signature type,
- manner and format of e-signature signature affixation,
- third party criteria, and
- control process and procedures.

3.4 MTA is vested with authority to determine the extent to which it will use and accept electronic records. E-signature process is not to be utilized or accepted by MTA staff unless authorized by an approved “MTA E-Signature Approval Form” for each “records type” to which the e-signature process will be applied.

#### 4.0 Transactions Allowed Under this Policy

Types of transactions and form approval is required prior to the use of an electronic signature process.

4.1 Specific transactions allowed under this policy will be at the discretion of the General Manager in consultation with Administrative Services Manager and MTA’s Attorney to ensure a thorough analysis of the business and legal risks associated with each transaction.

4.2 When use of an electronic signature process is desired for a particular record/transaction type, the MTA department that “owns” / “sponsors” the record/transaction process is responsible for completing and submitting a MTA “E-Signature Approval Form”. The Form contains the following fields:

- Date Submitted;
- Name of Form/Transaction;
- Form Type;
- Application Used;
- Date Needed By;
- Description of Form/Transaction; and
- Proposed Signature Method (click-through/wrap; PIN or Password; Digitized Signature; Hybrid Approach; None-Form only).

4.3 A submitted E-Signature Approval Form will route through the internal MTA review process and will be approved or denied based on that analysis. E-signature process is not to be utilized or authorized/accepted



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<b>Prepared by:</b>	Amy Asher, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2022-06

by MTA staff until an approved Form exists for the general “record type/transaction process” to which the e-signature process will be applied. Employees with questions about approval/authorization status for a particular record type or transaction are to inquire with the General Manager prior to utilizing or authorizing/accepting e-signature.

## 5.0 Parties May Opt Out of Using Electronic Signatures

- 5.1 The law does not require MTA to use or permit electronic records or signatures. MTA is vested with authority to determine the extent to which it will use and accept electronic records. Pursuant to the requirements set forth in this policy, MTA may approve the use of electronic signatures for convenience and efficiency. However, parties may alternatively elect to sign by hand and receive paper copies. All parties to a transaction must each agree to conduct the transaction by electronic means, and an approved MTA E-Signature Approval Form must exist in order for electronic records/electronic signature processes to be utilized, authorized/accepted.
- 5.2 A party may refuse to conduct future transactions by electronic means even if that party has conducted transactions by electronic means in the past.

## 6.0 Specific Methods and Technology Used

MTA will use Electronic/Digital Signature Program(s) and/or Software that meets the standards and criteria established in Chapter 1.80 RCW and this policy. Specific methods, processes, and technology shall be approved in advance by the General Manager upon consultation with the Administrative Services Manager and MTA’s Attorney. The approval of solutions shall be coordinated through the General Manager. The General Manager will determine a suitable review and approval process to be used when determining which solution(s) are suitable for a type of record or transaction. Where appropriate, a team approach shall be used.

- 6.1 The Technology used by MTA will Ensure Authentication. This policy is designed to provide reasonable assurance for the integrity, authenticity, and non-repudiation of electronic documents when electronic signatures



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<b>Number:</b>	705
<b>Effective:</b>	May 17, 2022
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<b>Prepared by:</b>	Amy Asher, General Manager
<b>Approved by:</b>	Authority Board Resolution No. 2022-06

and submissions are used and accepted. MTA will take measures to only use technology that ensures the authentication of the end-user.


6.2 The Technology used will Ensure Electronic Submittals and Signatures are Protected. In using electronic signatures, MTA will conform to applicable laws and regulations to keep this information private and secure to the extent allowed by law. It is important to maintain customer privacy and protection. Private customer information is encrypted and protected on a secure network.

**7.0 Users will Have the Ability to Download or Print Signed Documents**

As part of the process of signing, MTA will provide a process for users to download or print a copy of the document.

**8.0 End-User Instructions or Training Material**

End-user instructions or other training material will be made available by MTA, to the extent such instructions or other training material exists or can reasonably be developed, whenever an electronic signature option is provided.

	<p><b>Title:</b> Electronic Signature Policy</p> <p><b>Number:</b> 705</p> <p><b>Effective:</b> May 17, 2022</p> <p><b>Cancels:</b> Resolution No. 2020-11</p> <p><b>Prepared by:</b> Amy Asher, General Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2022-06</p>
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**APPENDIX A:**

**Electronic Signature Methods & Processes Table**

**About this Appendix:**

This appendix lists the specific methods and technologies (solutions) approved by MTA for a particular record/transaction type.

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- **Digitized Signature:** A digitized signature is a graphical image of a handwritten signature. This approach may use specialized hardware or software for additional security.
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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Actions Items: New Business - Item 6B – *Discussion*

**Subject:** Recent OPMA Changes

**Prepared by:** Robert W. Johnson, Legal Counsel

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

**Date:** May 17, 2022

**Summary for Discussion Purposes:**

This summary of recent OPMA changes is attached for discussion purposes.

CHANGES TO THE OPEN PUBLIC MEETING ACT  
ESHB 1329  
Chapter 115, Laws of 2022

1. Public Comment:

- a. *Encouraged* to allow public comment on all subjects.
- b. *Requires* public comment period prior to taking any final action.

2. Access to Meetings:

- a. *Encouraged* to provide for increased ability for public to observe and participate in meetings real time. Phone, internet etc.
- b. *Encouraged* make audio and video recordings of meetings or provide online streaming. (Recordings must be online for 6 months. PRA retention applies.)
- c. *Requires* agencies to provide accommodation for people unable to attend a meeting, where feasible, to allow the individual to provide oral comment at the meeting remotely.

3. Declaration of Emergency:

- a. Allows holding of a remote meeting without a physical location.
- b. Allows holding a meeting at which some or all of the governing body are physically present with limited attendance by members of the public.
- c. *Requires* agency to provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. (Must provide instruction on how to access meeting.)
- d. *Restricts* agencies from holding some of its regular meetings remotely to those agencies that met remotely prior to March 1, 2020.

4. Executive Sessions:

- a. *Requires* that the reason for excluding the public be included in the minutes,

5. Additional Changes:

- a. Minor changes to notice requirements and posting requirements.



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

**Agenda Item:** Staff Report – Item 7A – *Informational*  
**Subject:** Financial Reports – April 2022  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** May 17, 2022

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

Included are the numbers for April 2022 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for February 2022 (received April 30, 2022) was \$513,550. 13% higher than February 2021.

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

It is expected that YTD revenue and expenses would be at 33% (4/12) of the budget through the end of the year. Total YTD Revenue is just very close to budget at 32.6%. Total YTD Operating Expenses are under budget at 24.9%.

Operating Grant Revenue: With difficulties recruiting for Drivers and the Mechanic position, anticipated expenditures are below expectations, resulting in less claim for operating grant reimbursement.

Rent – Facilities and Park & Ride were anticipated to occur through March 2022 putting the expenditure at 100% through March. With the delays in moving into the Belfair complex, this expense will remain through May.

Net Income- There were three pay periods in the month of April impacting the typical net income amount for per month.

### **Fiscal Impact:**

April fiscal impact reflects total revenues of \$730,662 and operating expenses of \$730,549 for a net income of \$113.

# Mason Transit Authority Statement of Financial Activities

% through the year: 33.3%

May 2022 Board Report

April Statement of Financial Activities	April Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 3,653	\$ 14,563	\$ 38,500		37.8%
PSNS WorkerDriver	5,940	27,229	110,000		24.8%
Total Operating Revenue (Fares)	9,593	41,792	148,500		28.1%
Sales Tax	423,319	1,874,459	5,620,000	(1)	33.4%
Operating Grants	280,304	1,037,785	3,363,648	(2)	30.9%
Rental Income	12,255	45,831	135,700		33.8%
Investment Income	2,541	5,490	10,000		54.9%
Other Non-operating Revenue	2,650	25,292	9,570	(3)	264.3%
<b>Total Revenue</b>	<b>730,662</b>	<b>3,030,648</b>	<b>9,287,418</b>		<b>32.6%</b>
<b>Expenses</b>					
Wages and Benefits	587,894	1,756,290	6,918,721		25.4%
Contracted Services	27,118	107,146	478,897		22.4%
Fuel	36,662	127,775	520,250	(4)	24.6%
Vehicle/Facility Repair & Maintenance	30,096	91,362	329,170		27.8%
Insurance	18,429	73,714	222,188		33.2%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	2,867	11,468	8,620	(5)	133.0%
Utilities	13,389	56,334	191,254		29.5%
Supplies & Small Equipment	5,796	25,723	179,094	(6)	14.4%
Training & Meetings	2,143	3,214	43,150		7.4%
Other Operating Expenses	6,156	45,069	193,963	(7)	23.2%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>730,549</b>	<b>2,298,095</b>	<b>9,243,307</b>		<b>24.9%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 113</b>	<b>\$ 732,553</b>	<b>\$ 44,111</b>		

## 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 Q1-22 actual, plus April 2022 accrual.
(3)	Includes: Sale of Maintenance Services - \$4,612; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$435 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; Other Non Transportation Revenue - \$6; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.61. Average gasoline price per gallon year to date is \$3.43.
(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 delays in moving in to Belfair expense will be incurred through May.
(6)	Printing- \$1,506; Cleaning/Sanitation/Safety supplies - \$4,758; Office Supplies - \$2,122; Shop Supplies - \$6,033; Small Tools & Equipment - \$939; IT Equipment - \$3,054; Communications Equipment - \$0; Operating Supplies - \$1,353; Small Equipment & Furniture - \$0; Software - \$5,109; Postage - \$369; Shelter supplies - \$143; 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 - \$19,115; Merchant/Credit Card fees - \$927; Dues, Memberships, Subscriptions - \$22,824; Unemployment Insurance - \$14; CDL Testing- \$ 250; CDL Exams- \$255; Property tax- \$94; Veh. Registration fee- \$71; Office Equip Lease -\$277; plus other misc. operating expenses- \$1,241.

# Mason Transit Authority Cash and Investments

May 2022 Board Report

## Cash Balances

	3/31/2022	4/30/2022	Change
Cash - MC Treasurer	\$ 2,595,812.26	\$ 1,584,615.81	\$ (1,011,196.45)
Investments - MC Treasurer	13,500,000.00	14,500,000.00	1,000,000.00
Payroll - ACH Columbia Bank	193,072.56	\$ 193,155.80	83.24
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 16,289,384.82</b>	<b>\$ 16,278,271.61</b>	<b>\$ (11,113.21)</b>

## 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)	259,179.63
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 <sup>1</sup>	7,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	<u>\$ 14,426,560.63</u>

Total of Cash	\$ 16,278,271.61
Less Encumbrances	14,426,560.63
Undesignated Cash Balance Total (Including Reserves)	<u>1,851,710.98</u>
Investments - MC Treasurer (Reserves)	14,500,000.00
Less Encumbrances	14,426,560.63
Undesignated Cash Reserves	<u>\$ 73,439.37</u>

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

## Mason Transit Authority Capital Budget

May 2022 Board Report

As of April 30, 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		117,540	9,975,132	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 from flag stops.
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		10,134	10,134	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		13,112	13,112	Replace supervisor/manager laptops, includes warranty, docking stations, & sales tax - 15 each.
Replace desktop computer	45,000		45,000		35,769	35,769	Replace desktop computers approaching end of useful life, includes warranty and sales tax - 33 each.
Security cameras update	56,000		56,000		13,126	13,126	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
<b>Total Misc Capital Projects</b>	<b>11,410,700</b>	<b>10,027,698</b>	<b>2,070,333</b>	<b>145,000</b>	<b>189,681</b>	<b>10,047,273</b>	
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Grant PTD0344 Federal 5339
<b>Total Vehicle Replacements</b>	<b>\$ 1,269,526</b>	<b>\$ 952,145</b>	<b>\$ 317,381</b>				
<b>Total Capital Projects</b>	<b>\$ 12,680,226</b>	<b>\$ 10,979,843</b>	<b>\$ 2,387,714</b>	<b>\$ 145,000</b>	<b>\$ 189,681</b>	<b>\$ 10,047,273</b>	

Capital Project Reserves - \$7,000,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

# Mason Transit Authority Sales Tax Receipts

May 2022 Board Report

Sales Tax Collected as of 04/30/2022 for 02/28/2022



	2019	2020	2021	2022 Budget	2022 Actual	2022 Budget Variance	% Change 2021 - 2022 Actual
January	377,689	406,391	464,970	370,254	492,351	33%	6%
February	354,467	372,932	456,479	356,980	513,550	44%	13%
March	459,822	408,506	595,307	445,239			
April	445,171	409,532	585,816	423,319			
May	461,236	531,711	604,875	475,066			
June	525,839	568,045	640,945	535,482			
July	498,248	543,942	606,512	514,228			
August	489,291	525,644	590,886	521,727			
September	504,696	574,589	597,424	531,592			
October	439,534	536,963	576,267	481,509			
November	409,930	486,561	546,801	428,630			
December	512,346	586,883	602,943	535,975			
	<u>5,478,270</u>	<u>5,951,698</u>	<u>6,869,226</u>	<u>5,620,000</u>	<u>1,005,901</u>		

Budget Variance Average - YTD

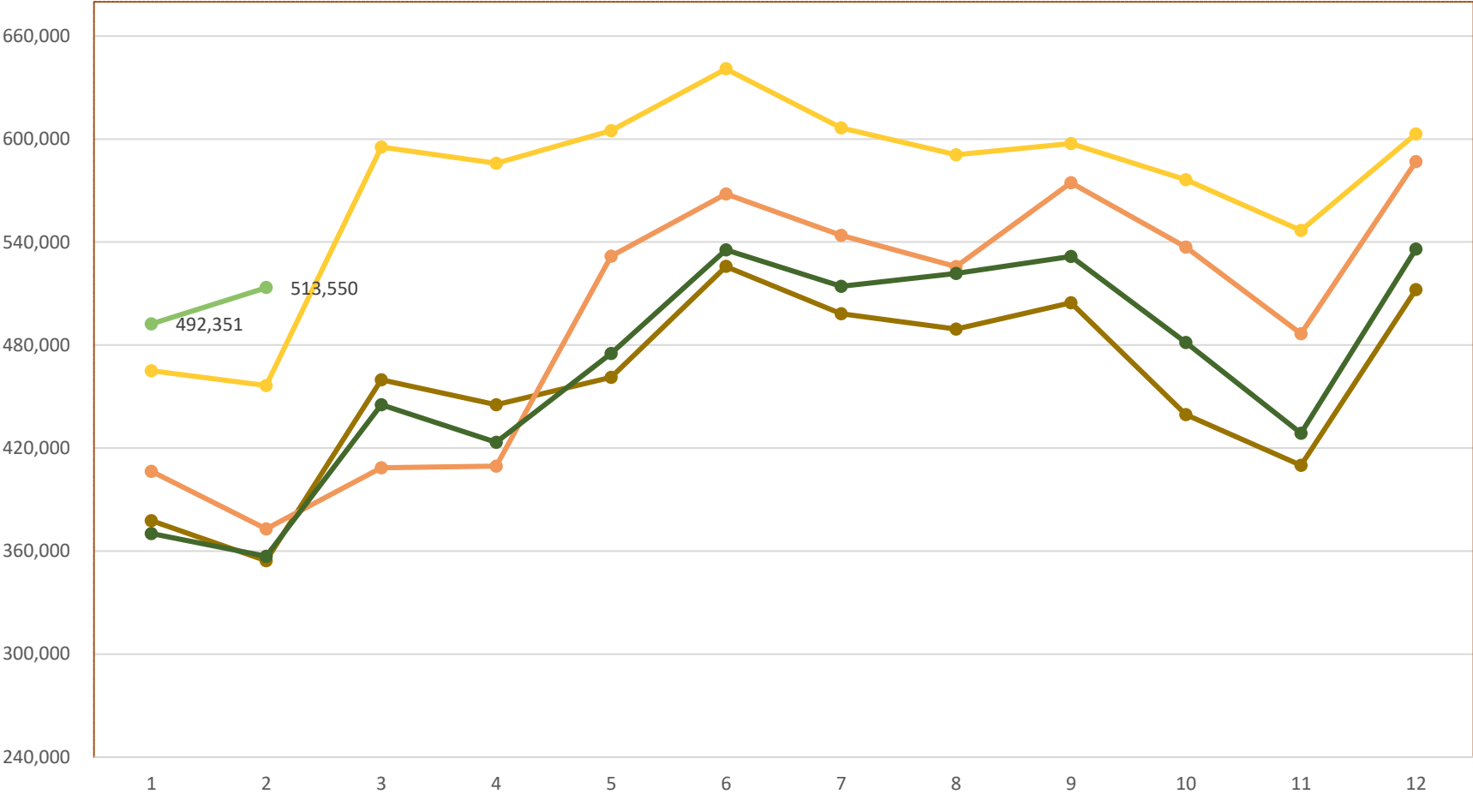
38%

% Change 2021 vs 2022 Actual Average - YTD

9%

# Monthly Sales Tax Trend

2019 2020 2021 2022 Budget 2022 Actual



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 7B – *Informational*

**Subject:** Management Reports

**Prepared by:** Tracy Becht, Executive Assistant

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

**Date:** May 17, 2022

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 17, 2022



# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 17, 2022

## GENERAL MANAGER'S REPORT

### General Manager Report:

#### External Activities:

- Attended the State Transit Association Small Medium Transit Association meetings.
- Attended EDC Board Retreat.
- Attended Monthly TIP CAP meeting.
- Attended Mason County Opioid Stakeholder Group meeting.
- Attended North Mason Chamber Luncheon in Belfair.
- Attended WSTIP Executive Committee meeting.
- Attended FTA's Transit Asset Management Webinar on using the template.
- Attended PRTPO TAC Meeting.
- Attended PRTPO Human Services Transportation Partners Stakeholder Meeting.
- Participated in the Washington State Transit Insurance Pool Investment Committee.
- Attended 45<sup>th</sup> Collective Bargaining and Arbitration Conference remotely.
- Attended Transit Support Grant committee with WSTA and WSDOT to help develop new grant program.
- Attended EDC's Monthly Administrator's Breakfast in Union.
- Attended AWC's Labor Relations Institute in Yakima.

#### Internal Activities:

- Meetings with new leadership staff.
- Met with Board Member John Sheridan.
- Coordination with Jay Ray on social media postings for May.
- Worked with Tracy on contract revisions.
- Attended retirement farewell of long-time driver, Tilman Robson.
- Facilitated coordination meeting with staff for moving in Belfair.
- Met with SCJ staff to begin project wrap up for all round abouts.
- Reviewed and submitted capital site visit data for submission to WSDOT.
- Audited for accuracy and submitted vehicle inventory data to insurer.
- Held Policy Committee meeting and received direction on development of a revised event application for use of the TCC and fare free policy.
- Held introductory meeting with new (returning) driver.

## TEAM UPDATES

### **ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty**

#### **HR Support:**

- Met virtually with Paylocity business rep.
- Met virtually with JobTarget (recruitment partner) rep.
- Posted internal recruitment for additional budgeted Facilities Tech position.
- Collaborated with L&I Vocational Counselor with input from Jason and Amy for a job analysis of a driver for return to duty assessment.
- Haley provided onboarding for returning Driver.
- Extended the Driver recruitment by a week in hopes of receiving additional applications. We received one additional application who after the tour decided the job wasn't a good fit.

#### **Administrative Services Support**

- Attended multiple GFOA trainings on GASB87 Leases.
- In collaboration with Maintenance staff performed full parts inventory on 4/29.
- Prepared and/or filed Q1 capital and operating grants to WSDOT.
- Responded to WSDOT Administrative audit requests.
- Tyler and I attended DHS (TSA & CISA) 5N5 Cybersecurity workshop.
- Admin staff attended MRSC Procurement Series 3: Public Works training.
- Prepared and submitted DOR Q1 tax returns.
- Completed and submitted the 2021 Annual Report with State Auditor's Office.

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

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

- Attended AWC /Labor Relations Institute conference in Yakima.
- MTA policy committee meeting.
- Bus stop placement committee meeting.
- Safety meeting.
- Maintenance meeting.

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

- Working on returns to vendors of old inventory.
- Working on surplus old parts inventory that can't be returned.
- Working on tire equipment procurement.
- Hired new Facilities Tech from internal staff.

#### **TCC Events/Maintenance**

- **Gym:** Pickleball sessions are in full swing now that mask requirements have dropped. Pickleball had 163 players in the gym this April. CHOICE Highschool P.E. numbered 187 students this April. Fawn Lake H.O.A. meeting welcomed around 45 members during their event. Mason County Youth Baseball welcomed 65 young ball players
- **Conference room:** The MTA monthly board meeting welcomed eight members. Monthly Bus Stop Placement Committee meeting had six employees attend. MTA Operations meetings numbered 12 employees. Lisa D. and the "Ride the Bus" program numbered four people. The MTA board policy meeting numbered eight people. The MTA Uniform Committee Meeting welcomed six employees.
- **Kitchen:** The kitchen was not used in April.

#### **Park and Rides**

- Shelton Matlock, Pickering, Cole and Pear Orchard: Completed.
- Belfair Park and Ride opening May 23! Ribbon cutting ceremony to follow later this summer once we get settled in.

## OPERATIONS – Jason Rowe

- **Meetings:** Jason R. met with Senators Randall and Lias for a tour of the new Belfair Park and Ride. Also met with Forest Festival coordinators to review events and possible service impacts. Also attended PRTPO Human Service Transportation Stakeholders meeting. Chris W. attended the Public Health Recognition Ceremony where MTA was recognized for its efforts throughout the Covid-19 Pandemic.
- **New Driver Class 2022-02:** We have one great candidate for the June 2 class.
- **Outreach:** Dan S. conducted an outreach program for Alpine Way and participated in a career fair at North Mason High School. We also conducted a travel training presentation for Consejo. We have reached out to 45 resource locations around the county to provide them with our service information, in addition to 43 businesses to target new ridership opportunities.
- **Special Transportation:** We will be providing Special Transportation for The Grapeview Water and Arts Festival on July 23.
- **Service Changes:** Effective June 6, 2022, we will be adding service to increase our Saturday service offerings, as well as adding some Dial-A-Ride and Zipper service back to our weekday services. We will also start to serve our new Belfair Park and Ride on our Route 3 and 23 as well as with our Worker/Driver Routes.
- **Transportation Partnerships:** Working with Shelton School District regarding providing transportation to support special education classes and program. Also working with North Mason School District to help with their transportation needs: afterschool activity transportation as well as sports team transportation from Belfair to schedule for games on Saturdays.
- **Driver tablets:** Operations was able to load all our access check files to the driver tablets. Putting this information at the driver's fingertips will help them do their jobs more efficiently. *Next up:* We will load our route timetables and turn by turn files for easy access.

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

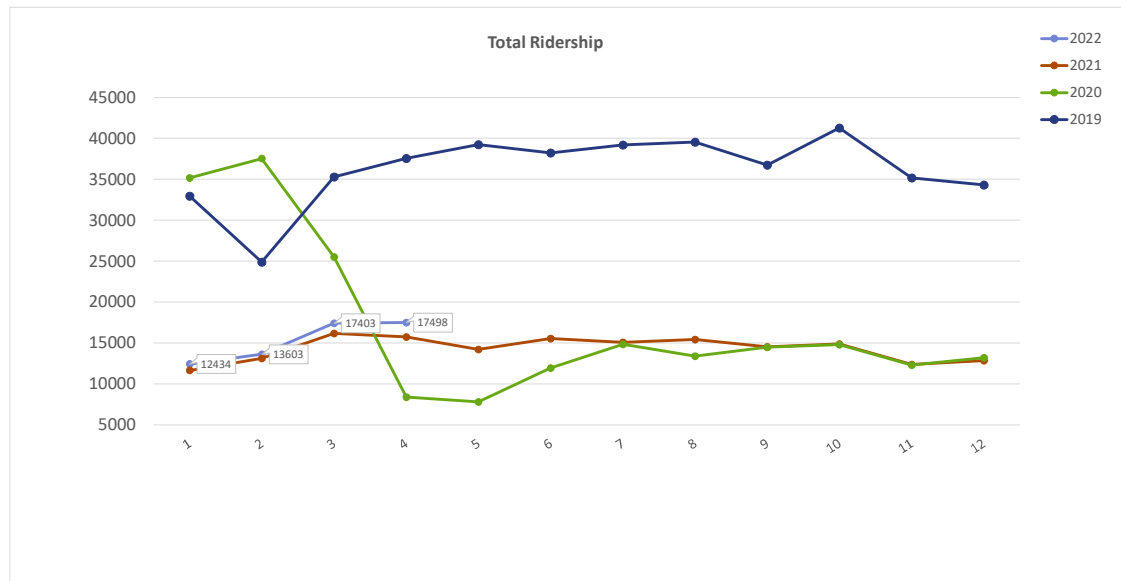
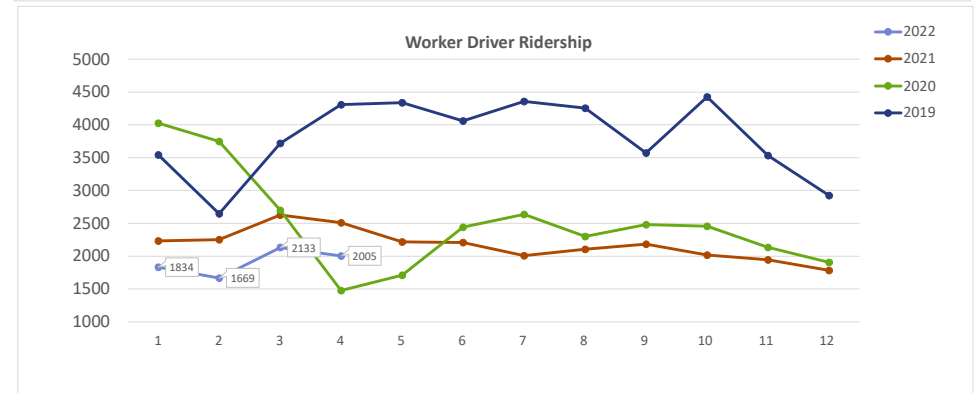
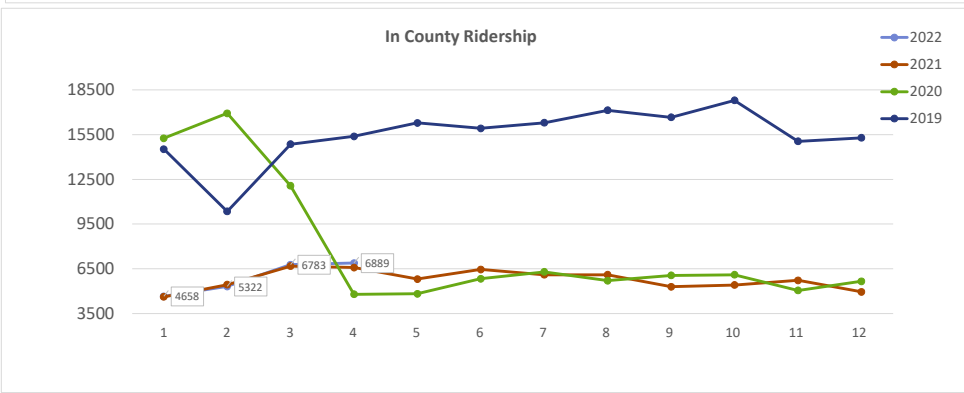
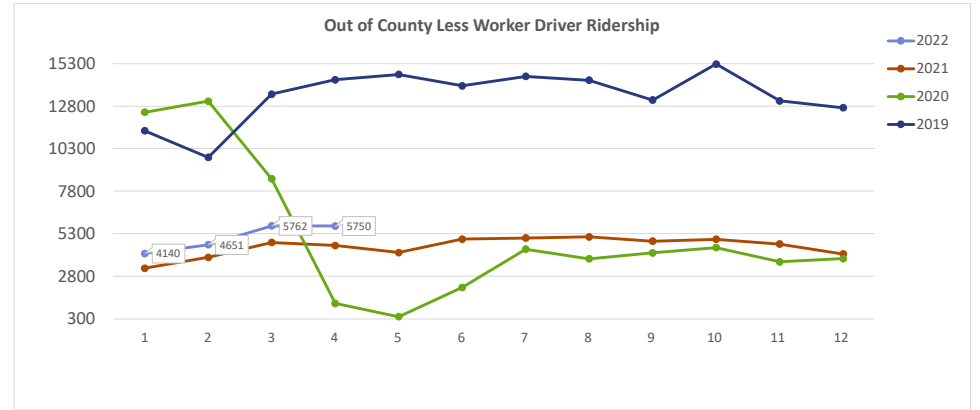
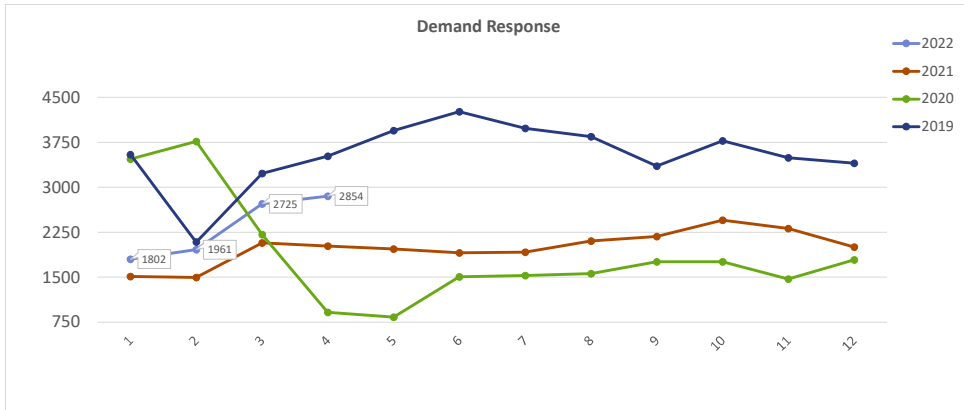
**Agenda Item:** Staff Reports Item 7C – *Informational*  
**Subject:** Operational Statistics  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** May 17, 2022

### **Background:**

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

To be easily identifiable, 2022 passenger trips are labeled with the actual number.

**RIDERSHIP DATA CHARTED**



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 7D – *Informational*

**Subject:** JayRay Report

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

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


**Date:** May 17, 2022

**Summary for Informational Purposes:**

The attached JayRay report for the first quarter of 2022 is attached for your information.



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PR and social media approach 

- Elevate Mason Transit Authority's visibility on Facebook and Twitter
- Share news with local media outlets
- Build deeper awareness of MTA services
- Encourage ridership and engagement
- Balance service announcements with evergreen messages

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# Q1 summary

January-March 2022

- Posts on Facebook and Twitter combined (paid and organic reach) were viewed 148,131 times.
- Five 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
  - South Sound magazine
  - hcc.net
  - Squaxin Tribe newsletter
  - Shelton-Mason County Chamber of Commerce newsletter
- There were over 7,000 new users to the website in the first quarter of 2022, up 5.64% over the previous quarter. Website engagement is also up over the previous quarter with nearly a 9% increase in sessions on the site.

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# Social media monthly performance (JayRay)

FACEBOOK

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022
<b>Post Total Reach*</b>	37,847	36,286	35,851										Total 109,984
<b>Engagement** (Engagement %)</b>	2.32%	4.38%	1.83%										Average 2.84%

TWITTER

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022
<b>Post Total Reach*</b>	6,639	10,941	20,567										Total 38,147
<b>Engagement** (Engagement %)</b>	.55%	.63%	.23%										Average .44%

\*Reach is the total number of people the posts were delivered to. Impressions are similar. Includes organic and paid reach.  
\*\*Engagement is post total reach divided by the number of people who clicked anywhere on the posts.

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# Social media highlights

## January

- Most popular post on both channels combined was announcing the Shelton Matlock Park and Ride reopening (381 total clicks/engagements) →
- Best-performing Twitter post was Jan. 12, announcing the Where's My Bus app →
- The Jan. 7 Facebook post promoting Dial-A-Ride had the highest engagement, 3.69%
- 44,486 people saw the posts on Facebook and Twitter in January



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# Social media highlights

## February

- The van grant Facebook post had 12.6% engagement →
- The Feb. 28 post promoting Dial-A-Ride had the highest Facebook reach (15,218)
- The post promoting the Where's My Bus app had the highest reach on Twitter this month →
- 47,227 people saw the posts on Facebook and Twitter in February



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## Social media highlights

### March

- Employee of the Year Anita Givens drew lots of support, with Facebook engagement of 5.66% →
- The March 23 post suggesting Dial-A-Ride for a trip to a park had the highest Facebook reach (14,511)
- The most Twitter activity was for the post recognizing Bryan Pentland for earning his CDL B →
- 56,418 people saw the posts on Facebook and Twitter in March


**Mason Transit Authority**  
March 7

For her consistently positive attitude and top-notch customer service, Anita Givens was named our 2022 Employee of the Year. Congratulations, Anita! Read more: [www.masontransit.org/pressreleases/](http://www.masontransit.org/pressreleases/)



**Mason Transit (MTA) @MasonTransit · Mar 11**

A big welcome to new Mason Transit driver Bryan Pentland. Hired in January, Bryan earned his CDL B with Passenger Endorsement on February 20. Congratulations, Bryan!



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## Top Facebook posts each month

Includes organic and paid posts

	Highest Reach (how many people saw your post)	Highest Engagement % (likes, comments, shares, clicks)	Post content
Jan.	16,827		Matlock Park & Ride reopens
Jan.		3.69%	Dial-A-Ride (leave winter driving to us)
Feb.	15,218		Dial-A-Ride (available to everyone)
Feb.		12.62%	Vans awarded
March	14,511		Dial-A-Ride (visit a park)
March		5.66%	Employee of the Year

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## Top Twitter posts each month

No paid posts on this platform


	Highest Reach (how many people saw your post)	Highest Engagement % (likes, comments, shares, clicks)	Post content
Jan.	1,844	.80%	Where's My Bus (try our new app)
Jan.		.80%	Matlock Park and Ride reopens
Feb.	3,878		Where's My Bus (finish coffee before bus arrives? Find out with app)
Feb.		1.0%	Vans awarded
March	3,583	.40%	Bryan Pentland CDL
March		.40%	National Driver Appreciation Day

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## Press releases

- Jan. 10 Where's My Bus mobile app
- Jan. 25 Shelton Matlock Park and Ride open
- Feb. 2 Van grant recipients announced
- March 7 Employee of the Year announced
- March 14 New QR code for schedule information



**New QR Code Gives Easy Access to Mason Transit Schedules, Maps**

by LocalTalk Contributor

Submitted by Mason Transit Authority

**M**ason Transit Authority customers now have new way to find bus schedules and maps by using smartphones to scan QR codes posted on buses, in bus stop shelters and eventually on bus stop signs along routes.

"The QR code makes it easier for people to get information. The code quickly takes you to route information, saving the time and frustration of online searching," said Amy Asher, Mason Transit general manager.

To read a QR code, simply open the camera on your smartphone and hold the phone steady for a few seconds. The camera reads the QR code and prompts you to click on a web link. Older phones may require you to download a QR code reader from an app store.

The new QR code is clearly identified with the Mason Transit Authority logo.




Photo courtesy: Mason Transit Authority

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# Sample news clips



News Sports Opinion Entertainment Obituaries Legal

## Shelton Matlock Park and Ride reopens

By Matt Baide

Share Tweet Print Comments

February 3, 2022



The Mason Transit Authority has officially reopened the Shelton Matlock Park and Ride (shown at right) following expansion and improvements.

Shelton Matlock serves bus Route 7, which is the Shelton North Loop and Route 63. The improvements to the park and ride include parking for 65 vehicles, a shelter, security cameras and lights. The money for improvements was provided through state grants to

improve transit safety.

"With the opening of Shelton Matlock, we are nearing completion of our \$10-million park and ride renovation," said MTA General Manager Amy Asher in a news release. "This project has tripled the amount of parking available, as well as improving comfort and safety."

SOUTH SOUND BUSINESS News Profiles Lifestyle Opinion Events Store Advertise Sub

## Mason Transit Names Employee of the Year

Antonette Alexander Mar 17, 2022 Updated Mar 17, 2022

f v t p i n



Anita Civens. Photo courtesy of Mason Transit Authority.

Mason Transit Authority has named bus driver Anita Civens as its 2022 Employee of the Year.

"Anita's daily work habits inspire everyone to do their best to serve our customers," said Amy Asher, Mason Transit general manager, in a prepared statement. "She's an outstanding member of our team."

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# Sample news clips

Squaxin Island Tribe newsletter



## New QR Code Gives Easy Access to Mason Transit Schedules, Maps

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The new QR code is clearly identified with the Mason Transit Authority logo.



SOUTH SOUND BUSINESS News Profiles Lifestyle Opinion Events Store Advertise Subscribe In Print D

## 'Where is My Bus?' App Launches in Mason County

By Heide Wickersham Jan 11, 2022 Updated Jan 11, 2022



Courtesy of MTA via LinkedIn.

f v t p i n

Mason Transit Authority recently announced that its new mobile bus-tracking app can now be downloaded from its webpage to both Apple and Android phones.

The new app, fittingly named "Where is My Bus?," displays where buses are in real time and



### TRENDING

- 1. Roundup: Global Health Perspectives
- 2. Pierce County Parks: Project of the Year
- 3. Sound Credit Union: Applicants for Future Challenge
- 4. Secrets of Success: 20
- 5. Fully Charged

## NEWSBREAK

### Mason Transit Authority Donates Two Vans to Local Nonprofits

By Antonette Alexander

southsoundmag.com 2022-03-10

Mason Transit Authority has donated, through its Van Grant Program, two 2006 Ford Econoline 12-passenger vans to Mason County Search and Rescue and Turning Pointe Survivor Advocacy Center to help the nonprofits better respond to people in need. Mason County...



www.southsoundmag.com

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## Print and digital advertising

Mason Transit Authority's ongoing social media and public relations program is enhanced once or twice each quarter with a larger promotion. In January, we promoted the bus tracking app, in February we promoted Dial-A-Ride and in March, Employee of the Year and Driver Recruitment. In addition to social media advertising, ads were placed in the Shelton-Mason County Journal, both print and digital versions, and on MasonWebTV.com.

**Track Your Bus!**  
Locate your bus and know when it's close. Riding just got easier!  
MasonTransit.org

**Dial-A-Ride**  
Easy Scheduling  
Anyone Can Ride  
Book trips and track arrivals online. Free in Mason County!  
MasonTransit.org

**Hiring drivers.**  
We train!  
Apply today. Find your rewarding career at Mason Transit.  
MasonTransit.org

**Congratulations Anita Givens**  
Mason Transit Employee of the Year  
Anita's co-workers hold her up as a model of MTA's guiding principles in customer service and our commitment to enhancing the quality of life for Mason County residents! She inspires us all with her dedication and positive attitude.  
Thank you Anita!

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## Web analytics

**All Seats Are Open**  
The ride is over! Seat reservations are full. Masks are still required.  
MasonTransit.org

**RIDER ALERT**  
Route Reductions Planned to Mitigate Driver Shortage  
Report 01/2022  
On Monday, August 23, Mason Transit Authority will proactively suspend 17 routes to better manage a driver shortage. Riders are advised to plan ahead for the suspension of Routes 4, Route 10 and all Express routes. The remaining 16 routes will be suspended on August 23. Riders are encouraged to use Dial-A-Ride for necessary appointments.  
READ MORE

**Mason Transit Vehicles Open to Full Capacity**  
June 15, 2022  
Good Day, Jay! In a recent announcement that COVID-19 regulations are lifted, Mason Transit Authority is opening all seats on its vehicles once again. Please note that occupancy is still required inside transit vehicles and masks are still required. This federal

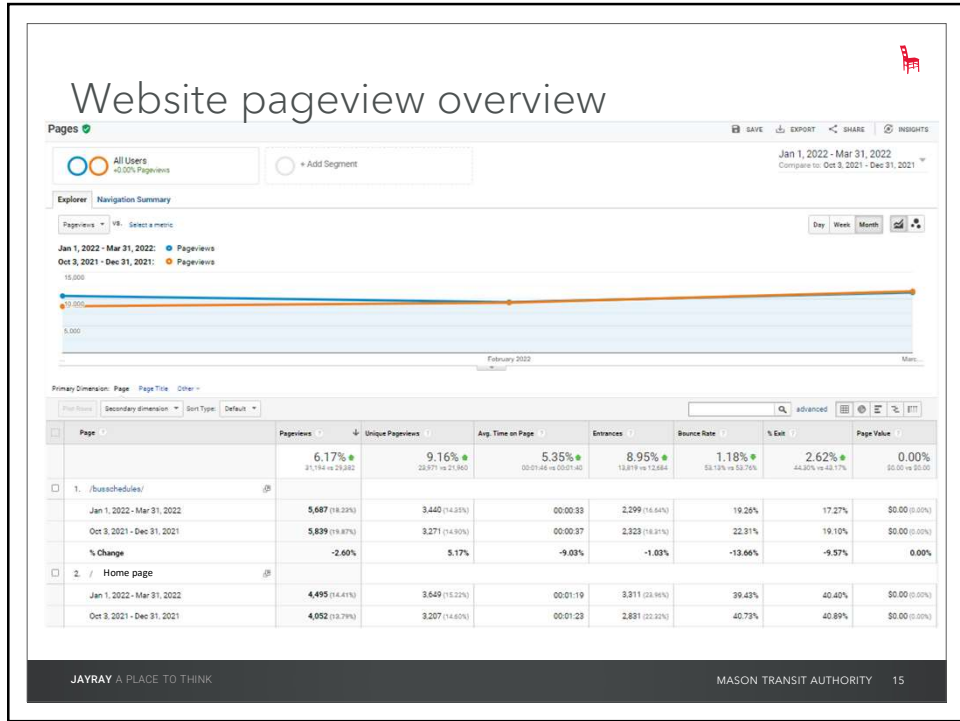
Highlights: January-March

- Pageviews are up 6.17% over last quarter
- Home page views were up nearly 11%
- Bus schedule page views were down about 2%, likely because of new app use
- By a slight margin, most Mason Transit website users are men in their mid-twenties to mid-thirties.
- 62% are accessing the website from a mobile device

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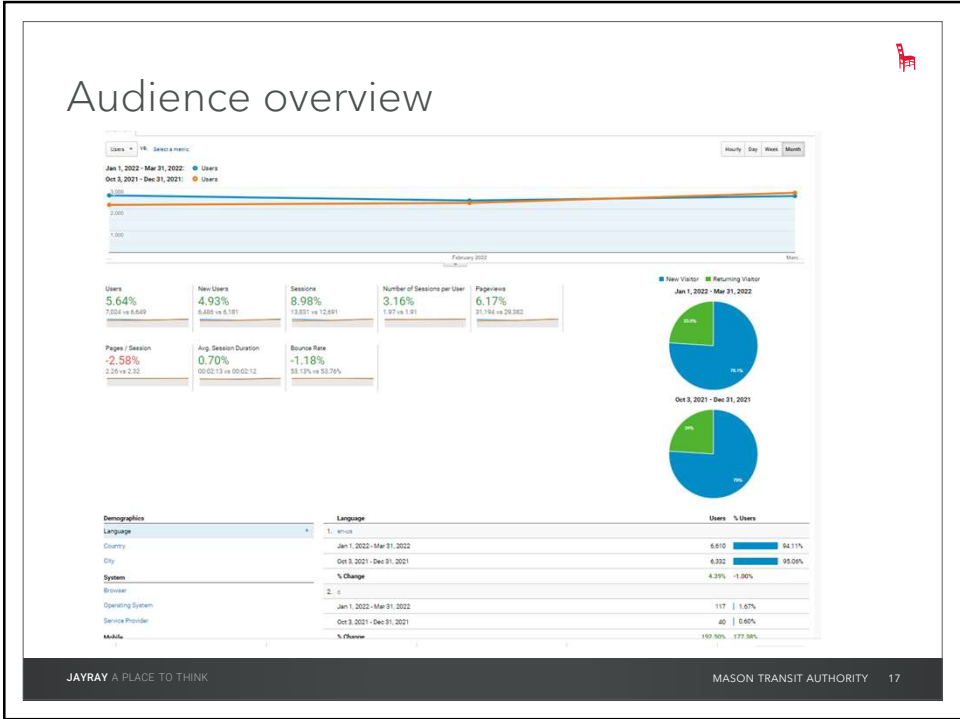
15

## Page insights: January-March

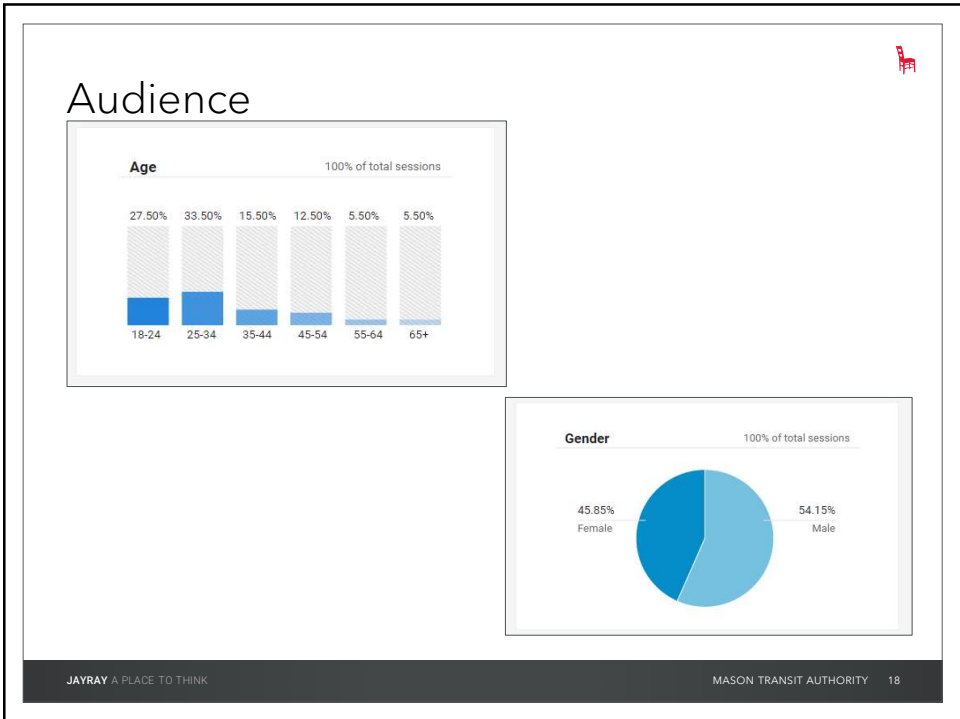
Page	Increase/decrease from Q4 last year
Bus schedules	2.60% decrease
Bus schedule app page	4,000% increase (new)
Home page	10.93% increase
Route 6	1.76% decrease
Trip planning	15.91% increase
Dial-A-Ride	43.40% decrease (this page does not give scheduling information)
Scheduling a ride	205.61% increase
Contact us	11.79% decrease

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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 7E – *Informational*

**Subject:** WSTIP 2021 Risk Profile Report

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

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

**Date:** May 17, 2022

**Summary for Informational Purposes:**

The WSTIP 2021 Risk Profit Report is attached for your information.



WASHINGTON STATE TRANSIT INSURANCE POOL



# 2021 **RISK PROFILE**

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Scan the QR code to order additional printed copies of this Risk Profile.



# Mason Transit Authority



## About This Report

The following statistical information provides a comparison of your transit agency's operational performance to other transit agencies of similar size and to the Washington State Transit Insurance Pool (WSTIP) as a group. The comparison will be of the fixed route, paratransit / demand response, vanpool modes and administrative & maintenance utilization for the years 2016 - 2020 with financial information presented as of 12/31/2021.

The loss data used in this report represents auto liability claims information only. No credit was given for deductibles or other recoveries. A claim is counted as a claim when an actual claim for damages was filed regardless if any money was paid (denied claims are counted as claims). Claim counts were not capped per event. The financial loss data used is capped, utilizing individual caps based on each agency's size. This is the same financial loss cap utilized for determining member rates.

Your losses are capped at \$50,000 as are the losses of all agencies in your group. Your group includes: Clallam, Everett, Grant, Grays Harbor, Island, Link, Mason, Skagit, Whatcom and Yakima.

### About the Graphs

For completeness, graphs have been prepared to include all agencies in your group. If an agency doesn't have the mode being graphed the agency name will be listed but with no values shown.

### Loss Rate

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, multiplied by 1,000 miles and divided by the actual miles traveled by that mode. The result is a dollar amount of incurred losses per 1,000 miles traveled.

Loss Rate Formula				
Losses Capped	x	1,000 Miles	=	Loss Rate
				Miles Traveled

### Loss Frequency

is the number of claims experienced for a mode, divided by the actual miles traveled by that mode and multiplied by 100,000 miles. The result is the number of claims incurred per 100,000 miles traveled.

Loss Frequency Formula				
Claims				
Miles Traveled	x	100,000 Miles	=	Loss Frequency

### Loss Severity

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, divided by the number of claims experienced for that mode. The result is a dollar amount reflecting the average financial loss of a claim for that mode.

Loss Severity Formula				
Losses Capped				
Number of claims	=			Loss Severity

**For the years 2016 - 2020**

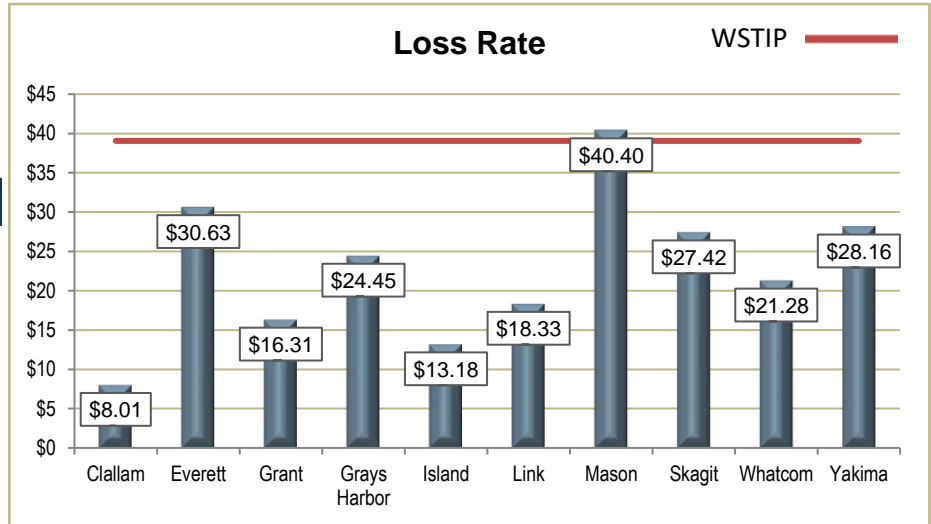
Mason had capped losses of \$137,101, traveled 3,393,576 miles, equating to an average loss rate of \$40.40 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{137,101}{3,393,576} \times 1,000$	$= \$40.40$

The WSTIP combined average loss rate was \$39.06.

Mason's loss rate is 3% more than the WSTIP average.

**Fixed Route**

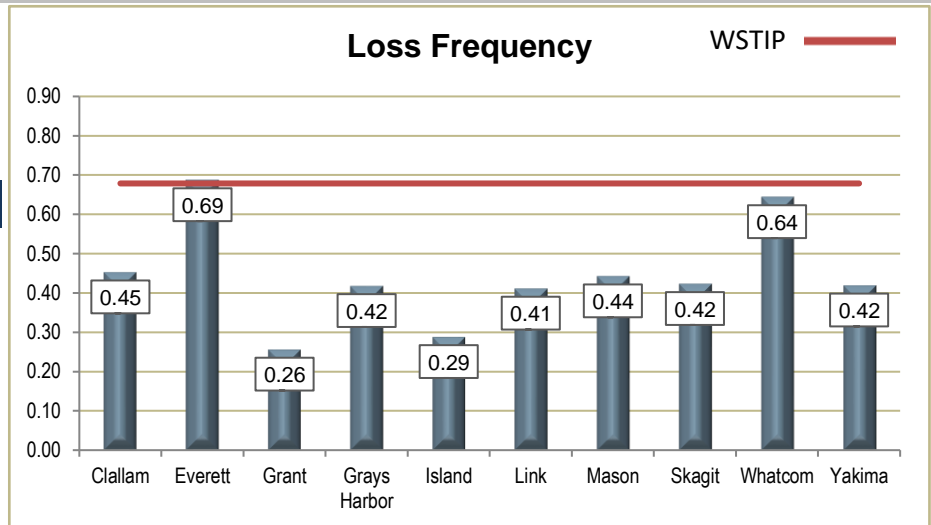


Mason had 15 claims, traveled 3,393,576 miles, equating to an average loss frequency of 0.44 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{15}{3,393,576} \times 100,000$	$= 0.44$

The WSTIP combined average loss frequency was 0.68.

Mason's loss frequency is 35% less than the WSTIP average.

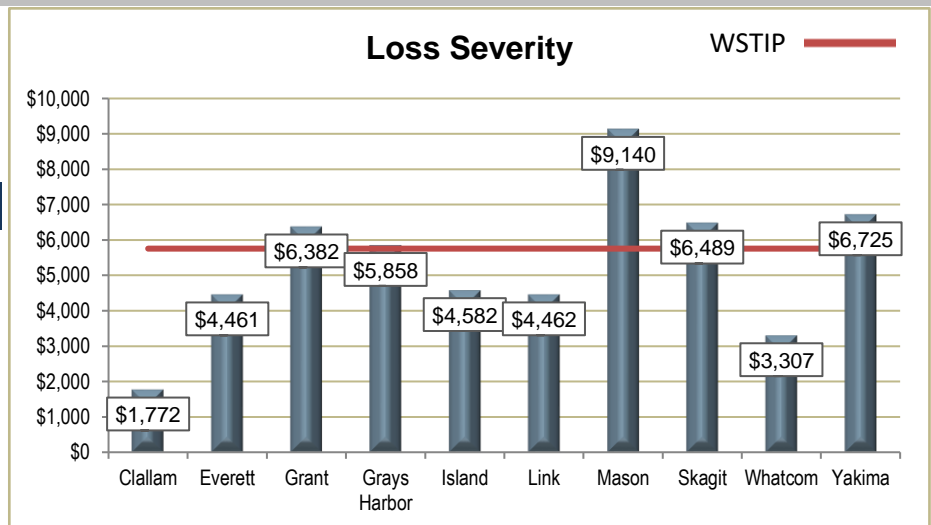


Mason had capped losses of \$137,101 and had 15 claims, equating to an average loss severity of \$9,140 per claim made.

Loss Severity Formula	
$\frac{137,101}{15}$	$= \$9,140$

The WSTIP combined average loss severity was \$5,756.

Mason's loss severity is 59% more than the WSTIP average.



**For the years 2016 - 2020**

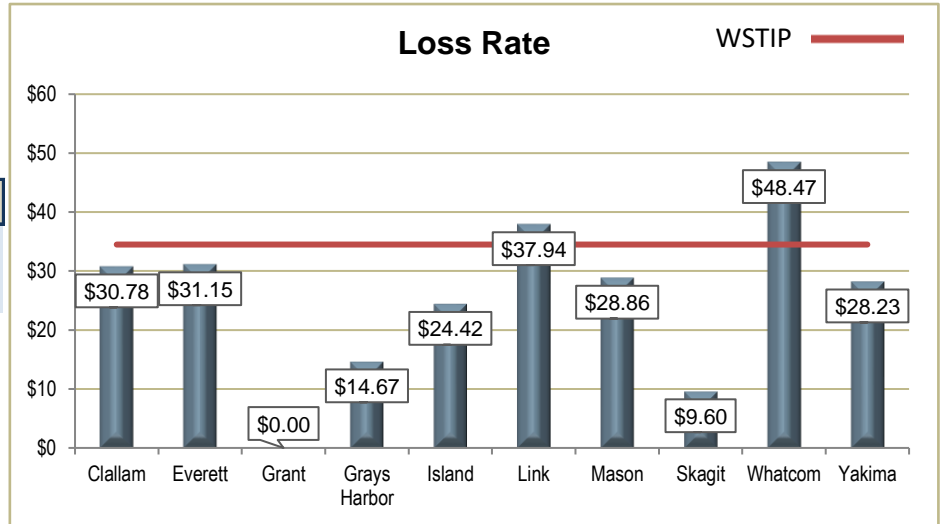
**Paratransit / Demand Response**

Mason had capped losses of \$44,254, traveled 1,533,357 miles, equating to an average loss rate of \$28.86 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{44,254 \times 1,000}{1,533,357} = \$ 28.86$	

The WSTIP combined average loss rate was \$34.50.

Mason's loss rate is 16% less than the WSTIP average.

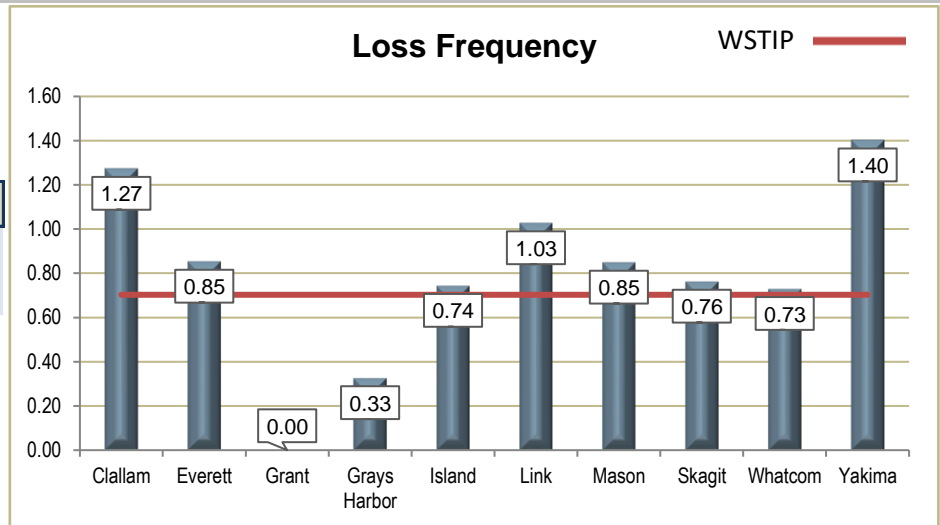


Mason had 13 claims, traveled 1,533,357 miles, equating to an average loss frequency of 0.85 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{13}{1,533,357} \times 100,000 = 0.85$	

The WSTIP combined average loss frequency was 0.70.

Mason's loss frequency is 21% more than the WSTIP average.

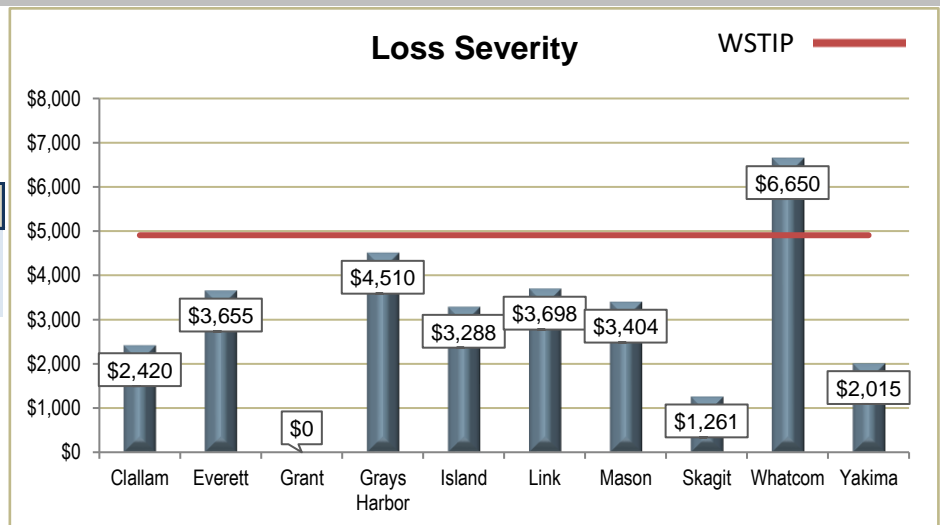


Mason had capped losses of \$44,254 and had 13 claims, equating to an average loss severity of \$3,404 per claim made.

Loss Severity Formula	
$\frac{44,254}{13} = \$ 3,404$	

The WSTIP combined average loss severity was \$4,908.

Mason's loss severity is 31% less than the WSTIP average.



**For the years 2016 - 2020**

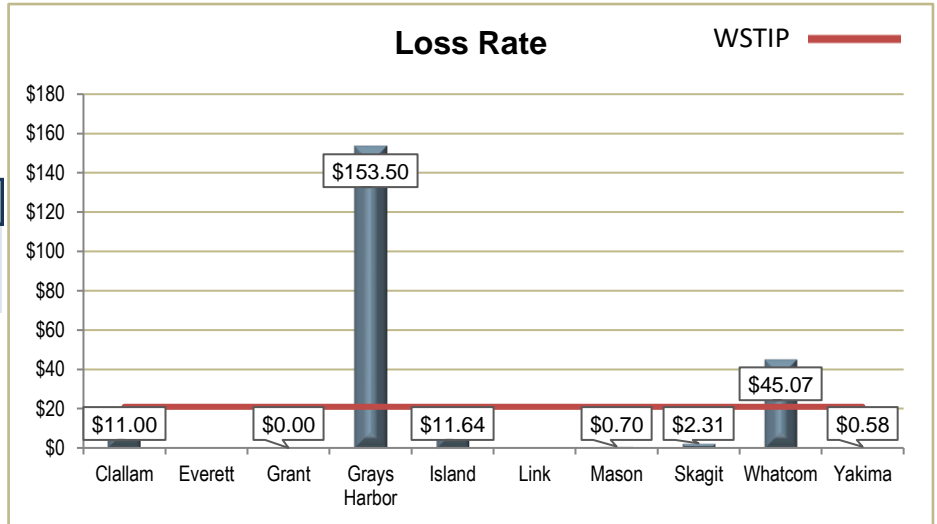
Mason had capped losses of \$580, traveled 824,542 miles, equating to an average loss rate of \$0.70 per 1,000 miles traveled.

Loss Rate Formula	
580	x 1,000
=	
824,542	= \$ 0.70

The WSTIP combined average loss rate was \$20.95.

Mason's loss rate is 97% less than the WSTIP average.

**Vanpool**

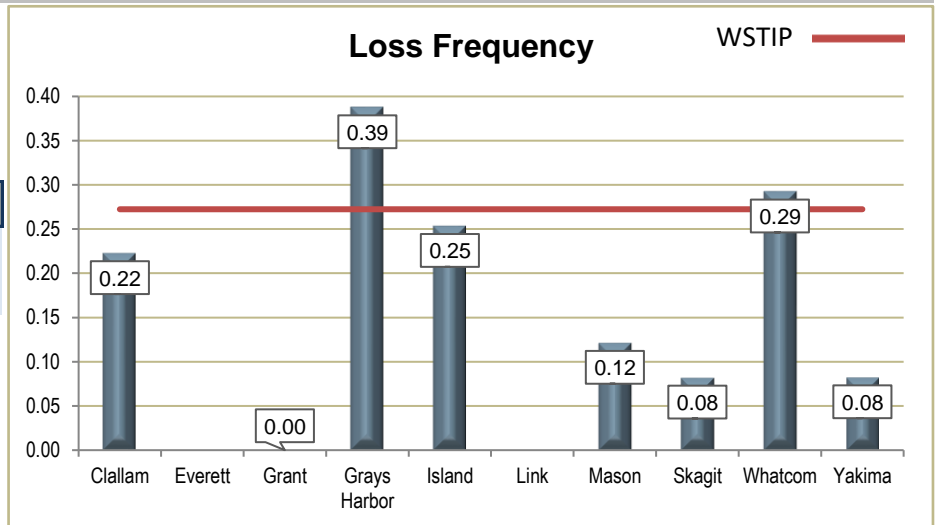


Mason had 1 claims, traveled 824,542 miles, equating to an average loss frequency of 0.12 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
1	x 100,000
=	
824,542	= 0.12

The WSTIP combined average loss frequency was 0.27.

Mason's loss frequency is 55% less than the WSTIP average.

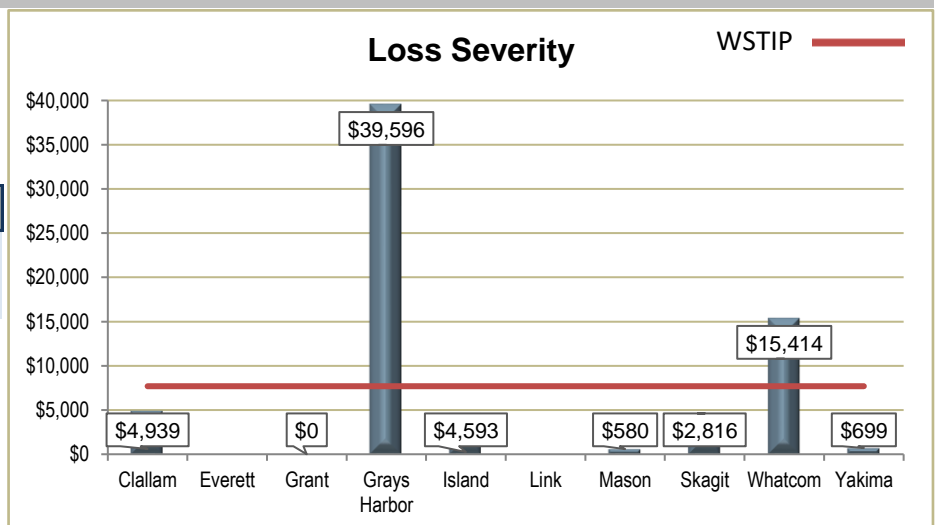


Mason had capped losses of \$580 and had 1 claims, equating to an average loss severity of \$580 per claim made.

Loss Severity Formula	
580	=
1	= \$ 580

The WSTIP combined average loss severity was \$7,692.

Mason's loss severity is 92% less than the WSTIP average.



**For the years 2016 - 2020**

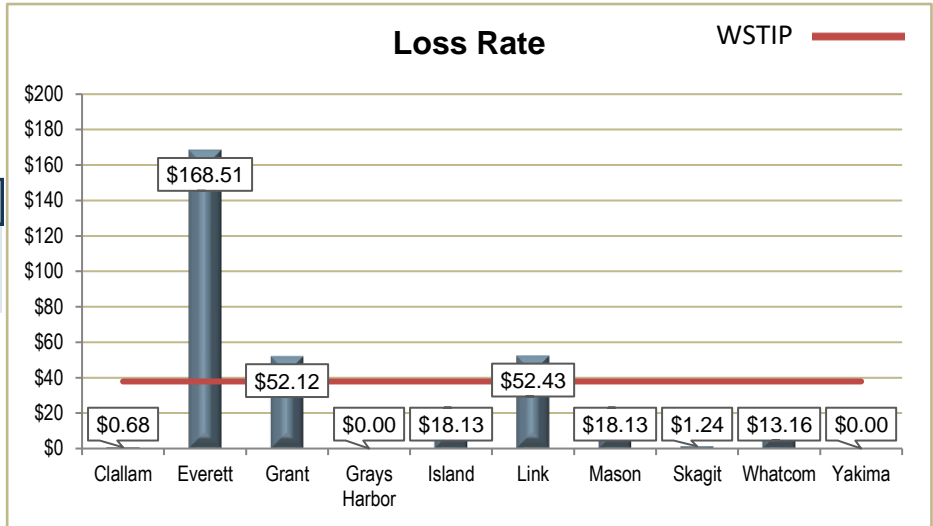
**Administrative / Maintenance**

Mason had capped losses of \$3,359, traveled 185,216 miles, equating to an average loss rate of \$18.13 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{3,359}{185,216} \times 1,000$	= \$ 18.13

The WSTIP combined average loss rate was \$37.87.

Mason's loss rate is 52% less than the WSTIP average.

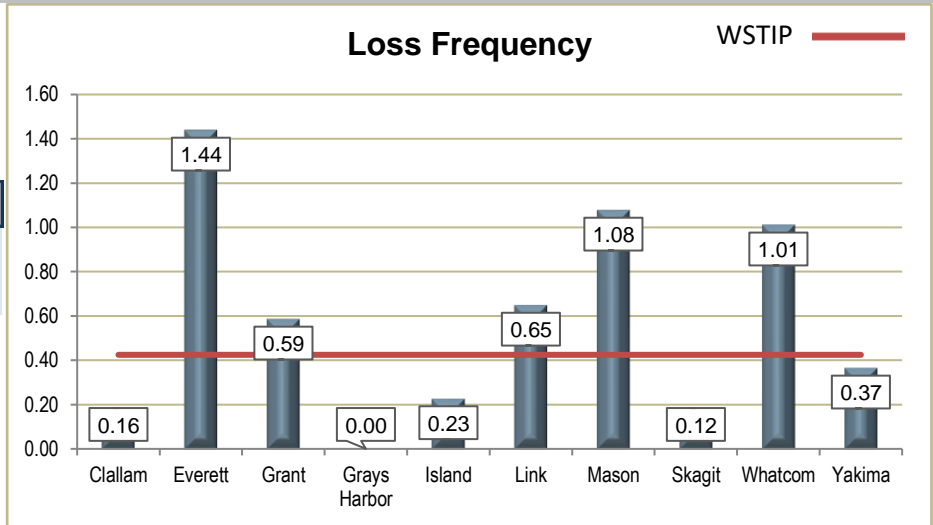


Mason had 2 claims, traveled 185,216 miles, equating to an average loss frequency of 1.08 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{2}{185,216} \times 100,000$	= 1.08

The WSTIP combined average loss frequency was 0.42.

Mason's loss frequency is 154% more than the WSTIP average.

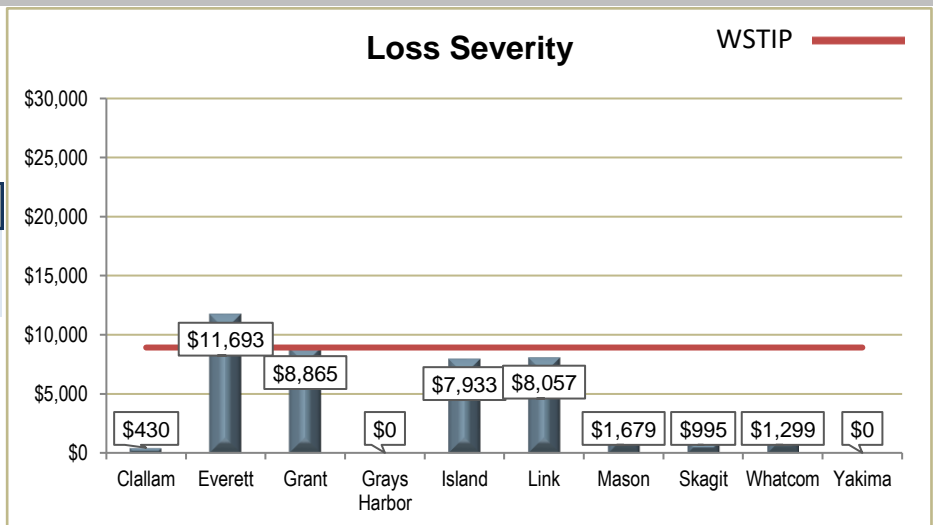


Mason had capped losses of \$3,359 and had 2 claims, equating to an average loss severity of \$1,679 per claim made.

Loss Severity Formula	
$\frac{3,359}{2}$	= \$ 1,679

The WSTIP combined average loss severity was \$8,917.

Mason's loss severity is 81% less than the WSTIP average.





## Exposure to Loss Table: Auto Liability Uncapped (paid loss + reserves)

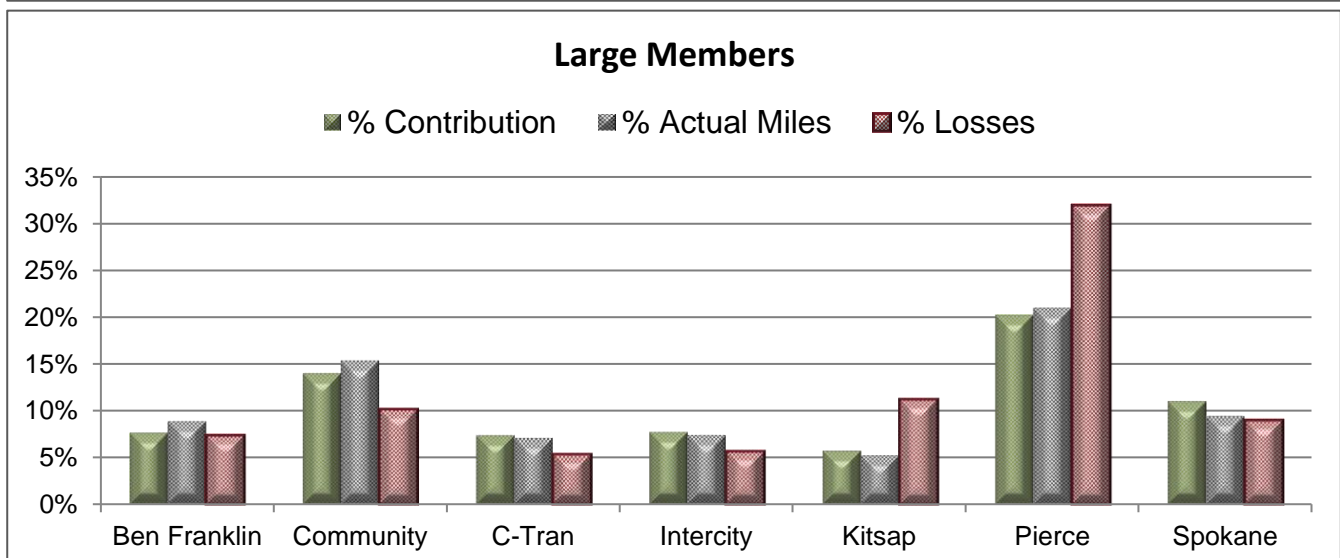
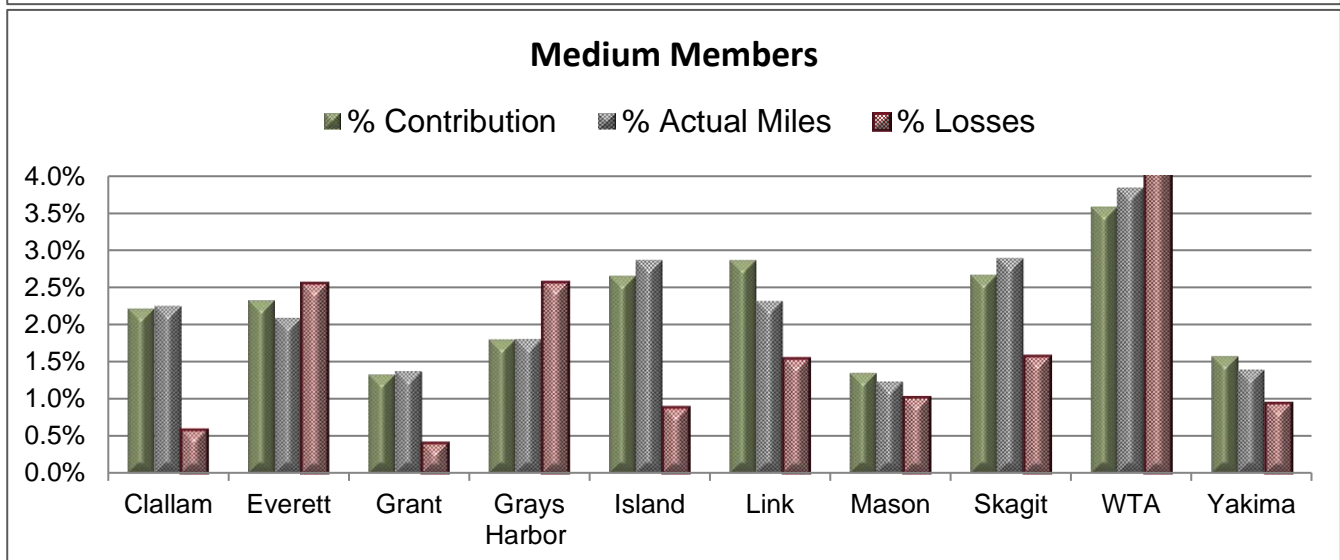
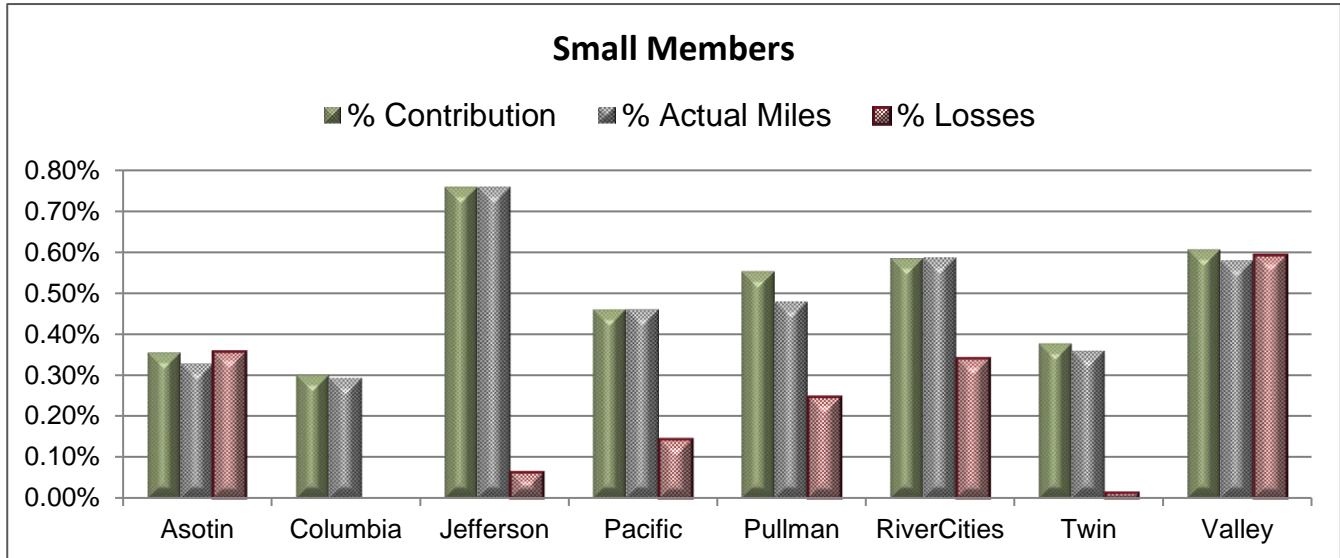
This table shows contributions for auto liability, miles traveled and auto liability losses for the years 2016 - 2020. Column H compares a members % of loss to their % of miles to WSTIP as a whole (or 100% of the Pool).

A **favorable loss trend** is less than 100% of the Pool and indicates the member's performance is better than of the WSTIP average (and therefore helping the Pool). An **unfavorable loss trend** is more than 100% of the Pool and indicates the member's performance is worse than WSTIP average.

	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	
Members	Member Contribution	% of Total	Miles Traveled	% of Total	Auto Liab Losses (Uncapped)	% of Total	[E] / [C] Losses per Mile	% of Total	[F] / [D] (Loss% / Miles%)
<b>Small</b>									
Asotin	\$ 192,662	0.35%	1,577,815	0.33%	\$ 82,572	0.36%	\$ 0.052	5.75%	109.14%
Columbia	163,210	0.30%	1,409,919	0.29%	-	0.00%	-	0.00%	0.00%
Jefferson	411,863	0.76%	3,648,675	0.76%	14,670	0.06%	0.004	0.44%	8.39%
Pacific	249,852	0.46%	2,213,064	0.46%	33,198	0.14%	0.015	1.65%	31.28%
Pullman	300,004	0.55%	2,305,991	0.48%	57,090	0.25%	0.025	2.72%	51.63%
RiverCities	317,428	0.58%	2,819,762	0.59%	78,688	0.34%	0.028	3.07%	58.20%
Twin	204,767	0.38%	1,727,444	0.36%	3,187	0.01%	0.002	0.20%	3.85%
Valley	328,960	0.61%	2,786,032	0.58%	136,804	0.59%	0.049	5.39%	102.40%
<b>Medium</b>									
Clallam	1,200,694	2.21%	10,820,051	2.25%	134,853	0.58%	0.012	1.37%	25.99%
Everett	1,261,506	2.32%	10,049,982	2.09%	589,752	2.55%	0.059	6.45%	122.38%
Grant	721,120	1.33%	6,604,634	1.37%	94,317	0.41%	0.014	1.57%	29.78%
Grays Harbor	976,249	1.80%	8,670,273	1.80%	592,438	2.57%	0.068	7.51%	142.50%
Island	1,438,784	2.65%	13,794,984	2.86%	205,260	0.89%	0.015	1.63%	31.03%
Link	1,553,868	2.86%	11,124,954	2.31%	356,637	1.54%	0.032	3.52%	66.86%
Mason	733,212	1.35%	5,936,691	1.23%	235,293	1.02%	0.040	4.35%	82.66%
Skagit	1,447,001	2.67%	13,908,011	2.89%	363,172	1.57%	0.026	2.87%	54.46%
WTA	1,943,758	3.58%	18,476,534	3.84%	1,280,614	5.55%	0.069	7.61%	144.55%
Yakima	853,598	1.57%	6,711,094	1.39%	218,271	0.95%	0.033	3.57%	67.83%
<b>Large</b>									
Ben Franklin	4,153,785	7.65%	42,640,969	8.85%	1,705,532	7.39%	0.040	4.39%	83.41%
Community	7,585,789	13.97%	73,698,241	15.30%	2,346,179	10.16%	0.032	3.50%	66.39%
C-Tran	4,003,497	7.37%	34,008,581	7.06%	1,232,932	5.34%	0.036	3.98%	75.61%
Intercity	4,188,697	7.72%	35,459,589	7.36%	1,308,975	5.67%	0.037	4.06%	76.98%
Kitsap	3,107,471	5.72%	25,050,261	5.20%	2,584,768	11.19%	0.103	11.34%	215.19%
Pierce	10,977,027	20.22%	100,730,981	20.91%	7,361,893	31.88%	0.073	8.03%	152.42%
Spokane	5,975,471	11.01%	45,447,137	9.44%	2,076,842	8.99%	0.046	5.02%	95.30%
<b>WSTIP</b>	<b>\$ 54,290,273</b>	<b>100.0%</b>	<b>481,621,669</b>	<b>100.0%</b>	<b>\$ 23,093,934</b>	<b>100.0%</b>	<b>\$ 0.048</b>	<b>100.0%</b>	



## Exposure to Loss Graphs: For the years 2016 - 2020.



*We Believe* **in INVESTING IN OUR MEMBERS**

## Grant Funding

The purpose of these grants is to provide funding for projects or programs intended to avoid, prevent, or reduce the likelihood of losses to WSTIP members.

## Risk Management Grant

WSTIP members may receive up to \$2,500 per year. The grant is generally used for loss prevention, loss reduction, safety, or training programs/products.

## Network Security Grant

WSTIP members may receive up to \$2,000 per year. The grant can be used for loss prevention, loss reduction, cyber security, or training programs/products.

## Technology Grant

WSTIP members may receive up to 50% of the cost of any one project. Officially the *Technology Risk Reduction Initiative Grant Program*, the Program exists to encourage WSTIP members to pilot emerging and or “new to the agency” technology specifically for loss prevention purposes. This grant program also strives to promote knowledge transfer among WSTIP’s membership regarding risk reduction technologies. This is a competitive grant program. Funding is subject to WSTIP budgeted amounts and is funded on a first come, first approved basis.

## Put Ideas Into Action

Applications for Grant funding should be coordinated through your WSTIP Board Member Representative. Submit your application anytime before December 15.

Questions regarding the grant program or your application are welcomed. Contact Joanne Kerrigan, Member Services Manager, [joanne@wstip.org](mailto:joanne@wstip.org)



2021 Executive Committee

# Have questions about this report or how WSTIP can help you manage risk?

**CONTACT US**



**JOANNE KERRIGAN**  
Member Services Manager  
[joanne@wstip.org](mailto:joanne@wstip.org)



**LAURA JUELL**  
Risk & Training Coordinator  
[laura@wstip.org](mailto:laura@wstip.org)



**CEDRIC ADAMS**  
Claims Manager  
[cedric@wstip.org](mailto:cedric@wstip.org)



**ROBYN GALINDO**  
Claims Specialist  
[robyn@wstip.org](mailto:robyn@wstip.org)

We Believe in  
**TRAINING**

We Believe in  
**MANAGING RISK**



PO Box 11219 • Olympia, WA 98508  
(360) 786-1620 • [www.wstip.org](http://www.wstip.org)