



## AGENDA

### Mason Transit Authority Board Special Meeting

Tuesday, July 19, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2559 142 2443 (Password) RhZN6sn36Ct

#### 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. | <b>CALL TO ORDER</b>  | <b>Chair</b> |
| 2. | <b>ROLL CALL AND DETERMINATION OF QUORUM</b>  | <b>Chair</b> |
| 3. | <b>PUBLIC COMMENT – <i>Limit of three (3) minutes per person</i></b><br><i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.</i><br><br><i>The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and residence for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.</i> | <b>Chair</b> |
| 4. | <b>APPROVAL OF AGENDA – ACTION</b>  | <b>Chair</b> |
| 5. | <b>CONSENT AGENDA – ACTION</b><br><br>A. Pg. 03: June 21, 2022 Regular Board meeting minutes<br>B. Pg. 08: July 7, 2022 Special Board meeting minutes<br>C. Pg. 10: Check Approval: June 17 – July 13, 2022   | <b>Chair</b> |
| 6. | <b>ACTION ITEMS:</b><br><br>Unfinished Business: [None]   |              |

**New Business:**

- A. Pg. 15: Actionable: Tire Procurement**
- B. Information Item: Vehicle Procurements**

**Amy  
Amy**

**7. STAFF REPORTS**

- A. Pg. 16: Financial Reports**
- B. Pg. 22: Management Reports**
- C. Pg. 27: Operational Statistics**

**8. COMMENTS BY BOARD**

**9. ADJOURNMENT**

**10. CLOSED SESSION MEETING: Discuss collective bargaining strategy (exempt from OPMA pursuant to RCW 42.30.140(4)).**

**11. UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority  
Regular Meeting  
August 16, 2022 at 4:00 PM  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton**

**DRAFT**

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

**Mason Transit Authority**  
**Minutes of the Regular Board Meeting**  
**June 21, 2022**  
*Virtually and at*  
*Transit-Community Center Conference Room*  
*601 West Franklin Street*  
*Shelton*



**OPENING PROTOCOL**

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

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

**Authority Voting Board Members Present Virtually via WebEx:** John Campbell, Vice-Chair; Randy Neatherlin, Mayor Eric Onisko and John Sheridan.

**Authority Voting Board Member Present in Person:** Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin and Sharon Trask.

**Quorum met.**

**Authority Voting Board Member Not Present:** Kevin Shetty.

**Authority Non-voting Board Member Present via WebEx:** 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; Paul Bolte, Facilities & Fleet Maintenance Manager; LeeAnn McNulty, Administrative Services Manager, Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**Others Present via WebEx:** Robert Johnson, Legal Counsel.

**3. PUBLIC COMMENT – [None (virtually or in-person).]**

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the June 21, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Martin/Trask. Motion carried.**

**5. CONSENT AGENDA**

**Moved** to approve Consent Agenda items A and B as follows:

- A. Minutes of the MTA regular Board meeting of May 21, 2022.
- B. Payments of May 12 through June 16, 2022 financial obligations on checks#36395 through 36528, as presented for a total of \$663,262.24.

**Trask/Neatherlin. Motion carried.**

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

### ACTION ITEMS - NEW BUSINESS:

#### A. **Tire Procurement.**

Amy Asher, General Manager, reported to the Board that since Paul Bolte had joined MTA, he has been exploring new ideas for efficiency and cost savings. Currently, MTA is spending \$1,800 to service 6 tires. If MTA staff perform the tire servicing, it will cost about \$800 (for tires) plus 1 hr. 20 minutes to accomplish the servicing. MTA also has room to store the tires. There is room in the maintenance budget to pay for the costs of equipment, however the amount of the cost of the equipment is over the General Manager threshold of approval, so Ms. Asher is seeking approval from the Board.

Board members asked if it would be necessary to hire more staff and whether the equipment would be flexible to handle all types of tires. Mr. Bolte responded that MTA would not have to hire extra staff and that the equipment was flexible enough to handle any type of tire. He also indicated that the purchase of the equipment also includes training on the equipment. **Moved** that the Mason Transit Authority Board authorize the General Manager to purchase the equipment necessary to perform in-house tire service for MTA vehicles not to exceed \$54,052.41 plus tax.

**Sheridan/Martin. Motion carried.**

- B. **Surplus Items.** Ms. Asher shared with the Board of the collaborative efforts between the Maintenance and Finance teams to accomplish a comprehensive and accurate current inventory of all of the parts in the Maintenance Shop. The items listed represent parts that no longer fit vehicles we have, have not been used in the past three years, nor are they expected to be used in the future. Mr. Bolte has reached out to other transit agencies asking for interest in the parts and has not received any responses. Board member Martin inquired as to how these parts would be surplus. Mr. Bolte responded that it could be done through the State of Washington Department of Enterprises Services or Ehli Auction. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-07 regarding the surplus of certain identified parts attached to the resolution. **Martin/Campbell. Motion carried.**

- C. **Operating Grant Agreement PTD0541.** Ms. Asher shared with the Board that back in September, 2021, MTA had received the notification of award letter relating to this grant and that the grant paperwork was recently received. She is seeking approval from the Board so that she is able to sign the agreement. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-08 and the attached American Rescue Plan (ARP) Act Operating Grant Agreement PTD0541 between WSDOT and MTA. **Trask/Onisko. Motion carried.**

- D. **Green Transportation Grant.** Ms. Asher referred back to her discussion in April, 2022 in which she spoke then that she was observing a shift in state and federal funding with regarding to "clean" energy vehicles. She went on to describe to the Board that, if approved, funds from this grant would assist MTA in planning for future

fleet and facility upgrades and training of employees so that MTA would get closer to being eligible for future state and federal funding for green transportation vehicles.

**Moved** that the Mason Transit Authority Board approve the General Manager to submit a grant application for a Fleet and Facilities Transition Plan to the Washington State Department of Transportation Public Transportation Division.

**Sheridan/Campbell. Motion carried.**

E. **Belfair Conference Room Technology.** Ms. Asher indicated that the work on the Belfair facility is completed, however the conference room is not wired similarly to the T-CC. She wanted to discuss both options that were presented to get a sense of what the Board visions for the use of the conference room. Ms. Asher discussed the costs, benefits and drawbacks of both options, namely, the portable Owls and having the conference room hardwired. She has made some inquiries from WSDOT to find out if these upgrades to the conference room would qualify for grant funding. She has not yet received a response. Legal Counsel affirmed that by using WebEx, MTA will be meeting the letter of the law in connection with new OPMA requirements. Board member Sheridan also requested consideration of having both public and MTA secured WiFi capabilities at the facility. It was also mentioned that it might be good to consider having both the hardwired conference room as well as the Owls so that if MTA holds a meeting at the Port of Allyn, Hoodsport or any other remote location, MTA would be able to furnish its own portable technology for hybrid meetings. Ms. Asher will come back at the July meeting after some technological Owl testing and confirmation of funding source.

F. **July Board Meeting Location.** Following up on the previous agenda item, Ms. Asher indicated that if the Board wishes to hold the July meeting in Belfair, the Board would either need to bring all their own laptops with earbuds and that it would be necessary to use the puck speakers that have created a lot of issues in the past prior to the upgrades to the T-CC conference room. Board member Trask also mentioned that the County Commissioners have a workshop and they would have to allow for travel time and that there will be a street fair in Shelton.

**Moved** that the Mason Transit Authority Board hold its July 19, 2022 Board meeting in Shelton at the Transit-Community Center. **Trask/Martin. Motion carried.**

## **7. STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

### General Manager:

- Landau Associates has assisted with an application submitted to obtain grant funding for costs paid by MTA relating to the soil contamination at the T-CC parking lot. She expressed hope that if MTA is awarded the funding, that MTA might receive enough funding to recoup about half of the expenses.

### Financial:

- Ms. Asher mentioned continued decrease in operational costs and noted that MTA continues to receive more in sales tax revenue than forecasted. Ms. Asher also stated that it is anticipated that the sales tax revenue will decrease

in the future. She also praised Ms. McNulty and her team as they continue working with State Auditors. She also mentioned that the Board can expect to receive an invitation to the audit exit conference and that Ms. McNulty and the Board Clerk will work together with the auditor to get those arrangements made.

Operations:

- Ms. Asher described the success of the introduction of “Mason,” the robot at the Forest Festival parade, as well as the collaboration of MTA and the Shelton Robotic Club. Ms. Asher, Dan Sharp and driver Shelly Johnston attended the parade along with members of the robotic club. She also shared about the meeting with Congressman Kilmer, Jason Rowe and herself to discuss current rural transportation challenges with hiring drivers and receiving buses. She also thanked Congressman Kilmer for his support of the Bipartisan Infrastructure Bill.
- She also stated that the Belfair Park & Ride is getting used consistently by about 10-15 vehicles daily, as well as routes going through the park and ride.

Facilities & Fleet:

- Ms. Asher shared the opportunity for Mr. Bolte to experience a recent large scale event held at the TCC Gym and some of the challenges MTA T-CC staff encounter. Ms. Asher indicated that she would like to get assistance from a translator so that MTA can provide rental applications and information prepared so that expectations are more clearly understood. Further refinements of rental application documentation will be forthcoming. A couple of Board members provided potential contacts relating to translators.

**8. COMMENTS BY BOARD:**

- Board member Neatherlin complimented the Vice-Chair on his fine representation of MTA at Mr. Woytowich’s Celebration of Life reception.
- Board member Martin complimented Ms. McNulty on her financial reports and that he likes how she has prepared them.
- The Board Chair said she enjoyed seeing the robotic bus at the festival.
- The Board Chair also provided an update on the process for reviewing MTA’s General Manager. She provided an overview of the process, such as:
  - the subcommittee;
  - the survey group: It was opened up to all staff for two weeks. The nature of confidentiality was created by utilizing the Paylocity platform. The grading scale of 1 to 5 was based on MTA’s Guiding Principles;
  - There was a large response to the survey;
  - Last Friday the Managers were interviewed;
  - Next Up: Scheduling a date for a meeting with Executive Session.

**Moved** that the meeting be adjourned.

**9. ADJOURNED 5:07 p.m.**

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority**

**SPECIAL Meeting**

***July 19, 2022 at 4:00 PM***

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

DRAFT

**Mason Transit Authority**  
**Minutes of the Special Board Meeting**  
**July 7, 2022**  
*Virtually and at*  
*Transit-Community Center Conference Room*  
*601 West Franklin Street*  
*Shelton*



**OPENING PROTOCOL**

**1. CALL TO ORDER:** 8:39 a.m.

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

**Authority Voting Board Members Present Virtually in person:** Sandy Tarzwell, Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Eric Onisko, John Sheridan, Kevin Shutty and Sharon Trask.

**Authority Voting Board Member Present via WebEx:** John Campbell, Vice-Chair **Quorum met.**

**Authority Voting Board Member Not Present:** [None]

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

**Citizen Advisor to the Board Not Present:** John Piety

**MTA Staff present at T-CC:** Amy Asher, General Manager; LeeAnn McNulty, Administrative Services Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**Staff Present via WebEx:** Paul Bolte, Facilities & Fleet Maintenance Manager

**3. PUBLIC COMMENT – No public in attendance (virtually or in-person).**

**4. ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the July 7, 2022 Mason Transit Authority (MTA) special board meeting be approved. **Neatherlin/Sheridan. Motion carried.**

**5. COMMENTS BY BOARD.** None at this time.

**6. EXECUTIVE SESSION.**

The Board Chair announced that the meeting would be moving into Executive Session pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. The Board Chair invited the voting Board members to remain in the room and excused the following from attending the executive session: the non-voting Board member and staff with the exception of Amy Asher, the General Manager. [No member of the public, either virtually or in person, had entered the Board room at this time.] The Board Chair announced that the



initial Executive Session would be for 30 minutes (9:14 AM), at which time, it will be decided if the Board will extend the Executive Session for additional time or resume in open session.

At 9:14 AM, the Board Chair announced that the Executive Session will continue for an additional 15 minutes, until 9:29 AM.

**7. RESUME OPEN SESSION:** At 9:29 AM, the Board Chair announced that the meeting was in open session and that the Board would be waiting for a few minutes to allow the non-voting member and staff attending in previous open session an opportunity to rejoin the meeting. At 9:34 AM, Board member Neatherlin moved that the review of the General Manager move forward with the approval of a 1.5% performance increase, effective today, July 7, 2022. **Neatherlin/Sheridan. Motion carried.**

### **COMMENTS BY BOARD.**

Board member Shuttly appreciated the subcommittee's efforts on this process.

Board member Trask shared that it was interesting to read through the survey comments. It was a tough year for everyone and Amy is doing a great job.

The Board Chair enjoyed reviewing all of the survey feedback, both positive and negative.

Board member Neatherlin indicated that Ms. Asher is to be meeting with staff more often. He also indicated that the Board has great faith in her and that sometimes there will be conflicts, again emphasizing they have faith in her.

**Moved** that the meeting be adjourned.

**8. ADJOURNED** 9:36 AM.

### **UPCOMING MEETING**

#### **BOARD MEETING**

**Mason Transit Authority  
Special Meeting  
July 19, 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 5C – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** July 19, 2022

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

Disbursements:

- CDW Government
  - Check #36534 - \$21,594.57 – Microsoft Licensing
- Ecolane
  - Check #36572 - \$33,996.00 Annual subscription scheduling/dispatch software
- Right! Systems, Inc.
  - Check #36586 - \$11,272.38 –Laptop keyboards and camera mounts
- \*SCJ Alliance
  - Check #36587 - \$6,670.25 – Perform Park and Ride project mgmt. & closeout docs.

\*Disbursements capital grant eligible.

June Fuel Prices: Diesel \$5.50, Unleaded \$4.75

General Manager Travel Expenditures:

N/A

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

\$643,016.32

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of June 17, 2022, through July 13, 2022, financial obligations on checks #36529 through #36604, as presented for a total of \$643,016.32



Mason Transit Authority  
July 19, 2022, Disbursement Approval

The following checks for the period of June 17, 2022, through July 13, 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	36529-36604	643,016.32

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 6/22/2022	36529	179,318.65
Payroll & DRS – 7/06/2022	36558	188,870.34
CDW Government	36534	21,594.57
Ecolane	36572	33,996.00
Right! Systems, Inc.	36586	11,272.38
State Auditor's Office	36548	5,979.15
SCJ Alliance	36587	6,670.25
<i>Spoiled-Catholic Community Service-Reissued 36566</i>	35901	-177.84

Submitted by: LeeAnn McNulty Date: 07/13/2022  
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:  
Approved by: Amy Asher Date: 7/14/2022  
Amy Asher, General Manager

Mason Transit Authority Check Register  
 July 2022 Board Report

Activity From 6/17/2022 Through 7/13/2022

Document Date	Check #	Vendor Name	Amount
6/22/2022	36529	Mason Transit Authority - ACH Account	179,318.65
6/27/2022	36530	Aflac	771.44
6/27/2022	36531	AIG Retirement	1,012.46
6/27/2022	36532	World Kinect Energy Services	41,357.37
6/27/2022	36533	Aramark	492.82
6/27/2022	36534	CDW Government	21,594.57
6/27/2022	36535	Gillig, LLC	1,070.44
6/27/2022	36536	Gillis Auto Center, Inc.	30.16
6/27/2022	36537	GORDON TRUCK CENTERS, INC.	11.49
6/27/2022	36538	District 160	1,622.50
6/27/2022	36539	JayRay Ads & PR, Inc.	3,512.21
6/27/2022	36540	LegalShield	200.25
6/27/2022	36541	Les Schwab	2,504.86
6/27/2022	36542	Mason County Garbage, Inc.	581.18
6/27/2022	36543	Mason County PUD #3	88.21
6/27/2022	36544	Mountain Mist Water	249.51
6/27/2022	36545	North Mason Chamber of Commerce	105.00
6/27/2022	36546	ODP Business Solutions, LLC	44.89
6/27/2022	36547	Ricoh USA, Inc	98.04
6/27/2022	36548	State Auditor's Office - WA	5,979.15
6/27/2022	36549	Mason County Journal	800.00
6/27/2022	36550	The Shoppers Weekly	16.76
6/27/2022	36551	TK Elevator Corporation	950.91
6/27/2022	36552	Tozier Brothers, Inc.	12.15
6/27/2022	36553	United Way of Mason County	18.00
6/27/2022	36554	UniteGPS, LLC	1,053.00
6/27/2022	36555	AWC Employee Benefit Trust	90,009.86
6/27/2022	36556	Westbay Auto Parts	43.25
6/27/2022	36557	Westcare Clinic, Inc.	85.00
7/6/2022	36558	Mason Transit Authority - ACH Account	188,870.34
7/13/2022	36559	Abila	734.82
7/13/2022	36560	AIG Retirement	1,012.46
7/13/2022	36561	Stanley Convergent Security Solutions	533.12
7/13/2022	36562	Allstream	154.78
7/13/2022	36563	World Kinect Energy Services	2,227.53
7/13/2022	36564	Aramark	327.96
7/13/2022	36565	Black Star	1,844.50
7/13/2022	36566	Catholic Community Services	177.84
7/13/2022	36567	CDW Government	2,538.90

Mason Transit Authority Check Register  
 July 2022 Board Report

Activity From 6/17/2022 Through 7/13/2022

Document Date	Check #	Vendor Name	Amount
7/13/2022	36568	Kirk C Church dba 3C's	250.00
7/13/2022	36569	City of Shelton	1,350.71
7/13/2022	36570	Cascade Natural Gas	2,251.06
7/13/2022	36571	Comcast	237.01
7/13/2022	36572	Ecolane USA, Inc.	33,996.00
7/13/2022	36573	Northwest Cascade Inc. DBA FloHawks	1,609.40
7/13/2022	36574	Gillig, LLC	2,646.48
7/13/2022	36575	Gillis Auto Center, Inc.	18.37
7/13/2022	36576	GORDON TRUCK CENTERS, INC.	280.24
7/13/2022	36577	Hood Canal Communications	2,504.09
7/13/2022	36578	Robert W. Johnson, PLLC	1,600.00
7/13/2022	36579	Kitsap Transit	2,230.82
7/13/2022	36580	Kitsap Sun	780.00
7/13/2022	36581	Mason County Garbage, Inc.	250.60
7/13/2022	36582	Mason County PUD #3	4,795.67
7/13/2022	36583	Mountain Mist Water	70.86
7/13/2022	36584	ODP Business Solutions, LLC	79.15
7/13/2022	36585	Pitney Bowes Purchase Power	171.00
7/13/2022	36586	Right! Systems, Inc.	11,272.38
7/13/2022	36587	SCJ Alliance	6,670.25
7/13/2022	36588	Mason County Journal	808.60
7/13/2022	36589	The Shoppers Weekly	264.60
7/13/2022	36590	Spike's Hydraulics	15.38
7/13/2022	36591	Sportworks Northwest, Inc.	948.63
7/13/2022	36592	Staples Business Advantage	110.66
7/13/2022	36593	TK Elevator Corporation	694.44
7/13/2022	36594	Tozier Brothers, Inc.	9.12
7/13/2022	36595	United Way of Mason County	18.00
7/13/2022	36596	UniteGPS, LLC	1,053.00
7/13/2022	36597	U.S. Bank	9,457.51
7/13/2022	36598	Verizon Wireless	945.98
7/13/2022	36599	Voyager Fleet Systems, Inc.	148.00
7/13/2022	36601	Westbay Auto Parts	1,251.24
7/13/2022	36602	Westcare Clinic, Inc.	85.00
7/13/2022	36603	Whisler Communications	1,806.53
7/13/2022	36604	AWorkSAFE Service, Inc.	457.00
7/8/2022	35901	<i>Spoilage- Catholic Community Services- Reissued 36566</i>	<i>(177.84)</i>
<b>Check Totals</b>			<b>643,016.32</b>

Mason Transit Authority Credit Card Activity  
 July 2022 Board Report

June 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Ebay - Mirror for bus 450	\$ 152.27
Parts Inventory	GMParts - Parts for bus 450	217.01
Parts Inventory	Jasper Transmission - Transmission for bus 450	3,347.78
Parts Inventory	Lincoln Diesel - Parts for 450	15.76
Publication Fees	Jobtarget - Driver recruitment	1,458.00
Publication Fees	Purplebriefcase - Recruiting platform	168.00
Publication Fees	Purplebriefcase - Recruiting platform refund	(168.00)
Postage	UPS - Postage to return a part	25.67
Cleaning/Sanitation Supplies	Amazon - Papertowels	42.85
Cleaning/Sanitation Supplies	Amazon - Papertowels	42.85
Facility Repair/Maintenance	Amazon - Primer/paint for garbage cans	28.42
Facility Repair/Maintenance	Amazon - Signage	35.75
Cleaning/Sanitation Supplies	Amazon - Toiletpaper	96.60
Cleaning/Sanitation Supplies	Amazon - Trashbags	108.48
Small Tools & Equipment	Amazon - Vacuum cleaner and trash can	230.43
Facility Repair/Maintenance	Amazon - Valve key	41.19
Facility Repair/Maintenance	Amazon - Water utility key	13.66
Facility Repair/Maintenance	Easy Keys - Lock replacement	113.79
Small Tools & Equipment	Home Depot - Hedge Trimmer	217.71
Facility Repair/Maintenance	Home Depot - Tools	39.34
Facility Repair/Maintenance	McLendons - Hardware	17.54
Facility Repair/Maintenance	Tractor Supply - Hardware	25.89
Facility Repair/Maintenance	Tractor Supply - Mower blade	28.20
Operating Supplies	AAA Septic - Rental for Parade	155.00
Operating Supplies	Safeway - Ice/drinks for Ridge special	51.61
Office Supplies	Amazon - Binders for community vans	12.60
Office Supplies	Amazon - Laminating sheets	21.69
Shop Supplies	Amazon - Shop drain	57.96
Cleaning/Sanitation Supplies	Amazon - Bleach cleaner	42.29
Cleaning/Sanitation Supplies	Amazon - Custodial supplies	55.52
Shelter Supplies	Amazon - Glass cleaner	20.58
IT Equipment	Amazon - Calculator	81.58
IT Equipment	Amazon - Cases for Maintenance Surface Pro Tablets	62.90
Small Tools & Equipment	Cornwell Tools - Shop tool	18.67
Safety Supplies	Amazon - Masks	20.14
Safety Supplies	Heartsmart - AED replacement pads	149.73
Dues, Memberships, Subscriptions	J2 Efax - Monthly Efax	92.97
Dues, Memberships, Subscriptions	SHRM - Professional membership	229.00
Travel & Meeting Expense MTA	WA State Ferries - Travel return from TSI training	20.90
Travel & Meeting Expense MTA	WA State Ferries - Travel to Seattle for TSI training	20.90
Conference Registration	WSTA - State Conference Registration Jenna	400.00
Travel & Meeting Expense MTA	Embassy Suites - Lodging TSI Security training	1,638.30
Travel & Meeting Expense MTA	Fred Meyer - Water bottles for board/committee meetings	5.98

Total Credit Card Charges -June \$ 9,457.51

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

**Agenda Item:** New Business – Item 6A – *Actionable*  
**Subject:** Procurement for Tire Service Servicing  
**Prepared by:** Paul Bolte, Fleet and Facilities Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** July 19, 2022

### **Background:**

Last month, the Board approved the purchase of the equipment necessary to perform in-house tire service for MTA vehicles. The company issued a purchase order with a short time frame that had expired by the time the Board met in June and the price for this equipment has since increased by \$3,238.82. They have issued a new purchase order on July 13<sup>th</sup> that expires August 2, 2022.

Given that our motion had a specified limit in its motion, namely, not to exceed \$54,052.41 plus tax, staff is requesting that the Board approve the new total purchase price of \$57,291.23 plus tax, which includes the increased amount.

**Summary:** Approve purchase of tire servicing equipment, the amount of which is now \$57,291.23 plus tax.

### **Fiscal Impact:**

\$57,291.23 + tax

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board amend its motion made on June 21, 2022, by increasing the amount to purchase the equipment to perform in-house tire service for MTA vehicles in an amount not to exceed \$57,291.23 plus tax.

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

**Agenda Item:** Staff Report – Item 7A – *Informational*  
**Subject:** Financial Reports – June 2022  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** July 19, 2022

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

Included are the numbers for June 2022 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for April 2022 (received June 30, 2022) was \$599,278. 2% higher than April 2021. This is the slimmest increase to sales tax revenue we have seen in some time.

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

It is expected that YTD revenue and expenses would be at 50.0% (6/12) of the budget through the end of the year. Total YTD Revenue is just over budget at 54.3%. Total YTD Operating Expenses are under budget at 37.5%. 2022 interest rate increases are contributing to investment income exceeding forecast.

The 2022 Budget is in a favorable position to absorb the inflation we are experiencing for fuel, and other cost areas as we proceed through the year.

### **Fiscal Impact:**

June fiscal impact reflects total revenues of \$849,309 and operating expenses of \$596,762 for a net income of \$252,547.



# Mason Transit Authority Statement of Financial Activities

% through the year: 50.0%

July 2022 Board Report

June Statement of Financial Activities	June Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 4,813	\$ 23,194	\$ 38,500		60.2%
PSNS Worker/Driver	5,977	40,026	110,000		36.4%
Total Operating Revenue (Fares)	10,790	63,220	148,500		42.6%
Sales Tax	535,482	3,262,309	5,620,000	(1)	58.0%
Operating Grants	280,304	1,598,393	3,363,648	(2)	47.5%
Rental Income	12,101	70,262	135,700		51.8%
Investment Income	8,607	18,839	10,000		188.4%
Other Non-operating Revenue	2,025	27,954	9,570	(3)	292.1%
<b>Total Revenue</b>	<b>849,309</b>	<b>5,040,978</b>	<b>9,287,418</b>		<b>54.3%</b>
<b>Expenses</b>					
Wages and Benefits	445,429	2,633,775	6,918,721		38.1%
Contracted Services	27,678	162,606	478,897		34.0%
Fuel	47,678	216,926	520,250	(4)	41.7%
Vehicle/Facility Repair & Maintenance	24,200	128,555	329,170		39.1%
Insurance	18,429	110,571	222,188		49.8%
Intergovernmental - Audit Fees	5,979	5,979	38,000		15.7%
Rent - Facilities and Park & Ride	-	17,037	8,620	(5)	197.6%
Utilities	11,629	78,944	191,254		41.3%
Supplies & Small Equipment	7,620	42,983	179,094	(6)	24.0%
Training & Meetings	2,456	7,606	43,150		17.6%
Other Operating Expenses	5,664	59,080	193,963	(7)	30.5%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>596,762</b>	<b>3,464,062</b>	<b>9,243,307</b>		<b>37.5%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 252,547</b>	<b>\$ 1,576,916</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 Q2-22 accruals.
(3)	Includes: Sale of Maintenance Services - \$4,612; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income -\$1,072 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,000; Other Non Transportation Revenue - \$31; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$4.06. Average gasoline price per gallon year to date is \$3.80.
(5)	The Rent - Facilities Park & Ride budgeted amount was budgeted on the anticipated Belfair Park and Ride project being completed by end of March. Delays resulting in additional costs. Satisfied in May with no additional charges.
(6)	Printing- \$4,464; Cleaning/Sanitation/Safety supplies - \$5,712 Office Supplies - \$4,096; Shop Supplies - \$7,406; Small Tools & Equipment - \$3,513; IT Equipment - \$8,923; Communications Equipment - \$0; Operating Supplies - \$1,560; Small Equipment & Furniture - \$526; Software - \$5,696; Postage - \$573; Shelter supplies - \$176; Training supplies-\$339; 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 - \$29,423; Merchant/Credit Card fees - \$1,406; Dues, Memberships, Subscriptions - \$24,424; Unemployment Insurance - \$14; CDL Testing- \$ 250; CDL Exams-\$935; Property tax-\$94; Veh. Registration fee- \$71; Office Equip Lease -\$466; plus other misc. operating expenses- \$1,997.

# Mason Transit Authority Cash and Investments

July 2022 Board Report

## Cash Balances

	5/31/2022	6/30/2022	Change
Cash - MC Treasurer	\$ 1,793,421.92	\$ 2,572,781.81	\$ 779,359.89
Investments - MC Treasurer	14,500,000.00	14,500,000.00	-
Payroll - ACH Columbia Bank	193,155.89	\$ 218,145.86	24,989.97
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 16,487,077.81</b>	<b>\$ 17,291,427.67</b>	<b>\$ 804,349.86</b>

*\$1,250,000 moved to Investment Account 7/6/2022*

## Cash Encumbrances

Grant Related:

Purchase 1-35' coach and 6 cutaways. Fed. 5339 - \$952,145. 25% match.	317,381.00
Green Transportation Grant - Fleet & Facilities Transition Plan	20,000.00
<b>Total Grant Match</b>	<b>\$ 337,381.00</b>

Reserves:

Total Grant Match	337,381.00
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
<b>Total Encumbered</b>	<b>\$ 14,446,560.63</b>

Total of Cash	\$ 17,291,427.67
Less Encumbrances	14,446,560.63
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>2,844,867.04</b>
Investments - MC Treasurer (Reserves)	14,500,000.00
Less Encumbrances	14,446,560.63
<b>Undesignated Cash Reserves</b>	<b>\$ 53,439.37</b>

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

## Mason Transit Authority Capital Budget

July 2022 Board Report

As of June 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		180,344	10,037,936	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.
Tire Service Equipment	90,000		90,000		-	-	Facility maintenance preservation cost. All buildings at JP need painted. Paint project postponed. Board authorized repurposing of funds for Tire Service Equipment.
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		30,841	30,841	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		19,677	19,677	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>276,765</b>	<b>10,134,357</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>\$ 276,765</b>	<b>\$ 10,134,357</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

July 2022 Board Report

Sales Tax Collected as of 06/30/2022 for 04/30/2022



	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	646,582	45%	9%
April	445,171	409,532	585,816	423,319	599,278	42%	2%
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>2,251,761</u>		

Budget Variance Average - YTD

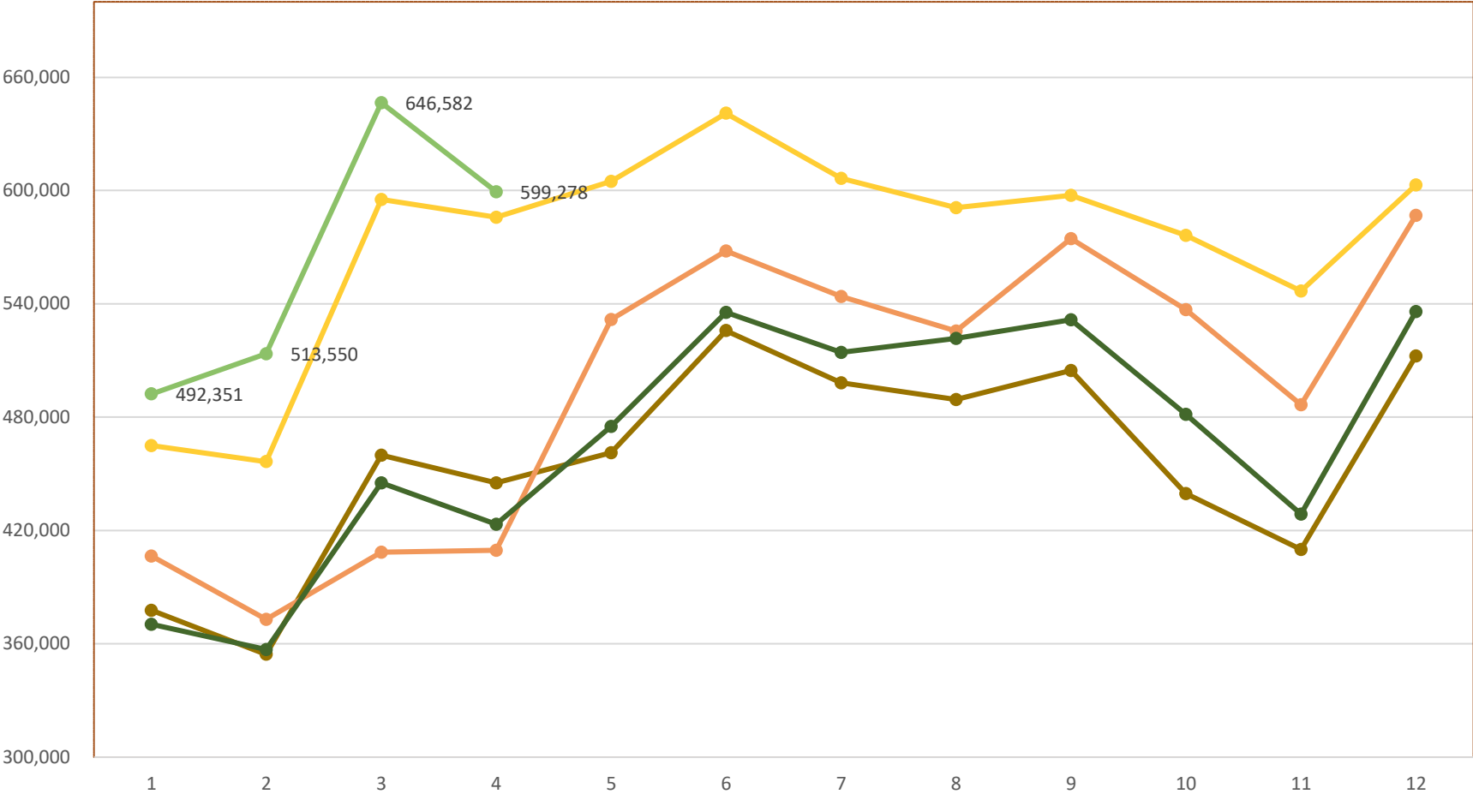
41%

% Change 2021 vs 2022 Actual Average - YTD

7%

# 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:** July 19, 2022

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 19, 2022

# MTA MANAGEMENT REPORTS

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Submitted to MTA Authority Board July 19, 2022

## GENERAL MANAGER'S REPORT

### General Manager Report:

#### **External Activities:**

- Coordination with WSTA/WSDOT/DES on bus contract changes. Recent contract between DES and our bus vendors for cutaway buses increased over 50%.
- Attended Transit General Managers meeting.
- Participated in Frequent Transit Proviso Policy Advisory meeting. First report due to the Legislature December 15<sup>th</sup>.
- Attended Washington State Transit Insurance Pool Board Meeting in Everett.
- Attended EDC Board Meeting. This was the Board's first hybrid meeting and was held at the TCC.
- Attended WSTIP Investment Committee Meeting.
- Attended TIP CAP Meeting to review the County's draft 6 year TIP.
- Attended Small Medium Transit Association Meeting.
- Attended Washington State Transit Association Meeting in Bremerton.
- Met with WSDOT Finance Staff.
- Attended Mason County Opioid Group Meeting in Belfair.

#### **Internal Activities:**

- Facilitated Joint Labor Management meeting.
- Public Records Review.
- Met with bus vendors to review current state of small bus procurements.
- Green Transportation Grant Preparations.
- Met with MTA sub-committee and Board for annual review.
- Facilitated staff meetings.
- Began budget review.
- Reviewed WSDOT quarterly grant reports.
- Met with driver trainer to review topics for discussion with Department of Licensing Government Relations Staff on CDL requirements.
- Staff meetings to prepare for labor negotiations.



## TEAM UPDATES

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

#### **HR Support:**

- Facilitated General Manager employee and board member performance data collection.
- Met with Amy and Paul ahead of Maintenance contract negotiations.
- Released recruitment for Driver position with a class start of 8/18. This job posting was broadly placed. We have received 15 applications as of July 12. This is more than double the applicants from our last recruitment with almost two weeks to go.
- Launched internal five day posting for vacant Fueler/Detailer position.
- Working to build the platform to track all staff training opportunities as per EEO requirements.

#### **Administrative Services Support**

- Admin staff, along with Maintenance, are working to clean up FASTER database. New controls in place to monitor activity and identify receiving/returning issues as they come up. Attended three-hour training with FASTER staff and outreach to two other regional transits that use the software.
- The month of June was dedicated to the SAO Audit and timely response to the auditors. The audit is substantially complete with the Exit Conference is to be held July 20, 2022 at 12pm.
- From this year's Federal Single Audit, we learned that proceeds in excess of \$5,000 are subject to return to WSDOT per FTA Circular 5010F Chapter IV. However, the agency may petition WSDOT to retain all proceeds to purchase new vehicles or equipment. This was not an issue with the 2021 surplus vehicles, but something noted and learned for future surplus transactions.
- Attended live WSTA Finance Committee quarterly meeting.
- Attended live first day WSTIP quarterly board meeting.
- Began data entry in LeaseQuery software for GASB87 2022 reporting.
- Prepared and submitted to WSDOT the 2021 Summary of Public Transportation report.
- The Admin Services team lost one of our own. We will be launching a part time Admin Assistant position shortly.
- Prepared and submitted the quarterly reimbursement requests for operating and park and ride grants. Provided financial input and submitted status reports as well.

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

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

- Attended a webinar on clean air in transit buses.
- Did safety meeting cookout for maintenance staff/retirement of Dan Williams.
- Attended a training meeting on our maintenance software.
- Posted recruitment for new fueler/detailer to replace retired staff member.
- Working with LeeAnn and staff on the better use of FASTER software.
- Worked with the staff at the T-CC building during one of the events to see what staffing levels need to be at a big event.
- Working with Facilities staff to figure out better way to be more efficient in managing the time and way we do our service.

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

- Working on tire equipment procurement.
- In process of ordering new bus washer.
- Finishing putting bus 450 back on road following installation of new transmission.
- Working with Facilities staff to paint fuel island.
- Working on pressure washing Johns Prairie base.

- Working on grading staff parking lot and adding new rock.

### TCC Events/Maintenance

- **Gym:** Pickleball sessions numbered 175 people this June. CHOICE Highschool P.E. wrapped up for the school year and numbered 44 students this June. The Lucky Dog Casino Job Fair welcomed around 20 job candidates and L.D. employees. The Nicolas event welcomed 230 visitors.
- **Conference room:** The MTA monthly board meeting welcomed 10 members this month. Monthly Bus Stop Placement Committee meeting had 7 employees attend. The monthly Ops meeting had 6 employees attend. The MTA Policy Board meeting was cancelled for June.
- **Kitchen:** The kitchen user total in June was 23 people. The Nicolas event welcomed around 200 people through the kitchen.
- **Park and Rides:** Park and rides are going well not too many problems with vandalism.

### OPERATIONS – Jason Rowe

- **New Driver Class 2022-03:** We are currently advertising for our new driver class which will start August 18, 2022. We already have 13 applicants.
- **Outreach:**
  - *Community Contact:* Dan S. met with Lake Cushman Maintenance Commission about MTA services. They will place our info in their bi-yearly newsletter.
  - *Travel Training:* This month Dan S. gave a Ride the Bus presentation and travel training to the Parkinson's support group from the Senior Center in Shelton.
- **Special Transportation:**
  - *Superbike Race:* We provided shuttle service transportation for the Dynapac MotoAmerica Superbike Race at the Ridge Motorsports Park on June 24 and 25. We transported 463 passengers.
  - *Allyn Days:* We also provided transportation for Allyn Days on July 16.
- **Ridership:** We increased service effective June 6. We are seeing increased ridership for ALL our routes and use of our new Belfair Park and Ride is increasing as well.
- **Transportation Partnerships:**
  - *PSNS:* We continue to work closely with PSNS to increase ridership opportunities for their employees. We will be attending their Service Fair/Employee Day on August 24<sup>th</sup> to educate more potential riders on the services that we provide.
- **Training:** Our Safety and Training Supervisor was able to complete her last class needed to obtain her Transit Safety and Security Certificate. Great job Lisa!

## **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:** July 19, 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.

June 2022 passenger trips experienced a 24% increase in ridership over June 2021.

**RIDERSHIP DATA CHARTED**

