



AGENDA

Mason Transit Authority Board Regular Meeting and Public Hearing

Tuesday, August 16, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2555 313 6881

(Password) k4UuGD7mPZ2 (54884376 from video systems)

In person attendance:

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

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.

- | | | |
|----|---|--------------|
| 1. | CALL TO ORDER | Chair |
| 2. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 3. | PUBLIC COMMENT – <i>Limit of three (3) minutes per person</i>
<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> | Chair |
| | <i>The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.</i> | |
| 4. | APPROVAL OF AGENDA – ACTION | Chair |
| 5. | CONSENT AGENDA – ACTION | Chair |
| | A. Pg. 03: July 19, 2022 Regular Board meeting minutes | |
| | B. Pg. 06: Check Approval: July 14 – August 9, 2022 | |
| | C. Pg. 12: Actionable: Surplus of Technology Equipment (Resolution No. 2022-09) | Amy |
| 6. | ACTION ITEMS:
Unfinished Business: [None] | |

Public Hearing – Transit Development Plan

- *Opening of Public Hearing*
- *Staff presentation on Transportation Development Plan (Amy)*
- *Receiving comments or questions. Limit of three (3) minutes per person*
- *Adjourn public hearing*

New Business:

- A. **Pg. 19: Actionable: Transit Development Plan** Amy
- B. **Pg. 43: Actionable: 6 year Program of Projects (Statewide Transportation Improvement Program)** Amy
- C. **Pg. 58: Actionable: Fares: Youth 18 and Under Fare Free (Resolution No. 2022-10)** Amy

7. STAFF REPORTS

- A. **Pg. 66: Financial Reports**
- B. **Pg. 72: Management Reports**
- C. **Pg. 77: Operational Statistics**

8. COMMENTS BY BOARD

9. ADJOURNMENT

10. UPCOMING MTA BOARD MEETING:

**Mason Transit Authority
Regular Meeting
September 20, 2022 at 4:00 PM
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**

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
July 19, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 4:14 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice-Chair and Kevin Shutty. John Sheridan (*joined at 4:25 PM and reflected in the minutes at the juncture in which he joined the meeting.*)

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Randy Neatherlin, Mayor Eric Onisko and Sharon Trask.

Quorum met.

Authority Voting Board Member Not Present: Wes Martin.

Authority Non-voting Board Member Not Present: 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; Paul Bolte, Facilities & Fleet Maintenance Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present: Robert Johnson, Legal Counsel (in person) LeeAnn McNulty, Administrative Services Manager (via WebEx).

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

4. APPROVAL OF AGENDA

Moved that the agenda for the July 19, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Neatherlin. Motion carried.**

5. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

- A. Minutes of the MTA regular Board meeting of June 21, 2022.
- B. Minutes of the MTA regular Board meeting of July 7, 2022.
- C. Payments of June 17 through July 13, 2022 financial obligations on checks#36529 through 36604, as presented for a total of \$643,016.32.

Neatherlin/Campbell. Motion carried.

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

ACTION ITEMS - NEW BUSINESS:

A. Tire Procurement.

Amy Asher, General Manager, reported to the Board that the quote had expired before the previous Board approval. The vendor has since increased the cost by \$3,238.82. Ms. Asher further informed the Board that she has noticed with other vendors that the quotes are on shorter timelines now and increased at the passing of the expiration date. Ms. Asher indicated that she is looking to the Board to approve the purchase including the increase.

Moved 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.

Neatherlin/Trask. Motion carried.

- B. Vehicle Procurements.** Ms. Asher shared with the Board that there have been multiple discussions between transit agencies, WSDOT and DES in connection with cost increases of over 50% by manufacturers regarding receiving cutaways. There is a nationwide shortage on chassis and steel. This issue is universal to all transit agencies and the matter had been escalated from state level to FTA and other leaders at the federal level. Ms. Asher shared with the Board the two choices MTA has when faced with this dilemma: i) stick with the order and pay the increased cost; or ii) cancel the order and look for other manufacturers. Ms. Asher indicated that she and Paul had an appointment to meet with another manufacturer and have asked for input from the mechanics and operator teams. This other manufacturer has an estimated delivery time of one year, although that is not guaranteed.

(Board member Sheridan entered the meeting.)

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher indicated that she is beginning to work on the Belfair P&R ribbon cutting event. She stated that a list of the invitees would be provided to the Board so that any other suggested invitees could be made.

Financial:

- Ms. Asher shared that sales tax continues to come in 2% more than this time last year. She provided a comparison of the diesel and gas prices using current and the prices from a year ago. Ms. Asher also shared that the Exit Conference is to be conducted by the State Auditors' office tomorrow and that it was a clean audit with only one recommendation, and that being if MTA sells one of its vehicles and receives more than \$5k, the money should be returned to the funding agency.

Operations:

- Ms. Asher highlighted the special services provided at Allyn Days and other events and their corresponding ridership numbers.

Facilities & Fleet:

- Ms. Asher indicated that MTA will not be painting the buildings at John's Prairie in 2022. Additionally, research was performed on UV purification and determined that the benefits were not sufficient to spend the money and install them in the fleet. MTA is currently recruiting for a fueler/detailer.

8. COMMENTS BY BOARD:

- The Vice-Chair inquired about the drivers receiving training to be prepared for working with people with addictions. Ms. Asher responded yes and that emergency responders have indicated that there has been an increase in responses relating to fentanyl.
- The Board Chair saw customized service and that MTA went the extra mile to pick up customers.
- Board member Sheridan indicated that he would be attending the Exit Conference the following day.

Moved that the meeting be adjourned.

9. ADJOURNED 4:51 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

August 16, 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: August 16, 2022

Summary for Discussion Purposes:

Disbursements:

- *Rognlin's, Inc.
 - Check #36624 - \$54,273.64– Park and Ride project
- State Auditor's Office - WA
 - Check #36626 - \$13,729.84– Federal and Financial audit
- *Rognlin's, Inc.
 - Check #36666 - \$9,247.47– Park and Ride project
- *Right! Systems, Inc.
 - Check #36667 - \$37,126.39– Security camera's & Belfair video conference equipment
- Fuel Care, Inc. (DBE)
 - Check #36611 - \$5,563.34– Fuel tank cleaning

*Disbursements capital grant eligible.

July Fuel Prices: Diesel \$5.19, Unleaded \$4.07

General Manager Travel Expenditures:
N/A

Check Disbursement Fiscal Impact:
\$706,216.29

Staff Recommendation:
Approve.

Motion for Consideration:
Move that the Mason Transit Authority Board approve the payment of July 14, 2022, through August 09, 2022, financial obligations on checks #36605 through #36684, as presented for a total of \$706,216.29



Mason Transit Authority
August 16, 2022, Disbursement Approval

The following checks for the period of July 14, 2022, through August 09, 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	36605-36684	706,219.29

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 7/19/2022	36605	176,244.95
Payroll & DRS – 8/03/2022	36634	182,765.10
Rognlin's, Inc.	36624	54,273.64
State Auditor's Office - WA	36626	13,729.84
Rognlin's, Inc.	36666	9,247.47
Right! Systems, Inc.	36667	37,126.39
Fuel Care, Inc.	36611	5,563.34

Submitted by: LeeAnn McNulty Date: 08/10/2022
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:
Approved by: Amy Asher Date: 8/12/2022
Amy Asher, General Manager

Mason Transit Authority Check Register
August 2022 Board Report

Activity From 7/14/2022 Through 8/09/2022

Document Date	Check #	Vendor Name	Amount
7/19/2022	36605	Mason Transit Authority - ACH Account	176,244.95
7/25/2022	36606	Aflac	714.11
7/25/2022	36607	AIG Retirement	1,062.46
7/25/2022	36608	Ecolube Recovery, LLC dba American Petroleum Environmental	35.00
7/25/2022	36609	World Kinect Energy Services	73,090.74
7/25/2022	36610	Department of Enterprise Services	345.00
7/25/2022	36611	Fuel Care, Inc	5,563.34
7/25/2022	36612	Gillig, LLC	740.86
7/25/2022	36613	GORDON TRUCK CENTERS, INC.	965.88
7/25/2022	36614	District 160	1,622.50
7/25/2022	36615	JayRay Ads & PR, Inc.	3,466.00
7/25/2022	36616	Karla Knudsen	250.00
7/25/2022	36617	Legal Shield	184.30
7/25/2022	36618	Mason County PUD #3	85.83
7/25/2022	36619	Purcor	158.19
7/25/2022	36620	Mountain Mist Water	179.73
7/25/2022	36621	Northwest Lift & Equipment LLC	689.73
7/25/2022	36623	O'Reilly Auto Parts	220.64
7/25/2022	36624	Rognlin's, Inc.	54,273.64
7/25/2022	36625	Right! Systems, Inc.	3,085.11
7/25/2022	36626	State Auditor's Office - WA	13,729.84
7/25/2022	36627	Shelton Mason County Chamber of Commerce	1,100.00
7/25/2022	36628	Staples Business Advantage	385.08
7/25/2022	36629	Total Battery & Automotive Supply	108.22
7/25/2022	36630	Tozier Brothers, Inc.	44.47
7/25/2022	36631	United Way of Mason County	49.46
7/25/2022	36632	AWC Employee Benefit Trust	89,042.43
7/25/2022	36633	Westbay Auto Parts	315.82
8/3/2022	36634	Mason Transit Authority - ACH Account	182,765.10
8/9/2022	36635	Abila	734.82
8/9/2022	36636	Advance Glass	243.97
8/9/2022	36637	AIG Retirement	1,243.84
8/9/2022	36638	Allstream	114.44
8/9/2022	36639	World Kinect Energy Services	9,037.99
8/9/2022	36640	Aramark	477.40
8/9/2022	36641	Bradley Air Company	893.25
8/9/2022	36642	Belfair Water District #1	86.41
8/9/2022	36643	Kirk C Church dba 3C's	250.00
8/9/2022	36644	City of Shelton	1,206.38
8/9/2022	36645	Comcast	237.99
8/9/2022	36646	Commercial Brake & Clutch, Inc.	373.28

Mason Transit Authority Check Register
August 2022 Board Report

Activity From 7/14/2022 Through 8/09/2022

Document Date	Check #	Vendor Name	Amount
8/9/2022	36647	Community Transportation Association	1,475.00
8/9/2022	36648	Dept. of Labor & Industries - Right to Know	127.50
8/9/2022	36649	GFOA	160.00
8/9/2022	36650	Gillig, LLC	1,815.06
8/9/2022	36651	GORDON TRUCK CENTERS, INC.	335.64
8/9/2022	36652	Hood Canal Communications	2,505.71
8/9/2022	36653	IVS, Inc. dba AngelTrax	290.96
8/9/2022	36654	Robert W. Johnson, PLLC	1,600.00
8/9/2022	36655	Kitsap Transit	2,426.79
8/9/2022	36656	Landau Associates Inc	1,755.00
8/9/2022	36657	Les Schwab	2,974.16
8/9/2022	36658	Mason County Garbage, Inc.	601.22
8/9/2022	36659	Mason County PUD #3	2,103.62
8/9/2022	36660	Moose Breath Graphics L.L.C	181.83
8/9/2022	36661	Mountain Mist Water	71.86
8/9/2022	36662	O'Reilly Auto Parts	1,165.29
8/9/2022	36663	Builders FirstSource	394.55
8/9/2022	36664	Rexus Corporation	58.00
8/9/2022	36665	Ricoh USA, Inc	64.23
8/9/2022	36666	Rognlin's, Inc.	9,247.47
8/9/2022	36667	Right! Systems, Inc.	37,126.39
8/9/2022	36668	Mason County Journal	1,253.40
8/9/2022	36669	The Shoppers Weekly	295.60
8/9/2022	36670	Spike's Hydraulics	35.68
8/9/2022	36671	Staples Business Advantage	312.22
8/9/2022	36672	ThurstonTalk Inc.	500.00
8/9/2022	36673	Tozier Brothers, Inc.	539.60
8/9/2022	36674	Tran Urgent Care & Wellness Centers LLC	525.00
8/9/2022	36675	United Way of Mason County	49.46
8/9/2022	36676	UniteGPS, LLC	1,053.00
8/9/2022	36677	U.S. Bank	5,521.86
8/9/2022	36678	Verizon Wireless	946.90
8/9/2022	36679	Voyager Fleet Systems, Inc.	4.00
8/9/2022	36681	Westbay Auto Parts	568.56
8/9/2022	36682	Whisler Communications	1,806.53
8/9/2022	36683	AWorkSAFE Service, Inc.	741.00
8/9/2022	36684	Washington State Transit Association	165.00
7/25/2022	36622	<i>Spoilage</i>	0.00
Check Totals			\$ 706,216.29

Mason Transit Authority Credit Card Activity
 August 2022 Board Report

July 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Parts	\$ 42.08
Parts Inventory	Amazon - Parts	107.69
Parts Inventory	Amazon - Parts	154.02
Employee Recognition	Safeway - EE Retirement cake	22.99
Publication Fees	JobTarget - Fueller/Detailer Recruitment	149.00
Facility Repair/Maintenance	Amazon - Dri-Z Air	57.62
Facility Repair/Maintenance	Amazon - Extinguisher bracket	13.03
Facility Repair/Maintenance	Amazon - Facility supplies	33.24
Facility Repair/Maintenance	Protec - Gate Repair	198.00
Facility Repair/Maintenance	Walmart - Paint	46.20
Facility Repair/Maintenance	Walmart - Paint supplies	52.44
Operating Supplies	Amazon - Office supplies	62.71
Office Supplies	Amazon - Batteries	30.49
Office Supplies	Fred Meyer - Cleaning supply	8.04
Shop Supplies	Amazon - Gloves	89.83
IT Equipment	Amazon - Extension Cable	14.09
Small Tools & Equipment	ACDELCO - Programming system	43.40
Small Tools & Equipment	Alldata - Shop software	1,627.50
Small Tools & Equipment	Amazon - Shop tools	47.69
Small Tools & Equipment	Amazon - Small tool set	15.75
Small Tools & Equipment	McClendons - Chain replacement	35.79
Safety Supplies	Amazon - N95 masks	121.24
Safety Supplies	Amazon - Safety stickers	92.23
Safety Supplies	Amazon - Screen wipes	33.79
Safety Supplies	Amazon - Wildfire masks	47.82
Small Equipment & Furniture	Amazon - Desk extender	75.94
Small Tools Replacement/Repair	Fuel Transfer - DEF Pump	413.91
Small Tools Replacement/Repair	Sweepscrub - Replacement parts	199.95
Dues, Memberships, Subscriptions	Efax - Monthly Billing	92.97
Dues, Memberships, Subscriptions	Society for Human Resources - Annual Membership	229.00
Travel & Meeting Expense MTA	Alaskan Airlines - Travel to Gillig (Bus build)	447.20
Travel & Meeting Expense MTA	Alaskan Airlines - Travel to Gillig (Bus build)	447.20
Travel & Meeting Expense MTA	Alaskan Airlines - Travel to State Conference	137.19
Travel & Meeting Expense MTA	Alaskan Airlines - Travel to State Conference	137.19
Travel & Meeting Expense MTA	Expedia - Gillig Trip	30.00
Travel & Meeting Expense MTA	Park and Jet - Airport Parking	53.91
Other Misc Expenses	Walmart - Bottled water (heat response)	34.99
Total Credit Card Charges -July		<u>\$ 5,446.13</u>



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

8-1-2022

Manager's Approval: Sandy Tarjwell

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Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
7/26/22	Park N Jet lot 2	Airport Parking State Cont.	53.91	Y			
7/25/22	Alaska Airlines	Tickets to Spokane State Cont	137.19	Y			
7/29/22	Society for Human Resources Mgmt	Annual Membership	229.00	Y			
TOTAL			\$470.10				

Don't forget to attach original receipts

Signature

Date

8-1-22

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 5C – *Actionable*
Subject: Surplus Inventory
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: August 16, 2022

Background:

Attached is a list of obsolete IT equipment items that are no longer in use or useful. It is recommended to surplus the assets listed. Items represent old desktop and laptop computers replaced in the spring of 2022.

Summary: Approve surplus of certain obsolete IT equipment.

Fiscal Impact:

There is no impact to Fixed Assets.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-09 regarding the disposal of the assets as set forth in Exhibit A to that resolution.

LIST OF ITEMS FOR SURPLUS

Description	Asset Tag	Serial Number
Dell OptiPlex 5060	19-2628	15XSZV2
Dell OptiPlex 5060	19-2634	15YWZV2
Dell OptiPlex 5060	19-2651	15XQZV2
Dell OptiPlex 5060	19-2639	15WVZV2
Dell OptiPlex 5060	19-2642	15TSZV2
Dell OptiPlex 5060	19-2637	15VSZV2
Dell OptiPlex 5060	19-2636	15VQZV2
Dell OptiPlex 5060	19-2640	15WSZV2
Dell OptiPlex 5060	16-2626	15ZQZV2
Dell OptiPlex 5060	19-2631	15XVZV2
Dell OptiPlex 5060	19-2627	15ZSZV2
Dell OptiPlex 5060	19-2649	15TQZV2
Dell OptiPlex 5060	19-2652	15YVZV2
Dell OptiPlex 5060	19-2630	15YTZV2
Dell OptiPlex 5060	19-2644	15WRZV2
Dell OptiPlex 5060	19-2648	15VWZV2
Dell OptiPlex 5060	19-2629	15TTZV2
Dell OptiPlex 5060	19-2638	15WQZV2
Dell OptiPlex 5060	19-2625	15XWZV2
Dell OptiPlex 5060	19-2635	15TVZV2
Dell OptiPlex 5060	19-2623	15VTZV2
Dell OptiPlex 5060	19-2645	6HFPMR2
Dell OptiPlex 5060	19-2647	15VRZV2
Dell OptiPlex 5060	19-2654	15YRZV2
Dell OptiPlex 5060	19-2637	15WTZV2
Dell OptiPlex 5060	19-2646	15XRZV2
Dell OptiPlex 5060	19-2645	15TWZV2
Dell OptiPlex 5060	19-2655	15YSZV2
Dell OptiPlex 5060	19-2653	15WWZV2
Dell OptiPlex 7040	18-2557	hkwbb2
Dell OptiPlex 7040	18-2550	hkzcd2
Dell OptiPlex 7040	18-2558	hkw0c62
Dell OptiPlex 7040	19-2694	hkw9jg2
Dell OptiPlex 7040	18-2517	hkt2z72
Dell Latitude 3490	19-2664	15881W2
Dell Latitude 3490	19-2661	CXF81W2
Dell Latitude 3490	19-2660	F1881W2

LIST OF ITEMS FOR SURPLUS

Dell Latitude 3490	19-2658	GRF81W2
Dell Latitude 3490	19-2665	G1881W2
Dell Latitude 3490	19-2662	G2881W2
Dell Latitude 3490	19-2657	G3881W1
Dell Latitude 3490	19-2659	12881W2
Dell Latitude 3490	19-2663	34881W2
Dell Latitude 3490	19-2656	53881W2
Dell Latitude 3490	19-2622	3Y818T2
Lenovo Yoga 710	18-2561	PF0SXTJ5
Microsoft Surface 1724 128Gb	18-2537	187494263053
Microsoft Surface 1724 128Gb	18-2538	016863454353

RESOLUTION NO. 2022-09

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

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

WHEREAS, certain obsolete IT equipment, such as old desktop and laptop computers replaced in the spring of 2022, are no longer in use as set forth in Exhibit A attached hereto have been deemed no longer useful;

WHEREAS, there is value to these items and by the disposal of such assets, MTA will be able to use the funds for other current needs of MTA;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the items identified on Exhibit A attached hereto be deemed surplus and that the items to be sold pursuant to MTA's disposition of surplus property policy.

Adopted this 16th day of August, 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 Shetty, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

EXHIBIT A TO RESOLUTION NO. 2022-09

LIST OF ITEMS FOR SURPLUS

Description	Asset Tag	Serial Number
Dell OptiPlex 5060	19-2628	15XSZV2
Dell OptiPlex 5060	19-2634	15YWZV2
Dell OptiPlex 5060	19-2651	15XQZV2
Dell OptiPlex 5060	19-2639	15WVZV2
Dell OptiPlex 5060	19-2642	15TSZV2
Dell OptiPlex 5060	19-2637	15VSZV2
Dell OptiPlex 5060	19-2636	15VQZV2
Dell OptiPlex 5060	19-2640	15WSZV2
Dell OptiPlex 5060	16-2626	15ZQZV2
Dell OptiPlex 5060	19-2631	15XVZV2
Dell OptiPlex 5060	19-2627	15ZSZV2
Dell OptiPlex 5060	19-2649	15TQZV2
Dell OptiPlex 5060	19-2652	15YVZV2
Dell OptiPlex 5060	19-2630	15YTZV2
Dell OptiPlex 5060	19-2644	15WRZV2
Dell OptiPlex 5060	19-2648	15VWZV2
Dell OptiPlex 5060	19-2629	15TTZV2
Dell OptiPlex 5060	19-2638	15WQZV2
Dell OptiPlex 5060	19-2625	15XWZV2
Dell OptiPlex 5060	19-2635	15TVZV2
Dell OptiPlex 5060	19-2623	15VTZV2
Dell OptiPlex 5060	19-2645	6HFPMR2
Dell OptiPlex 5060	19-2647	15VRZV2
Dell OptiPlex 5060	19-2654	15YRZV2
Dell OptiPlex 5060	19-2637	15WTZV2
Dell OptiPlex 5060	19-2646	15XRZV2
Dell OptiPlex 5060	19-2645	15TWZV2
Dell OptiPlex 5060	19-2655	15YSZV2
Dell OptiPlex 5060	19-2653	15WWZV2
Dell OptiPlex 7040	18-2557	hkwbb2
Dell OptiPlex 7040	18-2550	hkwzcd2
Dell OptiPlex 7040	18-2558	hkw0c62
Dell OptiPlex 7040	19-2694	hkw9jg2
Dell OptiPlex 7040	18-2517	hkt2z72
Dell Latitude 3490	19-2664	15881W2
Dell Latitude 3490	19-2661	CXF81W2
Dell Latitude 3490	19-2660	F1881W2

EXHIBIT A TO RESOLUTION NO. 2022-09

LIST OF ITEMS FOR SURPLUS

Dell Latitude 3490	19-2658	GRF81W2
Dell Latitude 3490	19-2665	G1881W2
Dell Latitude 3490	19-2662	G2881W2
Dell Latitude 3490	19-2657	G3881W1
Dell Latitude 3490	19-2659	12881W2
Dell Latitude 3490	19-2663	34881W2
Dell Latitude 3490	19-2656	53881W2
Dell Latitude 3490	19-2622	3Y818T2
Lenovo Yoga 710	18-2561	PF0SXTJ5
Microsoft Surface 1724 128Gb	18-2537	187494263053
Microsoft Surface 1724 128Gb	18-2538	016863454353

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6A – *Actionable*

Subject: Transit Development Plan (TDP)

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: August 16, 2022

Background:

Public transit agencies are required to prepare a transit development plan annually and hold a public hearing on the plan as required under Washington State RCW Section 35.58.2795. MTA's 2022-2027 Transit Development Plan is a six-year plan that describes how MTA intends to meet state and local long-range priorities for public transportation, includes a description of capital improvements and significant operating changes planned for the system, and a financial plan for carrying out operating and capital projects. The Federal Transit Administration also requires agencies to outline a multi-year financial plan displaying operating and capital revenues and expenses that indicate adequate revenue to maintain and operate the system. This annual plan is submitted to the Washington State Department of Transportation by September 1, annually, with copies distributed to the Transportation Improvement Board, the City of Shelton, Mason County and the Peninsula Regional Transportation Planning Organization.

Highlights in MTA's 2022-2027 Transit Development Plan include:

- Completion of a series of park and ride lots across Mason County in 2022.
- Replacement of rolling stock past its useful life in order to maintain a state of good repair.
- Fleet transition planning to begin to include zero emission vehicles.
- Expansion of service in a return to pre-covid service levels.
- Bus stop improvements as we begin to move from flag stops.

Summary: Approve Transit Development Plan.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the 2022-2027 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2022.

2022-2027

TRANSIT DEVELOPMENT PLAN

and

2021 Annual Report



**Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584**



Date of Public Hearing:

August 16, 2022

Adopted: [August 16], 2022

Prepared by Mason Transit Authority Staff

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Plan Adoption, Public Hearing and Distribution

Plan Adoption

Mason Transit Authority (MTA) Board of Directors adopted the 2022 Transit Development Plan on [August 16], 2022

Public Participation Process

Public Comment Period: August 12, 2022 – August 16, 2022

Comments Submitted to: MTA@masontransit.org
Mason Transit Authority
Amy Asher, General Manager
790 E Johns Prairie Rd
Shelton, WA 98584

Public Hearing: Mason Transit Authority held one public hearing on the Transit Development Plan on August 16, 2022 at 4:00 pm at the Transit-Community Center, 601 W Franklin Ave, Shelton WA 98584. The public hearing was held in conjunction with the Board’s regularly scheduled meeting.

Notice Posted to Website: MTA posted a notice of the hearing on the Transit Development Plan to its website at www.masontransit.org on August 8, 2022.

Notice Published in Local Paper: The Shelton Journal published a notice of the hearing on the Transit Development Plan on August 11, 2022.

Requests for Paper or Digital Copies: MTA allowed the public to request a paper or digital copy of the Transit Development Plan on and after August 12, 2022 by emailing MTA@masontransit.org. or by calling (360) 426-9434.

Available to the Public for Review: MTA allow the public to view a copy of the draft Transit Development Plan at the Mason Transit Authority Business Office, 790 E Johns Prairie Rd, Shelton, WA 98584 and at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

Plan Distribution

On [August ___], 2022, Mason Transit Authority distributed the adopted Transit Development Plan to:

- PTDPlans@wsdot.wa.gov
- The agency’s assigned WSDOT Community Liaison.

- The Transportation Improvement Board via:
 - Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov
 - Chris Workman, Engineering Manager at chrisw@tib.wa.gov
- All cities, counties and regional transportation planning organizations within which Mason Transit Authority operates.

Description of Service Area, Operations and Facilities

Service Area

Mason Transit Authority serves the general public throughout Mason County and provides regional connections with other transits and modes of transportation.

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules and maps can be found on MTA's website at <http://www.masontransit.org/>

Operations

At time of publication of the Transit Development Plan, MTA is running reduced service due to COVID-19. Days of operations are Monday – Saturday.

MTA provides services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, and Demand Response (general dial-a-ride). Vanpools and volunteers using private cars under the Volunteer Driver Program were eliminated in 2021. Demand for vanpools dwindled during the pandemic and volunteer drivers were difficult to find in order to sustain the program.

MTA is currently operating on a reduced service level due to the difficulty of hiring enough staff after reductions during COVID-19. Our current hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 7:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays, which are listed on MTA's website. MTA operates ten (10) Fixed Routes on weekdays and five (5) routes on Saturdays that allow deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible. It also operates in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) weeks prior to the preferred pick-up time but may request a ride at any time if there is availability. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamilche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

Map 1 – Service Area

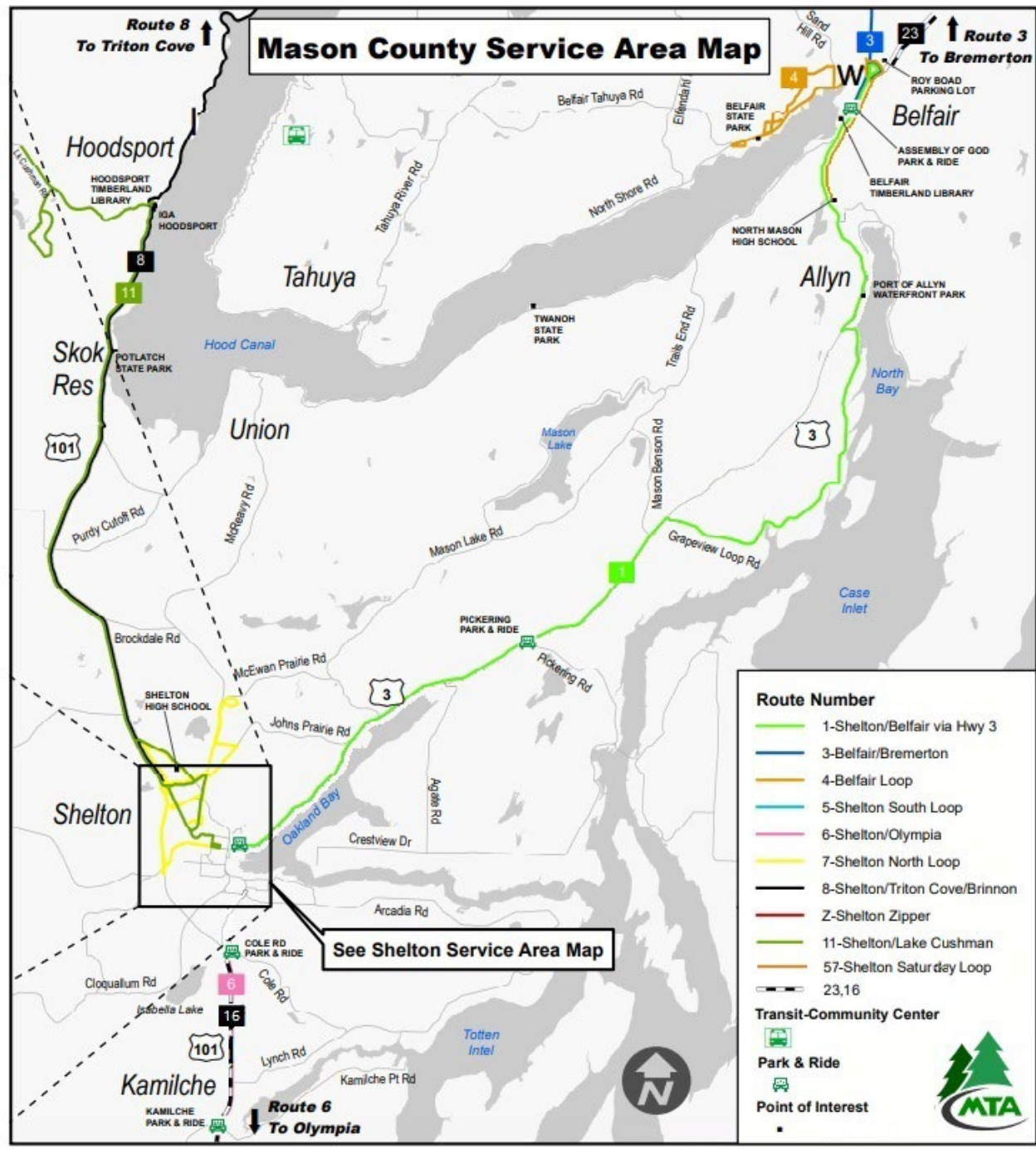




Table 1 – 2022 Fares*

<i>Travel within Mason County and Active Military</i>	<i>Fare Free</i>
Out of County Travel:	
Cash Fares	
Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$ 2.50
Children under six	No Charge
Monthly Pass	
Adults	\$ 30.00
Seniors and Persons with Disabilities	\$ 10.00
Youth (ages 6-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 20.00
Transportation Incentive Program (PSNS)	\$110.00

*Fares in the table are reported as of the date of publication. The Mason Transit Authority Board is reviewing its fare structure and fares are subject to change.

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP.

Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through funds provided in the Transportation budget.

Facilities

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. In early 2022, MTA completed the construction of a park and ride and facility in Belfair. The lot contains 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen, breakroom and future customer service area. The park and ride is located off the roundabout, also constructed by MTA, at 25250 NE SR 3, in Belfair.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950s to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. Approximately 330 parking spaces are provided at five facilities owned and operated by Washington State Department of Transportation, Mason County, Mason Transit, and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties, except for Belfair.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retrofit and improvement project of current Park and Ride lots located within Mason County. The project added upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also included the construction of one new park and ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but has been relocated due to the Coffee Creek Fish Passage project. The funding provided over nine million dollars and included local matching funds from MTA. In April of 2016, MTA selected SCJ Alliance of Lacey, Washington, to guide the project through to completion. The project was completed in early 2022.



MTA's Belfair Park and Ride, 2022.

State and Agency Goals, Objectives, and Strategies

From 2022-2027, Mason Transit Authority will focus on the five agency goals in Table 2 below. The table shows how MTA's local priorities align with state goals established in the Washington State Transportation Plan.

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

The state's six policy goals are:

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.

- Environment: To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- Stewardship: To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Table 2: 2022 – 2027 Goals, Objectives, and Strategies, and Alignment with State Goals

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Goal I: Provide a safe and secure transit system for the agency and the public.						
Objective 1.1 - Emphasize safety of MTA riders, citizens and employees in all aspects of MTA operations.						
L&I inspection of T-CC, JP and Belfair facilities.			X		X	
Review WSTIP's Best Practices in the area of safety.			X			
Update Safety Manual and include an emergency safety plan.			X	X		X
Replace vehicles to comply with State of Good Repair goals.		X	X			X
Objective 1.2 - Ensure training for a safe and secure experience for all and to eliminate preventable accidents.						
Quarterly Driver training and refresher training as required.		X	X			
Ensure L&I safety compliance through training.			X			
Objective 1.3 - Proactive approach to safety throughout the agency to increase and improve security throughout the service area.						
Change from flag stops to fixed stops in urban area of Shelton.			X	X		X
Objective 1.4 - Enforce transit rules and establish consistency of service to riders in a safe, accessible manner.						
Adjust for any mandates to COVID-19.			X	X		X

Goal 2: Effective Transportation Services						
Objective 2.1 - Creating a positive transportation experience within all modes of MTA services that is reliable, accessible, equitable, safe, secure and comfortable for all users.						
Plan for restoring to full services (Pre-COVID) and adjust where needed to improve service.		X				X
Continue to provide timely, accurate, and clear service updates to the public.			X	X		
Objective 2.2 - Establish a culture of customer service and deliver services that are responsive to community needs.						
Benchmark route performance and discontinue or adjust low performing routes.						X
Objective 2.3 - Strive to look for ways to improve service through a variety of tools including outreach, community meetings, service review and passenger amenities.						
Review Dial-a-Ride services and hours to ensure efficiency and availability of resources.				X		X
Conduct outreach for all service changes.	X					X
Improve passenger amenities by providing apps and on-line scheduling and bus stop amenities.			X	X		X
Objective 2.4 - Seek new opportunities to enhance the riders' experience through better route planning and additional services when feasible.						
Seek pilot route opportunities to reach more riders.	X					X
Explore on-demand service in Shelton and Belfair.	X	X		X		X
Hoodsport and Allyn Transit park and ride planning.	X			X		
Goal 3: Financial Stewardship						
Objective 3.1 - Operate an efficient, cost-effective system.						
Continually review funding opportunities to leverage local resources.						X
Continue to plan for future capital needs by maintaining a reserve.						
Objective 3.2 - Maintain internal controls and compliance over public resources.						
Plan for GASB changes on leases and other regulations.						X
Continue to support staff training in their field to maintain compliance with required regulations.						X
Continued work in public records management.						X

Goal 4: Community Partnerships and Transportation Choices.						
Objective 4.1 - Cultivate partnerships throughout the community.						
Participate in outside committees, regional planning organizations and boards.	X					X
Continue to work with PR firm to promote MTA services to the community.	X					X
Continue to coordinate with local jurisdictions on planning and construction projects.	X	X	X			X
Participate in community events.	X			X	X	
Participate in mentorship programs at local schools and colleges.	X					X
Objective 4.2 - Provide transportation choices and support travel that uses less energy, produces fewer pollutants and reduces greenhouse gases in the region.						
Develop a fleet transition plan to prepare for alternatively fueled vehicles.	X	X			X	X
Support efforts to mitigate traffic congestion throughout the region.	X		X	X	X	X
Support groups like the PRTPO as well as partnering with other entities to help mitigate traffic. This includes using MTA's park & ride project for transit rider option to single occupant travel.	X		X	X	X	
Goal 5: Workplace Culture of Excellence						
Objective 5.1 - Provide an atmosphere where employees are valued and respected.						
Enhance meaningful employee recognition.						X
Ensure policies are up-to-date and current through a regular review cycle.						X
Objective 5.2 - Develop and empower employees.						
Promote skills and job knowledge through webinars, conferences and training.		X	X			X
Objective 5.3- Be an employer of choice in Mason County.						
Continue the Employee Engagement Committee for seeking opportunities to improve the work environment.		X				X
Continue to use Paylocity to communicate agency-wide announcements.						X
Board participation through designated committees.	X					X
Continue to provide opportunities for staff participation through designated committees.	X					X

Local Performance Measures and Targets

MTA uses various tools to measure performance by looking for key issues and opportunities that may impact the goals of the Agency. Performance indicators may relate to such things as funding, demographic changes, ridership decline or employee shortage. Measuring performance allows the agency leadership team to look for ways to minimize the impact of shortfalls and strategize ways to meet the strategic goals and objectives.

The Transit Asset Management plan is used as a method to maintain and guide decisions on the agency’s assets, most importantly, rolling stock.

Table 3: 2022 – 2027 Performance Measurements and Targets

Performance Measure	Target
Technology Amenities	Provide apps and icons on the MTA website for customers to schedule
Passenger Amenities	Install lighting in all shelters. Finalize bus stop improvement plan and install fixed stops in City of Shelton.
Collisions	Collisions per 100,000 revenue miles less than or equal to 1.
Alternative Fuels	Convert 10% of fleet to a green, environmentally friendly alternative by 2025.
Transit Productivity	Benchmark of 8 passengers per service hour; 39,000 rides per month.
Vehicle State of Good Repair	Maintain 80% of the rolling stock within a state of good repair.
Service Hours	To maintain levels of service hours at 1,300 per week.

Plan Consistency

Mason Transit Authority is a voting member of the Peninsula Regional Transportation Planning Organization (PRTPO) and participates in the planning of regional project, policies and program decisions. Information regarding MTA is submitted to the PRTPO’s Coordinated Public Transit-Human Services Transportation Plan to align the with region’s goals. Projects are submitted to the Regional Transportation Improvement Program for inclusion in the State Transportation Improvement Program.

Within Mason County, the Mason County Comprehensive Plan is used to coordinate consistency. MTA participates in the planning process and submits

information to the Plan as required. Staff remain engaged with planning staff and local committees to maintain coordination.

Throughout the region, MTA coordinates with other connecting transit agencies in Jefferson, Kitsap and Thurston counties, as well as efforts to align with the ferry systems, Amtrak and Greyhound.

MTA continues its own strategic planning process by identifying goals, objectives and work plans. Annually, the work plan is reviewed to develop projects adhering to local, state and federal guidelines, implementing effective/efficient service planning changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

Planned Capital Expenses

The table below reflects planned capital expenses for 2022-2027. Details of expenses are outlined in the Multi-Year Financial Plan section. MTA will begin a zero emission fleet transition plan in 2022 and anticipates incorporating zero emission vehicles into the fleet beginning with the 2025 vehicle replacements. Once the fleet transition plan helps identify future vehicle needs, MTA will begin looking at it's administration and operations buildings at John's Prairie to plan for replacement or a reconfiguration of the space to accommodate potential new fueling or charging of vehicles.

An effort to eliminate flag stops within the city limits of Shelton began in 2021 and continues in 2022. Future bus stop improvements will be further refined as we continue planning with the City to determine appropriate stop amenities according to ridership demand and adjacent road and pedestrian networks.

Table 4 – Planned Capital Expenses

Year Received/Expensed	Type	Preservation/Replacement (quantity)	Expansion/Improvement (quantity)
Vehicles			
2022	35' Coaches	1	
2023	35' Coaches	5	
2023	Light-Duty Cutaways	6	
2025	Medium Duty Buses	2	
2025	Light-Duty Cutaways	5	
2026	Light-Duty Cutaways	9	
2026	35' Coaches	3	
Equipment			
2022	Tire Equipment		1
2022	IT Equipment	1	
2022	Security Updates	1	1
2022	Bus Wash		1
2023	Bus Lift	1	
Facilities and Infrastructure			
2022	TCC Customer Service Remodel	1	
2022	Park and Ride Development		1
2022	Bus Stop Pull Out		1
2023	Pavement Preservation	1	
2024	Alternative Fueling Station	1	1
2024	Bus Stop Creation/Improvements	5	15
2024	Allyn Park & Ride		1
2024	Hoodsport Park & ride		1
2025	Bus Stop Improvements	3	
2025	Administration Building Upgrade or Replacement Planning/Design	1	
2026	Bus Stop Improvements	3	
2026	Administration Building Upgrade or Replacement Construction	1	1
2027	Satellite Maintenance Shop		1
2027	Bus Stop Improvements	3	

Planned Operating Changes

At the time of preparing MTA’s Transit Development Plan, the agency is operating with reduced service due to the loss of riders during COVID-19. Service will gradually return as the region rebounds from COVID related closures.

Table 5 outlines Mason Transit’s planned operating changes for 2023-2028.

Table 5 – Planned Operating Changes

Year	Type	Reduction	Expansion/Improvement
2022	Continue to add service to return to pre-covid service levels as new drivers are hired.		X
2022	Adjust routes to better serve the passengers as ridership patterns change. Work with PSNS to encourage ridership.		X
2023	Continue to add service to return to pre-covid service levels as new drivers are hired.		X
2023	Adjust routes to serve new housing developments.		X
2023	Continue Mobility Management/Travel Training.		X
2024	Conduct Transit Service Analysis to determine new service needs.		X
2025	Adjust service based on analysis.		X
2026	Adjust routes as needed.		X

Multiyear Financial Plan

Capital Improvements:

- ❖ The Park and Ride Development Project, including construction of the North Mason Base, is expected to be completed in the 2021-2023 Biennium.
- ❖ Future vehicle replacements are expected to be funded at 80% federal or state grants with a 20% match from local sales tax funding. Vehicle costs include the recent state contract increase of over 50% for cutaways and 11% for coaches. Vehicle costs beyond 2022 include a 2% per year annual increase to estimate year of expenditure amounts.
- ❖ Feasibility studies are to be conducted for the Allyn and Hoodspout park and ride facilities as well as the administration and operations building at John’s Prairie, and satellite maintenance facility station in Belfair.

Facility improvements, preservation and expansion that extend the life of the building according to MTA’s capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

Table 6 – Capital Improvement Program

Capital Expenditure	2022	2023	2024	2025	2026	2027
Cutaways		1,194,125		1,076,200	1,924,920	
Coaches		2,959,088		700,000	2,935,857	
IT Equipment	80,200					
Tire Service Equipment	90,000					
TCC Customer Service Remodel	100,000					
Bus Wash	45,000					
Bus Stop Improvements	100,000	50,000	250,000	30,000	30,000	30,000
Security Updates	156,000					
Bus Lifts		45,000				
Pavement Preservation JP		120,000				
Alternative Fueling Infrastructure			1,200,000			
Allyn Transit Center Capital Planning			50,000			
Hoodsport Transit Center Capital Planning			50,000			
Park & Ride Development	10,522,500					
Satellite Maintenance Shop						1,000,000
Administration building upgrade or replacement				200,000	4,302,000	
Total Capital Expenditures	\$ 12,444,312	\$ 4,368,213	\$ 1,550,000	\$ 2,006,200	\$9,192,777	\$ 1,030,000
Capital Revenue		2023	2024	2025	2026	2027
Federal Competitive	388,711	3,189,845		860,960	3,888,622	800,000
State Grants	10,027,698		1,240,000	560,000		
Local Funds	2,027,903	1,178,368	310,000	585,240	1,864,155	230,000
Total Revenue	\$ 12,444,312	\$ 4,368,213	\$ 1,550,000	\$ 2,006,200	\$9,162,777	\$ 1,030,000

Operating Financial Assumptions through 2027

- ❖ Local Sales Tax – Sales tax revenues continue higher up 6% over 2021 through May 2022. Years 2023 – 2027 are projected at a 3% growth rate year over year with the anticipation of a recession.
- ❖ Operating Grants – Utilization of Sales Tax Equalization dollars (Rural Mobility Formula Funds) for 2022-2023 have been applied to the operating grants to offset match requirements. A conservative estimate of future Sales Tax Equalization funds for 2023-2024 and beyond is applied with a 4% growth rate projected year over year.
- ❖ Fare Revenue – Fare revenue forecasts have been adjusted to recent ridership trends. MTA is partnering with PSNS on a campaign to encourage the use of the Worker Driver program for shipyard workers.
- ❖ Salaries and Benefits – The salary and benefit budget was set to account for capacity for contract negotiations with both Drivers and Maintenance bargaining units. In 2022 MTA continues to strive to bring back the pre-pandemic number of drivers.

Table 7 – Operating Financial Plan

Operating Revenues	2022 Budgeted	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Sales Tax	5,620,000	5,788,600	5,962,258	6,141,126	6,325,360	6,515,121
Fare Revenue	148,500	115,000	117,300	119,646	122,039	124,480
State Operating Grants	1,903,120	2,882,599	2,997,903	3,117,819	3,242,532	3,372,233
Federal Operating Grants	1,465,028	1,494,328	1,554,101	1,616,265	1,680,916	1,748,152
Other	139,270	203,412	208,878	214,495	220,267	226,199
Transfers from Reserves	-					
Total Operating Revenues	9,275,918	10,483,939	10,840,440	11,209,351	11,591,114	11,986,185
Annual % Change		13%	3%	3%	3%	3%
Operating and Maintenance Expenses	2022	2023	2024	2025	2026	2027
Fixed Route Preservation and Maintenance	4,652,884	4,849,268	5,053,776	5,260,971	5,480,459	5,709,633
Demand Response (DAR) Preservation and Maintenance	3,831,786	3,993,515	4,161,933	4,332,564	4,513,320	4,702,051
Worker/Driver Preservation and Maintenance	638,631	665,586	693,656	722,094	752,220	783,675
Total Operating Expenses	9,123,301	9,508,368	9,909,365	10,315,629	10,745,999	11,195,359
Profit (Loss)	152,617.00	975,571	931,075	893,722	845,115	790,826

Projects of Regional Significance

Mason Transit Authority completed its project of regional significance in 2022 with the construction of a series of park and rides throughout Mason County. The next significant work for MTA will begin with movement toward low and no emission vehicles in its fleet. In 2022, MTA was awarded funds to implement a Fleet Transition Plan that will evaluate the current available zero emission and clean fuel technology, estimate MTA's carbon reduction over time, create a resiliency plan, identify infrastructure requirements, utility and fueling needs, coordination with other entities, funding strategies and partnerships, and workforce training needs to begin incorporating zero emission vehicles into

the fleet. The plan will be a first step in moving toward cleaner alternatives at MTA and our rural region.

Agency History, Organizational Structure, and Outreach Coordination

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by

Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and

- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Sandy Tarzwell, Shelton School District (Chair)
- John Campbell, North Mason School District (Vice Chair)
- Randy Neatherlin, Mason County Commissioner
- Kevin Shutty, Mason County Commissioner
- Sharon Trask, Mason County Commissioner
- Eric Onisko, Mayor and City of Shelton Council
- Wes Martin, Grapeview School District
- Cyndy Brehmeyer, Mary M. Knight School District
- John Sheridan, Port of Allyn
- Zachary Collins, Bargaining Unit Representative (non-voting)

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Public Outreach:

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participate in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations
- Website improvements
- Social Media

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover way to assist their employees with transportation, either by using fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: mta@masontransit.org

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6B – *Actionable*
Subject: 6-Year Program of Projects (Six-year Transportation Improvement Program)
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: August 16, 2022

Background:

Washington State’s Statewide Transportation Improvement Program (STIP) is a four-year, fiscally constrained prioritized multimodal transportation program of state, local, tribal and public transportation (transit) projects. The STIP is a calendar year document and is developed on an annual basis. Projects are identified through state, metropolitan, regional, tribal and local planning processes. Projects programmed in the STIP are the highest priority for the available funding to preserve and improve the state’s transportation network and achieving national goals established in federal transportation legislation.

Only those projects programmed in the STIP can be authorized by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to utilize federal funds. Once projects are programmed in the STIP as secured, agencies may request federal funding authorization of the project.

MTA has prepared and will be filing its STIP with the Peninsula Regional Transportation Planning Organization (PRTPO) for submission of funding secured projects to the Washington State Department of Transportation (WSDOT). The majority of the projects in the MTA 2023 STIP are planned projects and will not be included in the State STIP. Some of the highlights of the MTA STIP are as follows:

- Replacement of vehicles beyond useful life.
- Zero Emission Fleet Infrastructure planning and construction.
- Allyn and Hoodspport parking facility planning.
- Administration facility planning.

We will be looking for grant opportunities regarding the projects that are contained in the STIP.

Summary: Approval of STIP.

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Mason Transit Authority's 2023 Six Year TIP submission to the PRTPO for inclusion in the 2023-2028 Statewide Transportation Improvement Plan.



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09		6 Cutaways and 1 35' Coach - Rolling Stock Replacement to Replace six (6) cutaway vehicles to meet State of Good Repair (SGR)for the agency. The 1 35'Gillig will arrive August 2022.	WA-12164					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	ALL	2023	5339(b)	952,145		0	1,158,675	2,110,820
Totals				952,145		0	1,158,675	2,110,820

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	518,281	1,592,539	0	0	0
Totals	518,281	1,592,539	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Five 35ft Coaches - 2023 Vehicle Replacement to Replace five (5) 35' coaches to maintain a state of good repair to meet agency target of 80%	WA-14771					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2023	5339(b)	2,367,270		0	591,818	2,959,088
Totals				2,367,270		0	591,818	2,959,088

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	2,959,088	0	0	0	0
Totals	2,959,088	0	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Five Cutaway buses- 2025 Vehicle Replacement to Replace five (5) cutaway buses to maintain State of Good Repair to meet agency target of 80%.	WA-12943					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2025	5339(b)	860,960		0	215,240	1,076,200
Totals				860,960		0	215,240	1,076,200

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	1,076,200	0	0
Totals	0	0	1,076,200	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Mason Transit Authority Alternative Fueling Infrastructure to Infrastructure for zero emission vehicles.	WA-14778					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024		0	OTHER	960,000	240,000	1,200,000
Totals				0		960,000	240,000	1,200,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	1,200,000	0	0	0
Totals	0	1,200,000	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Mason Transit Bus Stop Improvements to Bus stop improvements including pads, shelters, signage, seating, and lighting.	WA-14782					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024		0	OTHER	200,000	50,000	250,000
Totals				0		200,000	50,000	250,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	250,000	0	0	0
Totals	0	250,000	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Nine (9) Cutaways -2026 Vehicle Replacement to Replace 9 cutaways to maintain State of Good Repair to meet agency target of 80%.	WA-14772					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026	5339	1,539,936		0	384,984	1,924,920
Totals				1,539,936		0	384,984	1,924,920

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,924,920	0
Totals	0	0	0	1,924,920	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		One (1) 35 ft Coach - 2028 Vehicle Replacement to Replace one 35' transit coach to meet state of good repair for the agency.	WA-14773					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028	5339	814,524		0	203,631	1,018,155
Totals				814,524		0	203,631	1,018,155

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	1,018,155
Totals	0	0	0	0	1,018,155



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09		Satellite Maintenance Shop to Construct a satellite maintenance shop at the North Mason County Park and Ride and Operations Facility to accommodate service on vehicles used in the north end to eliminate bringing vehicles to Johns Prairie base for service and repairs.	WA-12170					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027	5339	800,000		0	200,000	1,000,000
Totals				800,000		0	200,000	1,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	1,000,000	0	0	0
Totals	0	1,000,000	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Three 35ft Coaches - 2026 Vehicle Replacement to Replace three (3) 35' coaches to maintain State of Good Repair to meet agency target of 80%.	WA-12941					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026	5339(b)	2,348,686		0	587,171	2,935,857
Totals				2,348,686		0	587,171	2,935,857

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	2,935,857	0
Totals	0	0	0	2,935,857	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Two 30' buses- 2025 Vehicle Replacement to Replace two (2) 30' buses to maintain state of good repair.	WA-14779					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2025		0	OTHER	560,000	140,000	700,000
Totals				0		560,000	140,000	700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	700,000	0	0
Totals	0	0	700,000	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	7	Admin/Operations Facility N/A to N/A Construct a new facility for MTA administration and operations to improve functionality and provide better ADA accessibility. It was determined that it would be more feasible to construct a new facility as the current facility would take major renovation to meet the requirements for ADA and better functionality. By constructing a new building, it would improve the parking area and mobility of vehicles, zero emission vehicle infrastructure, and space for a bus wash facility.	WA-02055					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2025		0		0	200,000	200,000
P	CN	2026	5339(b)	3,440,000		0	860,000	4,300,000
Totals				3,440,000		0	1,060,000	4,500,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	200,000	0	0	0	0
ALL	0	4,300,000	0	0	0
Totals	200,000	4,300,000	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	22	Allyn Transit Center Planning N/A to N/A Working with County and WSDOT, initiate a planning process for a transit center that supports the commercial, retail and residential masterplan for Allyn. This project is also Improvement type 18- Planning	WA-02084					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2024		0	WSDOT	40,000	10,000	50,000
Totals				0		40,000	10,000	50,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	50,000	0	0	0
Totals	0	50,000	0	0	0



Six Year Transportation Improvement Program From 2023 to 2028

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	23	Hoodspport Transit Center US Hwy 101 and SR119 N/A to N/A Feasibility study to design, locate and construct a small transit center near the intersection of SR119 and US 101 to complement a locally developed park and ride lot.	WA-02085					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024	5311	40,000		0	10,000	50,000
Totals				40,000		0	10,000	50,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	50,000	0	0	0
Totals	0	50,000	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Mason Transit Authority	13,163,521	1,760,000	4,851,519	19,775,040

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6C – *Actionable*
Subject: Fares: Youth 18 and Under Fare Free Pilot Program
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: August 16, 2022

Background:

In March 2022, the Washington State legislature passed the Move Ahead Washington transportation bill that will grant additional funding to transit agencies provided that they offer free fares to youth aged 18 and under. MTA has an opportunity to receive an estimated \$238,000 in state funds in 2022 and \$643,000 per year over the next 16 years through a Transit Support Grant if a fare policy granting free fares to youth 18 and under is adopted by October 1, 2022.

Below is the amount of fares collected over the past three years:

Fare Type:	Out of County	Adult Pass	Reduced Pass	Youth Pass	Worker Driver
2019	\$71,306	\$21,255	\$2,266	\$1,531	\$187,966
2020	\$27,625	\$10,020	\$1,104	\$513	\$130,074
2021	\$30,592	\$4,356	\$985	\$369	\$104,205

The MTA Policy Committee met to review the draft resolution and fare policy changes and proposes adoption of a pilot program adopting a fare policy granting free fares to youth age 18 and under on all modes of transportation Mason County provides from September 1, 2022 to December 31, 2025.

Summary: Approve Youth 18 and Under Fare Free Pilot Program.

Fiscal Impact:

Minimal. See fares collected 2019-2021 above to estimate fare revenue loss from Youth Passes. The Transit Support Grant revenue estimates will more than cover the loss of fare revenue from youth.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2022-10 establishing a Youth 18 and Under Zero Fare Pilot Program for the Mason County Public Transportation Benefit Area September 1, 2022 – December 31, 2025.

Mason Transit Authority Fare Structure

Effective September 1, 2022

This fare structure is part of a pilot project introducing free fares to those youth 18 and under on all modes, including the Worker/Driver bus. It was adopted by the MTA Authority Board with a projected end date of 12/31/2025. Any changes to the fare schedule beyond that date must return to the Mason Transit Authority Board for a formal vote.

MTA Fares

Fare Type	Adult (18+)	Youth 18 and under	Seniors (65+)	Reduced Fare
Travel Within Mason County	No Charge	No Charge	No Charge	No Charge
One-Way Travel Outside Mason County*	\$1.50	No Charge	\$0.50	\$0.50
Out of County Monthly Pass	\$30.00	No Charge	\$10.00	\$10.00

Out of County Travel*– Free for Youth 18 and Under

*Trips originating or terminating in Bremerton (Route 3/23), Triton Cove State Park/Brinnon (Route 8) or Olympia (Route 6/26) are considered out-of-county routes.

Worker/Driver Bus to Puget Sound Naval Shipyard

The Worker/Driver (W/D) Program is a “premium” commuter service for employees working the day shift at the Puget Sound Naval Shipyard (PSNS). It is open to the general public.

Fare Type	Adult (19+)	Youth 18 and Under
Monthly TIP Pass	\$110.00	Free
One Way Trip	\$2.50	Free

Things to Know About MTA Bus Fare & Passes:

- Mason Transit does not offer refunds on bus passes.
- Drivers do not carry change, be sure to have exact change ready when boarding out-of-county routes.

- We offer monthly bus passes for frequent riders on out-of-county routes. Bus passes are not prorated and are valid from the first day of the month to the last day of the month. To buy a bus pass, go to any of the convenient locations shown below.
- If you have a pass, show your pass each time you board.
- We do not accept ORCA cards for payment of fare.
- We offer Regional Reduced Fare Permits (RRFP), which allows the permit holder to pay a reduced fare. The permit is good on 15 different transit service in the Puget Sound region, including Washington State Ferries. Eligibility is based off age, disability status, or for persons with a Medicare card. An application is required and can be found online at <https://www.masontransit.org/fareinformation/> or requested by contacting our office or in-person at the Transit-Community Center. Applications are to be submitted, and permits are issued, at the Transit-Community Center. A \$3 processing fee is required for the RRFP ID Card to be issued.
- For reduced fare payment, seniors may be asked to show either Photo ID or a Regional Reduced Fare Permit (RRFP).
- Persons with disabilities may be asked to show their RRFP in order to pay a reduced fare.

Pass Sales Locations:

Online at <https://client.pointandpay.net/web/masontransitauthority> or via the Token Transit App on your smartphone.

MTA Transit-Community Center

601 West Franklin Street Shelton, WA
 Monday – Friday; 8:00 am – 5:00 pm
 (Accepts *cash, checks & credit card*)

MTA Administration Office

790 E. Johns Prairie Road Shelton, WA
 Monday – Friday; 8:30 am – 4:30 pm
 (Accepts *cash, checks & credit card*)

Belfair QFC

NE 1403 Old Belfair Hwy Belfair, WA
 Open seven days a week; 8:00 am – 11:00 pm
 (Accepts *cash, checks, & debit/credit card*)

Kitsap Transit Customer Service Center

Bremerton Ferry Terminal
 10 Washington Avenue Bremerton, WA
 Monday – Friday; 6:00 am – 7:00 pm
 Saturday; 8:00 am – 4:00 pm
 (Accepts *cash, checks, & debit/credit card*)

RESOLUTION NO. 2022-10

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD FOR THE
PURPOSE OF ADOPTING A YOUTH 18 AND UNDER
ZERO FARE PILOT PROGRAM DURING THE PERIOD OF
SEPTEMBER 1, 2022 – DECEMBER 31, 2025**

WHEREAS, the Mason Transit Authority Board wishes to assist with eliminating barriers to regional transportation connections while promoting transit ridership, and

WHEREAS, Mason Transit currently charges fares only for out-of-county travel and the TIP Pass Worker/Driver Program, and

WHEREAS, the Washington State legislature passed the Move Ahead Washington transportation funding bill in March 2022 which includes financial incentives through a Transit Support Grant program for transit systems providing fare-free services to persons 18 and under, and

WHEREAS, a minimum requirement of eligibility for the Transit Support Grant funding is zero-fare transportation for riders age 18 and under on all modes of transport;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Mason Transit Authority Board hereby approves a pilot program to suspend fares for all services for riders 18 years and under, during the period of September 1, 2022 through December 31, 2025; and

BE IT FURTHER RESOLVED that the Mason Transit Authority Board approves the Fare Structure attached hereto as Exhibit A.

Adopted this 16th day of August, 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

EXHIBIT A TO RESOLUTION NO. 2022-10

Mason Transit Authority Fare Structure

Effective September 1, 2022

This fare structure is part of a pilot project introducing free fares to those youth 18 and under on all modes, including the Worker/Driver bus. It was adopted by the MTA Authority Board with a projected end date of 12/31/2025. Any changes to the fare schedule beyond that date must return to the Mason Transit Authority Board for a formal vote.

MTA Fares

Fare Type	Adult (18+)	Youth 18 and under	Seniors (65+)	Reduced Fare
Travel Within Mason County	No Charge	No Charge	No Charge	No Charge
One-Way Travel Outside Mason County*	\$1.50	No Charge	\$0.50	\$0.50
Out of County Monthly Pass	\$30.00	No Charge	\$10.00	\$10.00

Out of County Travel*– Free for Youth 18 and Under

**Trips originating or terminating in Bremerton (Route 3/23), Triton Cove State Park/Brinnon (Route 8) or Olympia (Route 6/26) are considered out-of-county routes.*

Worker/Driver Bus to Puget Sound Naval Shipyard

The Worker/Driver (W/D) Program is a “premium” commuter service for employees working the day shift at the Puget Sound Naval Shipyard (PSNS). It is open to the general public.

Fare Type	Adult (19+)	Youth 18 and Under
Monthly TIP Pass	\$110.00	Free
One Way Trip	\$2.50	Free

Things to Know About MTA Bus Fare & Passes:

- Mason Transit does not offer refunds on bus passes.
- Drivers do not carry change, be sure to have exact change ready when boarding out-of-county routes.

- We offer monthly bus passes for frequent riders on out-of-county routes. Bus passes are not prorated and are valid from the first day of the month to the last day of the month. To buy a bus pass, go to any of the convenient locations shown below.
- If you have a pass, show your pass each time you board.
- We do not accept ORCA cards for payment of fare.
- We offer Regional Reduced Fare Permits (RRFP), which allows the permit holder to pay a reduced fare. The permit is good on 15 different transit service in the Puget Sound region, including Washington State Ferries. Eligibility is based off age, disability status, or for persons with a Medicare card. An application is required and can be found online at <https://www.masontransit.org/fareinformation/> or requested by contacting our office or in-person at the Transit-Community Center. Applications are to be submitted, and permits are issued, at the Transit-Community Center. A \$3 processing fee is required for the RRFP ID Card to be issued.
- For reduced fare payment, seniors may be asked to show either Photo ID or a Regional Reduced Fare Permit (RRFP).
- Persons with disabilities may be asked to show their RRFP in order to pay a reduced fare.

Pass Sales Locations:

Online at <https://client.pointandpay.net/web/masontransitauthority> or via the Token Transit App on your smartphone.

MTA Transit-Community Center

601 West Franklin Street Shelton, WA
 Monday – Friday; 8:00 am – 5:00 pm
 (Accepts *cash, checks & credit card*)

MTA Administration Office

790 E. Johns Prairie Road Shelton, WA
 Monday – Friday; 8:30 am – 4:30 pm
 (Accepts *cash, checks & credit card*)

Belfair QFC

NE 1403 Old Belfair Hwy Belfair, WA
 Open seven days a week; 8:00 am – 11:00 pm
 (Accepts *cash, checks, & debit/credit card*)

Kitsap Transit Customer Service Center

Bremerton Ferry Terminal
 10 Washington Avenue Bremerton, WA
 Monday – Friday; 6:00 am – 7:00 pm
 Saturday; 8:00 am – 4:00 pm
 (Accepts *cash, checks, & debit/credit card*)

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A – *Informational*
Subject: Financial Reports – July 2022
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: August 16, 2022

Summary for Informational Purposes:

Included are the numbers for July 2022 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for May 2022 (received August 1, 2022) was \$620,580, 39% above the 2022 budgeted amount, and 3% higher than May 2021.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 58.3% (7/12) of the budget through the end of the year. Total YTD Revenue is over budget at 66.0%. Total YTD Operating Expenses are under budget at 44.1%.

- 2022 interest rate increases are contributing to investment income exceeding forecast.
- Driver shortages (currently nine short) continue to keep costs down from budgeted levels.
- \$2,250,000 has been moved to the investment reserve account YTD.

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:

July fiscal impact reflects total revenues of \$829,599 and operating expenses of \$609,682 for a net income of \$219,917.

Mason Transit Authority Statement of Financial Activities

% through the year: 58.3%

August 2022 Board Report

July Statement of Financial Activities	July Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,619	\$ 26,813	\$ 38,500		69.6%
PSNS Worker/Driver	6,173	46,199	110,000		42.0%
Total Operating Revenue (Fares)	9,792	73,012	148,500		49.2%
Sales Tax	514,228	3,922,051	5,620,000	(1)	69.8%
Operating Grants	280,304	1,994,354	3,363,648	(2)	59.3%
Rental Income	13,133	83,396	135,700		61.5%
Investment Income	11,949	30,789	10,000		307.9%
Other Non-operating Revenue	191	28,562	9,570	(3)	298.5%
Total Revenue	829,599	6,132,164	9,287,418		66.0%
Expenses					
Wages and Benefits	458,155	3,091,930	6,918,721		44.7%
Contracted Services	28,855	191,461	478,897		40.0%
Fuel	45,616	262,542	520,250	(4)	50.5%
Vehicle/Facility Repair & Maintenance	18,978	147,533	329,170		44.8%
Insurance	18,429	129,000	222,188		58.1%
Intergovernmental - Audit Fees	13,730	19,709	38,000		51.9%
Rent - Facilities and Park & Ride	-	17,037	8,620	(5)	197.6%
Utilities	11,464	90,408	191,254		47.3%
Supplies & Small Equipment	7,191	53,259	179,094	(6)	29.7%
Training & Meetings	1,520	9,637	43,150		22.3%
Other Operating Expenses	5,744	66,450	193,963	(7)	34.3%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	609,682	4,078,965	9,243,307		44.1%
Net Income (Deficit) from Operations	\$ 219,917	\$ 2,053,199	\$ 44,111		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1-22 & Q2-22 actual plus July accruals.
(3)	Includes: Sale of Maintenance Services - \$4,679; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$1,488 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,000; Other Non Transportation Revenue - \$156; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$4.19. Average gasoline price per gallon year to date is \$3.84.
(5)	The Rent - Facilities Park & Ride budgeted amount was based on the anticipated Belfair Park and Ride project being completed by end of March. Delays resulted in additional costs through May. No additional charges.
(6)	Printing- \$5,006; Cleaning/Sanitation/Safety supplies - \$6,719 Office Supplies - \$4,183; Shop Supplies - \$8,038; Small Tools & Equipment - \$5,527; IT Equipment - \$12,182; Communications Equipment - \$0; Operating Supplies - \$1,636; Small Equipment & Furniture - \$602; Software - \$7,864; Postage - \$744; Shelter supplies - \$420; 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 - \$32,889; Merchant/Credit Card fees - \$1,630; Dues, Memberships, Subscriptions - \$26,133; Unemployment Insurance - \$14; CDL Testing- \$500; CDL Exams-\$1,715; Property tax- \$95; Veh. Registration fee- \$71; Office Equip Lease -\$466; Small tools repair-\$650; plus Other misc. operating expenses- \$2,287.

Mason Transit Authority Cash and Investments

August 2022 Board Report

Cash Balances

	6/30/2022	7/31/2022	Change
Cash - MC Treasurer	\$ 2,573,031.81	\$ 643,545.36	\$ (1,929,486.45)
Investments - MC Treasurer	14,500,000.00	15,750,000.00	1,250,000.00
Payroll - ACH Columbia Bank	218,145.86	\$ 209,086.50	(9,059.36)
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 17,291,677.67	\$ 16,603,131.86	\$ (688,545.81)

\$620,579.85 Sales Tax Received 8/1/2022

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
Total Grant Match	\$ 337,381.00

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 ¹	8,200,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 15,646,560.63

Total of Cash	\$ 16,603,131.86
Less Encumbrances	15,646,560.63
Undesignated Cash Balance Total (Including Reserves)	956,571.23
Investments - MC Treasurer (Reserves)	15,750,000.00
Less Encumbrances	15,646,560.63
Undesignated Cash Reserves	\$ 103,439.37

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

Mason Transit Authority Capital Budget

August 2022 Board Report

As of July 31, 2022


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		216,180	10,073,772	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 <i>project postponed</i> . 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		41,530	41,530	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
Total Misc Capital Projects	11,410,700	10,027,698	2,070,333	145,000	334,454	10,192,046	
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Grant PTD0344 Federal 5339
Total Vehicle Replacements	\$ 1,269,526	\$ 952,145	\$ 317,381				
Total Capital Projects	\$ 12,680,226	\$ 10,979,843	\$ 2,387,714	\$ 145,000	\$ 334,454	\$ 10,192,046	

Capital Project Reserves - \$8,200,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

August 2022 Board Report

Sales Tax Collected as of 08/01/2022 for 05/31/2022



	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	620,580	31%	3%
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>2,872,341</u>		

Budget Variance Average - YTD

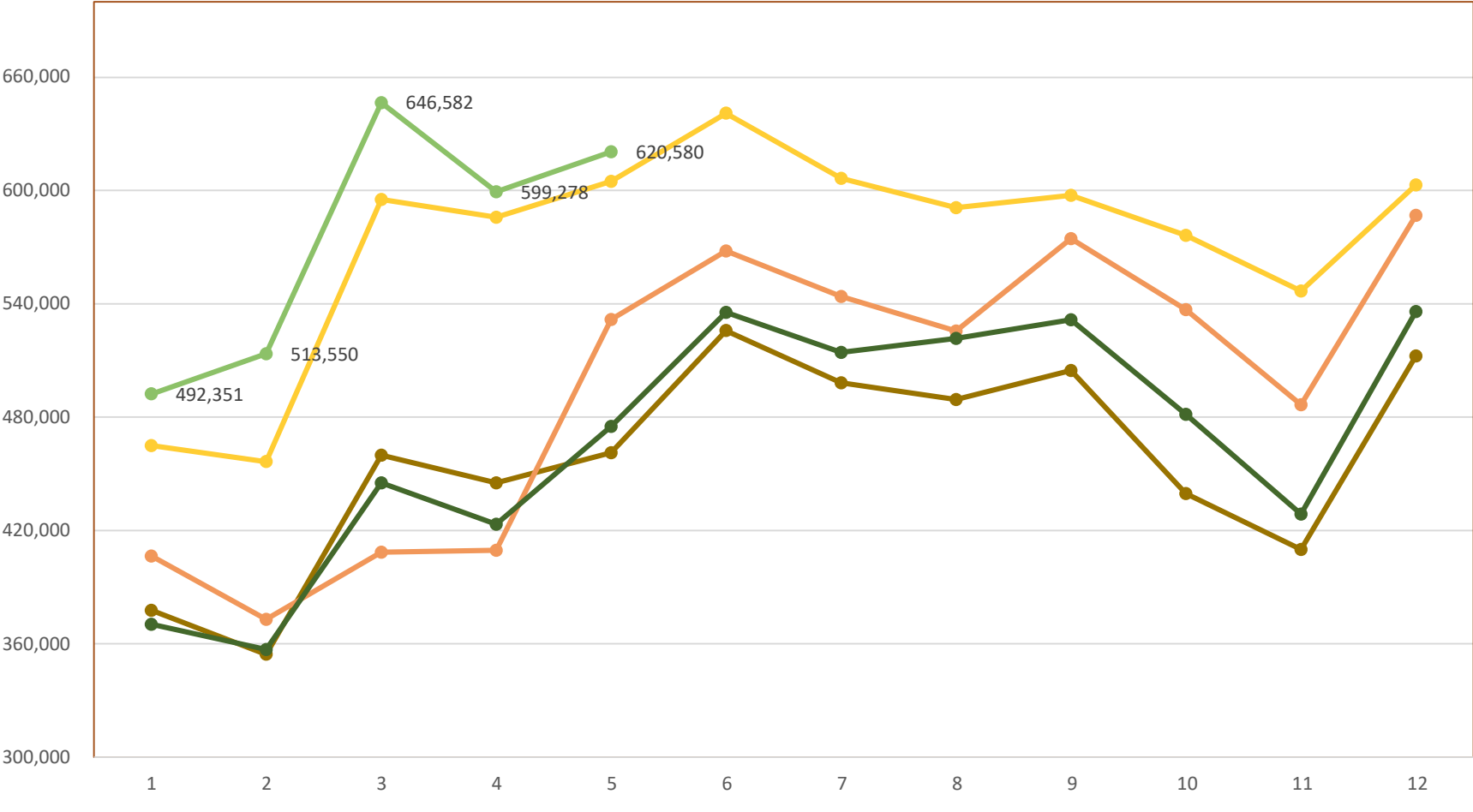
39%

% Change 2021 vs 2022 Actual Average - YTD

6%

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: August 16, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board August 16, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board August 16, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

- Participated in Frequent Transit Proviso Policy Advisory meeting. First report due to the Legislature December 15th.
- Attended Washington State Transit Insurance Pool Investment Committee Meeting.
- Attended EDC Board meeting.
- Attended Small Medium Transit Association meeting.
- Attended Washington State Transit Association General Manager's meetings.
- Met with vendors to look at data analytic tools.
- Met with Mason County Administrators group.
- Met with Interim Manager of Jefferson Transit.
- Attended North Mason Chamber Meeting.
- Attended PTRPO TAC meeting.
- Attended Bus Coalition All Member meeting.

Internal Activities:

- Public Records review.
- Worked with staff on TDP to develop budget assumptions.
- Developed TDP Capital program.
- Met with bus vendors to review current state of small bus procurements.
- Submitted Green Transportation Grant to WSDOT. Received \$80,000 award to begin Fleet Transition Plan.
- Attended State Audit Exit Conference. Kudos to LeeAnn, Jenna and Haley for their excellent work!
- Attended retirement farewell of MTA bus driver.
- Coordination on bus stop improvements with City of Shelton. Issued letter of support for TIB project.
- Submitted legislative priority ideas to PRTPO.
- Met with MTA Policy Committee to review fare policy and facility policies.
- Facilitated staff meetings.
- Engaged legal counsel for negotiations.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Haley traveled to Oregon to receive drug and alcohol training to serve as backup.
- Met with Amy and Paul to review Maintenance contract.
- Attended monthly Safety Committee meeting.
- Attended AWC Benefit Trust annual meeting.
- Attended Operators in Crisis webinar.
- Assisted in onboarding for Driver class of 8/18/2022.
- Put out successful recruitment for Fueller/Detailer position.
- Work with legal counsel on leave issues.

Administrative Services Support

- SAO audit complete with Exit Conference held July 20. I am happy to report a clean audit.
- Attended National Transit Institutes 4-day DBE training.
- Met with Amy and Jenna regarding changes to procurement program and upcoming training for purchasers.
- Met with Amy to review assumptions for sustainability projections for the TDP.
- Prepared the budget documents in preparation of the 2023 budget season.
- Sat in on WSTIP Best Practice audit regarding training and hiring practices.
- Update presentation of ridership data for board packet.
- Attended Policy Committee meeting.
- Performed cleanup of records within FASTER to ensure accurate inventory values for parts inventory.

MAINTENANCE/FACILITIES –Paul Bolte

Outreach and meetings:

- Attended Bus Stop Committee meeting.
- Attended Policy Committee meeting.
- Attended Safety meeting.
- Attended State Auditor’s Exit Conference.
- Attended MTA board meeting.
- Met with Amy and LeeAnn on union contract.
- Met with Rich from Shetky on cutaway order.
- Met with Rob from Northwest Bus on a different cutaway.

Facilities and Fleet Projects/Purchases/Maintenance

- Did procurement on tire equipment.
- Had Reliable Electric do install for power needed for new equipment.
- Working with Facilities team on JP painting and pressure washing on buildings.
- Attended webinar on alternative fuels.
- Working on gathering all info needed for TAM plan.
- Annual fire inspection at JP base .

TCC Events/Maintenance

- **Gym:** Pickleball sessions numbered 126 people this July. CHOICE Highschool P.E. is on summer break.
- **Conference room:** The following information relates to users of the conference room:

<u>User</u>	<u>Attendees</u>
○ MTA monthly Board meeting	12
○ July 7 special MTA Board meeting	7
○ Bus Stop Placement Committee meeting	9
○ “Day in the Life” program with Lisa D.	8

<u>User</u>	<u>Attendees</u>
○ Mason County EDC meeting	11
○ Farewell party for Ray P.	12
○ Matt C.'s assault awareness class	2

-
- **Kitchen:** The user total in July was 30 people.
- **Park and Rides:** Working with Facilities team to keep up with maintenance work.
- Happy to say not much vandalism at park and rides this summer

OPERATIONS – Jason Rowe

- **New Driver Class 2022-23:** We have five (5) great driver candidates starting class on August 18.
- **Outreach:**
 - Community Contact: We had an information booth at Allyn Days as well as provided transportation for the event.
 - Travel Training: This month Dan S. provided travel training for EFI on our Dial-a-Ride service. He also conducted “Ride the Bus” presentations for ARC of the Peninsula and Work Source in Shelton.
- **Special Transportation:**
 - At the end of July, we provided special transportation for Allyn Days, a special event at the Sozo Church in Belfair, Grapeview Water and Arts Festival and Bluegrass in the Forest.
 - This month we provided special transportation for Hugsfest 2022, Hood Canal Summerfest, and have a YMCA movie field trip special scheduled for Thursday, August 18.
- **Ridership:** Continues to rebound. We have some more service additions scheduled for October. We are allocating new service to high demand service areas which has reinforced the sustainable growth in ridership we are seeing.
- **Transportation Partnerships:** We continue to grow our partnership with PSNS and increasing public transit usage among their employees. We are reaching out to other large employers in our county to grow their public transportation usage as well.

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: August 19, 2022

Background:

The attached ridership data displays Total Ridership, Demand Response and Fixed Route with combined Total Ridership monthly since 2019.

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

RIDERSHIP DATA

