



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, December 20, 2022 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code 2554 436 8010

(Password) fnCp54Gy7gm

#### In person attendance:

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

1. **CALL TO ORDER** Chair
2. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
3. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair  
*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.*  
  
*The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.*
4. **APPROVAL OF AGENDA – ACTION** Chair
5. **ELECTION OF OFFICERS FOR 2023 - ACTION** Chair
6. **CONSENT AGENDA – ACTION** Chair
  - A. **Pg. 03:** **November 1, 2022 Closed Session Meeting Minutes and November 15, 2022 Regular Board meeting minutes**
  - B. **Pg. 08:** **Check Approval: 11/11/2022 – 12/13/2022**
  - C. **Pg. 15:** **Actionable: Equipment Surplus (Resolution No. 2022-22)** Amy

#### Public Hearing – 2023 Budget

- Opening of Public Hearing
- Staff presentation on final form of 2023 Budget (Amy)
- Receiving comments or questions. Limit of three (3) minutes per person
- Adjourn public hearing

**7. ACTION ITEMS:**

**Unfinished Business:**

- A. Pg. 19: Actionable: 2023 Budget for Approval - Resolution No. 2022-23 Amy**
- B. Pg. 38: 2023 MTA Board Regular Meeting Calendar – Resolution No. 2022-24 Amy**

**New Business: [None]**

**8. STAFF AND INFORMATIONAL REPORTS**

- A. Pg. 43: Financial Reports – November, 2022**
- B. Pg. 49: Management Reports**
- C. Pg. 53: Operational Statistics**
- D. Pg. 55: Correspondence**
- E. Pg. 56: MTA 30<sup>th</sup> Celebration Photo, John Piety, Jason Rowe, Paul Bolte**

**9. COMMENTS BY BOARD**

**10. UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority  
Regular Meeting  
January 17, 2023 at 4:00 PM  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton**

**11. ADJOURNMENT**

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

**Mason Transit Authority  
Minutes of the Closed Session Meeting**

*(exempt from OPMA pursuant to  
RCW 42.30.140(4))*

**November 1, 2022**

*Virtually and at*

*Johns Prairie Base*

*Conference Room*

*790 East Johns Prairie Road*

*Shelton*



**OPENING PROTOCOL**

**1. CALL TO ORDER:** 2:06 p.m.

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

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

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

**Authority Voting Board Member Not Present:** Kevin Shutty

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

**MTA Staff present at T-CC:** Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; [and Tyler Hildebrandt, Technical Support Analyst].

**Others Present:** Cabot Dow, Human Resources Consultant.

**3. APPROVAL OF AGENDA**

**Moved** that the agenda for the November 1, 2022, Mason Transit Authority (MTA) closed session board meeting be approved. **Neatherlin/Martin. Motion carried.**

**4. CLOSED SESSION**

**Moved** to closed session at 2:08 PM.

**5. ADJOURNED CLOSED SESSION:** 2:42 PM

**6. OPEN SESSION:** 2:42 PM

**7. ADJOURNED OPEN SESSION:** 2:44 PM

**Mason Transit Authority**  
**Minutes of the Regular Board Meeting**  
**November 15, 2022**  
*Virtually and at*  
*Transit-Community Center Conference Room*  
*601 West Franklin Street*  
*Shelton*



**OPENING PROTOCOL**

**1. CALL TO ORDER:** 4:00 p.m.

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

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

**Authority Voting Board Member Present in Person:** Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin and Randy Neatherlin. *Quorum met.*

**Authority Voting Board Member Not Present:** Sharon Trask and Kevin Shuttly

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

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

**MTA Staff present at T-CC:** Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; and Jason Rowe, Operations Manager, Jenna Reboin, Accounting Coordinator and Tracy Becht, Clerk of the Authority Board.

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

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

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the November 15, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Neatherlin/Brehmeyer. Motion carried.**

**5. CONSENT AGENDA**

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

- A. Minutes of the MTA regular Board meeting of October 18, 2022.
- B. Payments of October 15 through November 10, 2022 financial obligations on checks#36885 through 36959, as presented for a total of \$516,862.53.

**Campbell/Onisko. Motion carried.**

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

**ACTION ITEMS - NEW BUSINESS:**

- A. **Extend Term of Citizen Advisor.** Ms. Asher shared with the Board that she would like to continue to have Mr. Piety serve as Citizen Advisor of the Board. He has continued to demonstrate his commitment to Mason Transit Authority and has served as a citizen advisor for many, many years. Originally it was hoped that he would be appointed for two years, but after questioned by Board member Neatherlin and interpretation of the bylaws by MTA’s legal counsel, it was determined that the Board may only extend his term one year at a time. **Moved** that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety for one year through 2023. **Neatherlin/Martin. Motion carried.**
- B. **Contract with Maintenance and Fleet Facilities Group.** Ms. Asher described the recent events, including the tentative agreements, the November 1 closed session, the notable changes and the contract now before the Board. **Moved** that the Mason Transit Authority Board approve the agreement for the Maintenance Group between Mason Transit Authority and the International Association of Machinists and Aerospace Workers (IAM&AW) District Lodge 160 for the period of September 1, 2022 through August 31, 2025 and approve Resolution No. 2022-21 authorizing the General Manager to sign the Agreement. **Neatherlin/Brehmeyer. Motion carried.**

7. **EXECUTIVE SESSION.** The Board Chair indicated that the meeting was going to be moving into an Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price as provided by RCW 42.30.110(b). The Chair also invited all voting Board members, staff and the Citizen Advisor to the Board to remain in the room. All others were excused from the Executive Session. The Chair stated that the public meeting may be called back into session in 10 minutes, which would be at 4:20 PM, as it was 4:10PM at the time of the commencement of the Executive Session. At 4:20PM, the Chair indicated that the Executive Session would continue for another 10 minutes.

**OPEN SESSION called back into session at 4:30 PM**

**8. DISCUSSION ITEMS:**

- A. **Second View of Draft 2023 Budget.** Ms. Asher provided the Board with an overview of the changes made to the Budget since the first view in October, such as increases in benefits provided to MTA employees, as well as wages, technology and software purchases for scheduling software, bus stop improvements, additional security cameras, construction changes to the Comm Center, bus washer and funds for the previously planned utility connection at the Belfair Park & Ride. Additionally, money was set aside for the Johns Prairie base for surface improvements to the existing paved areas. Funds are being provided for fleet maintenance to purchase bus lifts to perform vehicle alignments. There were discussions relating to the purchase of the column and bus lifts for alignment and the costs associated with fuel costs and two staff members taking MTA vehicles to Olympia, which is where the closest business that can perform that work is located. The costs of making the

purchase will be made up in a relatively short period of time. Improved accuracy on the alignments will be better for the vehicles and tires in the long run. Additionally, the possibility of MTA being able to assist other local governments using this equipment was discussed and may be explored at a later date. The final form of the budget will be brought to the Board at its December 20 meeting.

**B. First View of 2023 MTA General Board Meeting Calendar.** Ms. Asher indicated that she would like to receive feedback from the Board members as to whether or not they wished to continue with the traditional April and October meetings to be held in the new Belfair Park & Ride conference room. The Board was satisfied with the April and October meetings being held at the Belfair Park & Ride conference room. This item will be brought to the Board for final approval at its December 20 meeting.

## **9. STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

### General Manager:

- Ms. Asher briefly highlighted the PRTPO survey and Vice Chair Campbell's Belfair P&R Address, both of which were included in the Staff Report section.
- She also indicated that the election of officers would be coming up at the December meeting, so she asked that the Board consider who they would like to nominate.

### Financial:

- Ms. Asher informed the Board that the sales tax revenue is still coming in strong.

### Operations:

- Mr. Rowe provided to the Board the recent outreach highlights, namely the Trunk or Treat event at Mason Health and his presentation to Shelton High School students of public transportation employment opportunities. He also spoke of field trips as well as a tour Senator Cantwell and Representative Kilmer took of the area with the Economic Development Council using our newest coach.
- He also informed the Board that the main local CDL tester will be retiring soon, which will create a gap that will affect MTA and other nearby transit agencies. One of MTA's Operations Supervisors, Matt Coale, has been trained and certified to become a CDL tester which will be a great benefit for MTA and neighboring transit agencies.
- MTA continues to develop partnership opportunities, this month by responding to a request by Olympic Middle School to provide transportation to its students.
- MTA turns 30 on December 2. This anniversary will be an opportunity to show appreciation to riders and drivers for MTA's success for three decades.
- Recent modifications to fixed route service that began October 10 provided service to 3,000 more riders.

Facilities & Fleet:

- Mr. Bolte indicated the following team updates:
  - The exterior fence at JP has been repaired that was damaged by a car that had driven into it.
  - He has been procuring three minivans.
  - Mr. Bolte is working with the team on winter and inclement weather preparations.
  - The Facilities team is working on some internal painting projects.
  - Mr. Bolte has been meeting with garment vendors to get more professional uniforms with an updated look.

**10. COMMENTS BY BOARD:**

- Board member Brehmeyer asked if the park and rides will be undergoing cleaning for the winter.
- Vice Chair Campbell shared that the Belfair P&R ribbon cutting was a class act.

**Moved** that the meeting be adjourned.

**11. ADJOURNED:** 5:09 PM

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting**

***January 17, 2023 at 4:00 PM***

*On-line via WebEx and in person at the*

*MTA Transit-Community Center*

*Conference Room*

*601 West Franklin Street*

*Shelton*

## **Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 6B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** December 20, 2022

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

#### Disbursements:

- Moose Breath Graphics L.L.C (D.B.E)
  - Check #36984 -\$627.50– Passes for Ridership
- Northwest Fencing
  - Check #36987 - \$ 7,160.27 – Fence repair and post removal at J.P.
- American Tire Distributors.
  - Check#36965 - \$2,557.42 – Tire replacement
- Industrial Tire Service
  - Check#37019 - \$4,627.79 –Tire Stock

November Fuel Prices: Diesel \$4.34, Unleaded \$3.19

#### General Manager Travel Expenditures:

Travel to Seattle- WSTA Board Meeting- \$ 216.41

Travel to Seattle-WSTA HR Meeting- \$131.80

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

\$697,335.55

#### **Staff Recommendation:**

Approve.

#### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of November 11, 2022, through December 13, 2022, financial obligations on checks #36960 through #37050 as presented for a total of \$697,335.55






Mason Transit Authority  
December 20, 2022, Disbursement Approval

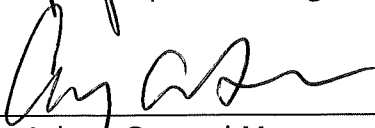
The following checks for the period of November 11, 2022, through December 13, 2022, have been audited and processed for payment by the Accounting Coordinator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	36960-37050	697,335.55

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 11/22/2022	37002	189,342.32
Payroll & DRS – 12/07/2022	37003	188,152.06
Moose Breath Graphics L.L.C. (D.B.E)	36984	627.50
Northwest Fencing	36987	7,160.27
American Tire Distributors	36965	2,557.42
Industrial Tire Service	37019	4,627.79

Submitted by:   
Jenna Reboin, Accounting Coordinator

Date: 12/13/22

Approved by:   
Amy Asher, General Manager

Date: 12/13/2022

Mason Transit Authority Check Register  
December 2022 Board Report

Activity From 11/11/2022 Through 12/13/2022

Document Date	Check #	Vendor Name	Amount
11/25/2022	36960	Aflac	546.28
11/25/2022	36961	AIG Retirement	1,245.70
11/25/2022	36962	World Kinect Energy Services	15,807.93
11/25/2022	36963	Aramark	156.71
11/25/2022	36964	Bradley Air Company	375.73
11/25/2022	36965	American Tire Distributors	2,557.42
11/25/2022	36966	Belfair Water District #1	86.41
11/25/2022	36967	Feliciana Calmo-Perez	700.00
11/25/2022	36968	Cabot Dow Associates, Inc.	2,127.50
11/25/2022	36969	City of Shelton	71,370.00
11/25/2022	36970	Northwest Cascade Inc. DBA FloHawks	163.20
11/25/2022	36971	Gillig, LLC	795.92
11/25/2022	36972	GORDON TRUCK CENTERS, INC.	66.32
11/25/2022	36973	District 160	1,665.50
11/25/2022	36974	JayRay Ads & PR, Inc.	6,178.07
11/25/2022	36975	Robert W. Johnson, PLLC	1,600.00
11/25/2022	36976	Kitsap Transit	2,242.81
11/25/2022	36977	Kitsap Sun	2,773.50
11/25/2022	36978	Knight Fire Protection, Inc.	1,077.41
11/25/2022	36979	LegalShield	168.35
11/25/2022	36980	Les Schwab	4,899.90
11/25/2022	36981	Mason County Garbage, Inc.	845.61
11/25/2022	36982	Mason County PUD #3	3,261.46
11/25/2022	36983	Purcor	158.19
11/25/2022	36984	Moose Breath Graphics L.L.C	627.50
11/25/2022	36985	Mountain Mist Water	173.74
11/25/2022	36986	Northwest Lift & Equipment LLC	115.77
11/25/2022	36987	Northwest Fencing	7,160.27
11/25/2022	36988	O'Reilly Auto Parts	116.94
11/25/2022	36989	Pitney Bowes Purchase Power	171.00
11/25/2022	36990	Builders FirstSource	113.06
11/25/2022	36991	Right! Systems, Inc.	4,340.00
11/25/2022	36992	Seattle Automotive Distributing	127.93
11/25/2022	36993	The Shoppers Weekly	227.50
11/25/2022	36994	Staples Business Advantage	330.87
11/25/2022	36995	Total Battery & Automotive Supply	215.82
11/25/2022	36996	Tozier Brothers, Inc.	85.46
11/25/2022	36997	United Way of Mason County	24.00
11/25/2022	36998	AWC Employee Benefit Trust	87,605.80
11/25/2022	37000	Westbay Auto Parts	1,087.37
11/25/2022	37001	AWorkSAFE Service, Inc.	813.00

Mason Transit Authority Check Register  
December 2022 Board Report

Activity From 11/11/2022 Through 12/13/2022

Document Date	Check #	Vendor Name	Amount
11/22/2022	37002	Mason Transit Authority - ACH Account	189,342.32
12/7/2022	37003	Mason Transit Authority - ACH Account	188,152.06
12/13/2022	37004	Actionaire Heating A/C Refrigeration	391.68
12/13/2022	37005	Advance Glass	970.84
12/13/2022	37006	AIG Retirement	2,489.54
12/13/2022	37007	World Kinect Energy Services	35,936.86
12/13/2022	37008	Aramark	313.72
12/13/2022	37009	American Tire Distributors	53.09
12/13/2022	37010	Berg Marketing Group	3,500.00
12/13/2022	37011	The Bus Coalition	750.00
12/13/2022	37012	Cabot Dow Associates, Inc.	218.75
12/13/2022	37013	City of Shelton	1,417.59
12/13/2022	37014	Cascade Natural Gas	3,502.24
12/13/2022	37015	Comcast	238.00
12/13/2022	37016	Gillig, LLC	169.86
12/13/2022	37017	GORDON TRUCK CENTERS, INC.	132.66
12/13/2022	37018	Hood Canal Communications	2,495.07
12/13/2022	37019	Industrial Tire Service of Washington Inc.	4,627.79
12/13/2022	37020	Robert W. Johnson, PLLC	1,600.00
12/13/2022	37021	Mason County Garbage, Inc.	338.71
12/13/2022	37022	Mason County PUD #3	6,527.06
12/13/2022	37023	Purcor	125.12
12/13/2022	37024	MOHAWK MFG. & SUPPLY	61.32
12/13/2022	37025	Mountain Mist Water	276.73
12/13/2022	37026	Northwest Sales Group, Inc.	169.41
12/13/2022	37027	ODP Business Solutions, LLC	30.38
12/13/2022	37028	O'Reilly Auto Parts	112.45
12/13/2022	37029	Pitney Bowes	188.95
12/13/2022	37030	Pitney Bowes Purchase Power	4.33
12/13/2022	37031	Builders FirstSource	49.99
12/13/2022	37032	Ricoh USA, Inc	117.93
12/13/2022	37033	Right! Systems, Inc.	4,318.30
12/13/2022	37034	SCJ Alliance	276.00
12/13/2022	37035	Mason County Journal	400.00
12/13/2022	37036	Staples Business Advantage	633.88
12/13/2022	37037	Total Battery & Automotive Supply	202.59
12/13/2022	37038	Tozier Brothers, Inc.	53.25
12/13/2022	37039	United Way of Mason County	48.00
12/13/2022	37040	UniteGPS, LLC	1,053.00
12/13/2022	37041	U.S. Bank	15,578.74
12/13/2022	37042	Verizon Wireless	945.04

Mason Transit Authority Check Register  
December 2022 Board Report

Activity From 11/11/2022 Through 12/13/2022

Document Date	Check #	Vendor Name	Amount
12/13/2022	37043	Voyager Fleet Systems, Inc.	4.00
12/13/2022	37044	Westbay Auto Parts	187.13
12/13/2022	37045	Westcare Clinic, Inc.	255.00
12/13/2022	37046	Whisler Communications	1,806.53
12/13/2022	37047	AWorkSAFE Service, Inc.	1,598.00
12/13/2022	37048	Washington State Park and Recreation Commission	150.00
12/13/2022	37049	Washington State Transit Association	240.00
12/13/2022	37050	ZEP Manufacturing Company	1,075.69
11/25/2022	36999	<i>Spoilage</i>	<i>0.00</i>
Check Totals			<u>\$ 697,335.55</u>

Mason Transit Authority Credit Card Activity  
December 2022 Board Report

November 2022 Activity

GL Title	Transaction Description	Expenses
Postage	USPS - Postage	\$ 10.40
Facility Repair/Maintenance	Air Filters Delivered - HVAC filters	856.47
Facility Repair/Maintenance	Amazon - Battery maintainer	147.42
Facility Repair/Maintenance	Amazon - Leak diverter/hose	93.82
Facility Repair/Maintenance	Amazon - Roof sealant	124.75
Facility Repair/Maintenance	Ellsworth Co - Equipment Parts	238.11
Facility Repair/Maintenance	Home Depot - Flooring, for Ops office	1,177.79
Facility Repair/Maintenance	McLendons Hardware - Building hardware	11.05
Operating Supplies	Amazon - Measuring tape	21.63
Operating Supplies	Amazon - Misc operating supply	526.04
Office Supplies	Amazon - Batteries	21.55
Office Supplies	Walmart - Breakroom supplies	30.78
Office Supplies	Walmart - Wall clock	4.92
Shop Supplies	Amazon - Roof sealant	161.63
Shop Supplies	GM Parts Giant - Parts	489.10
Cleaning/Sanitation Supplies	Amazon - Floor stripper	32.29
Cleaning/Sanitation Supplies	Amazon - Glass window wipes	4.31
Cleaning/Sanitation Supplies	Amazon - Glass window wipes	5.07
IT Equipment	Amazon - Cable raceway	19.20
Small Equipment & Furniture	Amazon - cart, HDMI adapter	204.70
Small Equipment & Furniture	Auto Accessories - Plow for truck	4,736.03
Small Equipment & Furniture	GoKeyless - New door lock key rings	219.61
Veh License/Registration Fee	DOL - Title fees	73.25
Dues, Memberships, Subscriptions	Efax - Monthly fax billing	100.87
Dues, Memberships, Subscriptions	MRSC Roster - Membership fee	135.00
Dues, Memberships, Subscriptions	Network Solutions - Domain Bill	84.59
Travel & Meeting Expense MTA	Mariott Seattle - WSTA HR meeting	131.80
Travel & Meeting Expense MTA	Mariott Seattle - WSTA Qrt meeting	216.41
Training / Seminars	HSI - Instructor Recertification	15.00
Advertising/Promotion Media	Amazon - 30 Yr Celebration supplies	6.50
Advertising/Promotion Media	Amazon - 30 Yr Celebration supplies	12.00
Advertising/Promotion Media	Amazon - 30 Yr Celebration supplies	66.28
Advertising/Promotion Media	Berg Marketing - 30 Yr Celebration supplies	2,983.56
Advertising/Promotion Media	Berg Marketing - 30 Yr Celebration supply	2,189.03
Advertising/Promotion Media	Chef Store - 30 Yr Celebration supplies	125.92
Advertising/Promotion Media	Dollar Tree - 30 Yr Celebration supplies	111.25
Advertising/Promotion Media	Safeway - Cookies, 30 Yr anniversary	101.88
Advertising/Promotion Media	Walmart - 30 Yr celebration supplies	88.73

Total Credit Card Charges -November \$15,578.74



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Admin

12/5/2022

Manager's Approval: \_\_\_\_\_

*Finance Use  
Only*

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
11/9/22	Marriott Seattle	WSTA 4th Quarter Board Meeting	\$216.41	Y	10		
11/15/22	Mariott Everett	WSTA HR Committee Meeting	\$131.80	Y	10		
11/15/22	MRSC Rosters	MRSC Small public works roster	\$135.00	Y	10		

**TOTAL**      \$    483.21

Don't forget to attach original receipts

Signature

Date 12/5/2022

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

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

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

**Subject:** Equipment Surplus

**Prepared by:** Jenna Cookston, Accounting Coordinator

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

**Date:** December 20, 2022

### **Background:**

Attached is a list of obsolete items that are no longer in use or useful. These items represent various types of office equipment such as tables, chairs, desks, sofa, and a bank of lockers from the T-CC. It is recommended to surplus these assets listed.

**Summary:** Approve surplusing of office furniture including chairs, sofa, lockers and tables.

### **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. 2022-22 regarding the disposal of the assets as set forth in Exhibit A to that resolution.

**RESOLUTION NO. 2022-22**

**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 office equipment and furniture are obsolete and no longer in use or useful as set forth in Exhibit A attached hereto are deemed no longer useful;

**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 surplus pursuant to MTA's disposition of surplus property policy.

Adopted this 20<sup>th</sup> day of December, 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. 2022-22**

<b>Office Furniture Surplus</b>			
<b>Asset #56041</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
Round Tables (42 Inch)	6	200	1200
Bank of Lockers	1	800	800
Client Chairs	20	122	2440
Sofa	1	291	291
			0
<b>Disposal Total:</b>		<b>Total</b>	<b>4,731.00</b>
<i>*Estimates determined by reasonable market value.</i>			

## **Mason Transit Authority Board Meeting**

**Agenda Item:** Unfinished Business – Item 7A - *Actionable*  
**Subject:** Approval of 2023 Budget  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** December 20, 2022

### **Background:**

The first draft of the 2023 Budget was presented at the October 18 Board meeting with the second draft presented and reviewed at the November 15 Board meeting. No members of the public attended either meeting to provide comment on the drafts and no written comments have been submitted to date. The proposed 2023 Budget narrative provides detailed assumptions and background to the budget and compensation plan and philosophy.

Below is a list of modifications to the proposed 2023 Budget expenditures since the November 15 meeting:

- Wages and Benefits adjustments since the November draft include the following additions:
  - Received final L&I rates for 2023 which increased over \$44k
  - Maintenance- adjusted for a vacant position that was not included in the first draft in error. This custodial position remains vacant after an internal promotion last year and has been budgeted for 2023 after we assess the work load now that all park and ride facilities are operational.
  - Re-classified one employee position and added one position in Administration.
  - Included performance pay for non-represented positions as per compensation plan
- Training and Meetings
  - Increased 5% to include travel and conference registration for two board members to attend the Washington State Public Transportation Conference in August.

The 2023 Compensation Plan and Philosophy has been reviewed by the MTA Finance Committee and is included in the final draft of the 2023 Budget with a recommendation to approve.

### **Capital projects:**

A draft of the proposed 2023 capital budget was presented in November and discussed. There was an addition to the Capital Budget to include Oil drum tank storage that is EPA approved. This will shop floor space and reduce waste, saving MTA over \$2 per gallon of oil.

The vehicle replacement budget was reduced to reflect the delivery of one fixed route bus as part of Grant PTD0344. The 2023 budget reflects the remaining six cutaways that have been delayed.

**Summary:** Approval of proposed 2023 Budget, Compensation Plan, and Capital Budget.

**Fiscal Impact:** Net income of \$872,090.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

**Move** that the Mason Transit Authority board approve Resolution No. 2022-23 adopting the 2023 Budget, Compensation Plan, and Capital Budget with project operating revenues of \$10,997,490 and projected operating expenses of \$10,125,400.



2023 Annual Budget  
&  
Compensation Plan  
Final Draft

Presented to the MTA Board  
December 20, 2022

## Objective

The purpose of the 2023 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

## Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Restore pre-pandemic service levels.
8. Remain an employer of choice in an increasingly competitive labor market.

## 2023 Budget Overview

The current economic outlook remains positive, as sales tax continues to grow. MTA has been successful securing both state and federal grant awards in 2022. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has steadily increased as we close 2022. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire. Dial-A-Ride has experienced a full return of pre-pandemic ridership. Management continues budgeting for the full return to pre-pandemic service levels across all modes as more frequent, convenient service is essential to attract a return of riders.

## Overall Economic Outlook

MTA begins 2023 with healthy cash balances and a projection of increased sales tax and operating grant revenues, more so than in prior years. MTA is well positioned to weather the continuing effects of the pandemic.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative as compared to 2022 projected receipts.

The 2023 budget reflects an 8% increase to wages and benefits. The FTE budget has decreased from 79 to 78.5 positions as a result of some internal promotions and efficiencies through a change in operations. See the FTE table on page 10. A comprehensive wage study was conducted in 2021 and reviewed in 2022 to ensure MTA remains a competitive employer of choice. The Maintenance Division labor agreement was negotiated in 2022 and management staff ensures the 2023 budget has the capacity for productive negotiations with the represented group in 2023. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and transit agencies.

## 2023 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 25% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to remain flat as shipyard workers work patterns have changed.
2. Non-Operating Revenue reflects a 19% increase for 2023. Sales Tax Revenue reflects a 32% increase over 2022 budgeted amounts, the 2023 amount budgeted is increased over previous years due to continued strong returns at 4.9% above projections for 2022, based on actuals through October. Operating Grant revenue reflects a 5% decrease as we spend down the remaining grant funds in the biennium and await new award announcements in spring 2023. MTA has applied for continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program. Investment income has been increased significantly based on 2022 results and economic factors going in to 2023. Other Income is forecasted to increase with a return of more frequent rental of the T-CC gym.
3. Budgeted expenses are anticipated to increase by 10%. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring our service back to 2019 levels, provide competitive wages with capacity for wage negotiations with expiring CBAs, additional contracted services to facilitate labor negotiations and a non-represented salary study, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, while Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 78.5 Full Time Employees (FTEs) are budgeted for 2023, a decrease of .5 FTEs. 1.5 FTEs are from within the Operations team including ½ shared Administration employee, and the elimination of the Communications Center Supervisor position. One position will be added to the Administration department as the Administrative Services Manager position will be split between a Human Resources and a Finance Manager position. Maintenance/Facilities will remain unchanged.
5. In addition to the final work on the Park & Ride Project in Belfair, the 2023 capital budget accounts for the grant funded vehicle replacement of six (6) Cutaways, three (3) ADA minivans, and five (5) 35' coaches. From MTA local funding, the capital

budget accounts for improvements to facility security cameras, bus lifts for vehicle maintenance work and alignments, preparations and equipment for conversion of cutaway vehicles to propane, and maintenance and at the Johns Prairie complex. Refer to the Capital Budget on page 14 for more details.

## 2023 Proposed Operating Budget

*The Operating Budget does not include Capital expenditures (see Capital Budget on page 14).*

<b>Consolidated 2023 Budget</b>							Budget %	Budge
Proposed December 2022	2019 Actual	2020 Actual	2021 Actual	Projections	2022 Budget	2023 Budget	Change YoY	Ref#
<b>Operating Revenue (Fares)</b>								
Passenger Fares	96,348	39,262	36,302	48,081	38,500	2,000	-95%	
Worker Driver	187,966	130,074	104,205	78,858	110,000	110,000	0%	
	284,314	169,336	140,507	126,939	148,500	112,000	-25%	1
<b>Non-Operating Revenue</b>								
Sales Tax	5,478,270	5,951,699	6,869,226	7,078,489	5,620,000	7,422,932	32%	2
Operating Grants	3,560,206	4,026,816	3,583,255	4,873,699	3,363,648	3,210,488	-5%	3
Rental Income	175,574	146,846	139,786	146,697	135,700	152,000	12%	4
Investment Income	178,661	73,434	11,990	140,249	10,000	80,000	700%	5
Other income	87,234	70,804	46,152	37,912	9,570	20,070	110%	6
	9,479,945	10,269,599	10,650,409	12,277,046	9,138,918	10,885,490	19%	
Operating Reserves Allocation								
<b>Total Revenue</b>	9,764,259	10,438,935	10,790,916	12,403,985	9,287,418	10,997,490	18%	
<b>Expenses</b>								
Wages & Benefits	5,527,310	5,485,542	5,134,341	5,446,589	6,918,721	7,463,523	8%	7
Contracted Services	208,151	173,441	276,541	179,704	429,897	515,703	20%	8
Fuel	364,503	212,980	310,962	531,102	520,250	550,800	6%	9
Vehicle/Facility Repair & Maintenance	347,710	166,884	169,454	303,851	329,163	399,450	21%	10
Insurance Premium	216,310	164,864	194,632	221,350	222,188	251,812	13%	11
Intergovernmental - Audit Fees	31,649	31,046	29,779	22,379	38,000	38,000	0%	12
Facility Rent and Park & Ride	29,280	36,528	39,939	20,456	8,620	-		
Utilities	127,036	128,606	156,689	144,826	191,254	187,900	-2%	
Supplies	279,746	306,316	170,043	223,019	231,294	371,236	61%	13
Training & Meetings	37,124	7,012	7,786	15,862	43,150	61,540	43%	14
Other Operating Expenses	84,008	101,769	118,988	106,532	190,770	165,436	-13%	15
Pooled Reserves					120,000	120,000		16
<b>Total Expense</b>	7,252,827	6,814,988	6,609,154	7,215,670	9,243,307	10,125,400	10%	
<b>Net Income (Loss)</b>	2,511,432	3,623,947	4,181,762	5,188,315	44,111	872,090		
Operating Reserves Allocation					-			
<b>Net Income (Loss) Net Reserves Allocated</b>	2,511,432	3,623,947	4,181,762	5,188,315	44,111	872,090		



## 2023 Budget Notes

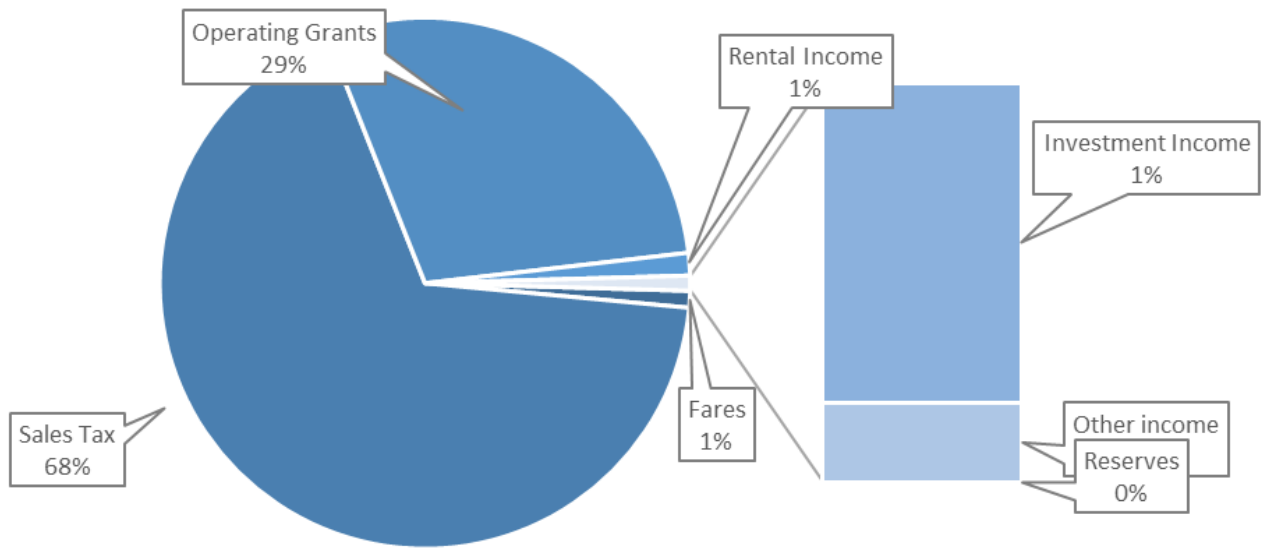
1. Operating Revenue (Fares) is budgeted for a net 25% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to remain flat as shipyard workers work patterns have changed.
2. Sales Tax Revenue in recent years has been budgeted quite conservatively. Perhaps too conservatively with the budget variance for 2021 @ 51.3% actual over budget, and 2022 at 35% over budget through September. Revenue continues to come in higher than projected despite repeated suggestions of a recession. Sales tax revenue for 2022 is predicted at \$7m. 2023 Sales Tax Revenue is estimated at \$7.4m. This is a 32% increase over 2022 budgeted amounts or 4.9% over 2022 projected amounts.
3. Operating grant revenue is based off the 2021-2023 biennium contracted awards. Awards for the 2023-25 biennium will not be announced until Spring 2023, so they are not yet included in the revenue total. MTA submitted a two-year consolidated operating grant to sustain Dial-A-Ride service requesting \$1,856,400 for the biennium and anticipates being successful after reviewing initial grant rankings.
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy remains stable except for a leased space at the T-CC, and the closure of the Radich building effective November 1, 2022. Event rental income is projected to return to pre-pandemic levels with a 43% increase in anticipated bookings in kitchen and facility use in 2023.
5. The Treasury Pool Investment account performed well in 2022. The budgeted amount for 2023 has been increased according to recent trends but is estimated conservatively. With interest rates climbing, we expect this to continue to grow for the beginning of 2023, but it may slow if rates drop again.
6. Other Income is projected to increase in 2023 with the addition of sales of maintenance services to outside agencies such as the Squaxin Tribe as they begin to add more service.
7. Wages and Benefits increased by 8% with annual wage increases for non-represented employees, a re-classification of one employee based on a review of job duties, a contingency for wage negotiations with Transit Operators and increases to benefit rates. Health care premiums for both medical plans increased: Regence had an increase of 4.5%, and Kaiser increased by 7%. No other health care coverages changed for 2023. L&I rates saw a 25% increase for safety sensitive employees and 11% increase for non-safety sensitive in 2023 resulting in additional costs of \$44k.
8. Contract Services for 2023 is increased by 20% consisting of additions for the annual expense of Arctic Wolf network cyber security service, costs for services related to the Belfair complex and park and ride utilities, charges for park and ride camera connectivity, expanded bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles. Contracted legal services for labor negotiations and temporary help in anticipation of staff absences are also budgeted for 2023.
9. Fuel is forecasted with an increase to account both for the resumption of broader service and the potential continued volatility in diesel and gasoline prices.

10. Vehicle/Facility Repair & Maintenance is budgeted with a 21% increase. Six of the cutaway buses were expected to be replaced in 2022, but chassis shortages and a decline in vehicle manufacturers has pushed our order to late 2023 or 2024 resulting in older vehicles being run longer than intended. Increased prices for outsourced repairs and maintenance are factored in.
11. WSTIP Insurance coverage is quoted to increase by 13%. 2023 rates are set per forecasted expanded miles to be driven in 2023. The 2023 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.
12. Standard Intergovernmental Audit fees for 2023 are quoted to be consistent with 2022.
13. Supplies reflects a 61% increase from 2022 largely due to a re-classification of software costs from the contracted services line item to supplies. This also includes an increase in shop supplies, cleaning and sanitation supplies, and the addition of larger capacity EPA bulk oil storage tanks.
14. Training and Meetings are being held in-person more frequently requiring a return of travel expenses. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and is provided in this budget.
15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The 13% decrease in Other Operating Expenses is largely due to a contract change for advertising and promotion of MTA service.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

## **Operating Revenues**

Total operating revenue budgeted is projected to increase from \$9,287,418 in 2022 to \$10,997,490 in 2023. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

## Funding Source Breakdown



### Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 68% of revenue for 2023. Sales tax revenue had been budgeted slightly over \$7.4m for 2023. Actual receipts for 2020 were \$5.9 and \$6.8m in 2021. 2022 projections through September actuals are estimated at \$7m. 2023 estimates include a 4.9% increase over the 2022 year end estimates and are less conservative than previous years due to the continued trends in increases.

### Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2019 through September 2022, the remainder of the year is at the 2022 budgeted amount (in gray). The 2023 budgeted amounts reflect our monthly estimates based on historical returns.

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	2023 Budget
January	377,689	406,391	464,970	370,254	492,351	458,661
February	354,467	372,932	456,479	356,980	513,550	489,393
March	459,822	408,506	595,307	445,239	646,582	611,761
April	445,171	409,532	585,816	423,319	599,278	581,921
May	461,236	531,711	604,875	475,066	620,580	652,332
June	525,839	568,045	640,945	535,482	677,991	728,689
July	498,248	543,942	606,512	514,228	653,259	670,783
August	489,291	525,644	590,886	521,727	678,818	724,478
September	504,696	574,589	597,424	531,592	733,099	733,099
October	439,534	536,963	546,801	481,509	481,509	599,161
November	409,930	486,561	602,943	428,630	428,630	502,832
December	512,346	586,883	492,351	535,975	535,975	669,823
	5,478,270	5,951,698	6,785,309	5,620,000	7,061,621	7,422,932

### Grant Revenues

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program. Operating grant revenue is forecasted to make up 29% of MTA's 2023 operating revenue. Budgeted operating grant revenue is based solely on existing awarded consolidated operating grants and does not include federal CARES, CRRSA or ARPA funds or grants that have been applied for but not yet awarded.

### Fares

Fares consist of two sources: Worker/Driver fares and Community Van fares. 2023 will be the beginning of a three-year pilot program offering free fares for out of county travel and for free fares for all youth 18 and under. The Worker/Driver fares make up over 98% of total budgeted fares for 2023.

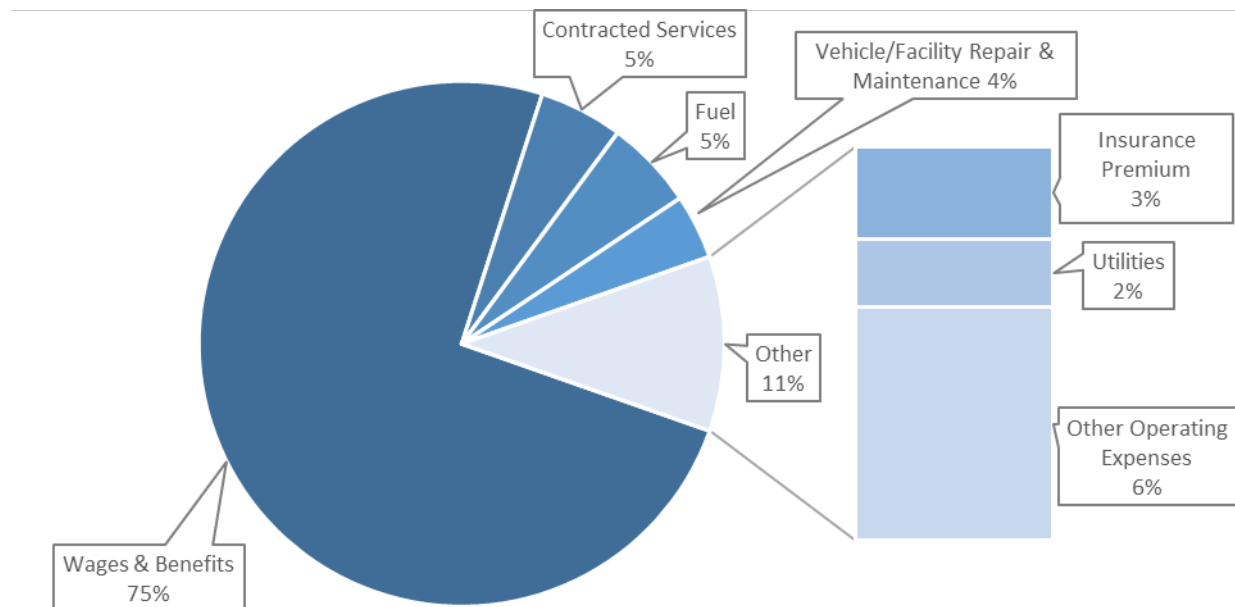
### Transit-Community Center Revenues

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 90% from active long-term leases, with the remaining 10% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA will conduct an analysis of cost per square foot of its leased space in 2023 to adjust to the changing market.

## Operating Expenses

Total operating expenses are budgeted to increase from \$ 9,243,307 in 2022 to \$10,125,400 in 2023, which is a 10% increase from 2023. Wages and Benefits remains our largest operating expense accounting for 75% of total operating expenses. The second highest expense category is Contracted Services at about 5%. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

## Expense Source Breakdown



## Wages and Benefits

2023 Wages and Benefits are budgeted 8% higher than 2022. The Budgeted Positions and Full-Time Equivalents Table <sup>[10]</sup> outlines the staff changes between 2022 and 2023.

Contributing factors to the increased wages and benefits are increases in medical benefits, a 5% GWI for non-represented staff, and capacity for salary negotiations with the Transit Operator collective bargaining unit.

Details for 2023 non-represented wages and benefits by department can be found beginning on page 9.

## Benefits

No changes in benefits offered are anticipated for 2023. The cost of medical premiums for the two plans offered in 2023 experienced increases of 4.5% and 7%; the cost of all other health care benefits stayed the same for 2023.

Labor & Industries Workers Comp rates for safety-sensitive workers in 2023 increased by 25% as compared to 2022. Non-safety sensitive workers increased by 11% in 2023 for a total increase of over \$44K.

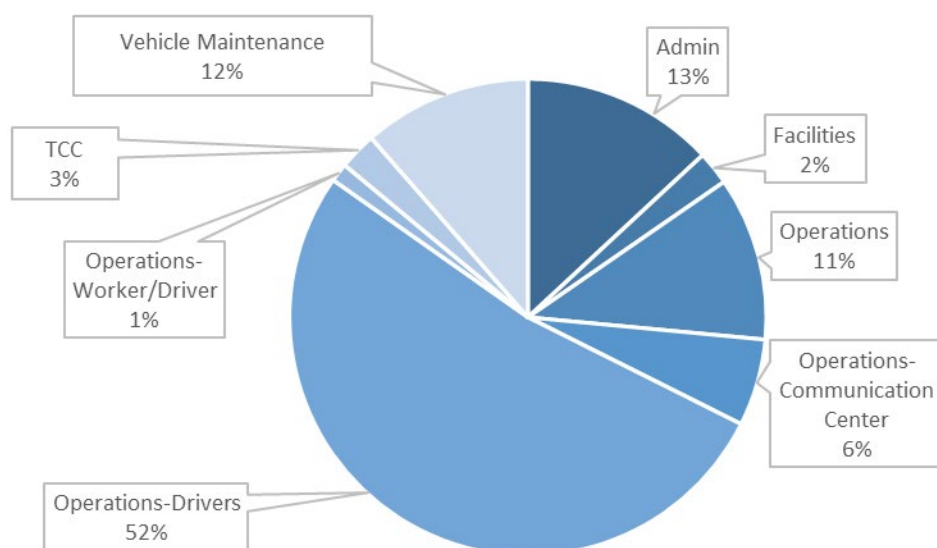
Public Employees' Retirement System (PERS) reflects an 11.25% change in rate for 2023.

## Wages and Benefits by Department

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2023.

Department	FTEs	Wages	Benefits	2023 Budget Total	2022 Budget
Admin	7.5	624,338	347,491	971,829	707,153
Admin-Board		5,400	425	5,825	4,657
Facilities	2	114,237	55,491	169,728	236,138
Operations	7.0	558,503	267,144	825,646	841,328
Operations-Communication Center	4	288,433	149,277	437,711	509,966
Operations-Drivers	42	2,528,945	1,359,404	3,888,349	3,628,425
Operations-Worker/Driver	6	76,093	17,664	93,757	100,945
Transit Community Center	2	130,051	58,533	188,584	159,811
Vehicles/Maintenance	8	546,037	302,524	848,561	679,976
Total	78.5	4,872,037	2,557,953	7,429,990	6,868,400

The following chart shows each department's % of total wages and benefit expense.



## Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2022		2023	Jan. 1, 2022		2023
	Budgeted - Positions	Change	Budgeted - Positions	Budgeted FTEs	Change	Budgeted FTEs
<b>Administration</b>						
General Manager	1.0	0.0	1.0	1.0	0.0	1.0
Administrative Services Manager <sup>1</sup>	1.0	-1.0	0.0	1.0	-1.0	0.0
Human Resources Manager <sup>1</sup>	0.0	1.0	1.0	0.0	1.0	1.0
Finance Manager <sup>1</sup>	0.0	1.0	1.0	0.0	1.0	1.0
Executive Assistant	1.0	0.0	1.0	1.0	0.0	1.0
Accounting Assistant	1.5	0.0	1.5	1.5	0.0	1.5
Accounting Coordinator	1.0	0.0	1.0	1.0	0.0	1.0
Technical Support Analyst	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Administration</i>	6.5	1.0	7.5	6.5	1.0	7.5
<b>Maintenance/Facilities</b>						
Maintenance Manager	1.0	0.0	1.0	1.0	0.0	1.0
Lead Mechanic	1.0	0.0	1.0	1.0	0.0	1.0
Service Mechanics	2.0	0.0	2.0	2.0	0.0	2.0
Mechanic	1.0	0.0	1.0	1.0	0.0	1.0
Fueler/Detailer	2.0	0.0	2.0	2.0	0.0	2.0
Facilities Technician	2.0	0.0	2.0	2.0	0.0	2.0
Custodian/Detailer	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Maintenance/Facilities</i>	10.0	0.0	10.0	10.0	0.0	10.0
<b>Operations</b>						
Operations Manager	1.0	0.0	1.0	1.0	0.0	1.0
Operations Supervisor	5.0	0.0	5.0	5.0	0.0	5.0
Operations Coordinator	1.0	0.0	1.0	1.0	0.0	1.0
Operations Assistant <sup>2</sup>	0.5	-0.5	0.0	0.5	-0.5	0.0
Dispatcher/Disp. Supervisor <sup>3</sup>	5.0	-1.0	4.0	5.0	-1.0	4.0
Drivers	42.0	0.0	42.0	42.0	0.0	42.0
Worker/Drivers	6.0	0.0	6.0	6.0	0.0	6.0
<i>Total Operations</i>	60.5	-1.5	59.0	60.5	-1.5	59.0
<b>Transit-Community Center</b>						
T-CC Assistant/Custodian	1.0	0.0	1.0	1.0	0.0	1.0
T-CC Building Superintendent	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Transit-Community Center</i>	2.0	0.0	2.0	2.0	0.0	2.0
<b>TOTAL</b>	<b>79.0</b>	<b>-0.5</b>	<b>78.5</b>	<b>79.0</b>	<b>-0.5</b>	<b>78.5</b>

## **FTE Notes**

1. The Administrative Services Manager position has been split into two positions- Human Resources and Finance, to better balance the work load and diversity of different duties required.
2. The Operation's Assistant .5 FTE was eliminated in 2023 due to lack of work.
3. With the promotion of the Dispatch/Comm. Center Supervisor to the Operations Manager in 2022, it was determined that there was no longer a need to fill the Dispatch/ Comm. Center Supervisor position.

## **COMPENSATION PHILOSOPHY & PLAN 2023**

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

### **COMPENSATION PLAN**

#### **Current Employees**

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. Historically, the maximum GWI increase was set not to exceed 2.25% per year, but this has increased in recent years with the increasing CPI. With the 12-month CPI Average as of August 2022 at 8.1%, the 2023 proposed GWI is 5%.

An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to original increase date.

#### **New Employees**

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

#### **Worker-Drivers**

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers



will receive a minimum 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2023 GWI for worker drivers is 5%.

### **Annual Performance Evaluations and Performance Compensation**

Employees employed with MTA for a minimum of one year as of March 1, 2023 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one year anniversary date after March 1st will be eligible to receive compensation on their anniversary date till December 31, 2023. The performance compensation plan will be re-evaluated for the 2024 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each March, with potential performance compensation increases effective April 1 each year.

#### Summary of Performance Scoring Criteria

- An employee must receive at least eight (8) Exceeds Expectations on the Employee Performance Appraisal (11 categories available) or five (5) Exceeds Expectations on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase.
- The manager of the department will recommend a performance increase for an employee if applicable.
- The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

#### Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.

- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.)

### **Personal Days**

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

### **General Manager**

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 5.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

### **Compensation Plan Review**

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. An internal wage study analysis and equity adjustments for non-represented positions was completed in the fall of 2021 prior to adoption of the 2022 budget. A review of positions was conducted again in the fall of 2022 to ensure positions remain competitive. The salary schedule and compensation philosophy will be thoroughly reviewed in 2023.

## CAPITAL BUDGET

Mason Transit Authority Proposed 2023 Capital Budget					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		Finalize construction on 5 park & rides throughout county. Match satisfied in 2021. Utility Connection in 2023.
TCC customer service office remodel	100,000		100,000		Carry forward from 2022. Remove ADA ramp from middle of office and re-design space.
Bus washer	45,000		45,000		Carry forward from 2022. Additional walk behind bus washer. In 2022 budget. Ordered in 2022 and will be paid for in 2023.
Bus stop improvements	30,000		30,000		Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Security cameras update	6,000		6,000		Continuation of TCC security cameras project from 2022. 7 cameras have been on backorder. Carry forward to 2023.
Capital Facilities Improvements	50,000		50,000		Improve Capital Facilities
Johns Prairie Parking lot seal & Repair	80,000		80,000		Reseal and repair of the Johns Prairie Parking lot and road.
Propane Fuel Pad	10,000		10,000		Pouring a Fuel Pad to hold the Propane tank and Bollards.
Oil Drum Tank Storage	10,000		10,000		Storage for oil (E.P.A Approved)
Propane Conversion Kits	50,000		50,000		Convert six cutaways to propane.
Bus Column Lift Replacements	65,000		65,000		Replace one set of vehicle lifts past useful life.
Bus Lift for Alignments on Buses	110,000		110,000		Instal of Bus lift in order to do alignments.
MTA Johns Prairie Base Facility Updates	800,000		800,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
<b>Total Misc Capital Projects</b>	<b>11,878,500</b>	<b>10,027,698</b>	<b>2,683,133</b>	<b>-</b>	
6 - Cutaways	1,042,189	567,350	474,840	-	Grant PTD0344 Federal 5339 for 1 coach and 6 cutaways. Still waiting on the 6 cutaways. Board approved additional match Sept. 2022.
3 - ADA Mini Vans	256,000	256,000			Replace 3 retired vanpool vans with ADA minivans. State Transit Support Grant and Sales Tax Equalization funds to be used by June 2023. Zero match grant.
5 - 35' Gilligs	2,573,120	2,058,495	514,625		FY 22 FTA 5339 Grant to replace 5 buses. Delivery Est. 2023.
<b>Total Vehicle Replacements</b>	<b>\$ 3,871,309</b>	<b>\$ 2,881,845</b>	<b>\$ 989,465</b>		
<b>Proposed 2023 Capital Projects</b>	<b>\$ 15,749,809</b>	<b>\$ 12,909,543</b>	<b>\$ 3,672,598</b>	<b>\$ -</b>	

### Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

### State of Good Repair

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.

**RESOLUTION NO. 2022-23**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC  
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR  
BEGINNING JANUARY 1, 2023.**

**WHEREAS**, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2023 calendar year; and

**WHEREAS**, the governing authority of Mason County Public Transportation Benefit Area did hold, pursuant to law, a duly advertised public hearing on the preliminary budget; and

**WHEREAS**, management has recommended the 2023 Budget, a copy of which is attached hereto and incorporated herein by this reference;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the attached budget for Mason Transit Authority for the year 2023 is hereby adopted.

Adopted this 20<sup>th</sup> day of December, 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

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

**Agenda Item:** Unfinished Business – Item 7B – *ACTIONABLE*

**Subject:** 2023 MTA Regular Board Meeting Calendar

**Prepared by:** Tracy Becht, Clerk of the Board

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

**Date:** December 20, 2022

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

The attached 2023 Mason Transit Authority Regular Board Meeting Calendar has been finalized as discussed at our November meeting. It was agreed that for 2023 that we would keep with the traditional two remote meetings in April and October and hold it in the Belfair Park and Ride conference room.

There is a possibility that one Board member and the General Manager will be out of town for the August MTA Board meeting based on the current schedule of the Transportation State Conference. As we approach the summer months, we can revisit the schedule relating to that month's meeting.

**Summary:** Approve the 2023 MTA Regular Board Meeting Calendar

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approval.

### **Motion for Consideration:**

Move that Mason Transit Authority Board approve Resolution No. 2022-24 establishing the 2023 schedule of regular meetings.



## MASON TRANSIT AUTHORITY BOARD 2023 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2022-24 on December 20, 2022)*

TIME	DATE	MONTH	LOCATION
4:00 P.M.	17	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	April	MTA Belfair Park and Ride, 25250 NE SR 3 Belfair, WA 98528
4:00 P.M.	16	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	19	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	October	MTA Belfair Park and Ride, 25250 NE SR 3 Belfair, WA 98528
4:00 P.M.	21	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:  
Phone:  
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

**RESOLUTION NO. 2022-24**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ESTABLISHING THE 2023 SCHEDULE OF REGULAR MEETINGS FOR THE  
MASON TRANSIT AUTHORITY BOARD.**

**WHEREAS**, the Mason Transit Authority (“MTA”) Board holds regular monthly meetings on the 3<sup>rd</sup> Tuesday of each month and those meetings are open to the public; and

**WHEREAS**, the need exists to establish a published schedule of said meetings;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the regular monthly meetings for the 2023 calendar year be held at the times and at the locations as outlined on the attached schedule; and

**BE IT FURTHER RESOLVED** any meeting changes and special meetings will be published as required by law.

Adopted this 20<sup>th</sup> day of December, 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



# MASON TRANSIT AUTHORITY BOARD 2023 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2022-24 on December 20, 2022)*

TIME	DATE	MONTH	LOCATION
4:00 P.M.	17	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
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[clerk@masontransit.org](mailto:clerk@masontransit.org)

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

**Agenda Item:** Staff Report – Item 8A. – *Informational*  
**Subject:** Financial Reports – November 2022  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** December 20, 2022

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

Included are the numbers for November 2022 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for September 2022 (received November 30, 2022) was \$733,099, 38% above the 2022 budgeted amount, and 23% higher than September 2021.

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

It is expected that YTD revenue and expenses would be at 91.6% (11/12) of the budget through the end of the year. Total YTD Revenue is over budget at 121.7%. Total YTD Operating Expenses are under budget at 72.1%.

- 2022 interest rate increases are contributing to investment income exceeding forecast we have reached the estimated budget projected for the year.
- Driver shortages have improved, after the completion of this class it will bring us closer to budgeted levels. Currently still looking at recruiting two more drivers.
- Passenger fares have been increasing and surpassing budgeted amounts YTD at 111.5%. This is a 10% from this time year prior.
- With the reclassification of software, Supplies and Small Equipment have increased significantly. This has been taken into consideration for the 2023 Budget.
- Contracted services had a significant decrease due to the reclassification of those services to software. Currently at 34.1% for YTD of percentage used.
- Fuel is slightly under 6.8% for the month of November and currently at 84.8% YTD. Since Fuel has been unstable it has been budgeted similar in 2023.

### **Fiscal Impact:**

November fiscal impact reflects total revenues of \$1,019,631 and operating expenses of \$591,003 for a net income of \$428,629.

# Mason Transit Authority Statement of Financial Activities

% through the year: 91.6%

December 2022 Board Report

November Statement of Financial Activities	November Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 4,018	\$ 42,919	\$ 38,500		111.5%
PSNS Worker/Driver	6,931	73,876	110,000		67.2%
Total Operating Revenue (Fares)	10,949	116,795	148,500		78.6%
Sales Tax	428,630	6,525,646	5,620,000	(1)	116.1%
Operating Grants	521,748	4,322,790	3,363,648	(2)	128.5%
Rental Income	12,220	136,402	135,700		100.5%
Investment Income	41,857	158,667	10,000		1586.7%
Other Non-operating Revenue	4,227	37,866	9,570	(3)	395.7%
<b>Total Revenue</b>	<b>1,019,631</b>	<b>11,298,166</b>	<b>9,287,418</b>		<b>121.7%</b>
<b>Expenses</b>					
Wages and Benefits	439,485	5,085,797	6,918,721		73.5%
Contracted Services	16,169	163,151	478,897		34.1%
Fuel	39,583	440,944	520,250	(4)	84.8%
Vehicle/Facility Repair & Maintenance	23,282	245,019	329,170		74.4%
Insurance	18,429	202,714	222,188		91.2%
Intergovernmental - Audit Fees	-	22,379	38,000		58.9%
Rent - Facilities and Park & Ride	-	17,037	8,620	(5)	197.6%
Utilities	12,258	138,974	191,254		72.7%
Supplies & Small Equipment	23,592	225,728	179,094	(6)	126.0%
Training & Meetings	1,009	16,298	43,150		37.8%
Other Operating Expenses	17,196	107,441	193,963	(7)	55.4%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>591,003</b>	<b>6,665,482</b>	<b>9,243,307</b>		<b>72.1%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 428,629</b>	<b>\$ 4,632,684</b>	<b>\$ 44,111</b>		

## NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1-22 , Q2-22 & Q3-22 actual, plus Q4 accruals.
(3)	Includes: Sale of Maintenance Services - \$6,324; Gain/Loss on Disp. of Asset - \$24,239; Sales Tax Interest Income -\$4,956 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,000; Other Non Transportation Revenue - \$347; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$4.11. Average gasoline price per gallon year to date is \$3.72
(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- \$7,759; Cleaning/Sanitation/Safety supplies - \$11,135 Office Supplies - \$6,663; Shop Supplies - \$13,236; Small Tools & Equipment - \$7,212; IT Equipment - \$13,967; Communications Equipment - \$0; Operating Supplies - \$2,410; Small Equipment & Furniture - \$7,422; Software - \$151,598; Postage - \$1,140; Shelter supplies - \$ 2,187; Training supplies-\$999; 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 - \$59,814.; Merchant/Credit Card fees - \$2,711; Dues, Memberships, Subscriptions - \$29,022; Unemployment Insurance - \$4,863; CDL Testing- \$1,500; CDL Exams- \$2,748; Rent-CDL Training- \$1,400; Property tax- \$95; Veh. Registration fee- \$207; Office Equip Lease - \$756; Small tools repair-\$692; plus Other misc. operating expenses- \$3,633.

# Mason Transit Authority Cash and Investments

December 2022 Board Report

## Cash Balances

	10/31/2022	11/30/2022	Change
Cash - MC Treasurer	\$ 1,470,644.95	\$ 1,627,346.63	\$ 156,701.68
Investments - MC Treasurer	16,250,000.00	16,250,000.00	-
Payroll - ACH Columbia Bank	198,985.07	\$ 198,888.50	(96.57)
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 17,920,130.02</b>	<b>\$ 18,076,735.13</b>	<b>\$ 156,605.11</b>

## Cash Encumbrances

Grant Related:

Purchase 6 cutaways. Fed. 5339 - \$1,039,444, 25% match plus price increase encumbered	474,275.87
Purchase 5 coaches. Fed. 5339 - \$2,573,120. 20% Match	514,624.00
Green Transportation Grant - Fleet & Facilities Transition Plan, 20% Match	20,000.00
Purchase 3 Coaches. FY 2023 Consolidated Grant 20% Match	346,689.00
<b>Total Grant Match</b>	<b>\$ 1,355,588.87</b>

Reserves:

Total Grant Match	1,355,588.87
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	4,100,000.00
Capital Project Reserves <sup>1</sup>	8,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 16,164,768.50</b>

Total of Cash	\$ 18,076,735.13
Less Encumbrances	16,164,768.50
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>1,911,966.63</b>
Investments - MC Treasurer (Reserves)	16,250,000.00
Less Encumbrances	16,164,768.50
<b>Undesignated Cash Reserves</b>	<b>\$ 85,231.50</b>

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

## Mason Transit Authority Capital Budget

December 2022 Board Report

As of November 30, 2022


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		219,706	10,077,298	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		63,450	63,450	Facility maintenance preservation cost. All buildings at JP need painted. Paint project postponed. Board authorized repurposing of funds for Tire Service Equipment.
JP septic grinder pumps	7,000		7,000		-	-	Two of three septic grinder pumps need replaced.
JP HVAC unit replacements	125,000		125,000		-	-	The HVAC system is all original and in need of replacement.
TCC customer service office remodel	100,000			100,000	-	-	Contingent on future sales tax equalization.
Belfair furniture	25,000		25,000		8,620	8,620	Furniture for the Belfair Location
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		81,504	81,504	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		25,000	25,000	Install badge access at MTA facilities for safety and security (CIP)
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		49,200	49,200	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
<b>Total Misc Capital Projects</b>	<b>11,410,700</b>	<b>10,027,698</b>	<b>2,070,333</b>	<b>145,000</b>	<b>514,089</b>	<b>10,371,681</b>	
1 - 35' Coach; 6 - Cutaways	1,555,250	952,145	603,105	-	516,230	-	Grant PTD0344 Federal 5339
<b>Total Vehicle Replacements</b>	<b>\$ 1,555,250</b>	<b>\$ 952,145</b>	<b>\$ 603,105</b>		<b>\$ 516,230</b>		
<b>Total Capital Projects</b>	<b>\$ 12,965,950</b>	<b>\$ 10,979,843</b>	<b>\$ 2,673,438</b>	<b>\$ 145,000</b>	<b>\$ 1,030,319</b>	<b>\$ 10,371,681</b>	

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

# Mason Transit Authority Sales Tax Receipts

December 2022 Board Report

Sales Tax Collected as of 11/30/2022 for 09/30/2022



	2019	2020	2021	2022 Budget	2022 Actual	2022 Budget Variance	% Change 2021 - 2022 Actual
January	377,689	406,391	464,970	370,254	492,351	33%	6%
February	354,467	372,932	456,479	356,980	513,550	44%	13%
March	459,822	408,506	595,307	445,239	646,582	45%	9%
April	445,171	409,532	585,816	423,319	599,278	42%	2%
May	461,236	531,711	604,875	475,066	620,580	31%	3%
June	525,839	568,045	640,945	535,482	677,991	27%	6%
July	498,248	543,942	606,512	514,228	653,259	27%	8%
August	489,291	525,644	590,886	521,727	678,818	30%	15%
September	504,696	574,589	597,424	531,592	733,099	38%	23%
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>5,615,507</u>		

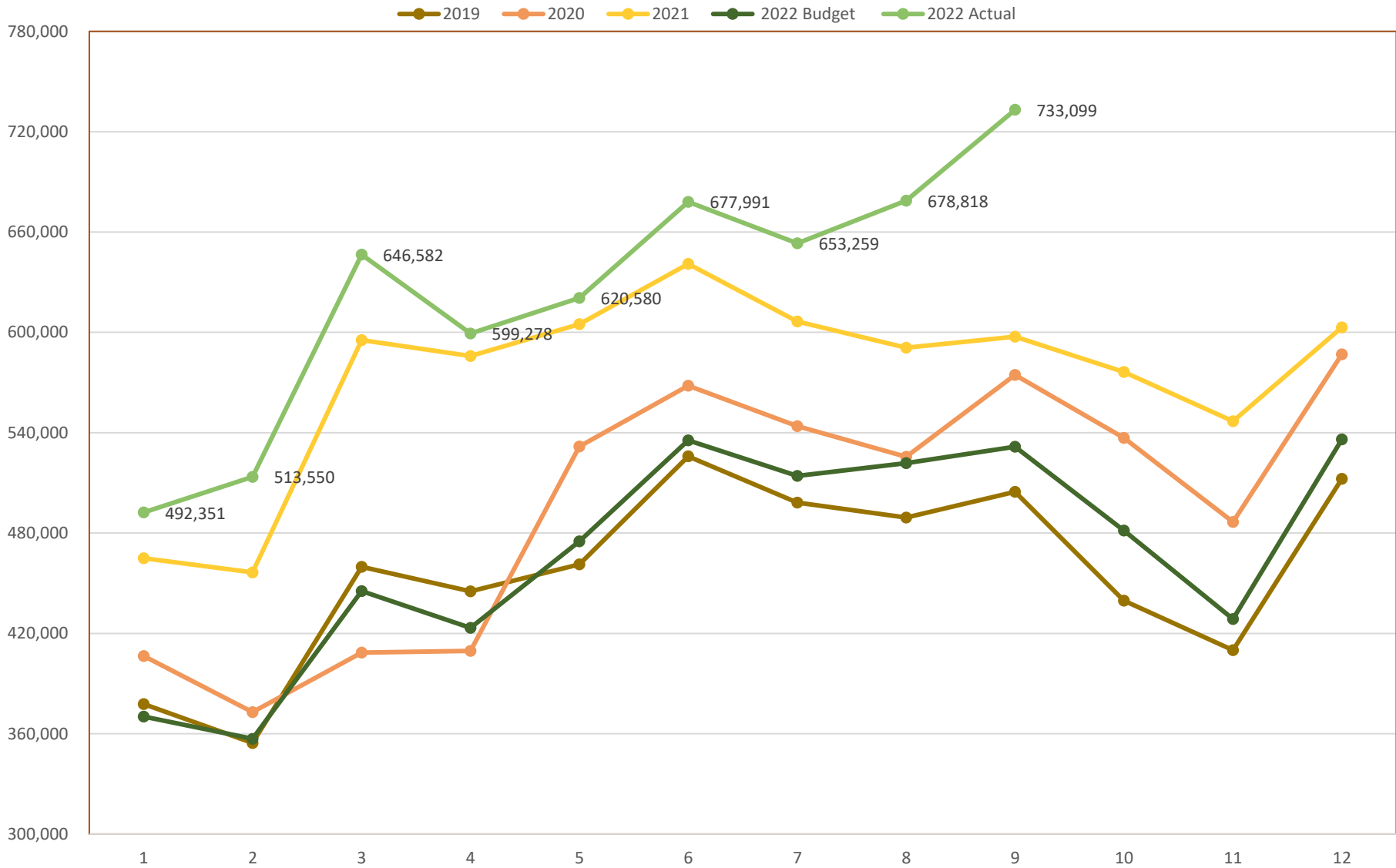
Budget Variance Average - YTD

35%

% Change 2021 vs 2022 Actual Average - YTD

9%

# Monthly Sales Tax Trend





**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 8B – *Informational*

**Subject:** Management Reports

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

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

**Date:** December 20, 2022

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 20, 2022

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 20, 2022

## GENERAL MANAGER'S REPORT

### General Manager Report:

#### External Activities:

- Attended Shelton Mason Chamber Real Estate & Economic Forum.
- Worked with WSTA Subcommittee on review and selection of a Carbon Fuel Standard third party company to manage credits for transit agencies in Washington State.
- Attended Transportation Improvement Board (TIB) meeting in Bellingham.
- Attended Small Medium Transit Association meeting.
- Attended EDC Board meeting.
- Attended Peninsula Regional Transportation Planning Organization Grant Ranking meeting. MTA's two projects were ranked at an A and B level. Also attended PRTPO Executive Board meeting.
- Participated in State General Manager's meeting.
- Attended The Bus Coalition post-election planning meeting.
- Attended the first Washington Public Microtransit Coordination meeting. Jason will be attending future meetings to represent MTA and learn from other agencies.
- Attended L&I webinar.
- Attended 4<sup>th</sup> Quarter WSTIP Board meeting. Elected to Executive Committee as Member At Large and will chair the Board Development Committee in 2023.
- Attended virtual EV Charging Summit.
- Presented to the Shelton Rotary Club.

#### Internal Activities:

- Facilitated staff meetings.
- Facilitated HR related issues and activities.
- Continued coordination updating staff access to programs and services.
- Working with IT staff on the implementation of new badge access door locks at all MTA facilities.
- Continued 2023 budget refinements.
- Coordination with tenants on upcoming leases.
- Coordination with legal counsel on a contract with the Department of Licensing for our CDL Tester.
- Submitted Transit Support Grant application.
- Facilitated MTA Board Finance Subcommittee Meeting.

## TEAM UPDATES

### MAINTENANCE/FACILITIES – Paul Bolte

#### Outreach and meetings:

- Attended warranty workshop webinar.
- Attended Maintenance & Operations Committee meeting
- Attended MTA board meeting.
- Attended Air Management of Airborne Pathogens webinar.
- Attended and helped serve at MTA 30 Year Anniversary Hot Cocoa Bar.
- Worked with staff on preparing bus for use in the Downtown Holiday Parade.

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

- The team is finishing up an office update for Jason after a roof leak damaged the carpeting and ceiling tiles.
- Finishing up garment upgrade for staff.
- Finalized procurement on new bus washer.
- Finished up procurement of three ADA compliant mini vans.
- Did procurement of a new snowplow for front of pick up.
- Still working on Gillig bus procurement.

#### T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 230 people this November. CHOICE Highschool P.E. welcomed 149 students this month. Special Olympics basketball welcomed 144 athletes. Johansen Celebration of Life welcomed around 125 guests.
- **Conference Room:** The MTA monthly board meeting numbered 13 members this month. Mason County EDC meeting had 15 members attend. Lisa D. conducted a “Life of a Driver” event that numbered 6 potential new drivers.
- **Kitchen:** The kitchen user total in November was 12 people.

### OPERATIONS – Jason Rowe

- **Outreach:** We participated in the reverse Holiday Parade Downtown on December 3.
- **Special Transportation:** We provided Special transportation services for the following:
  - Mason County Christian School for a holiday performance;
  - The Sozo Church for a live nativity scene; and
  - The Haven for a field trip to the Union Square Deli this month.
- **New Driver Class:** We have five new driver candidates a couple of weeks into their training and getting ready to move on to their Pre and Post Trip training for their CDL license testing.
- **Transportation Partnerships:** We are working very closely with the Shelton School District to help with their student transportation. We have been running a special route to hit the hotspots for some of their canceled routes for them since November 10. MTA transported a total of 368 kids for the month of November.
- **Increase in Ridership:** Historically we see a dip in ridership for November due to holidays, etc., but we actually saw an increase this month. The increase is primarily attributed to our collaboration with the school districts finding transportation solutions for students using our existing routes. This is in addition to the special route listed above. Parents are calling the school and then they come to us with the specifics of the students. We have been able to find some great solutions that are enabling students that would have no other alternatives to get to or from school with an opportunity to have reliable transportation.
- **30-Year Anniversary:** Our 30-year Anniversary celebration on December 1 was a huge success. Passengers were elated to get to share this great milestone with us.

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

**Agenda Item:** Staff Reports Item 8C – *Informational*

**Subject:** Operational Statistics

**Prepared by:** Jason Rowe, Operations Manager

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

**Date:** December 20, 2022

### **Background:**

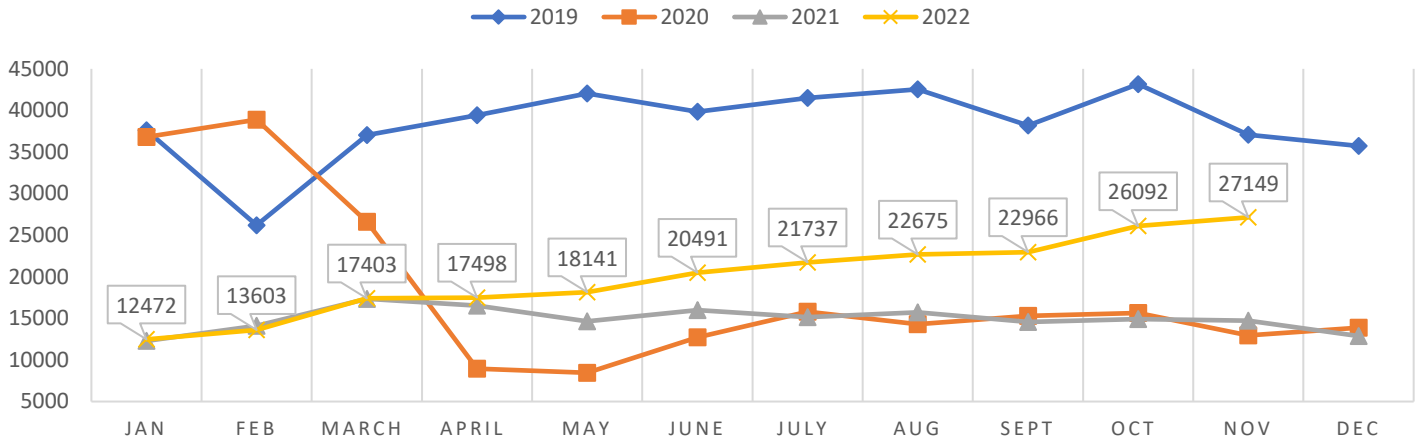
The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2019.

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

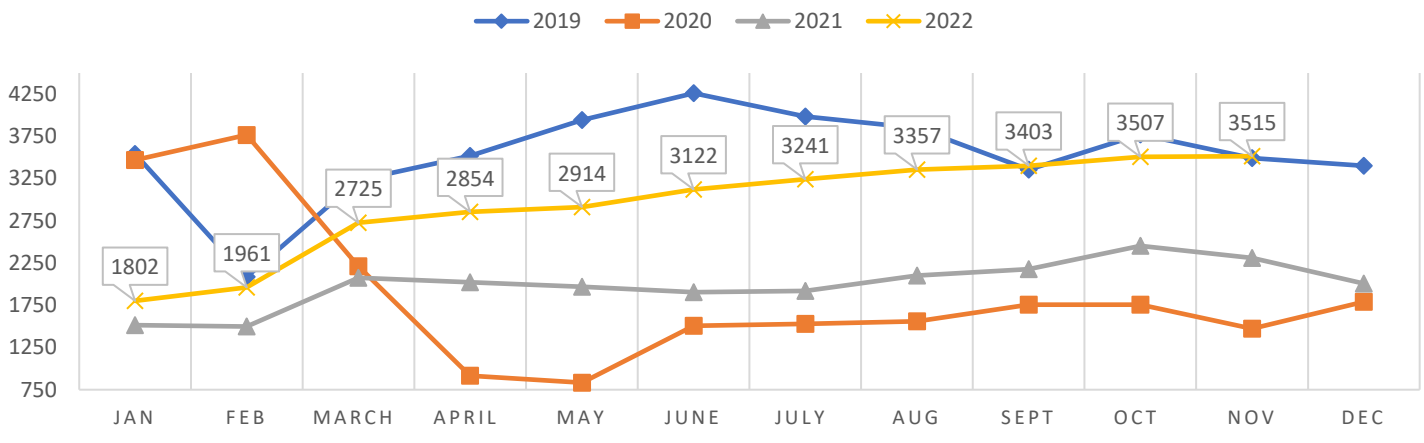
The ridership trend for 2022 continues to gradually increase as we add service to facilitate sustainable growth. In addition, we continually look for ways to maximize the amount of service that we can provide with our current staffing levels. We introduced service changes effective October 10, 2022 and continue to see ridership growth. Another contributing factor to our increase in ridership is an abundance of school transportation shortfalls that are pushing those students to utilize our routed service to get to and from school.

# RIDERSHIP DATA

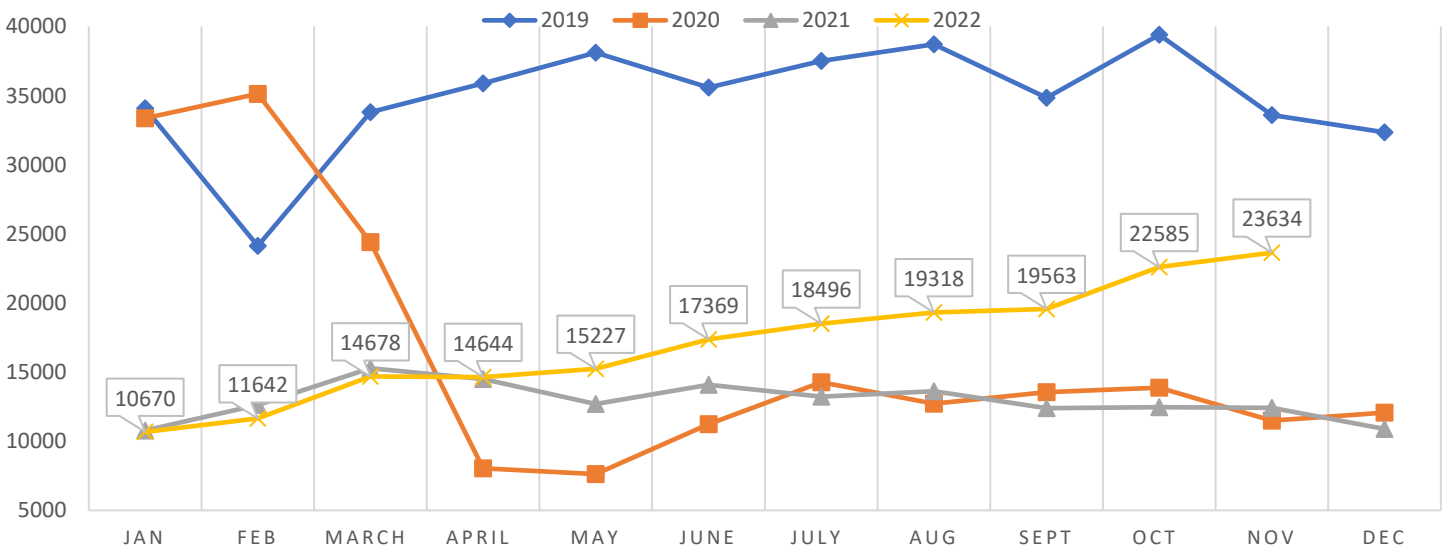
## TOTAL RIDERSHIP



## DEMAND RESPONSE / DIAL-A-RIDE



## FIXED ROUTE





# NORTH MASON SCHOOL DISTRICT

250 East Campus Drive  
Belfair WA 98528  
O 360.277.2300  
F 360.277.2320

Mason County Transit Authority  
601 West Franklin St.  
Shelton, WA 98584

November 29, 2022

Attention: Amy Asher, General Manager

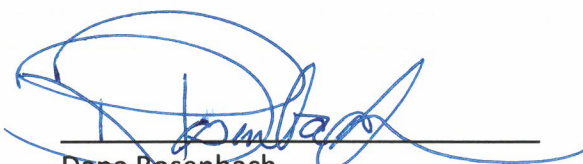
Dear Amy,

It is with utmost appreciation that I write this letter to commend your employees for going above and beyond for one of our high school students.

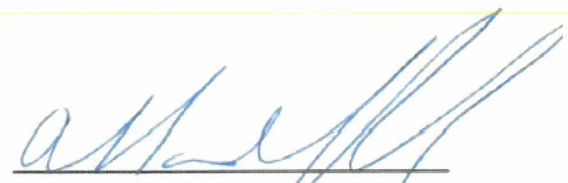
Thanks to the Dial-a-Ride service our student is able to attend evening classes at James Taylor High School. Drivers not only transport our student, they have taken time to evaluate the safety of the pick up and drop off locations as all trips happens at night. As language is a barrier for our student, drivers communicate directly with the school regarding scheduling, allowing trips to be booked in advance. They are also adaptable to changing circumstances, specifically reaching out today to assess the impact of the weather delays and class cancellations.

Student safety is always our top priority and it is incredibly reassuring to see the steps that have been put in place by your drivers to ensure our student is transported safely. This behavior is a reflection of the values of Mason County Transit Authority and we are fortunate to have the strength of this community partnership. We applaud your employees for their commitment and efforts to help *one student achieve*. These kindnesses make a difference; not just to the student, but to our entire district.

With sincere appreciation,



Dana Rosenbach  
Superintendent



Alexia Hadfield  
Principal, James A. Taylor High School

cc: Kristyne York, MLL/Title III, Math Teacher

*"Educate, Empower, Inspire & Prepare"*  
Dana Rosenbach, Superintendent



COOKIES

Chocolate Chip  
M&M  
Sugar  
Snickerdoodle  
Cowboy  
Kinkle  
MTA 30 Years



NO SMOKING  
NO VAPING



30 Years MTA

Coffee  
Hot Chocolate  
Apple Cider  
ed Marshmallows  
aretto  
ppermint Patty

Whipped  
Mini Marsh  
Candy Cane Pie  
White Choc  
Chocolate  
Caramel

