



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, January 17, 2023 at 4:00 p.m.

Remote Meeting via WebEx  
To join by phone: 408-418-9388  
Meeting access code 2556 467 8343  
(Password) EvscMPKZ342

#### **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. **CONSENT AGENDA – ACTION** Chair
  - A. Pg. 03: **December 20, 2022 Regular Board meeting minutes**
  - B. Pg. 07: **Check Approval: December 14, 2022 – January 11, 2023**
  - C. Pg. 15: **Elimination of Cash and Petty Cash Drawers at MTA (Resolution No. 2023-01)**
6. **ACTION ITEMS:**

**Unfinished Business: [None]**

**New Business:**

  - A. Pg. 18 **Actionable: Proposed 2023 MTA Board Committee Members** Amy

**7. STAFF AND INFORMATIONAL REPORTS/PRESENTATION**

- A. Pg. 19: Financial Reports – December, 2022**
- B. Pg. 25: Management Reports**
- C. Pg. 29: Operational Statistics**
- D. Operations Presentation on Bus Technology**

**8. COMMENTS BY BOARD**

**9. UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority  
Regular Meeting  
February 21, 2023 at 4:00 PM**  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

**10. 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 Regular Board Meeting**  
**December 20, 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; Sharon Trask and Kevin Shutty\*.

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

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

**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 Cookston, Accounting Coordinator, Tyler Hildebrandt 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 December 20, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Martin. Motion carried.**

**5. ELECTION OF OFFICERS FOR 2023.** Board Chair Tarzwell called for nominations for the position of Board Chair for 2023:

John Campbell was nominated by John Sheridan to serve as Chair for 2023.  
John Campbell accepted the nomination to serve as Board Chair for 2023.  
**Sheridan/Trask. Motion carried.**

Board Chair Tarzwell called for nominations for the position of Vice Chair for 2023.

Mayor Eric Onisko was nominated by John Sheridan to serve as Vice Chair for 2023.  
Mayor Onisko accepted the nomination. **Sheridan/Martin. Motion carried.**

## 6. CONSENT AGENDA

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

- A. Minutes of the November 1, 2022 Closed Session Meeting Minutes and November 15, 2022 MTA regular Board meeting minutes.
- B. Payments of November 11 through December 13, 2022 financial obligations on checks#36969 through 37050, as presented for a total of \$697,335.55.
- C. Surplus of Equipment (Resolution No. 2022-22)

**Onisko/Trask. Motion carried.**

*\*(Boardmember Shutty virtually entered meeting at 4:08 PM.)*

## PUBLIC HEARING ON 2023 BUDGET

- The public hearing was called to order at 4:09 PM.
- The Board Chair set forth the process for calling on members of the public that wish to speak. Seeing that there were no members of the public in the conference room, she asked if there were any members of the public virtually. Hearing no responses, the staff presentation was presented as follows:
- Amy Asher, General Manager, shared that staff is bringing forward the final draft of the 2023 budget. Ms. Asher described the most recent changes, namely:
  - The final L&I rates for 2023 which increased over \$44k from last year.
  - Maintenance – a vacant custodial position that was not included in the first draft in error.
  - Reclassified one employee position and added one position in Administration.
  - Included performance pay for non-represented positions as per compensation plan.
  - Increased 5% to include travel and conference registration for two board members to attend the Washington State Public Transportation Conference in August.
- Board member Campbell endorsed the 5% increase for Board members to attend the Washington State Public Transportation Conference.
- Board member Sheridan asked about the pooled reserves and Ms. Asher described the purpose of pooled reserves and how they are helpful during inflationary times.
- The public hearing was closed at 4:19 PM.

## 7. ACTION ITEMS – UNFINISHED BUSINESS.

- A. **2023 Budget for Approval.** Ms. Asher presented no further information other than that presented during the public hearing. **Moved** 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. **Neatherlin/Shutty. Motion carried.**
- B. **2023 MTA General Board Meeting Calendar.** Ms. Asher indicated that the 2023 Regular Authority Board meeting calendar was based upon comments received by Board members last month. Board member Neatherlin made a motion to amend the Board meeting calendar by eliminating the August meeting

as the Washington State Public Transportation Conference will be held on the same dates. **Neatherlin/Sheridan. Motion carried.**

**Moved** that Mason Transit Authority Board approve Resolution No. 2022-24 establishing the 2023 schedule of regular meetings, as amended.  
**Neatherlin/Martin. Motion carried.**

## **ACTION ITEMS –NEW BUSINESS [None].**

### **8. STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

#### General Manager:

- Ms. Asher indicated that she had presented Consolidated Transit Grants to the PRTPO Grant Ranking Committee.

#### Financial:

- Ms. Asher shared that the sales tax revenue continues to be strong. She also praised the Admin team for getting the budget and big projects completed.

#### Operations:

- Mr. Rowe reported to the Board that the 30<sup>th</sup> Anniversary hot cocoa bar was a success and riders enjoyed receiving the swag along with the hot beverages. He thanked Paul Bolte for his presence throughout the day.
- Mr. Rowe also shared of the recent outreach and success of MTA's team having a bus in the parade as well as Mason the robo-bus that entertained the community during the parade.
- Mr. Rowe described that MTA was able to provide transportation to 368 school aged children as Olympic School was in dire straits. MTA continues to explore partnership opportunities that benefits the community.

#### Facilities & Fleet:

- Mr. Bolte indicated the following team updates:
  - Mr. Bolte has been working on the procurement of three vehicles.
  - The team has selected a new garment vendor.
  - During the past month, the team has been working on the bus washer and snowplow.

### **9. COMMENTS BY BOARD:**

- Board member Brehmeyer expressed that she was so happy that MTA hired Ms. Asher and that she has done a great job for MTA and the community.
- Board member Campbell wanted to provide a formal thank you for MTA coming through for Mason education.

**Moved** that the meeting be adjourned.

### **10. ADJOURNED:** 4:38 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*

DRAFT

## **Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 5B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** January 17, 2023

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

#### Disbursements:

- Corcoran's Lock and Safe, LLC
  - Check #37101 -\$23,515.78– Door Access Security
- SCJ Alliance
  - Check #37118 - \$ 701.04 – Final Invoice for Park and Ride
- Smarsh
  - Check#37120 - \$8,495.20 – Professional archival
- Washington State Transit Insurance Pool
  - Check#37132 - \$259,298.00 –2023 Annual Billing and Prior Period Adjustment for Property and Liability Insurance

December Fuel Prices: Diesel \$2.93, Unleaded \$2.28

#### General Manager Travel Expenditures:

N/A

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

\$891,033.24

#### **Staff Recommendation:**

Approve.

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

Move that the Mason Transit Authority Board approve the payment of December 14, 2022, through January 11, 2023, financial obligations on checks #37051 through #37132 as presented for a total of \$891,033.24



Mason Transit Authority  
January 17, 2023, Disbursement Approval

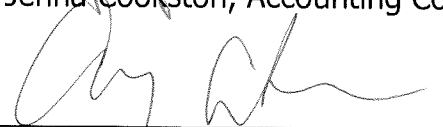
The following checks for the period of December 14, 2022, through January 11, 2023, have been audited and processed for payment by the Accounting Coordinator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	37051-37132	891,033.24

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 12/20/2022	37051	181,765.35
Payroll & DRS – 1/04/2023	37089	181,865.92
Corcoran's Lock and Safe, LLC	37101	23,515.78
SCJ Alliance	37118	701.04
Smarsh	37120	8,495.20
Washington State Transit Insurance Pool	37132	259,298.00

Submitted by:   
Jenna Cookston, Accounting Coordinator

Date: 1/11/23

Approved by:   
Amy Asher, General Manager

Date: 1/11/23



Mason Transit Authority Check Register  
 January 2023 Board Report

Activity From 12/14/2022 Through 1/11/2023

Document Date	Check #	Vendor Name	Amount
12/20/2022	37051	Mason Transit Authority - ACH Account	181,765.35
12/30/2022	37052	Aflac	546.28
12/30/2022	37053	AIG Retirement	1,243.84
12/30/2022	37054	Ecolube Recovery, LLC dba American Petroleum Environmental	35.00
12/30/2022	37055	World Kinect Energy Services	18,059.58
12/30/2022	37056	Aramark	470.13
12/30/2022	37057	American Tire Distributors	1,585.67
12/30/2022	37058	Belfair Water District #1	86.41
12/30/2022	37059	Berg Marketing Group	3,500.00
12/30/2022	37060	Commercial Brake & Clutch, Inc.	281.60
12/30/2022	37061	Cummins Northwest, LLC	33.07
12/30/2022	37062	Dobbs Peterbilt - Rochester	197.59
12/30/2022	37063	Economic Development Council	1,000.00
12/30/2022	37064	Gillig, LLC	1,768.68
12/30/2022	37065	GORDON TRUCK CENTERS, INC.	195.46
12/30/2022	37066	Hood Canal Communications	6,510.00
12/30/2022	37067	District 160	1,665.50
12/30/2022	37068	Kitsap Transit	2,137.52
12/30/2022	37069	Kitsap Sun	310.50
12/30/2022	37070	LegalShield	168.35
12/30/2022	37071	Mason County PUD #3	93.66
12/30/2022	37072	Purcor	283.31
12/30/2022	37073	MOHAWK MFG. & SUPPLY	94.60
12/30/2022	37074	Mountain Mist Water	97.09
12/30/2022	37075	O'Reilly Auto Parts	289.57
12/30/2022	37076	Ricoh USA, Inc	83.87
12/30/2022	37077	Seattle Automotive Distributing	77.48
12/30/2022	37078	Mason County Journal	120.00
12/30/2022	37079	The Shoppers Weekly	4,129.72
12/30/2022	37080	Summit Law Group	64.00
12/30/2022	37081	Total Battery & Automotive Supply	67.51
12/30/2022	37082	Tozier Brothers, Inc.	124.01
12/30/2022	37083	United Way of Mason County	29.00
12/30/2022	37084	AWC Employee Benefit Trust	98,315.05
12/30/2022	37086	Westbay Auto Parts	1,063.65
12/30/2022	37087	Westcare Clinic, Inc.	170.00
12/30/2022	37088	WE PROMOTE YOU	402.91
1/4/2023	37089	Mason Transit Authority - ACH Account	181,865.92
1/11/2023	37090	Abila	1,543.10
1/11/2023	37091	AIG Retirement	1,243.84
1/11/2023	37092	Stanley Convergent Security Solutions	1,801.32

Mason Transit Authority Check Register  
 January 2023 Board Report

Activity From 12/14/2022 Through 1/11/2023

Document Date	Check #	Vendor Name	Amount
1/11/2023	37093	Allstream	263.11
1/11/2023	37094	World Kinect Energy Services	23,939.78
1/11/2023	37095	Aramark	500.51
1/11/2023	37096	American Tire Distributors	791.92
1/11/2023	37097	Association of Washington Cities	7,587.79
1/11/2023	37098	City of Shelton	1,368.39
1/11/2023	37099	Cascade Natural Gas	3,639.51
1/11/2023	37100	Comcast	238.00
1/11/2023	37101	Corcoran's Lock and Safe, LLC	23,515.78
1/11/2023	37102	Dobbs Peterbilt - Rochester	349.92
1/11/2023	37103	CCG Systems, Inc. dba FASTER Asset Solutions	10,919.86
1/11/2023	37104	Gillig, LLC	1,104.17
1/11/2023	37105	GORDON TRUCK CENTERS, INC.	89.13
1/11/2023	37106	Hood Canal Communications	2,498.90
1/11/2023	37107	Robert W. Johnson, PLLC	1,600.00
1/11/2023	37108	Kitsap Transit	1,891.46
1/11/2023	37109	Mason County Garbage, Inc.	872.71
1/11/2023	37110	Mason County PUD #3	6,808.78
1/11/2023	37111	Mason County Treasurer	285.00
1/11/2023	37112	Mountain Mist Water	217.20
1/11/2023	37113	ODP Business Solutions, LLC	299.23
1/11/2023	37114	Olympic Lock & Key	54.40
1/11/2023	37115	Builders FirstSource	67.44
1/11/2023	37116	Romaine Electric	512.37
1/11/2023	37117	Right! Systems, Inc.	4,318.30
1/11/2023	37118	SCJ Alliance	701.04
1/11/2023	37119	Mason County Journal	249.00
1/11/2023	37120	Smarsh	8,495.20
1/11/2023	37121	Staples Business Advantage	217.48
1/11/2023	37122	TK Elevator Corporation	718.74
1/11/2023	37123	Tozier Brothers, Inc.	133.43
1/11/2023	37124	United Way of Mason County	50.00
1/11/2023	37125	UniteGPS, LLC	1,053.00
1/11/2023	37126	U.S. Bank	8,136.41
1/11/2023	37127	Verizon Wireless	944.04
1/11/2023	37128	Westbay Auto Parts	938.57
1/11/2023	37129	Westcare Clinic, Inc.	170.00
1/11/2023	37130	Whisler Communications	1,806.53
1/11/2023	37131	AWorkSAFE Service, Inc.	868.00
1/11/2023	37132	Washington State Transit Insurance Pool	259,298.00

Mason Transit Authority Check Register  
January 2023 Board Report

Activity From 12/14/2022 Through 1/11/2022

Document Date	Check #	Vendor Name	Amount
		December Check Totals	\$ 891,033.24

Mason Transit Authority Credit Card Activity  
January 2023 Board Report

December 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Body repair	\$ 20.03
Parts Inventory	Amazon - Climate control part	134.17
Parts Inventory	Amazon - Parts	259.21
Parts Inventory	Carparts - Parts	630.17
Construction in Progress	Instantcard - ID Badges (CIP) Recoding of doors	1,000.00
Other Non-Transportation Revenue	US Bank Rewards Credit	(1,200.00)
Repair/Maintenance by Other	Extreme Collision Center - Body panel paint	384.99
Background Chk	Checkr - Driver backgrounds	663.17
Postage	USPS - Mailing to Board Member	9.55
Postage	USPS - Mailing to Union Representative	9.90
Postage	USPS - Shipping	18.50
Facility Repair/Maintenance	Amazon - Power cords for events	29.37
Facility Repair/Maintenance	Green Light Depot - Light bulbs	102.26
Facility Repair/Maintenance	Home Depot - Door threshold	36.81
Facility Repair/Maintenance	N Shore Commercial Door - Door opener	94.31
Facility Repair/Maintenance	Plow Parts Online - Snow plow part	167.59
Facility Repair/Maintenance	Tractor Supply - Door hardware	97.62
Operating Supplies	Amazon - CDL testing supplies	318.99
Operating Supplies	Amazon - CDL testing supplies	433.95
Operating Supplies	Amazon - Tool carrier	27.11
Operating Supplies	Walmart - Ops supplies	17.89
Office Supplies	Amazon - Laminating supplies	26.00
Office Supplies	Amazon - Tape	9.73
Office Supplies	Amazon- Toner	939.52
Shop Supplies	Amazon - Batteries	11.10
Shop Supplies	Amazon - Batteries	33.15
Shop Supplies	Amazon - Snow plow oil	70.51
Shop Supplies	Amazon - Tow Straps	81.36
Cleaning/Sanitation Supplies	Amazon - Cleaning supplies	131.48
Cleaning/Sanitation Supplies	Amazon - Supply room	44.54
Cleaning/Sanitation Supplies	Walmart - Cleaning supplies	50.40
Software Expense	Docusign - Electronic sign software	326.40
Communications Equipment	Amazon - Radio cable	20.60
Communications Equipment	Amazon - Radio cable extender	32.54
Small Tools & Equipment	Amazon - Battery maintainer return	(147.42)
Small Tools & Equipment	Amazon - Snow shovels	158.82
Small Tools & Equipment	Monaco Tool - Fuel pump tool	56.97
Small Tools & Equipment	Murcal Inc. - Battery maintainer	1,336.30
Safety Supplies	Amazon - Antifog wipes	19.50
Safety Supplies	Amazon - Masks	39.04
Safety Supplies	Amazon - Seat belt cutters	26.02
Safety Supplies	Amazon - Stabilicers	75.94
Safety Supplies	Amazon - Stabilicers	118.24
Safety Supplies	Amazon - Stabilicers	400.82
Small Tools Replacement/Repair	Amazon - Snow plow part	23.75

Mason Transit Authority Credit Card Activity  
 January 2023 Board Report

December 2022 Activity

GL Title	Transaction Description	Expenses
Small Tools Replacement/Repair	Plow Parts Online - Reservoir	95.00
Dues, Memberships, Subscriptions	EFax - Monthly subscription	100.87
Dues, Memberships, Subscriptions	WA Finance Officers - Annual Membership	75.00
Travel & Meeting Expense MTA	Tulalip Resort - WSTA Spring Maintenance Forum	130.22
Travel & Meeting Expense MTA	Tylalip Resort - WSTA Spring Maintenance Forum	130.22
Conference Registration	WSTA - Ops Committee meeting	156.00
Training / Seminars	HR Train Online - Documentation training	199.00
Training / Seminars	MRSC - Training Webinar	40.00
Other Misc Expenses	Walmart - Decorations	17.39
Other Misc Expenses	Walmart - Decorations	51.81

Total Credit Card Charges -December \$ 8,136.41



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

1/3/2023

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

*Finance Use  
Only*

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
12/7/22	Checkr Inc	Employee Background Check	\$663.17	Y			
12/16/22	WA Finance Officers Assoc	Annual Membership - Jenna	\$75.00	Y			

**TOTAL**      \$    738.17

**Don't forget to attach original receipts**

Signature

Date 1/3/2023

*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:** Elimination of Cash and Petty Cash Drawers at MTA  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** January 17, 2023

### **Background:**

As MTA staff continually reviews its processes, staff have determined that the MTA cash and petty cash drawers held at the T-CC and Johns Prairie facility are no longer necessary.

Now that MTA is operating as a fare-free system, the cash drawers at the T-CC are no longer needed to make change when passes are purchased. TIP Passes for the Worker Driver Program are paid for via credit card. The cost of adhering to and being compliant with the necessary internal controls and monitoring of those funds at a time when fares and bus passes for out of county travel are no longer collected becomes an unnecessary expense to MTA. Petty cash has not been utilized and is not needed at this time.

**Summary:** Rescind Resolutions Nos. 1992-05 and 2017-25 relating to MTA's petty cash and cash drawers.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2023-01 removing cash and petty cash drawers at the Transit-Community Center and Johns Prairie facility.

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
RESCINDING RESOLUTIONS NOS. 1992-05 AND 2017-25; AND  
REMOVING THE TWO CASH DRAWERS AT THE TRANSIT-COMMUNITY  
CENTER AND THE CASH DRAWER AND PETTY CASH DRAWER AT THE  
JOHNS PRAIRIE FACILITY PREVIOUSLY USED FOR FARE SALES AND  
MAKING CHANGE.**

**WHEREAS**, by Resolution No. 1992-05, the Mason Transit Authority (“MTA”) Board established a petty cash fund in the amount of \$100;

**WHEREAS**, by Resolution No. 2017-25, the MTA Board amended Resolution No. 1992-05 and established the following parameters relating to the petty cash and cash drawers as set forth in the following table for the purposes of bus sales and making change:

Department/Location	Custodian	Authorized Amount
MTA Johns Prairie: Petty Cash	As designated in writing by the Administrative Service Manager	\$250
MTA Johns Prairie: Cash Drawer		\$50
MTA TCC #1: Cash Drawer	As designated in writing by the Administrative Service Manager	\$100
MTA TCC #2: Cash Drawer		\$100

**WHEREAS**, MTA no longer has need for the cash or petty cash drawers and the internal controls in connection therewith;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Resolutions Nos. 1992-05 and 2017-25 are hereby rescinded; and

**BE IT FURTHER RESOLVED** the MTA shall no longer have cash or petty cash drawers at any of its facilities.

Adopted this 17<sup>th</sup> day of January, 2023.

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

\_\_\_\_\_  
Eric Onisko, Vice Chair

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

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



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

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

\_\_\_\_\_  
Kevin Shutty, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, 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:** New Business – Item 6A – *Actionable*  
**Subject:** Proposed 2023 MTA Board Committee Members  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** January 17, 2023

### **Background:**

On January 5, 2023, we emailed a description of each of the Committees and respective estimated time commitments to all of the Board members requesting that they rank their preferences for serving on the four committees. Below are our proposed Committees based on responses received and that align with either their first or second preferences. Those that did not respond were reassigned to their 2022 committees.

**Finance:** Mayor Eric Onisko and Sharon Trask

**Human Resources:** Wes Martin and Kevin Shutty

**Policy:** Cyndy Brehmeyer, John Campbell, and Randy Neatherlin

**Operations and Maintenance:** Kevin Shutty, Sandy Tarzwell and John Sheridan

Board members were also placed in committees as provided in the MTA bylaws. Section 8.1 of the bylaws provides that each committee shall be composed of not more than three Authority Board members; one member representing the City of Shelton, one member representing Mason County and one member representing a district. Committee Chairs and Committee members may be designated by the Authority Chair, subject to confirmation by the Authority Board. The terms of the standing committees will coincide with the terms of the Authority Board officers.

**Summary:** Establish new Authority Board Committee members.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above.

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

**Agenda Item:** Staff Report – Item 7A – *Informational*  
**Subject:** Financial Reports – December 2022  
**Prepared by:** Jenna Cookston, Accounting Coordinator  
**Approved by:** Amy Asher, General Manager  
**Date:** January 17, 2022

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

Included are the numbers for December 2022 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for October 2022 (received December 31, 2022) was \$652,444 35% above the 2022 budgeted amount, and 13% higher than October 2021.

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

It is expected that YTD revenue and expenses would be at 100% (12/12) of the budget through the end of the year. Total YTD Revenue is over budget at 148.0%. Total YTD Operating Expenses are under budget at 80.7%.

- 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 119.6%. Still almost 10% increase this time last year.
- Rental income has improved by 12.1% over last year. This contributed an additional \$8,248 to this year's total revenue.
- 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 38.8% for YTD of percentage used.
- Fuel is slightly under 8.6% for the month of December and currently at 91.4% YTD. Since Fuel has been unstable it has been budgeted similar in 2023.

### **Fiscal Impact:**

December fiscal impact reflects total revenues of \$1,107,222 and operating expenses of \$794,318 for a net income of \$312,905.

# Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

January 2023 Board Report

December Statement of Financial Activities	December Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 3,141	\$ 46,060	\$ 38,500		119.6%
PSNS WorkerDriver	6,630	80,506	110,000		73.2%
<b>Total Operating Revenue (Fares)</b>	<b>9,771</b>	<b>126,566</b>	<b>148,500</b>		<b>85.2%</b>
Sales Tax	535,975	6,710,829	5,620,000	(1)	119.4%
Operating Grants	521,748	6,563,277	3,363,648	(2)	195.1%
Rental Income	11,633	148,034	135,700		109.1%
Investment Income	50,096	208,764	10,000		2087.6%
Other Non-operating Revenue	(22,001)	(8,301)	9,570	(3)	-86.7%
<b>Total Revenue</b>	<b>1,107,222</b>	<b>13,749,169</b>	<b>9,287,418</b>		<b>148.0%</b>
<b>Expenses</b>					
Wages and Benefits	635,700	5,721,497	6,918,721		82.7%
Contracted Services	22,289	185,867	478,897		38.8%
Fuel	34,701	475,645	520,250	(4)	91.4%
Vehicle/Facility Repair & Maintenance	42,665	287,684	329,170		87.4%
Insurance	18,429	221,142	222,188		99.5%
Intergovernmental - Audit Fees	-	22,379	38,000		58.9%
Rent - Facilities and Park & Ride	-	17,037	8,620	(5)	197.6%
Utilities	14,292	153,382	191,254		80.2%
Supplies & Small Equipment	19,077	246,464	179,094	(6)	137.6%
Training & Meetings	657	16,954	43,150		39.3%
Other Operating Expenses	6,507	114,948	193,963	(7)	59.3%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>794,318</b>	<b>7,463,000</b>	<b>9,243,307</b>		<b>80.7%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 312,905</b>	<b>\$ 6,286,169</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, Q4-22 actuals.
(3)	Includes: Sale of Maintenance Services - \$6,324; Gain/Loss on Disp. of Asset - \$-26,934; Sales Tax Interest Income -\$6,262 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,500; WSTIP Risk Management Grant - \$ 2,000; Other Non Transportation Revenue - \$1,547; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$4.05. Average gasoline price per gallon year to date is \$3.64
(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- \$7,843; Cleaning/Sanitation/Safety supplies - \$12,248; Office Supplies - \$7,938; Shop Supplies - \$14,207; Small Tools & Equipment - \$8,618; IT Equipment - \$13,967; Communications Equipment - \$0; Operating Supplies - \$3,208; Small Equipment & Furniture - \$8,711; Software - \$165,302; Postage - \$1,182; Shelter supplies - \$ 2,187; Commucations Equip-\$54; 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 - \$63,227.; Merchant/Credit Card fees - \$2,975; Dues, Memberships, Subscriptions - \$30,948; Unemployment Insurance - \$4,863; CDL Testing- \$1,500; CDL Exams- \$3,343; Rent-CDL Training- \$1,400; Property tax- \$95; Veh. Registration fee- \$207; Office Equip Lease - \$756; Small tools repair-\$810; Advertising promotional- \$750; plus Other misc. operating expenses- \$4,074.

# Mason Transit Authority Cash and Investments

January 2023 Board Report

## Cash Balances

	11/30/2022	12/31/2022	Change
Cash - MC Treasurer	\$ 1,627,346.63	\$ 3,816,017.52	\$ 2,188,670.89
Investments - MC Treasurer	16,250,000.00	16,250,000.00	-
Payroll - ACH Columbia Bank	198,888.50	\$ 198,177.69	(710.81)
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 18,076,735.13</b>	<b>\$ 20,264,695.21</b>	<b>\$ 2,187,960.08</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	\$ 20,264,695.21
Less Encumbrances	16,164,768.50
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>4,099,926.71</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

January 2023 Board Report

As of December 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		220,407	10,077,999	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		49,516	49,516	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>539,306</b>	<b>10,396,898</b>	
1 - 35' Coach; 6 - Cutaways	1,555,250	952,145	603,105	-	516,230	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>\$ 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>\$ 1,055,536</b>	<b>\$ 10,913,128</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

January 2023 Board Report

Sales Tax Collected as of 12/31/2022 for 10/31/2022



	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	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	652,444	35%	13%
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>6,267,951</u>		

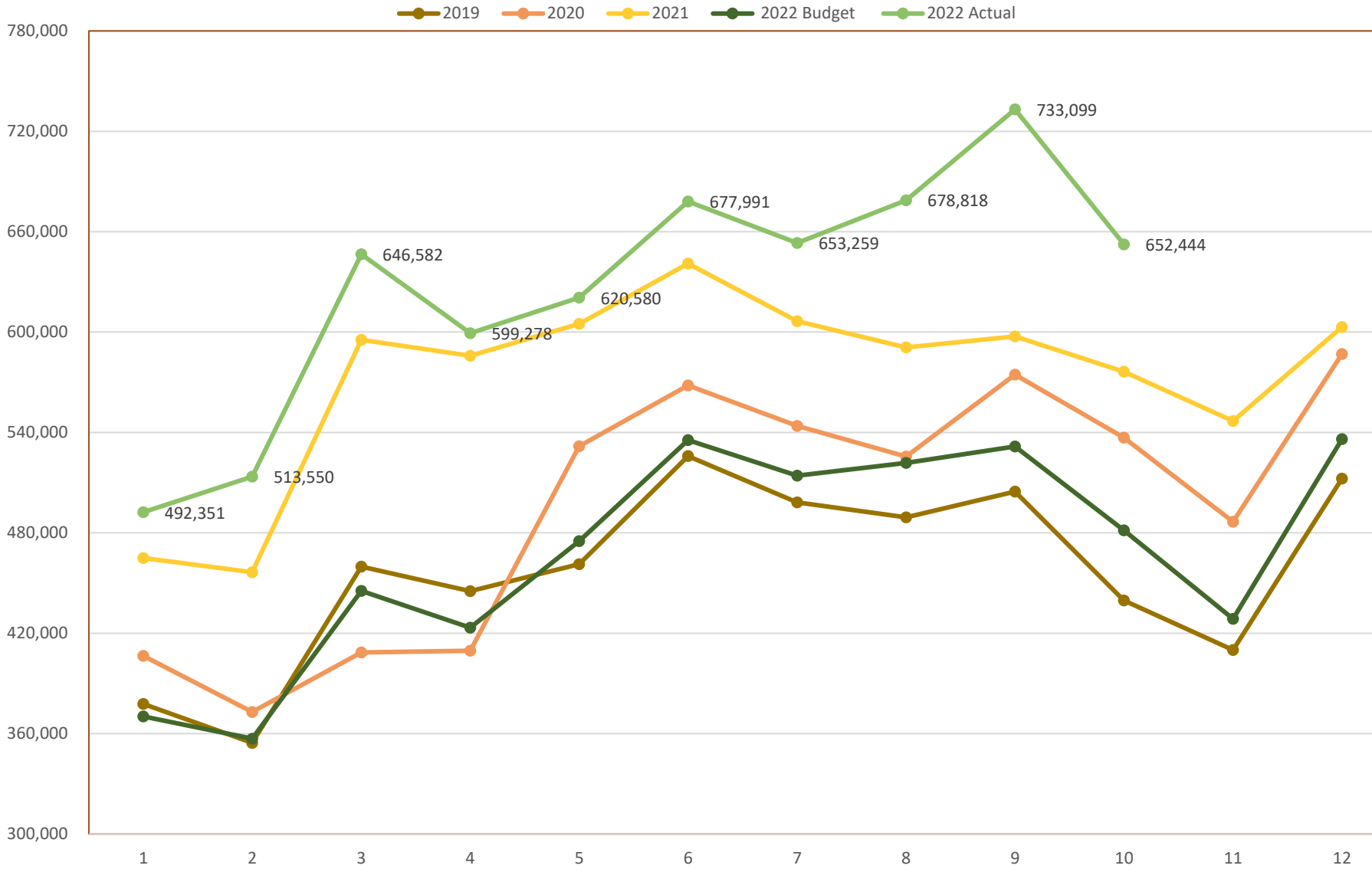
Budget Variance Average - YTD

35%

% Change 2021 vs 2022 Actual Average - YTD

10%

# Monthly Sales Tax Trend





**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:** January 17, 2023

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 17, 2023

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 17, 2023

## GENERAL MANAGER'S REPORT

### General Manager Report:

#### External Activities:

- Attended Legislative Sendoff hosted by Mason County Chambers and EDC.
- Hosted monthly Administrators Breakfast at Belfair Park and Ride.
- Attended weekly Small Medium Transit Alliance Legislative meeting.
- Conducted interviews of firms requested to assist the Washington State Transit Association with Low Carbon Fuel Standard Credit Generation support. This is an effort to assist transit agencies across the state prepare for and monetize carbon credits.
- Attended Opioid Stakeholder meeting at Shelton Civic Center.
- Attended Union United meeting
- Attended Economic Development Board meeting. Heard presentation from Shelton School District regarding information on upcoming levy.

#### Internal Activities:

- Weather related internal communications. Excellent job done by our supervisory team, dispatchers, maintenance team and drivers during our latest snow event!
- Facilitated staff meetings.
- WSDOT Grant edits submitted.
- Organizing documentation to submit for Department of Ecology grant reimbursement for T-CC parking lot clean-up.
- Review job descriptions.
- Worked with Tracy on archiving and file management.
- Met with MTA Boarding and Alighting Committee to review fixed bus stops in Shelton.

## TEAM UPDATES

### MAINTENANCE/FACILITIES –Paul Bolte

#### Outreach and meetings:

- Attended MTA board meeting.
- Attended def fluid webinar on problem in the industry. There is a nationwide shortage of parts. We currently have one vehicle that is unusable due to the shortage.
- Attended “Under the Bus” orientation with new employees.
- Worked with Steve at the T-CC as support staff.

### Facilities and Fleet Projects/Purchases/Maintenance

- Staff finished work on Jason's office that received water damage due to a roof leak.
- Worked with Devin on a spring plan for Park & Ride maintenance.
- Received new snowplow for front of truck.
- Did procurement on EPA compliant bulk oil tanks for the shop.
- Performed end of the year inventory check.

### T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 222 people this December. CHOICE Highschool P.E. did not utilize the gym this month. Special Olympics basketball welcomed 93 athletes. The Shopping with Santa Christmas Bazaar attracted around 130 shoppers.
- **Conference Room.** The MTA monthly board meeting welcomed 14 members this month. The monthly MTA Bus Stop Placement Committee meeting numbered six employees for December. The monthly Ops meeting was cancelled for December. Mason County EDC meeting had around seven members attend. The MTA Uniform Committee numbered five employees.
- **Kitchen:** The kitchen user total was three in December.

### OPERATIONS – Jason Rowe

- **Outreach:** This month we conducted a presentation and travel training for the North Mason High School Special Education Transitions Group. We also participated in a resource fair in Hoodspoint.
- **Special Transportation:** We continue to provide special transportation services for the Shelton School District to help supplement transportation for its students.
- **New Driver Class:** We have five new driver candidates preparing to test for their CDL License. We have started renting the inactive runway at the Port of Shelton and it has been an incredible asset to the training of our new drivers.
- **Ridership Impacts:** We did have some weather events in December that did impact service. We will see an effect on ridership due to this for December. However, it was a great learning experience for our operations staff, and we have some solid service plans for inclement weather to use moving forward. The overall communication to our riders and our staff has been an improvement compared to previous years.
- **Transportation Partnerships:** We are working with Olympic College and Kitsap Transit to facilitate transportation for Olympic College students from the Shelton Campus to the Bremerton Campus. We are also working with Grays Harbor Transit and Squaxin Island Transit to provide a pilot route from Shelton to McCleary to fill some of the transportation holes in this area. These changes will be coming on our next service implementation.

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

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

**Subject:** Operational Statistics

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

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

**Date:** January 17, 2023

### **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 had strong growth and rebound from what we saw in 2020 and 2021. We did see a dip in December, mostly attributed to inclement weather closures and impacts, as well as school being out for 2 weeks as this has been a major ridership driver for our fixed route services. We have more service increases planned for February 2023 and expect to continue to sustainably grow ridership throughout 2023.

## RIDERSHIP DATA

