



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, March 21, 2023 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code 2555 353 7261

(Password) a9fYhfG6j55

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: February 21, 2023 Regular Board meeting minutes
 - B. Pg. 06: Check Approval: February 11, 2023 – March 13, 2023
6. **ACTION ITEMS:**

Unfinished Business: [None]

New Business:

 - A. Pg. 13: Actionable: Second Amendment to Agreement PTD0268 (Resolution No. 2023-03) Amy
 - B. Pg. 19: Actionable: Second Amendment to Agreement PTD0269 (Resolution No. 2023-04) Amy
 - C. Pg. 25: Actionable: Second Amendment to Agreement PTD0270 (Resolution No. 2023-05) Amy

7. STAFF AND INFORMATIONAL REPORTS

A. Pg. 32: Financial Reports – December, 2022 and February, 2023

B. Pg. 39: Management Reports

C. Pg. 43: Operational Statistics

8. EXECUTIVE SESSION: An executive session will be held pursuant to RCW 42.30.110 (1)(g) relating to the performance of a public employee.

Chair

9. RESUME OPEN SESSION: Action may follow Executive Session

Chair

10. COMMENTS BY BOARD

11. UPCOMING MTA BOARD MEETING:

**Mason Transit Authority
Regular Meeting
April 18, 2023 at 4:00 PM**

Please note location below:



**Mason Transit Authority
Belfair Park and Ride
Conference Room
25250 Highway 3
Belfair, WA 98528**

12. 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
February 21, 2023
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, Chair; John Sheridan and Kevin Shuttly.

Authority Voting Board Member Present in Person: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Sandy Tarzwell and Sharon Trask. *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; Jenna Cookston, Accounting Coordinator; Tyler Hildebrandt, Technical Support Analyst; 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 February 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Shuttly. Motion carried.**

5. CONSENT AGENDA

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

- A. January 17, 2023 MTA regular Board meeting minutes.
- B. Payments of January 12, 2023 through February 10, 2023 financial obligations on checks#37133 through 37222, as presented for a total of \$595,122.94.

Sheridan/Onisko. Motion carried.

6. ACTION ITEMS –NEW BUSINESS.

- A. Approval of Capital Purchase Agreement PTD0598. Amy Asher, General Manager, described to the Board that as a part of the approved 2023 Capital Budget, the Board approved the purchase of the three ADA vans for use in the Dial-A-Ride program. On October 13, 2022 WSDOT approved the application that was submitted for the 2022-2023 Transit Support Grant in the amount of \$234,746 with zero dollars required as a match from MTA. These vans will provide better access throughout Mason County where service to some locations are not accessible by the cutaways. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-02 and the attached Capital Grant Agreement No. PTD0598 between WSDOT and MTA. **Onisko/Trask. Motion carried.**

7. DISCUSSION ITEM: Dial-A-Ride Demonstration

Ms. Asher provided a demonstration of the online Dial-A-Ride scheduling service and provided an overview of the program. She also demonstrated the app through Ecolane and new technology features. She also explained that there is a customer service line that is available for those members of the public not using computers. Board member Martin suggested that the Apple Store and Google Play logos have a link so that users may more easily access the app. It was also suggested that the links be provided on the home page.

8. STAFF REPORTS:

- A. Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher informed the Board that, as a member service, WSTA will be developing a carbon credit pool and will enter into an agreement with a firm that will be able to work through the complicated carbon fuel credit reporting with Department of Ecology. This will allow transit agencies in the state to pool carbon credits to sell on the newly developed market in Washington State. More to come.
- Ms. Asher highlighted the following employee accomplishments:
 - Ms. Asher shared with the Board that Haley Dorian has been pursuing more HR related duties, as well the SHRM designation by studying and passing its exam. The pass rate for the exam was 65%.
 - Ms. Asher indicated that the Employee Engagement Committee had met and reviewed many submitted nominations for MTA's Employee of the Year. Brian Biegger, a Driver for MTA, was selected as the MTA Employee of the Year. Mr. Biegger had received several nominations and stepped up to assist in the last driver training.
 - Ms. Asher shared that Tracy Becht, the Board's Clerk, is serving as the President of the Washington Association of Public Records Officers for the years 2023 and 2024.

Financial:

- The Board packet has two separate financial reports as the 2022 bills are still coming in. Everything else is progressing as expected.

Operations:

- On February 18, MTA held its "Day in the Life of a Driver" tour for the six applicants of the upcoming Driver training.
- MTA Drivers bids on routes will begin February 27 with service changes beginning March 13.
- Ms. Asher also described the changes to Routes 1, 3, 4 and 11.
- Youth ridership is increasing and Dan Sharp, MTA'S Operations Coordinator, has been meeting with different groups to provide information relating to MTA's services. Board member Tarzwell asked how MTA could provide additional training about how to use public transportation. She expressed it might be overwhelming to a first time user of public transportation. Ms. Asher shared that Mr. Sharp has been meeting with different community groups to describe all of MTA's services, how to ride, travel training on specifics, including offering 1-on-1 level travel training, as well as teaching how to use MTA's services. Mr. Sharp is also meeting with many social service agencies as there is a lot of staff turnover.

Facilities & Fleet:

- Paul Bolte, Facilities and Fleet Maintenance Manager, stated that MTA has received 2 of the 3 Toyota hybrid minivans. These vehicles will be MTA's first use of electric vehicles. He said the minivans look great.
- Mr. Bolte stated that the new technician position has been filled and that his first day with MTA will be March 2. Mr. Bolte also indicated that two more positions will be retiring so further recruitments will be coming.
- As spring arrives, there will be restriping of park & ride lots, painting directional arrows and weed pulling.

9. COMMENTS BY BOARD:

- Board member Sheridan praised staff for keeping information up-to-date; MTA has formal areas for different locations. MTA has moved away from the paper schedule and many agencies are moving to providing information on-line.
- Board Chair Campbell indicated that MTA is a hand reaching out to the community to make public transportation accessible with fiscal responsibility and great service.

Moved that the meeting be adjourned.

10. ADJOURNED: 4:48 PM

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
March 21, 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 5B – *Actionable*
Subject: Check Approval
Prepared by: Jenna Cookston, Finance Administrator
Approved by: Amy Asher, General Manager
Date: March 21, 2023

Summary for Discussion Purposes:

Disbursements:

- Northwest Lift & Equipment LLC.
 - Check #37241 - \$63,415.21 – Heavy Duty Lift with 74,000 lbs. capacity.
- Schetky Northwest Sales, Inc.
 - Check #37246 - \$ 78,372.00 – Toyota Sienna AWD Hybrid ADA NorthStar Conversion.
- Moose Breath Graphics L.L.C.
 - Check#37277 - \$788.08 – Bus Schedules 24x36 & 24x24.
- SCJ Alliance
 - Check#37290 - \$11,801.00 – Gravity Sewer Conversion Design and Management tasks.
- Titus-Will
 - Check#37296 - \$5,558.17–Remanufactured Transmission

February Fuel Prices: Diesel \$3.93, Unleaded \$3.34

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$709,161.82

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of February 11, 2023, through March 13, 2023, financial obligations on checks #37223 through #37305 as presented for a total of \$709,161.82.

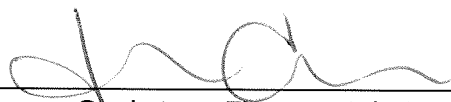


Mason Transit Authority
March 21, 2023, Disbursement Approval

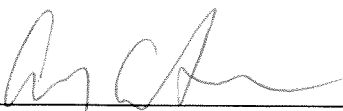
The following checks for the period of February 11, 2023, through March 13, 2023, have been audited and processed for payment by the Finance Administrator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	37223-37305	709,161.82

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 2/14/2023	37223	206,220.73
Payroll & DRS – 2/28/2023	37252	181,797.92
Northwest Lift & Equipment LLC	37241	63,415.21
Schetky Northwest Sales, Inc.	37246	78,372.00
Moose Breath Graphics L.L.C.	37277	788.08
SCJ Alliance	37290	11,801.00
Titus-Will	37296	5,558.17

Submitted by: 
Jenna Cookston, Finance Administrator

Date: 3/14/23

Approved by: 
Amy Asher, General Manager

Date: 3/14/2023

Mason Transit Authority Check Register
 March 2023 Board Report

Activity From 2/11/2022 Through 3/13/2022

Document Date	Check #	Vendor Name	Amount
2/14/2023	37223	Mason Transit Authority - ACH Account	206,220.73
3/1/2023	37224	Advance Glass	341.49
3/1/2023	37225	Aflac	546.28
3/1/2023	37226	AIG Retirement	1,855.38
3/1/2023	37227	World Kinect Energy Services	10,412.64
3/1/2023	37228	Aramark	314.01
3/1/2023	37229	Dobbs Peterbilt - Rochester	300.30
3/1/2023	37230	Gillig, LLC	1,796.33
3/1/2023	37231	GORDON TRUCK CENTERS, INC.	206.08
3/1/2023	37232	District 160	1,738.00
3/1/2023	37233	Island Superior Air Filter	754.38
3/1/2023	37234	Jim's Auto Repair & Towing	306.38
3/1/2023	37235	Knight Fire Protection, Inc.	2,135.29
3/1/2023	37236	LegalShield	168.35
3/1/2023	37237	Mason County Garbage, Inc.	602.83
3/1/2023	37238	Mason County PUD #3	193.14
3/1/2023	37239	Purcor	250.67
3/1/2023	37240	Mountain Mist Water	75.12
3/1/2023	37241	Northwest Lift & Equipment LLC	63,415.21
3/1/2023	37242	ODP Business Solutions, LLC	48.77
3/1/2023	37243	O'Reilly Auto Parts	82.63
3/1/2023	37244	Pitney Bowes Supplies	198.10
3/1/2023	37245	Builders FirstSource	26.70
3/1/2023	37246	Schetky Northwest Sales, Inc.	78,372.00
3/1/2023	37247	Staples Business Advantage	310.26
3/1/2023	37248	Total Battery & Automotive Supply	64.18
3/1/2023	37249	Tozier Brothers, Inc.	106.77
3/1/2023	37250	United Way of Mason County	50.00
3/1/2023	37251	AWC Employee Benefit Trust	93,514.62
2/28/2023	37252	Mason Transit Authority - ACH Account	181,797.92
3/9/2023	37253	Abila	771.55
3/9/2023	37254	Advance Glass	368.90
3/9/2023	37255	AIG Retirement	1,855.38
3/9/2023	37256	Allstream	171.80
3/9/2023	37257	Ecolube Recovery, LLC dba American Petroleum	365.52
3/9/2023	37258	Amerisafe	1,481.57
3/9/2023	37259	Aramark	470.13
3/9/2023	37260	Belfair Water District #1	172.82

Mason Transit Authority Check Register
 March 2023 Board Report

Activity From 2/11/2022 Through 3/13/2022

Document Date	Check #	Vendor Name	Amount
3/9/2023	37261	Berg Marketing Group	3,500.00
3/9/2023	37262	City of Shelton	1,301.80
3/9/2023	37263	Comcast	264.87
3/9/2023	37264	Commercial Brake & Clutch, Inc.	131.68
3/9/2023	37265	Cummins Northwest, LLC	140.76
3/9/2023	37266	Dobbs Peterbilt - Rochester	134.95
3/9/2023	37267	Northwest Cascade Inc. DBA FloHawks	162.75
3/9/2023	37268	FuelCare, Inc	3,735.11
3/9/2023	37269	Gillig, LLC	246.78
3/9/2023	37270	Hood Canal Communications	2,497.74
3/9/2023	37271	Industrial Tire Service of Washington Inc.	1,559.82
3/9/2023	37272	Robert W. Johnson, PLLC	1,600.00
3/9/2023	37273	Kitsap Sun	2,295.75
3/9/2023	37274	Mason County PUD #3	2,022.65
3/9/2023	37275	Mason County Treasurer	94.00
3/9/2023	37276	Purcor	277.44
3/9/2023	37277	Moose Breath Graphics L.L.C	788.08
3/9/2023	37278	McClatchy Company LLC	1,875.00
3/9/2023	37279	MOHAWK MFG. & SUPPLY	41.76
3/9/2023	37280	Mountain Mist Water	255.83
3/9/2023	37281	ODP Business Solutions, LLC	135.11
3/9/2023	37282	Olympic Lock & Key	76.16
3/9/2023	37283	O'Reilly Auto Parts	367.30
3/9/2023	37284	Pitney Bowes	188.95
3/9/2023	37285	Builders FirstSource	125.88
3/9/2023	37286	Ricoh USA, Inc	63.06
3/9/2023	37287	Romaine Electric	151.90
3/9/2023	37288	Right! Systems, Inc.	4,318.30
3/9/2023	37289	Schetky Northwest Sales, Inc.	164.18
3/9/2023	37290	SCJ Alliance	11,801.00
3/9/2023	37291	Seattle Automotive Distributing	284.90
3/9/2023	37292	Mason County Journal	320.25
3/9/2023	37293	Smarsh	4.67
3/9/2023	37294	Spike's Hydraulics	52.92
3/9/2023	37295	Staples Business Advantage	360.72
3/9/2023	37296	Titus-Will	5,558.17
3/9/2023	37297	Tozier Brothers, Inc.	15.75
3/9/2023	37298	United Way of Mason County	50.00

Mason Transit Authority Check Register
March 2023 Board Report

Activity From 2/11/2022 Through 3/13/2022

Document Date	Check #	Vendor Name	Amount
3/9/2023	37299	UniteGPS, LLC	1,053.00
3/9/2023	37300	U.S. Bank	5,864.00
3/9/2023	37301	Verizon Wireless	946.76
3/9/2023	37302	Voyager Fleet Systems, Inc.	12.00
3/9/2023	37303	Whisler Communications	1,806.53
3/9/2023	37304	Haley Dorian- Travel	289.31
3/9/2023	37305	AWorkSAFE Service, Inc.	362.00
February Check Totals			\$ 709,161.82

Mason Transit Authority Credit Card Activity
 March 2023 Board Report

February 2023 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Hitch	\$ 204.15
Parts Inventory	Amazon - Parts	41.83
Parts Inventory	Amazon - Parts	56.20
Parts Inventory	Amazon - Parts	56.38
Parts Inventory	Amazon - Parts	71.69
Parts Inventory	Amazon - Parts	76.80
Parts Inventory	Amazon - Parts	87.65
Parts Inventory	Ebay - Cummins compressor, parts	1,464.75
Parts Inventory	Mcguire Bearing - parts for bus 300	95.92
Uniform Allowance	Berg Marketing - Driver uniform samples	873.97
Postage	USPS - Records request	9.00
Facility Repair/Maintenance	Amazon - Parking lot stencils for all P&R	105.25
Facility Repair/Maintenance	Amazon - Parking lot stencils for all P&R	278.84
Facility Repair/Maintenance	Amazon - Solar lighting	39.05
Facility Repair/Maintenance	Amazon - Striping paint for all P&R	130.14
Operating Supplies	Amazon - Lost and found tags	56.37
Operating Supplies	Amazon - Seat belt extenders	26.01
Shop Supplies	Amazon - Shop supplies	20.33
Shop Supplies	Amazon - Shop supplies	58.56
Cleaning/Sanitation Supplies	Amazon - Brooms	76.94
Software Expense	ACDelco - Software program, transmissions	48.83
IT Equipment	Proclip - Tablet mounts for vehicles	1,236.82
IT Equipment	Toziers - Outlet boxes for ethernet	46.44
Small Tools & Equipment	Amazon - Mower parts	26.58
Safety Supplies	Amazon - First aid supplies	10.68
Safety Supplies	Amazon - First aid supplies	10.98
Safety Supplies	Amazon - First aid supplies	14.04
Safety Supplies	Amazon - First aid supplies	42.15
Veh License/Registration Fee	Shelton Tabs - Registration 2201	140.34
Veh License/Registration Fee	Shelton Tabs - Registration 2203	140.34
Dues, Memberships, Subscriptions	Efax - Monthly subsription	100.87
Travel & Meeting Expense MTA	Fred Meyer - Board mtg water	3.25
Conference Registration	NW LERA - Labor/bargaining conference	375.00
Other Misc Expenses	Aatrix - 1099 NEC revision filing	14.95
Other Misc Expenses	Walmart - Breakroom supplies	27.05
Total Credit Card Charges -February		<u>\$ 6,068.15</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6A – *Actionable*
Subject: Second Amendment to Agreement PTD0268
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: March 21, 2023

Background:

The Second Amendment to Operating Grant Agreement PTD0268 between WSDOT and MTA is included herein and relates to regional connections.

This Second Amendment to the Agreement is the result of an award received from WSDOT of Sales Tax Equalization revenue from the Rural Mobility Transit Formula Fund. The award is to transit systems serving small cities and rural areas. Eligible transit agencies receive a prorated amount of the rural mobility funds based on annual sales tax revenues as reported by the Department of Revenue. MTA has elected to apply the award to our existing operating projects based on the percentage of miles driven in each program.

Staff has reviewed the amounts presented in the agreement and find them to be in alignment with how MTA requested the funds to be applied.

Legal Counsel has reviewed and approved the Agreement.

Summary: Approve Second Amendment to Agreement PTD0268

Fiscal Impact:

The local match has been reduced from \$2,935,739 to \$897,443 by applying \$2,038,296 current rural mobility funds to the previous match amount established by the First Amendment to Operating Grant Agreement PTD0268.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-03 that approves the Second Amendment to Operating Grant Agreement PTD0268 and authorizes the General Manager to sign that agreement.



WSDOT Contact: Elizabeth Safsten
WSDOT E-mail: SafsteE@wsdot.wa.gov
WSDOT Phone: 360-705-6885

Amendment

Consolidated Grant Program Operating Grant Agreement		
Amendment Number	PTD0268-02	Contractor: Mason County Public Transportation Benefit Area dba Mason Transit Authority 791 E Johns Prairie Rd Shelton, WA 98584-1265
Term of Agreement	July 1, 2021 through June 30, 2023	
Vendor #	911554133	
UEI	GVJSNKK6EFQ3	
ALN # / ALN Name	20.509 Formula Grants for Rural Areas	
Indirect Cost Rate	10% De Minimus	
R & D	No	
Service Area	Mason, Kitsap, Thurston, and Jefferson Counties	

This is the second AMENDMENT to AGREEMENT PTD0268 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Mason County Public Transportation Benefit Area (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITALS

WHEREAS, the State of Washington in its Substitute Senate Bill 5975 Sessions Laws of 2022, Section 211 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the Move Ahead Washington budget through its 2021-2023 biennial appropriations to WSDOT; and

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0268 to:

- Increase Rural Mobility Formal Funds by \$2,038,296, and
- Reduce contractor's share by the same amount

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0268:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the funding table under 'Funding by Project' as follows:

Funding by Project

Project Title: Regional Connections

UPIN # PTCO042

Scope of Work: Sustain regional fixed route service for the general public, people with special transportation needs, and express commuters routes in Mason County with connections to Kitsap, Thurston and Jefferson counties.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	62%	\$ 3,335,373		\$ 3,335,373
FTA 5311	WA-2021-130	21%	\$ 1,109,722		\$ 1,109,722
Contractor's Funds	N/A	17%	\$ 897,443		\$ 897,443
Projected Grant Funds	N/A				\$ -
Total Project Cost		100%	\$ 5,342,538	\$ -	\$ 5,342,538

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2021-2023 biennium.

Federal Award Information

	FTA 5311
Federal Award Identification #	WA-2021-130
Year	2021
Federal Award Date	9/20/2021
Budget Period Start Date	12/27/2020
Budget Period End Date	12/30/2025
Period of Performance Start Date	9/20/2021
Period of Performance End Date	12/30/2025
Total WSDOT Apportionment	\$14,761,434
Amount Committed to the Subrecipient	\$1,109,722
Amount Obligated to the Subrecipient	\$1,109,722

3. A copy of this AMENDMENT to AGREEMENT PTD0268 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

4. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

Capital Projects & Funding Manager
Public Transportation Division

Authorized Representative

Title

Date

Date

RESOLUTION NO. 2023-03

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2021-21 AND 2021-27 BY APPROVING
THE SECOND AMENDMENT TO OPERATING GRANT AGREEMENT
PTD0268 AND AUTHORIZING THE GENERAL MANAGER TO SIGN THAT
SECOND AMENDMENT TO AGREEMENT PTD0268.**

WHEREAS, by Resolution No. 2021-21 the Mason Transit Authority Board (the "Board") approved Agreement PTD0268 between the Washington State Department of Transportation ("WSDOT") and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, by Resolution No. 2021-27, the Board approved the First Amendment to Agreement PTD0268 between WSDOT and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, MTA has received notification of the award of FY 2023 Rural Mobility Transit Formula Funds in the amount of \$2,436,270 through WSDOT; and

WHEREAS, MTA was awarded those Rural Mobility Transit Formula Funds for certain operating expenses identified in the agreement relating to regional fixed route service during the 2021 through 2023 biennium;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Second Amendment to Operating Grant Agreement PTD0268 between WSDOT and MTA (the "Agreement") in the total amount of \$5,342,538, of which \$2,038,296 shall be Rural Mobility Transit Formula Funds which shall then reduce the required local match to be \$897,443 from the previous amount of \$2,935,739 as established by Resolution No. 2021-27; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 21st day of March, 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 6B – *Actionable*
Subject: Second Amendment to Agreement PTD0269
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: March 21, 2023

Background:

The Second Amendment to Operating Grant Agreement PTD0269 between WSDOT and MTA is included herein and relates to MTA’s demand response (Dial-A-Ride) transit services.

This Second Amendment to the Agreement is the result of an award received from WSDOT of Sales Tax Equalization revenue from the Rural Mobility Transit Formula Fund and additional Special Needs Transportation Formula Funds funded out of the Climate Commitment Act Account. MTA has elected to apply the award to existing operating projects based on the percentage of miles driven in each program and use the state funds to reduce the local match amount.

Staff has reviewed the amounts presented in the agreement and find them to be in alignment with how MTA requested the funds to be applied.

Legal Counsel has reviewed and approved the Agreement.

Summary: Approve Second Amendment to Agreement PTD0269.

Fiscal Impact:

From this award, the local matched has been reduced by \$374,258.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-04 that approves the Second Amendment to Operating Grant Agreement PTD0269 and authorizes the General Manager to sign that agreement.



WSDOT Contact: Elizabeth Safsten
WSDOT E-mail: SafsteE@wsdot.wa.gov
WSDOT Phone: 360-705-6885

Amendment

Consolidated Grant Program Operating Grant Agreement			
Amendment Number	PTD0269-02	Contractor:	Mason County Public Transportation Benefit Area
Term of Agreement	July 1, 2021 through June 30, 2023		
Vendor #	911554133		
UEI	GVJSNKK6EFQ3		
ALN # / ALN Name	20.509 Formula Grants for Rural Areas		
Indirect Cost Rate	No		
R & D	No		
Service Area	Mason County	Contact:	Amy Asher
		Email:	aasher@masontransit.org

This is the second AMENDMENT to AGREEMENT PTD0269 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Mason County Public Transportation Benefit Area (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITALS

WHEREAS, the State of Washington in its Substitute Senate Bill 5975 Sessions Laws of 2022, Section 211 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the Move Ahead Washington budget through its 2021-2023 biennial appropriations to WSDOT; and

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0269 to:

- Increase funding by \$324,770 in Special Needs Transportation Formula Funds funded out of the Climate Commitment Act Account (CCA),
- Increase funding by \$49,488 in Rural Mobility Formula Funds funded out of the Mobility Management Account (MMA), and
- Decrease contractor's funds by \$374,258

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0269:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the funding table under 'Funding by Project' as follows:

Funding by Project

Project Title: Demand Response

UPIN # PTCO043

Scope of Work: Sustain the Core Demand Response (Dial-A-Ride) transit services for the elderly, persons with special needs, low-income, and general public in Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds (MMA)	N/A	16%	\$ 630,936		\$ 630,936
Special Needs Transportation Transit Formula Funds (MMA)	N/A	38%	\$ 1,560,910		\$ 1,560,910
Special Needs Transportation Transit Formula (CCA)	N/A	8%	\$ 324,770		\$ 324,770
FTA 5311	WA-2021-130	32%	\$ 1,294,675		\$ 1,294,675
Contractor's Funds	N/A	6%	\$ 254,288		\$ 254,288
Projected Grant Funds	N/A				\$ -
Total Project Cost		100%	\$ 4,065,579	\$ -	\$ 4,065,579

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2021-2023 biennium.

Federal Award Information

	FTA 5311
Federal Award Identification #	WA-2021-130
Year	2021
Federal Award Date	9/20/2021
Budget Period Start Date	12/27/2020
Budget Period End Date	12/30/2025
Period of Performance Start Date	9/20/2021
Period of Performance End Date	12/30/2025
Total WSDOT Apportionment	\$14,761,434
Amount Committed to the Subrecipient	\$1,294,675
Amount Obligated to the Subrecipient	\$1,294,675

3. A copy of this AMENDMENT to AGREEMENT PTD0269 shall be attached to and made a part of the original AGREEMENT. Any references to the “AGREEMENT” shall mean “AGREEMENT as amended.”

4. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

Capital Projects & Funding Manager
Public Transportation Division

Authorized Representative

Title

Date

Date

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2021-22 AND 2021-28 BY APPROVING
THE SECOND AMENDMENT TO OPERATING GRANT AGREEMENT
PTD0269 AND AUTHORIZING THE GENERAL MANAGER TO SIGN THAT
SECOND AMENDMENT TO AGREEMENT PTD0269.**

WHEREAS, by Resolution No. 2021-22 the Mason Transit Authority Board (the "Board") approved Agreement PTD0269 between the Washington State Department of Transportation ("WSDOT") and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, by Resolution No. 2021-28, the Board approved the First Amendment to Agreement PTD0269 between WSDOT and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, MTA has received notification of the award of FY 2023 Rural Mobility Transit Formula Funds in the amount of \$2,436,270 and an increase in Special Needs Transportation Formula Funds in the amount of \$324,770; and

WHEREAS, MTA has allocated those funds to existing operating grant PTD0269 for certain operating expenses identified in the agreement relating to MTA's demand response (Dial-A-Ride) transit services for the elderly, persons with special needs, low-income and general public in Mason County during the 2021 through 2023 biennium; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Second Amendment to Operating Grant Agreement PTD0269 between WSDOT and MTA (the "Agreement") adding \$324,770 in Special Needs Transportation Formula Funds, and \$49,488 in Rural Mobility Transit Formula Funds; which shall then reduce the required local match by \$374,258.

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 21st day of March, 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 6C – *Actionable*
Subject: Second Amendment to Agreement PTD0270
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: March 21, 2023

Background:

The Second Amendment to Operating Grant Agreement PTD0270 between WSDOT and MTA is included herein and relates to MTA’s core zone deviated fixed-route service. MTA was awarded FTA 5311 federal funding for its core zone deviated fixed-route service for the general public and those with special needs in Mason County during the period July 1, 2021 through June 30, 2023 which required a local match.

This Second Amendment to the Agreement is the result of an award received from WSDOT of Sales Tax Equalization revenue from the Rural Mobility Transit Formula Fund. The award is to transit systems serving small cities and rural areas. Eligible transit agencies receive a prorated amount of the rural mobility funds based on annual sales tax revenues as reported by the Department of Revenue. MTA has elected to apply the award to existing operating projects based on the percentage of miles driven in each program and use the state funds to reduce the local match amount.

Staff has reviewed the amounts presented in the agreement and find them to be in alignment with how MTA requested the funds to be applied.

Legal Counsel has reviewed and approved the Agreement.

Summary: Approve Second Amendment to Agreement PTD0270.

Fiscal Impact:

The local matched has been reduced by \$348,486.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-05 that approves the Second Amendment to Operating Grant Agreement PTD0270 and authorizes the General Manager to sign that agreement.



WSDOT Contact: Elizabeth Safsten
WSDOT E-mail: SafsteE@wsdot.wa.gov
WSDOT Phone: 360-705-6885

Amendment

Consolidated Grant Program Operating Grant Agreement	
Amendment Number	PTD0270-02
Term of Agreement	July 1, 2021 through June 30, 2023
Vendor #	911554133
UEI	GVJSNKK6EFQ3
ALN # / ALN Name	20.509 Formula Grants for Rural Areas
Indirect Cost Rate	N/A
R & D	No
Service Area	Mason County
Contractor: Mason County Public Transportation Benefit Area dba Mason Transit Authority 793 E Johns Prairie Rd Shelton, WA 98584-1265 Contact: Amy Asher Email: aasher@masontransit.org	

This is the second AMENDMENT to AGREEMENT PTD0270 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, the State of Washington in its Substitute Senate Bill 5975 Sessions Laws of 2022, Section 211 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the Move Ahead Washington budget through its 2021-2023 biennial appropriations to WSDOT; and

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0270 to:

- Increase funding by \$348,486 in Rural Mobility Formula Funds funded out of the Climate Commitment Account (CCA)
- Reduce contractor's funds by the same

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0270:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the funding table under 'Funding by Project' as follows:

Funding by Project

Project Title: Zone (Deviated) Fixed Route

UPIN # PTCO044

Scope of Work: Sustain core zone deviated fixed-route service for the general public and those with special needs in Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	44%	\$ 706,300		\$ 706,300
FTA 5311	WA-2021-130	33%	\$ 525,658		\$ 525,658
Contractor's Funds	N/A	23%	\$ 372,097		\$ 372,097
Projected Grant Funds	N/A				\$ -
Total Project Cost		100%	\$ 1,604,055	\$ -	\$ 1,604,055

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2021-2023 biennium.

Federal Award Information

	FTA 5311
Federal Award Identification #	WA-2021-130
Year	2021
Federal Award Date	9/20/2021
Budget Period Start Date	12/27/2020
Budget Period End Date	12/30/2025
Period of Performance Start Date	9/20/2021
Period of Performance End Date	12/30/2025
Total WSDOT Apportionment	\$14,761,434
Amount Committed to the Subrecipient	\$525,658
Amount Obligated to the Subrecipient	\$525,658

3. A copy of this AMENDMENT to AGREEMENT PTD0270 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

4. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

Capital Projects & Funding Manager
Public Transportation Division

Authorized Representative

Title

Date

Date

RESOLUTION NO. 2023-05

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2021-23 AND 2021-29 BY APPROVING
THE SECOND AMENDMENT TO OPERATING GRANT AGREEMENT
PTD0270 AND AUTHORIZING THE GENERAL MANAGER TO SIGN THAT
SECOND AMENDMENT TO AGREEMENT PTD0270.**

WHEREAS, by Resolution No. 2021-23 the Mason Transit Authority Board (the "Board") approved Agreement PTD0270 between the Washington State Department of Transportation ("WSDOT") and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, by Resolution No. 2021-29, the Board approved the First Amendment to Agreement PTD0270 between WSDOT and MTA, and authorized the General Manager to sign that Agreement; and

WHEREAS, MTA has received notification of the award of FY 2023 Rural Mobility Transit Formula Funds in the amount of \$2,436,270 through WSDOT; and

WHEREAS, MTA has allocated those Rural Mobility Transit Formula Funds for certain operating expenses identified in the agreement relating to core zone deviated fixed route service during the 2021 through 2023 biennium;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Second Amendment to Operating Grant Agreement PTD0270 between WSDOT and MTA (the "Agreement") adding \$348,486 in Rural Mobility Transit Formula Funds, which shall then reduce the required local match by that same amount; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 21st day of March, 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: Staff Report – Item 7A. – *Informational*
Subject: Financial Reports – February 2023
Prepared by: Jenna Cookston, Finance Administrator
Approved by: Amy Asher, General Manager
Date: March 21, 2023

Summary for Informational Purposes:

Included are the updated December 2022 as well as February 2023 Financial Reports.

The 2022 YTD Totals were in draft form recently additional expenses have been added post board meeting. The additional proceeds have been recorded for sales tax revenue based on December revenue to be received by February 28, 2023. These adjustments have been made based on year-end review.

Highlights:

Sales Tax Revenue

Sales tax revenue for December 2022 (received February 28, 2023) was \$624,958 17% above the 2022 budgeted amount, and 4% higher than December 2021.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 16.7% (2/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 19.6%. Total YTD Operating Expenses are under budget at 10.6%.

- Passenger fare for (Worker Driver) is currently at 12.6% for the month of February.
- Rental Income is on par with the projections for the month at 16.6%
- Investment Income has increased significantly since last year. In addition to the increased balance, we are projecting by the end of the year to be near \$500,000. Currently the Investment income is at \$121,048 for YTD with a 151.3% above budget.
- Driver recruitment is quickly wrapping up with 4 Drivers being added as of March 20th.
- Wages and Benefits under budget at 10.4% but with the addition of these drivers this will bring us more in line with our projections.
- Other Operating Expenses are slightly up at 24.3%. Many of these expenditures are Dues & Subscriptions and Conference registration.
- Fuel is slightly under 13.3% for the month of February.

Fiscal Impact:

February fiscal impact reflects total revenues of \$1,097,014 and operating expenses of \$608,036 for a net income of \$488,978.

Mason Transit Authority Statement of Financial Activities

% through the year: 16.7%

March 2023 Board Report

February Statement of Financial Activities	February Actual	2023 YTD Actual	2023 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 334	\$ 2,000		16.7%
PSNS WorkerDriver	7,080	13,838	110,000		12.6%
Total Operating Revenue (Fares)	7,080	14,172	112,000		12.7%
Sales Tax	489,393	948,054	7,422,932	(1)	12.8%
Operating Grants	521,748	1,043,496	3,210,488	(2)	32.5%
Rental Income	12,844	25,174	152,000		16.6%
Investment Income	64,251	121,048	80,000		151.3%
Other Non-operating Revenue	1,697	6,832	20,070	(3)	34.0%
Total Revenue	1,097,014	2,158,777	10,997,490		19.6%
Expenses					
Wages and Benefits	474,125	776,715	7,463,523		10.4%
Contracted Services	16,852	33,895	515,703		6.6%
Fuel	31,999	73,102	550,800	(4)	13.3%
Vehicle/Facility Repair & Maintenance	21,737	40,061	399,450		10.0%
Insurance	20,938	41,876	251,812		16.6%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Utilities	13,090	27,987	187,900		14.9%
Supplies & Small Equipment	18,210	42,148	371,236	(5)	11.4%
Training & Meetings	380	1,898	61,540		3.1%
Other Operating Expenses	10,705	40,242	165,436	(6)	24.3%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	608,036	1,077,923	10,125,400		10.6%
Net Income (Deficit) from Operations	\$ 488,978	\$ 1,080,853	\$ 872,090		

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 January and February 2023 accrual.
(3)	Includes: Sale of Maintenance Services - \$3,533; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$0; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$3,299; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.59. Average gasoline price per gallon year to date is \$2.85
(5)	Printing- \$927; Cleaning/Sanitation/Safety supplies - \$1,252; Office Supplies - \$1,804; Shop Supplies - \$1,533; Small Tools & Equipment - \$1,357; IT Equipment - \$5,293; Communications Equipment - \$0; Operating Supplies - \$1,091; Small Equipment & Furniture - \$0; Software - \$28,599; Postage - \$193; Shelter supplies - \$0; Communications Equip-\$0; Training supplies-\$99; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$8,165.; Merchant/Credit Card fees - \$340; Dues, Memberships, Subscriptions - \$27,355; Unemployment Insurance - \$0; CDL Testing- \$0; CDL Exams- \$175; Rent-CDL Training- \$1,600; Property tax- \$0; Veh. Registration fee- \$281; Office Equip Lease -\$387; Small tools repair-\$8; Advertising promotional- \$0; plus Other misc. operating expenses- \$1,931.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

March 2023 Board Report

December Statement of Financial Activities	December Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,141	\$ 46,060	\$ 38,500		119.6%
PSNS WorkerDriver	6,630	80,506	110,000		73.2%
Total Operating Revenue (Fares)	9,771	126,566	148,500		85.2%
Sales Tax	624,958	7,422,131	5,620,000	(1)	132.1%
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	(20,545)	(5,506)	9,570	(3)	-57.5%
Total Revenue	1,197,661	14,463,266	9,287,418		155.7%
Expenses					
Wages and Benefits	635,714	5,721,511	6,918,721		82.7%
Contracted Services	22,289	257,237	478,897		53.7%
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	246,518	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%
Total Operating Expenses	794,331	7,534,438	9,243,307		81.5%
Net Income (Deficit) from Operations	\$ 403,330	\$ 6,928,828	\$ 44,111		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1-22 , Q2-22, 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 -\$9,056.89; 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 - \$165,356; 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.

Source Doc\Revenue and Exp December Financials.pdf

Mason Transit Authority Cash and Investments

March 2023 Board Report

Cash Balances

	1/31/2023	2/28/2023	Change
Cash - MC Treasurer	\$ 1,962,490.75	\$ 2,680,384.54	\$ 717,893.79
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Columbia Bank	195,705.55	\$ 208,592.13	12,886.58
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 19,908,196.30	\$ 20,638,976.67	\$ 730,780.37

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
Total Grant Match	\$ 1,355,588.87

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 ¹	9,500,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,664,768.50

Total of Cash	\$ 20,638,976.67
Less Encumbrances	17,664,768.50
Undesignated Cash Balance Total (Including Reserves)	2,974,208.17
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,664,768.50
Undesignated Cash Reserves	\$ 85,231.50

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

Mason Transit Authority Proposed 2023 Capital Budget

March 2023 Board Report
As of February 28, 2023


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Cost to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		11,801	10,089,800	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		8,922	8,922	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		63,415	63,415	Replace one set of vehicle lifts past useful life.
Bus Lift for Alignments on Buses	110,000		110,000		118,547	118,547	Install 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.
Total Misc Capital Projects	11,878,500	10,027,698	2,683,133	-	202,685	10,280,684	
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			78,372	78,372	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.
Total Vehicle Replacements	\$ 3,871,309	\$ 2,881,845	\$ 989,465	\$ -	\$ 78,372	\$ 78,372	
Proposed 2023 Capital Projects	\$ 15,749,809	\$ 12,909,543	\$ 3,672,598	\$ -	\$ 281,057	\$ 10,359,056	

Capital Project Reserves - \$9,500,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

March 2023 Board Report

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



	2020	2021	2022 Budget	2022 Actual	2022 Budget Variance	% Change 2021 - 2022 Actual
January	406,391	464,970	370,254	492,351	33%	6%
February	372,932	456,479	356,980	513,550	44%	13%
March	408,506	595,307	445,239	646,582	45%	9%
April	409,532	585,816	423,319	599,278	42%	2%
May	531,711	604,875	475,066	620,580	31%	3%
June	568,045	640,945	535,482	677,991	27%	6%
July	543,942	606,512	514,228	653,259	27%	8%
August	525,644	590,886	521,727	678,818	30%	15%
September	574,589	597,424	531,592	733,099	38%	23%
October	536,963	576,267	481,509	652,444	35%	13%
November	486,561	546,801	428,630	622,319	45%	14%
December	586,883	602,943	535,975	624,958	17%	4%
	<u>5,951,698</u>	<u>6,869,226</u>	<u>5,620,000</u>	<u>7,515,228</u>		

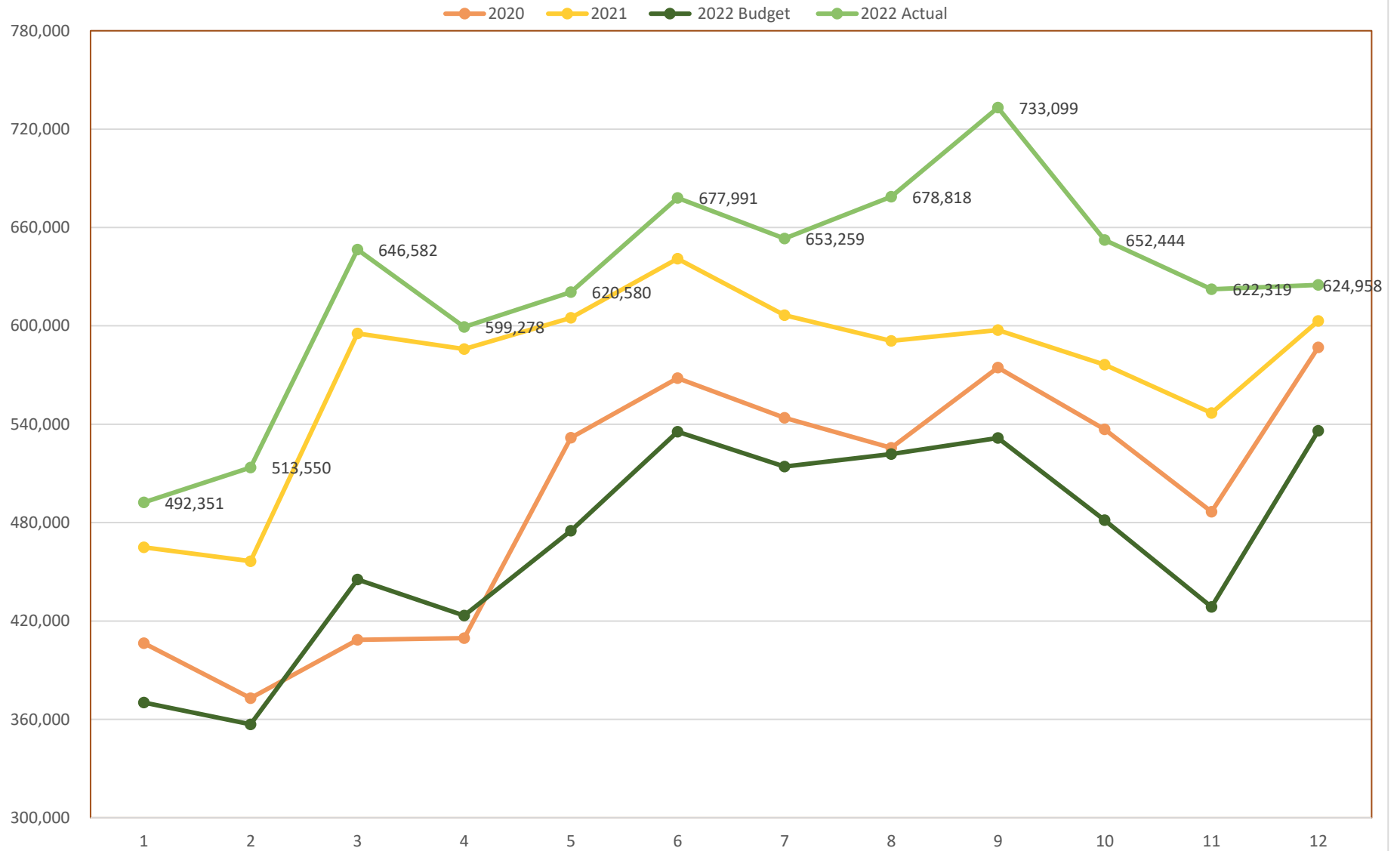
Budget Variance Average - YTD

34%

% Change 2021 vs 2022 Actual Average - YTD

9%

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: March 21, 2023

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 21, 2023

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 21, 2023

GENERAL MANAGER'S REPORT

External Activities:

- Attended Small Medium Transit Association legislative meetings. Federal conversations with FTA and manufacturers regarding cutaway shortage indicate the shortage being at least a five year long problem. Agencies are beginning to look at smaller vehicles. FTA willing to allow Buy America Waivers.
- Attended Economic Development Board meeting.
- Review WSTA's Carbon Credit Aggregation Pool Member Services Agreement for sale of carbon credits on newly developed market.
- Met with WSDOT Policy Advisory Committee on Phase 2 of Frequent Transit Service Study. Report due to Legislature in June.
- Attended the Washington State Transit Association Operations Committee meeting in Olympia.
- Attended the State General Manager's meeting.
- Met with IT contractor on annual service agreement.
- Facilitated WSTIP Board Development Committee Meeting.
- Met with City of Shelton Engineer to review intersection improvements at 13th and Shelton Springs Rd.
- Attended Peninsula Regional Transportation Planning Organization Technical Advisory Committee meeting. Reviewed upcoming annual planning processes.

Internal Activities:

- Facilitated staff meetings.
- Promoted Jenna Cookston to Finance Administrator and Haley Dorian to Human Resources Generalist. Congratulations to both!
- Began recruitment process for Administrative Assistant.
- Procurement review.
- Working with Haley and Jenna on payroll processes.
- Conducting staff annual reviews.
- Reviewed WSDOT Contract Amendments for board packet. Amending existing operating projects with Sales Tax Equalization funding.
- Work with Drug and Alcohol vendors for employee testing.
- Assign staff to training through WSTIP, including supervisor training and bus crash investigation training.
- Celebrated MTA Employee Appreciation Day in conjunction with Transit Driver Appreciation Day.

TEAM UPDATES

MAINTENANCE/FACILITIES –Paul Bolte

We hired one new Service Mechanic that started with MTA on March 2nd. Welcome Landon Nelson!

Outreach and meetings:

- Attended virtual brake meeting.
- Met with Squaxin Tribe about doing maintenance on all tribal vehicles.
- Attended PNW warranty meeting.
- Working on contract vendor for glass.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on getting bids for JP parking lot reseal.
- Staff finished painting inside of building 4.
- Received new bus washer.
- Received a set of four bus lifts to replace those past useful life.
- Received alignment equipment. Staff training to occur later this month.
- Received two of the three Toyota Sienna ADA Minivans.
- Had to reschedule Gillig Pre-production meeting as five-coach order is now delayed till January 2024.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 207 participants this February. CHOICE Highschool P.E. did not utilize the gym this month. Special Olympics basketball wrapped up for the year and welcomed 95 athletes. We hosted a baby shower this month and around 60 people attended.
- **Conference Room:** The MTA monthly board meeting welcomed 13 members this month. The regular Mason County EDC meeting had 11 members attend. The February 1 Special EDC meeting had 13 people attend.
- **Kitchen:** The kitchen user total in February was 22 people. Around 60 people used the kitchen during the baby shower.

OPERATIONS – Trina Gwerder

- **Outreach:** This month we did a presentation for Moving Mason County Forward as well as did travel training.
- **Special Transportation:** The Shelton School District special continues to grow. We transported a total of 769 students in February and a total of 257 passengers for the Sozo Church.
- **New Driver Class:** Our next new driver class is scheduled to start March 20, 2023. We have four candidates.
- **Ridership Impacts:** Route ridership continues to soar as more students use MTA transportation services to help bridge school transportation shortfalls. February was a short month, and we had some inclement weather impacts, so we do see that reflected in our monthly ridership numbers.
- **Transportation Partnerships:** We are coordinating with the North Mason Boys and Girls Club to help facilitate transportation for its participants. We are also facilitating transportation for Olympic College Students from the Shelton Campus to the Bremerton Campus with the addition of increased service on Routes 1 and 3.
- **Service Increases:** Service increases went into effect March 13. We have increased service on Routes 1 and 3 to help facilitate student access to Olympic College in Bremerton. Route 4 in Belfair returned as well.

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: March 21, 2023

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2020.

To be easily identifiable, 2023 passenger trips are labeled with the actual number.

The ridership trend for 2023 has started out strong. Our Demand response “Dial-a-Ride” is back to pre-pandemic levels. February was a short month, and we did experience inclement weather which did impact service, this is translated into lower ridership numbers compared to the previous month. We rolled out service additions effective March 13, which should contribute to more sustainable ridership growth next month.

RIDERSHIP DATA

