



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, April 18, 2023 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code 2557 458 3320

(Password) ieM9HtKk72Y

#### In person attendance:

#### Mason Transit Authority Belfair Park and Ride

Conference Room

25250 Highway 3

Belfair, WA 98528

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: March 21, 2023 Regular Board meeting minutes
  - B. Pg. 07: Check Approval: March 14 – April 4, 2023
  - C. Pg. 15: Certifications and Assurances Chair
6. **ACTION ITEMS: [None]**
7. **PRESENTATION: Washington State Transit Association’s Carbon Credit Aggregation Pool, by Evan Rosenberg, SRECTrade**

8. **STAFF AND INFORMATIONAL REPORTS**
  - A. **Pg. 23: Financial Reports – March, 2023**
  - B. **Pg. 29: Management Reports**
  - C. **Pg. 33: Operational Statistics**
  - D. **Pg. 35: Public Relations Report**
9. **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**
10. **RESUME OPEN SESSION:** *Action may be taken following Executive Session* **Chair**
11. **COMMENTS BY BOARD**
12. **UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority**  
**Regular Meeting**  
**May 16, 2023 at 4:00 PM**  
 MTA Transit-Community Center  
 Conference Room  
 601 West Franklin Street  
 Shelton
13. **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**  
**March 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; Cyndy Brehmeyer and Kevin Shutty.

**Authority Voting Board Member Present in Person:** Eric Onisko, Vice Chair, Wes Martin, Randy Neatherlin, John Sheridan, 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; Haley Dorian, Human Resources Generalist; 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 March 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Trask. Motion carried.**

**5. CONSENT AGENDA**

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

- A. February 21, 2023 MTA regular Board meeting minutes.
- B. Payments of February 11, 2023 through March 13, 2023 financial obligations on checks#37223 through 37305, as presented for a total of \$709,161.82.

**Onisko/Sheridan. Motion carried.**

**6. ACTION ITEMS –NEW BUSINESS.**

- A. Second Amendment to Agreement PTD0268. Amy Asher, General Manager, described an overview of the sales tax equalization process to the Board and in

response to Board member Sheridan's query. The Board Chair also asked as to whether the process works in favor of the agency, to which Ms. Asher responded in the affirmative. **Moved** to approve Resolution No. 2023-03 that approves the Second Amendment to Operating Grant Agreement PTD0268 and authorizes the General Manager to sign that agreement. **Martin/Sheridan. Motion carried.**

- B. Second Amendment to Agreement PTD0269. Amy Asher, General Manager, described to the Board that this amendment was similar to PTD0268 and relates to MTA's Dial-A-Ride transit service for the elderly, persons with special needs, low income and the general public. **Moved** to approve Resolution No. 2023-04 that approves the Second Amendment to Operating Grant Agreement PTD0269 and authorizes the General Manager to sign that agreement. **Onisko/Sheridan. Motion carried.**
- C. Second Amendment to Agreement PTD0270. Amy Asher, General Manager, reported to the Board that this second amendment to agreement for PTD0270 is similar to PTD0268 and PTD0269. This amendment related to the application of the Sales Tax Equalization revenue from the Rural Mobility Transit Formula Fund which resulted in MTA's match amount to be reduced by \$348,486. PTD0270 relates to MTA's deviated fixed route service for the general public and those with special needs in Mason County. **Moved** to approve Resolution No. 2023-05 that approves the Second Amendment to Operating Grant Agreement PTD0270 and authorizes the General Manager to sign that agreement. **Onisko/Sheridan. Motion carried.**

## **7. STAFF REPORTS:**

- A. Ms. Asher introduced to the Board Jenna Cookston as MTA's new Finance Administrator and Haley Dorian as MTA's new Human Resources Generalist. Ms. Asher indicated that Jenna had been instrumental in preparing the 2023 budget and is now getting ready for the upcoming audit season.

Ms. Asher then highlighted Ms. Dorian's various titles and accomplishments as an employee of MTA over the past eight years. She indicated that Ms. Dorian has wanted to move toward a focus on Human Resources and in that pursuit, has been doing MTA's payroll, as well as recruitment for new employees and the onboarding process. Currently Ms. Dorian will be working on the recruitment for a new Administration Assistant that will primarily work with Ms. Cookston and Ms. Dorian.

Ms. Asher then indicated that Ms. Cookston would be giving the highlights from the Financial Department:

### Financial:

- Ms. Cookston shared the financial information from both the December 2022, financial statement as well as the February financial statement, including information relating to the most recent driver recruitment and wages.

Ms. Asher then asked Paul Bolte, MTA's Facilities and Fleet Maintenance Manager, to provide an update from his team:

Facilities & Fleet:

- Mr. Bolte stated that MTA has received some new equipment, namely the new bus washer and bus lift and that now each bay is equipped with bus lifts.
- The team is now fully staffed and doing really well.
- They have 2 of the 3 new ADA compliant vans. It is expected that MTA will receive the third one soon.

Operations:

- Ms. Asher shared with the Board that she had attended the introductory session of driver applicants known as "A Day in the Life of a Driver". This class has drivers with very interesting and diverse backgrounds.
- New route changes began on March 13 which assists high school and college students.
- Ridership continues to grow. February did have snow events that affected the numbers, but even given that, the trend is upward.
- Last Friday was Transit Driver and MTA Employee Appreciation Day. Boxed lunches and MTA swag in the form of a lunch box, matching water bottle and note pad were provided to employees with their lunch.

**8. EXECUTIVE SESSION:** The Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110 (1)(g) relating to the performance of a public employee. The Chair invited all voting members to the Executive Session and all staff were excused. The Board Chair stated that the public meeting may be called back into session in 15 minutes, which would be at 4:45PM

**9. RESUME OPEN SESSION:** The Board Chair called the meeting back into open session at 4:45 PM and no action was taken.

**10. COMMENTS BY BOARD:**

- Board Member Neatherlin expressed his appreciation of Ms. Asher responding to his request to see if MTA would be able to assist Shelton School District with a request. Ms. Asher promptly responded and explained why MTA could not assist with the request but provided an alternative. He and the school district were appreciative of the quick response so they could look in a new direction. Board member Tarzwell also chimed in and indicated her appreciation as well.
- Board member Martin also stated how he appreciates the new look of MTA's park and rides. They are clean and well lit which is a great image for Mason Transit. The Pickering Park & Ride is the one he drives by most often. He also stated that is most interested in hydrogen as the new "fuel" as it is the most environmentally friendly.
- The Board Chair indicated he is looking forward to the future of Mason Transit.

**Moved** that the meeting be adjourned.

**11. ADJOURNED:** 4:50 PM

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting**

***April 18, 2023 at 4:00 PM***

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

Mason Transit Authority

Belfair Park and Ride

Conference Room

25250 Highway 3

Belfair, WA 98528

DRAFT

## **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:** April 18, 2023

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

#### Disbursements:

- Northwest Lift & Equipment LLC.
  - Check #37333 - \$42,857.50 – Bitimec Battery 626-EZ for Bus Washer.
- Schetky Northwest Sales, Inc.
  - Check #37375 - \$ 78,372.00 – 2<sup>nd</sup> of the Toyota Sienna AWD Hybrid ADA NorthStar Conversion.
- Mohawk Lifts LLC
  - Check#37367 - \$118,547.40 – HD Aligner w/ Premium Large Cabinet & 4 Post Alignment Rack.
- CDW- Government
  - Check#37315 - \$21,594.57– 2 Year Software Subscription.

March Fuel Prices: Diesel \$3.47, Unleaded \$3.39

General Manager Travel Expenditures:  
N/A

**Check Disbursement Fiscal Impact:**  
\$840,309.64

**Staff Recommendation:**  
Approve.

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

Move that the Mason Transit Authority Board approve the payment of March 14, 2023, through April 04, 2023, financial obligations on checks #37306 through #37384 as presented for a total of \$840,309.64.



Mason Transit Authority  
 April 18, 2023, Disbursement Approval

The following checks for the period of March 14, 2023, through April 04, 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	37306-37384	840,309.64

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 3/15/2023	37306	175,374.08
Payroll & DRS – 3/29/2023	37352	189,816.73
CDW Government	37315	21,594.57
Northwest Lift & Equipment LLC	37333	42,857.50
Mohawk Lifts LLC	37367	118,547.40
Schetky Northwest Sales, Inc.	37375	78,372.00

Submitted by:  Date: 4/12/23  
 Jenna Cookston, Finance Administrator

Approved by:  Date: 4/12/23  
 Amy Asher, General Manager



Mason Transit Authority Check Register  
 April 2023 Board Report

Activity From 3/14/2023 Through 4/04/2023

Document Date	Check #	Vendor Name	Amount
3/15/2023	37306	Mason Transit Authority - ACH Account	175,374.08
3/24/2023	37307	Advance Glass	498.18
3/24/2023	37308	Aflac	546.28
3/24/2023	37309	AIG Retirement	1,855.38
3/24/2023	37310	Stanley Convergent Security Solutions	286.20
3/24/2023	37311	World Kinect Energy Services	32,643.10
3/24/2023	37312	Aramark	328.61
3/24/2023	37313	Berg Marketing Group	3,500.00
3/24/2023	37314	CAMCAL Incorporated	2,018.71
3/24/2023	37315	CDW Government	21,594.57
3/24/2023	37316	Cascade Natural Gas	3,574.16
3/24/2023	37317	Commercial Brake & Clutch, Inc.	54.34
3/24/2023	37318	Cummins Northwest, LLC	231.63
3/24/2023	37319	Dobbs Peterbilt - Rochester	418.07
3/24/2023	37320	Gillig, LLC	1,686.49
3/24/2023	37321	GORDON TRUCK CENTERS, INC.	78.51
3/24/2023	37322	Health Care Center	300.00
3/24/2023	37323	District 160	1,827.25
3/24/2023	37324	Industrial Tire Service of Washington Inc.	554.01
3/24/2023	37325	Kitsap Transit	1,469.11
3/24/2023	37326	LegalShield	168.35
3/24/2023	37327	Mason County Garbage, Inc.	898.07
3/24/2023	37328	Mason County PUD #3	4,185.07
3/24/2023	37329	Mason County Wood Recyclers	10.00
3/24/2023	37330	Purcor	343.15
3/24/2023	37331	MOHAWK MFG. & SUPPLY	0.00
3/24/2023	37332	Mountain Mist Water	82.44
3/24/2023	37333	Northwest Lift & Equipment LLC	42,857.50
3/24/2023	37334	O'Reilly Auto Parts	244.35
3/24/2023	37335	Builders FirstSource	46.77
3/24/2023	37336	Seattle Automotive Distributing	178.83
3/24/2023	37337	The Shoppers Weekly	101.88
3/24/2023	37338	Spike's Hydraulics	51.40
3/24/2023	37339	Staples Business Advantage	320.72
3/24/2023	37340	Tennant Sales and Service Company	300.71
3/24/2023	37341	Tozier Brothers, Inc.	23.63
3/24/2023	37342	Tran Urgent Care & Wellness Centers LLC	175.00
3/24/2023	37343	Tech Ventures Inc.	300.00

Mason Transit Authority Check Register  
 April 2023 Board Report

Activity From 3/14/2023 Through 4/04/2023

Document Date	Check #	Vendor Name	Amount
3/24/2023	37344	United Way of Mason County	50.00
3/24/2023	37345	AWC Employee Benefit Trust	102,267.22
3/24/2023	37348	Westbay Auto Parts	358.42
3/24/2023	37349	Westcare Clinic, Inc.	1,209.00
3/24/2023	37350	Washington State Transit Association	185.00
3/29/2023	37352	Mason Transit Authority - ACH Account	189,816.73
4/4/2023	37353	Abila	771.55
4/4/2023	37354	AIG Retirement	1,937.24
4/4/2023	37355	World Kinect Energy Services	24,842.14
4/4/2023	37356	Aramark	156.71
4/4/2023	37357	CDW Government	4,434.26
4/4/2023	37358	Dobbs Peterbilt - Rochester	127.66
4/4/2023	37359	Gillig, LLC	1,415.93
4/4/2023	37360	Health Care Center	150.00
4/4/2023	37361	Hood Canal Communications	2,502.30
4/4/2023	37362	Kern's Kitchen	996.50
4/4/2023	37363	Kitsap Sun	2,639.25
4/4/2023	37364	Mason County PUD #3	2,379.30
4/4/2023	37365	Purcor	184.96
4/4/2023	37366	MOHAWK MFG. & SUPPLY	155.47
4/4/2023	37367	Mohawk Lifts LLC	118,547.40
4/4/2023	37368	Mountain Mist Water	163.17
4/4/2023	37369	ODP Business Solutions, LLC	460.22
4/4/2023	37370	O'Reilly Auto Parts	878.44
4/4/2023	37371	Port of Shelton	1,600.00
4/4/2023	37372	Builders FirstSource	22.57
4/4/2023	37373	Reliable Electric, Inc.	3,209.60
4/4/2023	37374	Ricoh USA, Inc	55.60
4/4/2023	37375	Schetky Northwest Sales, Inc.	78,372.00
4/4/2023	37376	Seattle Automotive Distributing	175.63
4/4/2023	37377	Spike's Hydraulics	92.22
4/4/2023	37378	Sportworks Global LLC	290.02
4/4/2023	37379	Staples Business Advantage	181.46
4/4/2023	37380	Titus-Will	57.42
4/4/2023	37381	Tozier Brothers, Inc.	19.98
4/4/2023	37382	United Way of Mason County	50.00
4/4/2023	37383	Westbay Auto Parts	232.72
4/4/2023	37384	Washington State Transit Association	195.00

Mason Transit Authority Check Register  
April 2023 Board Report

Activity From 3/14/2023 Through 4/04/2023

Document Date	Check #	Vendor Name	Amount
3/24/2023	37346	<i>Spoilage</i>	<i>0.00</i>
3/24/2023	37347	<i>Spoilage</i>	<i>0.00</i>
3/29/2023	37351	<i>Spoilage</i>	<i>0.00</i>
3/24/2023	37331	<i>Spoilage</i>	<i>0.00</i>
March Check Totals			<u>\$ 840,309.64</u>

Mason Transit Authority Credit Card Activity  
 April 2023 Board Report

March 2023 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Parts	\$ 9.74
Parts Inventory	Amazon - Parts	43.92
Parts Inventory	HPS-Hydra Coil	93.74
Parts Inventory	Tractory Supply-Fuel Nozzle	141.04
Employee Recognition	Berg Marketing-Coolers/Tablets/Pens for Driver Appreciation	1,643.23
Employee Recognition	Berg Marketing-Water Bottles Employee Appreciation	851.73
Employee Recognition	Walmart-Employee Appreciation- Drinks	36.04
Background Chk	Background checks - Driver Class 20230320	396.13
Background Chk	Checkr-Background Check Mechanic	84.49
Facility Repair/Maintenance	Amazon - Pest control supply	55.29
Facility Repair/Maintenance	Amazon-Blade Adapt Kit	18.43
Facility Repair/Maintenance	Amazon-Stripping Paint	43.38
Facility Repair/Maintenance	Home Depot-Street Rock Patch	7.64
Facility Repair/Maintenance	MCLENDON'S-Blade for Weed Wacker	19.52
Facility Repair/Maintenance	MCLENDON'S-Hardware	1.67
Facility Repair/Maintenance	MCLENDON'S-Tools	24.94
Facility Repair/Maintenance	Olympic Mountain Mill-Window Sill	250.64
Operating Supplies	Amazon-Back Cusion for Driver	59.57
Operating Supplies	Amazon-Knee Cushion for Driver	65.05
Operating Supplies	Safeway-Batteries	12.60
Office Supplies	Amazon-3 Ring Binders	56.41
Office Supplies	Amazon-HP Pinter Cartridge- Blue	160.46
Office Supplies	Amazon-HP Pinter Cartridge- Black	164.80
Office Supplies	Walmart-Wall Clock	4.92
Shop Supplies	Amazon - Gas mitts	41.68
Shop Supplies	Amazon-Angle Gauge	23.43
Cleaning/Sanitation Supplies	Aamazon - Cleaner	123.62
Cleaning/Sanitation Supplies	Amazon-Fuel Island Gloves	31.26
Cleaning/Sanitation Supplies	EBAY-Eye Wash	43.39
Cleaning/Sanitation Supplies	Walmart-Supplies	35.51
IT Equipment	Amazon-Cable for Maintenance Desk	33.04
IT Equipment	Amazon-Case For Board Tablets	21.68
IT Equipment	Amazon-Charging Case for Board Tablets	430.84
IT Equipment	Amazon-Rest of Cases for Board Tablets	325.20
Small Tools & Equipment	Amazon - Tool bit set	76.15
Safety Supplies	Amazon - Inspection tags	21.21
Safety Supplies	Amazon - Magnetic work light	34.21
Safety Supplies	Amazon- LED Flashlight pack	21.75
Small Tools	Amazon - Batteries	22.33
Small Tools	Amazon - Batteries	25.97
Small Tools	MCLENDON'S-Tools	48.81
Dues, Memberships,	Cisco-Yearly Webex	176.26
Dues, Memberships,	EFAX-Monthly Bill	100.87
Dues, Memberships,	QR Generator Pro-Yearly Subscription	208.77
Travel & Meeting Expense MTA	Icicle Village-HD HR Meeting/Lodging	109.27
Travel & Meeting Expense MTA	Paypal-SHRM Meeting	10.00
Travel & Meeting Expense MTA	Semiahmoo-JC Finance Meeting/Lodging	119.46
Travel & Meeting Expense MTA	Skamania Lodge-Annual Conference/Lodging	519.54
Training / Seminars	MRSC-Records Training/Deep Dive	40.00

Mason Transit Authority Credit Card Activity  
 April 2023 Board Report

March 2023 Activity

GL Title	Transaction Description	Expenses
Training / Seminars	WSTIP- Chris Supervisor Training	300.00
Training / Seminars	WSTIP-Chris Bus Collision Investigation Training	150.00
Training / Seminars	WSTIP-Joe Bus Collision Investigation Training	150.00
Advertising/Promotion Media	Job Target-Admin. Assistant Advertising	249.00
	Total Credit Card Charges -March	<u>\$ 7,738.63</u>



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

**Agenda Item:** New Business – Item 5C – *Actionable*

**Subject:** 2023 Certifications and Assurances

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

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

**Date:**

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

In order to receive Federal grant assistance, it is required by the Federal Transit Administration (FTA) that Mason Transit Authority (MTA) complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all Federal statutes, regulations, Executive Orders and administrative requirements applicable to applications made to and grants received from the Washington State Department of Transportation (WSDOT).

Attached are the required forms to be signed and submitted to WSDOT.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2023 Certifications and Assurances to acknowledge compliance as required.



April 18, 2023

Tami Frazier  
Budgets, Contracts, & Federal Programming  
Washington State Department of Transportation  
Public Transportation Office  
P. O. Box 47387  
Olympia, WA 98504-7387

Dear Mrs. Frazier:

Mason Transit Authority hereby certifies that it will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to its application made to and grants received from the Washington State Department of Transportation under 49 U.S.C. Sections 5309, 5311, and 5339.

In addition, Mason Transit Authority hereby accepts all the provisions of the Department of Labor's Special Section 5333(b) Warranty for Applications to the Small Urban and Rural Program. Mason Transit Authority's transportation employees are represented by IAM and AW District 160, 2121 – 70<sup>th</sup> Avenue West, Suite A, University Place, WA 98466.

The provisions of 49 U.S.C. Section 5333(b), 290 CFR Part 215, and Section 1001 of Title 18, U.S.C., apply to all certifications and submissions in connection with applications made to and grants received from 49 U.S.C. Sections 5309, 5311 and 5339.

Mason Transit Authority certifies or affirms the truthfulness and accuracy of the contents of the statements and understands that the provisions of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Sincerely,

John Campbell  
Board Chair



**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Mason Transit Authority. The Applicant certifies to the applicable provisions of all categories: (*check here*)  X .

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

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13 State of Good Repair Grants

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14 Infrastructure Finance Programs

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15 Alcohol and Controlled Substances Testing

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16 Rail Safety Training and Oversight

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17 Demand Responsive Service

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18 Interest and Financing Costs

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19 Cybersecurity Certification for Rail Rolling Stock and Operations

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20 Tribal Transit Programs

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21 Emergency Relief Program

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**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Mason Transit Authority

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name John Campbell, Board Chair Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For (Name of Applicant): Mason Transit Authority

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name Robert W. Johnson, PLLC Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

<b>Washington State Department of Transportation</b>				
<b>FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339</b>				
<b>SUBRECIPIENT SERVICE AREA INFORMATION</b>				
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
	Your Organization's Name			
	Mason Transit Authority	International Association of Machinists and Aerospace Workers, Lodge 160	Intercity Transit	International Association of Machinists and Aerospace Workers, Lodge 160
	Contact			
	Amy Asher, General Manager	Zac Collins	Heather Stafford-Smith	Zac Collins
	Address:			
	790 East Johns Prairie Road	9135-15th Pl. S., 2nd Floor	P.O. Box 659	9135-15th Pl. S., 2nd Floor
	Shelton, WA 98584	Seattle, WA 98108	Olympia, WA 98507	Seattle, WA 98108
	Ph:			
	(360) 432-5755	(206) 762-7990	(360) 705-5861	(206) 762-7990
	Email			
	<a href="mailto:aasher@masontransit.org">aasher@masontransit.org</a>	<a href="mailto:zac@iam160.com">zac@iam160.com</a>	<a href="mailto:Hsmith@intercitytransit.com">Hsmith@intercitytransit.com</a>	<a href="mailto:zac@iam160.com">zac@iam160.com</a>
			<b>Intercity Transit (continued)</b>	Amalgamated Transit Union Local 1765
				Mark Neuville
				906 Columbia Street SW
				Olympia, WA 98501
				(360) 229-9869
				<a href="mailto:president.ba@atu1765.org">president.ba@atu1765.org</a>

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			Kitsap Transit	Amalgamated Transit Union Local 587
			Angela Moreno	Representing ACCESS and Routed Operators
			60 Washington Avenue, Suite 200 Bremerton, WA 98337	2815 Second Avenue, Suite 230 Seattle, WA 98121
			(360) 478-5865	Ken Price, President (206) 448-8588 (206) 448-4482 (fax)
			<a href="mailto:AngelaM@KitsapTransit.com">AngelaM@KitsapTransit.com</a>	<a href="mailto:kprice.president@atu587.org">kprice.president@atu587.org</a>
			<b>Kitsap Transit (continued)</b>	International Association of Machinists and Aerospace Workers, Lodge 160 (representing Maintenance)
				Rusty Grabel
				9135-15th Pl. S., 2nd Floor Seattle, WA 98108
				(360) 362-2898
				<a href="mailto:rusty@iam160.com">rusty@iam160.com</a>

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			Jefferson Transit	Amalgamated Transit Union, Local 587
			Nicole Gauthier, Interim General Manager	(representing Dial-a-Ride, Routed Operators, Dispatchers, Maintenance, and Facilities )
			634 Corners Road	2815 Second Avenue, Suite 230
			Port Townsend, WA 98368	Seattle, WA 98121
				(206) 448-8588
			(360) 385-3020, ext. 107	(206) 448-4482 (fax)
			<a href="mailto:ngauthier@jeffersontransit.com">ngauthier@jeffersontransit.com</a>	<a href="mailto:kprice.president@atu587.org">kprice.president@atu587.org</a>

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

**Agenda Item:** Staff Report – Item 8A. – *Informational*  
**Subject:** Financial Reports – March 2023  
**Prepared by:** Jenna Cookston, Finance Administrator  
**Approved by:** Amy Asher, General Manager  
**Date:** April 18, 2023

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

Included are the updated March 2023 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for January 2023 (received March 28, 2023) was \$611,761, 15% above the 2023 budgeted amount, and 7% higher than January 2022. December has no other adjustments for the year.

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

It is expected that YTD revenue and expenses would be at 25% (3/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 31.3%. Total YTD Operating Expenses are under budget at 18.8%.

- Passenger fare for (Worker Driver) is currently at 16.7% through the month of March.
- Rental Income is on par with the projections for the month at 25.9%
- Wages and Benefits under budget at 19.1% slightly under budget projections.
- Other Operating Expenses are slightly up at 32.1%. Many of these expenditures are dues & subscriptions that are typically paid for at the beginning of the year, and conference registrations.
- Fuel is slightly under budget at 20.9% for the month of March. This percentage may trend higher as the monthly average increases.
- Utilities is within the current budget at 22.5%

### **Fiscal Impact:**

March fiscal impact reflects total revenues of \$1,218,056 and operating expenses of \$830,181 for a net income of \$387,875.

# Mason Transit Authority Statement of Financial Activities

% through the year: 25.0%

April 2023 Board Report

March Statement of Financial Activities	March Actual	2023 YTD Actual	2023 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ 334	\$ 2,000		16.7%
PSNS WorkerDriver	6,820	20,659	110,000		18.8%
Total Operating Revenue (Fares)	6,820	20,993	112,000		18.7%
Sales Tax	611,761	1,629,355	7,422,932	(1)	22.0%
Operating Grants	521,748	1,565,244	3,210,488	(2)	48.8%
Rental Income	14,229	39,404	152,000		25.9%
Investment Income	62,723	183,770	80,000		229.7%
Other Non-operating Revenue	776	8,813	20,070	(3)	43.9%
<b>Total Revenue</b>	<b>1,218,056</b>	<b>3,447,578</b>	<b>10,997,490</b>		<b>31.3%</b>
<b>Expenses</b>					
Wages and Benefits	651,741	1,428,456	7,463,523		19.1%
Contracted Services	16,456	50,351	515,703		9.8%
Fuel	42,100	115,202	550,800	(4)	20.9%
Vehicle/Facility Repair & Maintenance	47,926	87,987	399,450		22.0%
Insurance	20,938	62,814	251,812		24.9%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Utilities	14,357	42,345	187,900		22.5%
Supplies & Small Equipment	21,492	63,640	371,236	(5)	17.1%
Training & Meetings	2,323	4,221	61,540		6.9%
Other Operating Expenses	12,847	53,089	165,436	(6)	32.1%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>830,181</b>	<b>1,908,105</b>	<b>10,125,400</b>		<b>18.8%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 387,875</b>	<b>\$ 1,539,474</b>	<b>\$ 872,090</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 2023 accrual.
(3)	Includes: Sale of Maintenance Services - \$4,278; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$1,206; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$ 0; Other Non Transportation Revenue - \$3,329; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.51. Average gasoline price per gallon year to date is \$3.11
(5)	Printing- \$1,085; Cleaning/Sanitation/Safety supplies - \$2,393; Office Supplies - \$2,723; Shop Supplies - \$2,433; Small Tools & Equipment - \$1,434; IT Equipment - \$10,816; Communications Equipment - \$0; Operating Supplies - \$1,229; Small Equipment & Furniture - \$3; Software - \$41,159; Postage - \$227; Shelter supplies - \$ 39; Commucations 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 - \$12,497.; Merchant/Credit Card fees - \$511; Dues, Memberships, Subscriptions - \$31,506; Unemployment Insurance - \$0; CDL Testing- \$0; CDL Exams-\$2,174; Rent-CDL Training- \$3,200; Property tax- \$94; Veh. Registration fee- \$281; Office Equip Lease -\$387; Small tools repair-\$105; Advertising promotional- \$0; plus Other misc. operating expenses- \$2,335.



# Mason Transit Authority Cash and Investments

April 2023 Board Report

## Cash Balances

	2/28/2023	3/31/2023	Change
Cash - MC Treasurer	\$ 2,680,384.54	\$ 2,381,587.32	\$ (298,797.22)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Columbia Bank	208,592.13	\$ 208,365.44	(226.69)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 20,638,976.67</b>	<b>\$ 20,339,952.76</b>	<b>\$ (299,023.91)</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>	9,500,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 17,664,768.50</b>

Total of Cash	\$ 20,339,952.76
Less Encumbrances	17,664,768.50
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>2,675,184.26</b>
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,664,768.50
<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 Proposed 2023 Capital Budget

April 2023 Board Report  
As of March 31, 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		42,857		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		3,689		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.
<b>Total Misc Capital Projects</b>	<b>11,878,500</b>	<b>10,027,698</b>	<b>2,683,133</b>	<b>-</b>	<b>249,231</b>	<b>10,280,684</b>	
6 - Cutaways	1,042,189	567,350	474,840	-			Grant PTD0344 Federal 5339 for 1 coach and 6 cutaways. Still waiting on the 6 cutaways. Board approved additional match Sept. 2022.
3 - ADA Mini Vans	256,000	256,000			156,744	156,744	Replace 3 retired vanpool vans with ADA minivans. State Transit Support Grant and Sales Tax Equalization funds to be used by June 2023. Zero match grant.
5 - 35' Gilligs	2,573,120	2,058,495	514,625				FY 22 FTA 5339 Grant to replace 5 buses. Delivery Est. 2023.
<b>Total Vehicle Replacements</b>	<b>\$ 3,871,309</b>	<b>\$ 2,881,845</b>	<b>\$ 989,465</b>	<b>\$ -</b>	<b>\$ 156,744</b>	<b>\$ 156,744</b>	
<b>Proposed 2023 Capital Projects</b>	<b>\$ 15,749,809</b>	<b>\$ 12,909,543</b>	<b>\$ 3,672,598</b>	<b>\$ -</b>	<b>\$ 405,975</b>	<b>\$ 10,437,428</b>	

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

April 2023 Board Report

Sales Tax Collected as of 3/31/2023 for 1/31/2023



	2020	2021	2022	2023 Budget	2023 Actual	2023 Budget Variance	% Change 2022 - 2023 Actual
January	406,391	464,970	492,351	458,661	528,201	15%	7%
February	372,932	456,479	513,550	489,393			
March	408,506	595,307	646,582	611,761			
April	409,532	585,816	599,278	581,921			
May	531,711	604,875	620,580	652,332			
June	568,045	640,945	677,991	728,689			
July	543,942	606,512	653,259	670,783			
August	525,644	590,886	678,818	724,478			
September	574,589	597,424	733,099	733,099			
October	536,963	576,267	652,444	599,161			
November	486,561	546,801	622,319	502,832			
December	586,883	602,943	624,958	669,823			
	5,951,698	6,869,226	7,515,228	7,422,932	528,201		

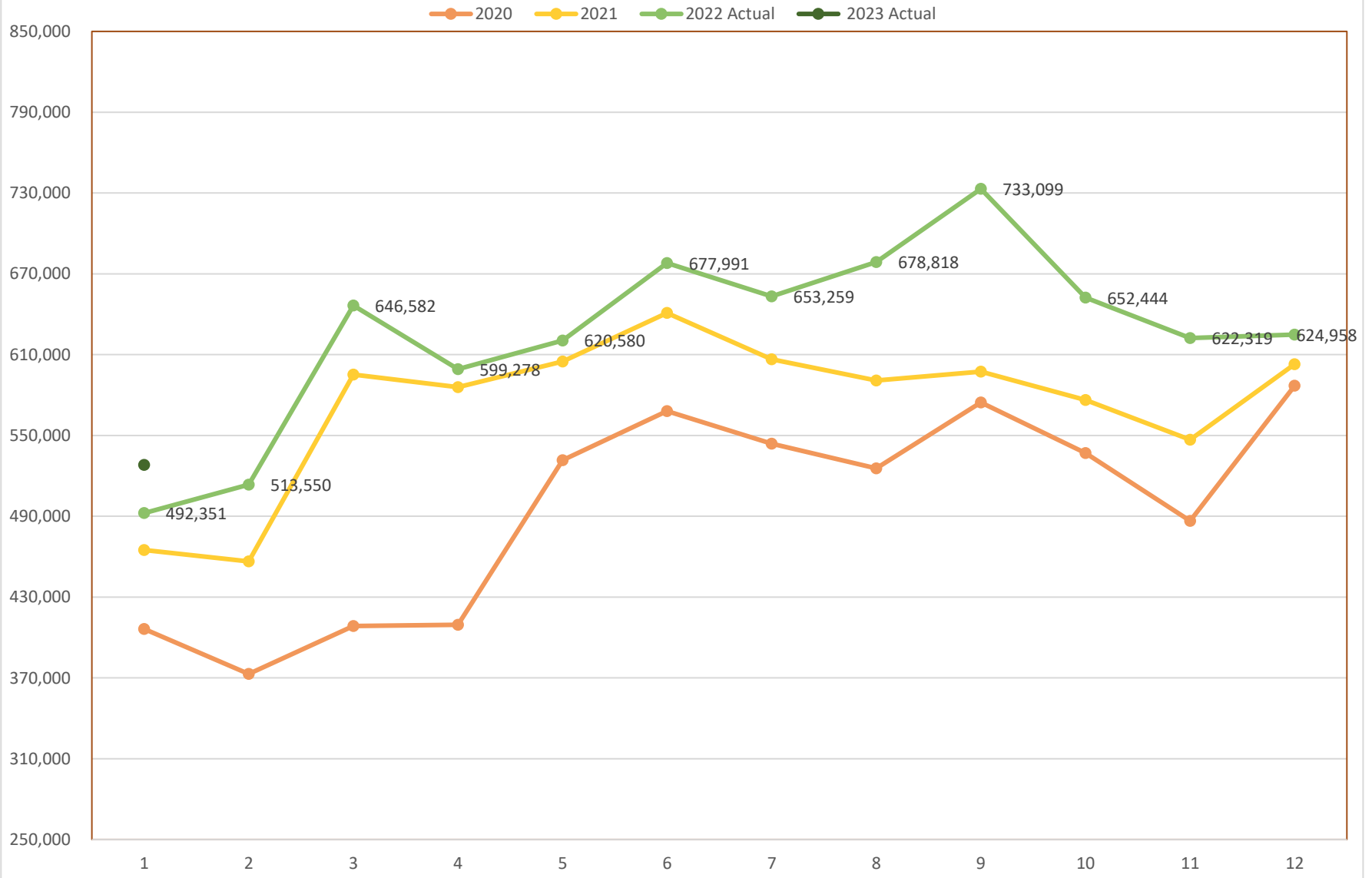
Budget Variance Average - YTD

15%

% Change 2022 vs 2023 Actual Average - YTD

7%

# Monthly Sales Tax Trend



**Mason Transit Authority Regular Board Meeting**

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

**Subject:** Management Reports

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

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

**Date:** April 18, 2023

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 18, 2023

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 18, 2023

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended Finance Officers Leadership Committee meeting.
- Attended Washington State Transit Insurance Pool Board meeting.
- Attended Mason Economic Development Board Meeting and Administrators meeting.
- Participated in Small Medium Transit Association legislative calls weekly.
- Participated in Joint Policy and Technical Advisory meeting on Frequent Transit Service Study requested by legislature.

### **Internal Activities:**

- Submitted annual National Transit Database data to Washington State DOT.
- Worked with Admin staff on payroll, drug and alcohol, and HR duties.
- Conducted employee reviews.
- Met with Operations staff.
- Held MTA Safety meeting.
- Conducted first round of interviews for Administrative Assistant.
- Reviewed occupational health vendor options in the region. There is a continual provider shortage at our current location that is hindering our CDL holders' ability to get a medical card renewal.

## TEAM UPDATES

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

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

- Attended spring Maintenance Forum conference.
- Attending CDL in-house training class.
- Attended Hunter Equipment training class.
- Attended WSTA Carbon Credit Aggregation Pool Kick Off meeting.
- Had a demo on Trans track EAM software.

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

- Compiled a spring park & ride clean up and list of projects to complete.
- Two Maintenance staff have announced their retirement dates.
- We have hired one new service Mechanic and he is completing his CDL training.
- We will start the search for another Mechanic and Facilities Technician.

#### **T-CC Events/Maintenance**

- **Gym:** Pickleball sessions numbered 254 participants this March. CHOICE Highschool P.E. did not utilize the gym this month and has been cancelled for the remainder of the school year. We hosted the Mason County Republicans Party Lincoln Day dinner event this month and around 200 people attended.

- **Conference Room:** The MTA monthly board meeting welcomed 13 members this month. The monthly MTA Bus Stop Placement Committee meeting was postponed for March. The monthly Ops meeting was cancelled for March 22. The regular Mason County EDC meeting had 15 members attend.
- **Kitchen:** The kitchen user total in March was 39 people. Around 200 people were served during the Lincoln Day dinner.

**OPERATIONS** – Jason Rowe

- **Outreach:** In March we gave a presentation at the CTR Thurston County Transportation Networking Session. We also did outreach for the Youth Connection in Belfair, Consejo, and the Belfair View Apartments to discuss MTA services.
- **Special Transportation:** We continue our collaboration with the Shelton School District to help transport kids to and from school. In March we transported a total of 1,212 students on our Shelton School District Special!
- **New Driver Class:** We started a new driver's class on March 20<sup>th</sup> and have 3 driver candidates and 2 additional candidates that we are training to get their CDL for the Maintenance Department.
- **Transportation Partnerships:** We worked closely with Olympic College to facilitate transportation for their students trying to get from the Shelton Campus to the Bremerton Campus. This included a collaboration with Kitsap Transit to coordinate transfer times. The Route 1 and Route 3 additions listed below were designed to bridge this gap.
- **Service Increases:** We increased service effective March 13. Here is a rundown of the service changes implemented:
  - We changed one run time for Route 1 from Belfair to Shelton based on rider feedback. This will create better connection opportunities for our riders.
  - We did add a trip from Shelton to Belfair as well as a return trip from Belfair to Shelton to help bridge the time gaps for transportation between these locations.
  - We added a trip to and from Bremerton, increasing our connections to Kitsap County.
  - We reintroduced Route 4. We now have five trips of our Belfair loop back. This will incorporate our new bus shelter at the Belfair Post Office, which has the potential to service the new Belfair View Apartments as well as route access to the businesses and amenities in this area.
  - We added a Route 11 at 3:40pm and a return at 4:25pm, this was at the request of the public, and will also be a great tool in helping us assist with some of the school transportation needs to the Skokomish area all the way up to Hoodspout and Lake Cushman.



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

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

**Subject:** Operational Statistics

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

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

**Date:** April 18, 2023

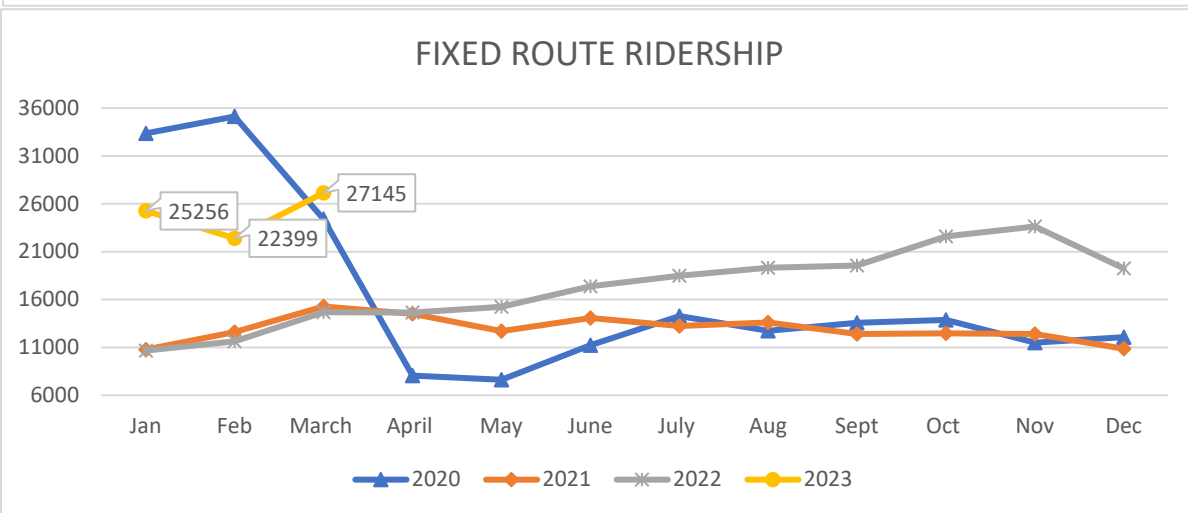
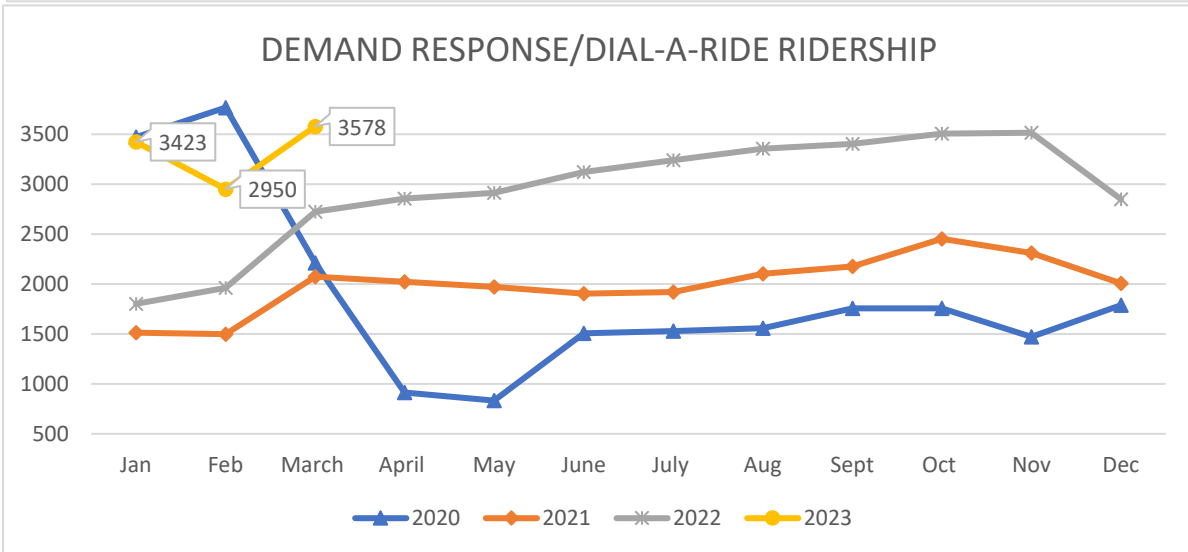
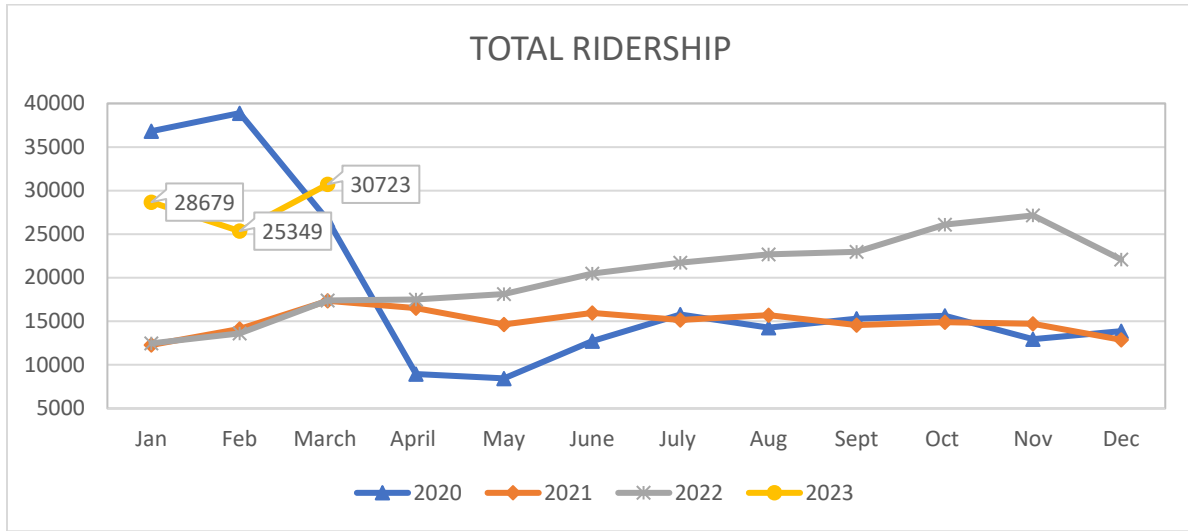
### **Background:**

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. We increased service effective March 13, 2023, and have seen an increase in ridership as a direct result of those additions. We also continue to see a surge in ridership derived from the school transportation population which also continues to grow monthly as we promote awareness.

# RIDERSHIP DATA



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

**Agenda Item:** Staff Report – Item 8D – *Informational*

**Subject:** Public Relations Update for Q1 2023

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

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

**Date:** April 18, 2023

**Background:** At our October 18<sup>th</sup> board meeting we attained the Board’s approval to switch marketing companies and began working with Berg Marketing. Our primary focus for the last quarter was to put social media at the forefront of our marketing campaign with the objectives of advertising our services to the community and engaging our riders.

**Notable Highlights Include:** We increased our focus on social media presence and engagement, and less on printed advertising and have seen a positive correlation between exposure and new followers. Here are some highlights with examples in the attachment.

- Increased social media post frequency from 3-4 social media posts a month to 5-6 per week.
- Stopped paying for “boosted posts” and used organic means to reach more people.
- Used social media posts to advertise and educate on different services available.
- Engaged riders with information about public transportation and our agency.



Introduced  
“Feature  
Friday” Posts  
to highlight  
routes and  
points of  
interest  
around Mason  
County.

1

Demonstrates possible transit use.

2

Creates partnerships, advertises locations, and exposure to their audiences.

3

Showcases our routes.





### Mason Transit Authority

Published by Ryan Berg · February 24

Want to have a ball at the YMCA? Look no further, we've got round trip ticket home! Whether you're planning on taking a dip in the pool, burning some energy with an exercise class or shooting hoops with family and friends, our route #7 will get you there without any of that dreaded post-activity exhaustion. So what are you waiting for, let's go play! #familyadventures #FeatureFriday #transit



### Mason Transit Authority

Published by Ryan Berg · February 17

Ready to explore Mason County? Let us do the driving for you! Our Dial-A-Ride service is an easy and convenient way to enjoy a day trip, from adventures at Lake Cushman's hiking trails or something else around the area. You won't need to worry about how you'll make it back home thanks to Mason Transit Authority, just sit back and relax! For more details about our Dial-A-Ride service follow the link: <https://www.masontransit.org/dialarideservice/> #FeatureFriday #lakecushman #MasonCountyWA



### Mason Transit Authority

Published by Ryan Berg · March 3

Bundle up and grab your popcorn as you escape the dreary Winter weather with a movie experience at Shelton Cinemas! Located conveniently next to the Transit Community Center, enjoy a cozy night out any day of the week. #FeatureFriday #movienight #ridethebus



### Mason Transit Authority

Published by Amanda Berg · January 13

#FeatureFriday

Ready, set, bus it! Not only is taking the Zipper route an easy and convenient way to get around town, but the bus is fast too #Ready, set, bus it! Not only is taking the Zipper route an easy and convenient way to get around town, but the bus is fast too #rideonrideon



Z ZIPPER		
Transit-Community Center (TCC)	Wallace Kneeland @ Kneeland Plaza	Transit-Community Center (TCC)
1	2	1
Monday - Friday / Lunes a Viernes		
9:45 AM	9:52 AM	10:00 AM
10:15 AM	10:22 AM	10:30 AM
10:45 AM	10:52 AM	11:00 AM
11:15 AM	11:22 AM	11:30 AM
11:45 AM	11:52 AM	12:00 PM
12:15 PM	12:22 PM	12:30 PM
12:45 PM	12:52 PM	1:00 PM
1:15 PM	1:22 PM	1:30 PM
1:45 PM	1:52 PM	2:00 PM



### Mason Transit Authority

Published by Ryan Berg · February 4

Looking for a fun way to get exercise and fresh air? Look no further than disc golf! Route 5: Shelton South Loop can drop you off right near Shelton Springs Disc Golf Course so you can get in a few rounds.

#discgolf #masoncounty



### Mason Transit Authority

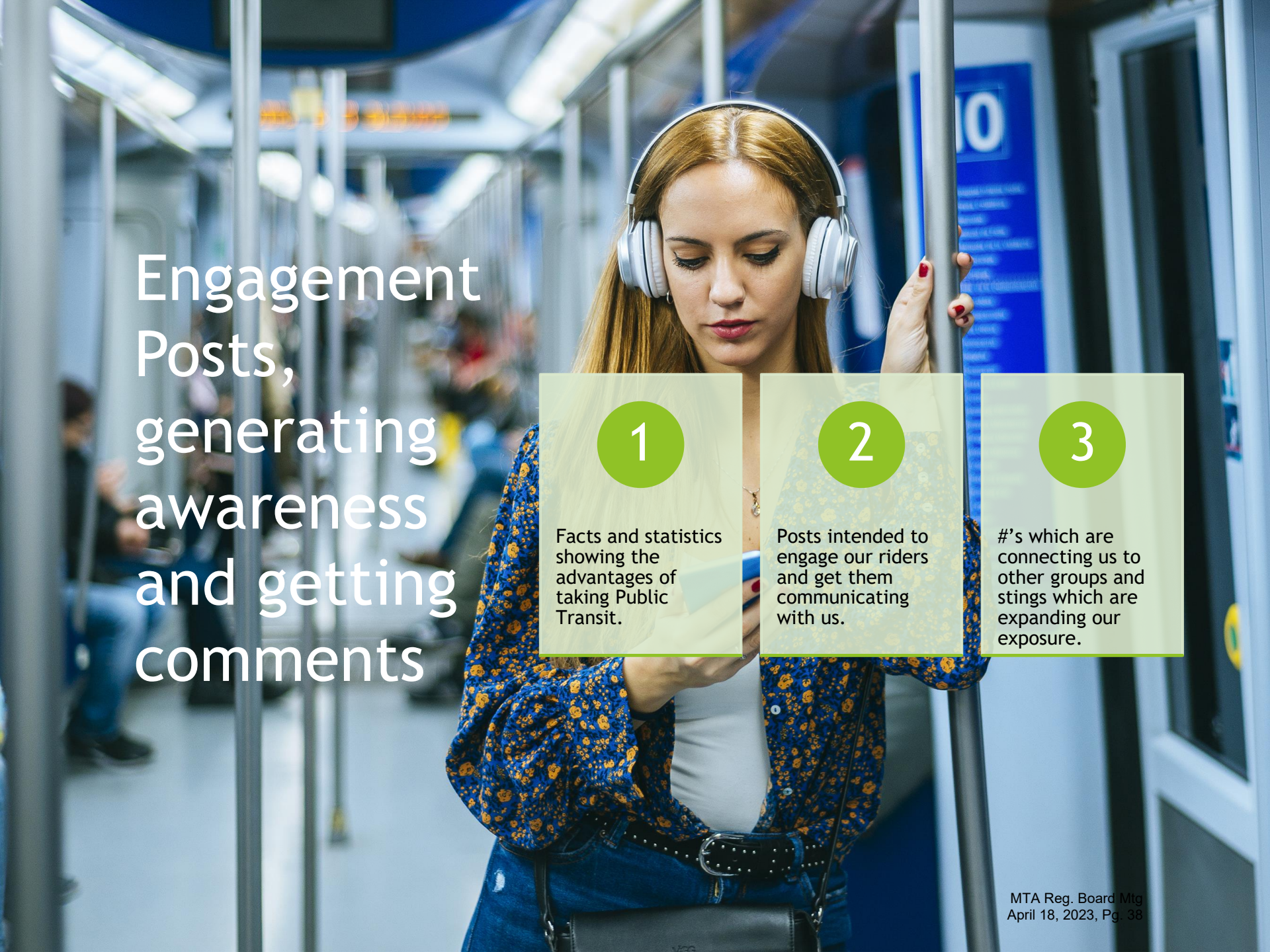
Published by Ryan Berg · January 27

Looking for something fun to do this weekend? Why not take Route 11 for a trip to the Olympic Peninsula and explore all that Potlatch State Park has to offer! With miles of hiking trails, beautiful scenery, and plenty of opportunities for adventure, you're sure to have a great time. #FeatureFriday #hiking #olympicpeninsula



MTA Reg. Board Mtg  
April 18, 2023, Pg. 37





# Engagement Posts, generating awareness and getting comments

1

Facts and statistics showing the advantages of taking Public Transit.

2

Posts intended to engage our riders and get them communicating with us.

3

#'s which are connecting us to other groups and stings which are expanding our exposure.



**Mason Transit Authority**  
Published by Amanda Berg · March 23 at 4:18 PM

Stop paying for gas!  
Ride Transit!  
Fare Free throughout Mason County!

#Ridetransit #ridethebus



**Mason Transit Authority**  
Published by Amanda Berg · March 21 at 6:00 PM

#TransitTuesday

Did you know... 34 million times each weekday, people board public transportation. 🤔🤔

Be Cool. Ride The Bus. 😊



**Mason Transit Authority**  
Published by Ryan Berg · March 14 at 6:00 PM

Where does the word bus come from?

In 1828 between La Madeleine and La Bastille in Paris, the first omnibus service started. The word was coined after the name of a hat shop in Nantes called Omnes Omnibus where the first bus line terminated in an early trial. The word omnibus is derived from Latin, meaning for all. The name stuck and the word bus is now recognized in the majority of languages on earth. #transittuesday #facts



**Mason Transit Authority**  
Published by Ryan Berg · February 15

A person can reduce his or her chance of being in an accident by more than 90% simply by taking public transit as opposed to commuting by car. #safety #buswithus



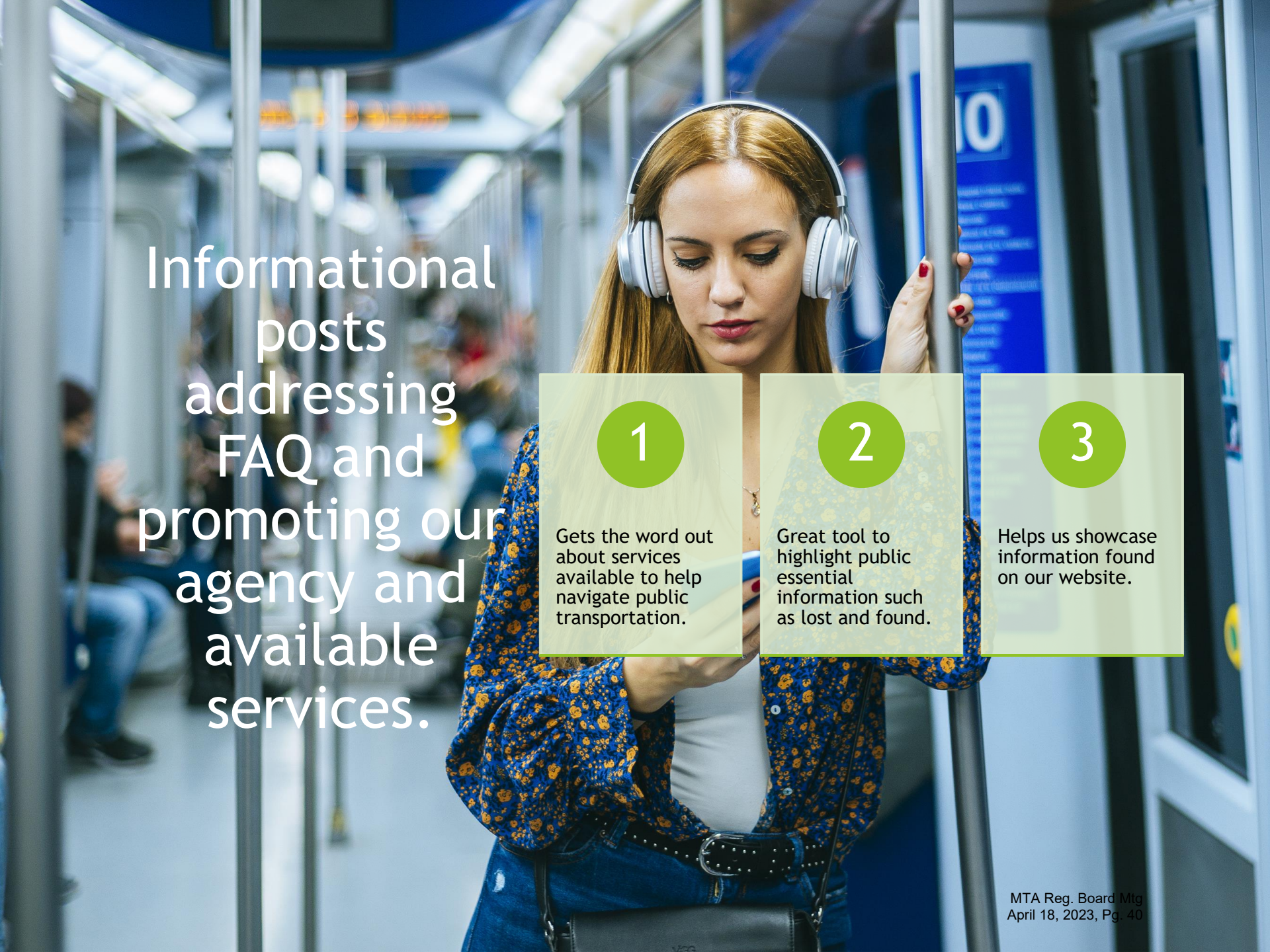
**Mason Transit Authority**  
Published by Ryan Berg · March 7

Fun fact: Riding public transportation saves the United States 6 billion gallons of gasoline annually. #transittuesday #busride #savemoney



MTA Reg. Board Mtg  
April 18, 2023, Pg. 39





Informational posts addressing FAQ and promoting our agency and available services.

1

Gets the word out about services available to help navigate public transportation.

2

Great tool to highlight public essential information such as lost and found.

3

Helps us showcase information found on our website.



Do you have a specific destination in mind, but don't know which bus route to take? Lucky for you we have a 'popular destinations' page on our website that can help you out. Check it out!  
<https://www.masontransit.org/destinationsbyroute/>  
#busroute #destination



No Route Available?

MTA has 10 regular routes that provide service where there's more dense populations and high ridership. If you're in an area that a route doesn't serve, or have difficulty using a regular route, that's okay! We have demand-response service called Dial-A-Ride that's also a door-to-door or door-to-route service. This service is available for everyone, there's no application process. Find out more!

<http://www.masontransit.org/dialarideservice/>



If you've forgot an item on the bus have no fear, we have a Lost & Found!

If you leave an item on the bus, call MTA at (360) 426-9434 or 1-800-374-3747. Every effort is made to return wallets, purses and medications as soon as possible. Any other found items may be picked up the following business day (Monday-Friday) after 11:00 a.m at the Transit-Community Center (T-CC) Customer Service Lobby, located at 601 West Franklin Street, Shelton, WA 98584. If it has been longer t... See more



All aboard Mason Transit! Have you ever wondered who's driving this ship? It turns out that an elite board of directors, composed of nine voting members and one non-voting member, are in charge. Each month these esteemed decision makers meet to discuss where MTA is going, literally! Intrigued by what goes on behind closed doors? You're welcome to join their monthly meetings for a peek inside. For a complete meeting schedule visit: <https://www.masontransit.org/wp-content/uploa...> See more




Don't let the ins and outs of public transit be a source of stress! Our free travel training program is here to give you all the tips and tricks for maneuvering around town with ease. Let us help lift your worries, so getting from point A to B can feel like nothing more than an adventure. Individual and group presentations are available. Please call (360) 427-5033 or (800) 374-3747 for information.



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Service  
advertising.  
All things  
MTA, quick  
and efficient  
way to get  
the word  
out.

1

Great platform to get the word out about updates to routes and rider information.

2

We can share information about new programs to ensure they are successful.

3

Helps us advertise and generate ridership for special transportation .



**Mason Transit Authority**  
Published by Amanda Berg · March 17 at 2:56 PM · 🌐



**Ridge Motorsports Park** is 😊 feeling pumped.  
March 17 at 2:52 PM · 🌐

We are very excited to announce that **Mason Transit Authority** (MTA) will be returning for the 2023 **MotoAmerica Superbikes Race** happening June 23rd-25th.

MTA wi... See more

**Mason Transit Authority**  
Published by Ryan Berg · March 9 · 🌐

Mason Transit is making it easy for Olympic College Shelton to get connected with Olympic College Bremerton! Enjoy the scenic journey and leave on time, as our shuttle departs from OC Shelton at 7:55 am M-F. Hop onto Route 1 to Belfair then Route 3 all the way to Bremerton's transit center, we'll have you there before classes start! For more info or details about route schedules check out [masontransit.org](http://masontransit.org) or give MTA Customer Service a ring at 360.427.5033 or toll free at 800... See more



**Mason Transit Authority**  
Published by Mason Transit · February 6 · 🌐

Thank Shelton preschool for a fantastic field trip! We hope you had as much fun as we did.



**Mason Transit Authority**  
Published by Ryan Berg · March 13 · 🌐

Route 4 is back and ready for passengers! Starting TODAY #masoncounty #transit, March 13th you can take the Belfair Loop from North Mason High School to the post office. Get up close and personal M-F, 5 times a day with Sand Hill Road and Highway 3. For more info about this awesome route check out [masontransit.org](http://masontransit.org) or give us a call at 360.427.5033 or toll free at 800.374.3747 for any questions that may crop up along your ride!

# ROUTE 4 IS BACK!







So, what do we get out of all of this?

1

Not only seeing who we are reaching, but more importantly seeing who we are *NOT* reaching. Now we know our focus for next quarter.

2

More exposure. We have 43% more people following our social media compared to last year and growing.

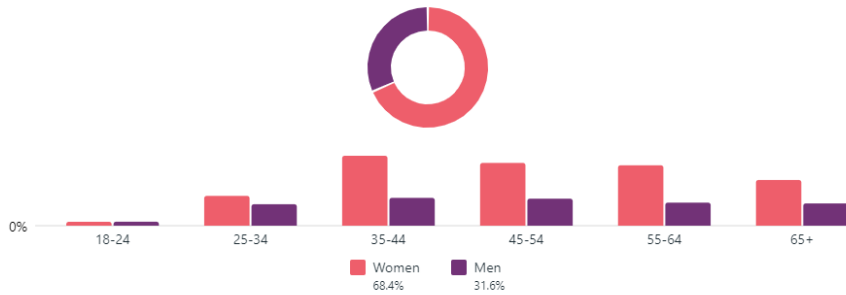
3

Interactions. We have a new medium for people to contact and engage with us.

Facebook Page followers ⓘ

1,151

Age & gender ⓘ



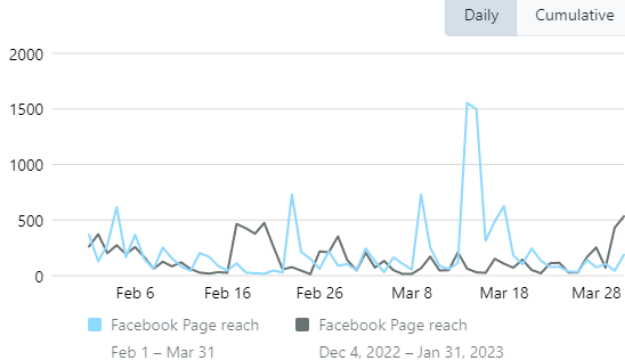
### Reach

Compare your reach from this period to the previous one.

See more about your content performance

Facebook Page reach ⓘ

6,627 ↑ 115.1%



### Compare your performance against businesses in the Government Agencies category

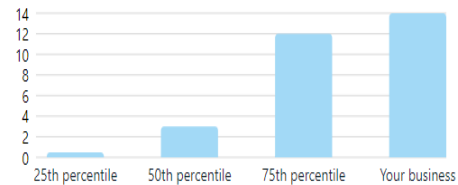
Results are based on businesses with similar organic 28-day reach in your category. [Edit category](#)

Published content ⓘ

14

Higher than others

How often your business published versus others in this category



Over the last 28 days, you typically published more posts and stories compared to other businesses in this category. Keep up the great work by scheduling content in advance.

Create post

Facebook Page followers ⓘ

1.2K

Similar to others

Typically: 844

New Facebook Page followers ⓘ

13

Similar to others

Typically: 10

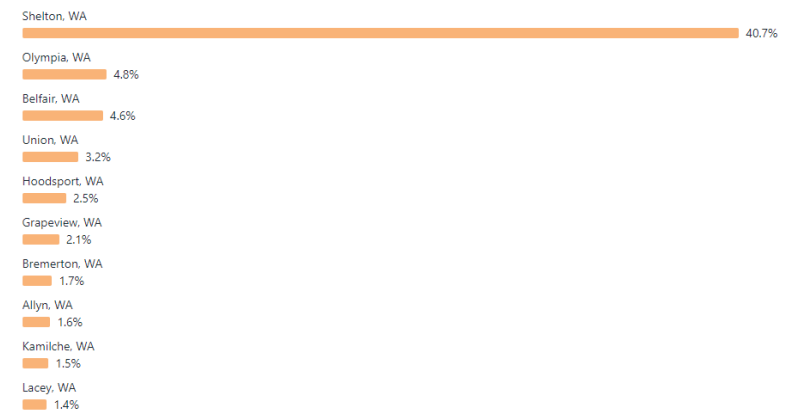
Content interactions ⓘ

306

Higher than others

Typically: 81

### Top cities







**Mason Transit Authority**  
Published by Ryan Berg · 5d · 🌐

Kick off the season in style and let us take you to your Spring sports practices or games! Route 7 is your ticket to get you right up close with Shelton/Mason Soccer Park and Mason County Recreation Area. Have a ball this year! #FeatureFriday #soccer #bus #spring



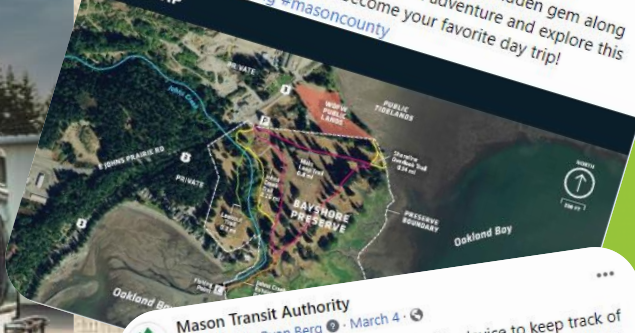
**Mason Transit Authority**  
Published by Ryan Berg · March 6 · 🌐

Let Mason Transit Authority take you away! Whether it's to class, work, or just around the corner, we're prepared and passionate about getting you where your heart desires. Hop on board for an extraordinary journey! #transit #masoncounty



**Mason Transit Authority**  
Published by Ryan Berg · March 10 · 🌐

Have you experienced the beauty of nature right in your own backyard? Mason County's Bayshore Preserve is a hidden gem along Route 1, waiting to be uncovered. Take an adventure and explore this peaceful paradise, it could just become your favorite day trip! #FeatureFriday #hiking #masoncounty



**Mason Transit Authority**  
Published by Ryan Berg · March 31 at 5:35 PM · 🌐

The weather may be dreary, but that doesn't mean your day has to be! Get cozy with a good book and let Route 5 bring you straight to the Shelton Timberland Library. Imagine being surrounded by stories of adventure, it's even better than curling up in front of a fire during these damp days. So grab an umbrella, hop on Route 5 and get ready for some literary exploration! #Route5 #reading #library



**Mason Transit Authority**  
Published by Ryan Berg · February 7 · 🌐

The average household spends 16 cents of every dollar on transportation, and 93% of this goes to buying, maintaining, and operating cars, the largest expenditure after housing. Every penny counts, so come ride with us to put money back in your pocket. #transittuesday #savemoney



**Mason Transit Authority**  
Published by Ryan Berg · March 4 · 🌐

Hop on board! Now, you can use your favorite device to keep track of Mason Transit's routes, get a real-time glimpse and see when the bus will make it to your stop. No more waiting around in limbo anymore! Visit <https://transit.unitegps.com/mta> to track your route. #track #MTA #ontime



**Mason Transit Authority**  
Published by Amanda Berg · March 18 at 9:07 AM · 🌐

Let's give a big round of applause to all the transit drivers out there for their hard work! Without them, we wouldn't be able to travel and get where we need to go! #TransitDriverAppreciationDay

