



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, May 16, 2023 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code 2555 449 9669

(Password) 2p4N9hZ3kDC

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: April 18, 2023 Regular Board meeting minutes
 - B. Pg. 07: Check Approval: April 5 – May 12, 2023
 - C. Pg. 14: Equipment Surplus – Resolution No. 2023-06 Chair
6. **ACTION ITEMS:**

Unfinished Business: [None]

New Business:

 - A. Pg. 17: Actionable: Request for Approval of Additional FTEs Amy

7. **DISCUSSION ITEMS:**

Pg. 18: Board members to attend Washington State Public Transportation Conference

Amy

8. **STAFF AND INFORMATIONAL REPORTS**

A. Pg. 20: Financial Reports – April, 2023

B. Pg. 26: Management Reports

C. Pg. 30: Operational Statistics

9. **COMMENTS BY BOARD**

10. **UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority
Regular Meeting
June 20, 2023 at 4:00 PM**
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

11. **ADJOURNMENT**

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

Mason Transit Authority
Minutes of the Regular Board Meeting
April 18, 2023
Virtually and at
Mason Transit Authority's
Belfair Park and Ride
Conference Room
25250 Highway 3
Belfair, WA 98528



OPENING PROTOCOL

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

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present In Person: John Campbell, Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin (*arrived at 4:10 PM*), John Sheridan, Kevin Shutty, Sandy Tarzwell and Sharon Trask.

Authority Voting Board Member Present WebEx: Eric Onisko, Vice Chair. 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 via WebEx: 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 April 18, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

5. CONSENT AGENDA

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

- A. March 21, 2023 MTA regular Board meeting minutes.
- B. Payments of March 14 through April 4, 2023 financial obligations on checks#37306 through 37384, as presented for a total of \$804,309.64.

- C. Approve and authorize the Board Chair to sign the FTA Fiscal Year 2023 Certifications and Assurances to acknowledge compliance as required.

Shutty/Trask. Motion carried.

6. ACTION ITEMS

There were no action items to be considered.

7. PRESENTATION

Evan Rosenberg of SRECTrade made an information presentation describing the Washington State Transit Association's Carbon Credit Aggregation Pool.

Mr. Rosenberg introduced himself and shared his long background in transit working for LA Metro and spoke of SRECTrade's role by partnering with WSTA and the pool of transit agencies in Washington relating to the Carbon Credit Aggregation Pool. He described how Washington, like California and Oregon, established fuel credit programs to incentivize moving vehicles from carbon (fossil) fuel to cleaner burning fuels. He further described credit rights and ownership; that the credits are a form of environmental commodity; who receives the credit and how the qualifying quarterly data is gathered.

He described the annual fee of \$982 to enter the program and when it would make sense for a transit agency to enter the program or, perhaps wait for a year or so.

8. STAFF REPORTS:

Amy Asher, General Manager, described MTA's current recruitment for an Administrative Assistant and the hurdles that all employers are facing in recruiting quality candidates across the board. It is not specific to Mason County, but everywhere. A temporary assistant will begin April 19 and she will assist with our accounts payable processes while they begin a new recruitment for an Administrative Assistant.

MTA has received two more retirement notices in the Maintenance and Facilities team. Given the length of time it will take to fill the mechanic position and the CDL training time necessary for the position requirements, Ms. Asher indicated that she may be bringing a budget amendment for the Board's consideration. Given the importance of filling the Mechanic position for maintenance of the fleet and lengthy recruitment process, she would like to begin working on the recruitment process sooner rather than later. Additionally, one of MTA's Facilities Technician is also retiring and with the three facilities, maintenance at each of the facilities as well as park & rides and shelters, recruiting for this position will commence soon.

Financial: Jenna Cookston, Finance Administrator, spoke of the financial information provided in the Board packet and indicated that no December costs have been received in the past month. If any December, 2022 items are received for payment in the next month, she will include those amounts in the financials.

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

Facilities & Fleet: Mr. Bolte shared that he recently attended the WSTA maintenance spring forum. The team is upgrading the fueling software. He also spoke of the two team members that will be retiring soon. Additionally, Mr. Bolte will be having his CDL testing this Saturday. The Facilities team is creating a spring cleaning plan relating to park and ride maintenance and clean-up.

Ms. Asher then requested Jason Rowe, Operations Manager, to provide an update from his team:

Operations: Mr. Rowe shared that MTA continues to provide service for Shelton School District students with the previous month ridership being 1,212 students. MTA has been increasing service between Shelton and Bremerton campuses of Olympic College. Tomorrow MTA will be at an outreach event being held at Olympic College. Mr. Rowe also discussed additional service and routes that have been increasing in frequency as ridership returns.

Mr. Rowe spoke on the public relations report and described the great social media coverage and frequency that MTA has received, as well as how MTA's social media presence is linked to other feeds to expand its media presence.

9. 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 5:30PM. *[At 5:29, Board Member Sheridan left the Executive Session.]*

10. RESUME OPEN SESSION: The Board Chair called the meeting back into open session at 5:30 PM. *[Board Member Sheridan returned to join the open session.]* Board Member Shutty **moved** to apply a 1.5% performance increase to Ms. Asher's salary to be effective as of April 1, 2023 with a salary survey to be done following this meeting. **Shutty/Sheridan. Motion carried.** The Board Chair indicated that he would prepare the appraisal form that would contain the comments from the Board and reflect that Exceeds Expectations would be marked through all categories.

11. COMMENTS BY BOARD:

- Board member Sheridan expressed that Ms. Asher exceeds expectations.
- Board member Neatherlin indicated that Ms. Asher's performance has been excellent.
- Board member Shutty stated that Ms. Asher received exceeds expectations in all categories and that she has done a great job over the transition of the management changes. He appreciates that she grows employees from within. He also appreciates that she responds quickly to the Board and community.
- The Board Chair indicated that Ms. Asher is the gold standard and that he is pleased to have her as the MTA General Manager.
- Board member Martin also conveyed his appreciation of all her hard work.

Moved that the meeting be adjourned.

12. ADJOURNED: 5:40 PM

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

May 16, 2023 at 4:00 PM

On-line via WebEx and in person at the

Mason Transit Authority

Transit-Community Center Conference Room

601 West Franklin Street

Shelton

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval
Prepared by: Jenna Cookston, Finance Administrator
Approved by: Amy Asher, General Manager
Date: May 16, 2023

Summary for Discussion Purposes:

Disbursements:

- Right! Systems, Inc.
 - Check #37409 -\$7,599.34 – Software Okta support.
- SCJ Alliance
 - Check #37410 - \$ 8,864 – Park and Ride Development project.
- US Transmissions, Inc.
 - Check#37419 - \$1,579.83– Transmission control module.
- TK Elevator Corporation
 - Check#37443 - \$718.71– Service bronze and oil for elevator parts.

April Fuel Prices: Diesel \$3.47, Unleaded \$3.57

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$835,061.74

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of April 05, 2023, through May 12, 2023, financial obligations on checks #37385 through #37498 as presented for a total of \$835,061.74



Mason Transit Authority
 May 16, 2023, Disbursement Approval


The following checks for the period of April 05, 2023, through May 12, 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	37306-37498	835,061.74

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 4/12/2023	37385	192,834.90
Payroll & DRS – 4/26/2023	37450	193,160.07
Payroll & DRS – 5/12/2023	37498	192,893.07
Right! Systems, Inc.	37409	7,599.34
SCJ Alliance	37410	8,864.00
US Transmissions, Inc.	37419	1,579.83
TK Elevator Corporation	37443	718.74

Submitted by: 
 Jenna Cookston, Finance Administrator

Date: 5/11/23

Approved by: 
 Amy Asher, General Manager

Date: 5/11/2023

Mason Transit Authority Check Register
 May 2023 Board Report

Activity From 4/05/2023 Through 5/12/2023

Document Date	Check #	Vendor Name	Amount
4/12/2023	37385	Mason Transit Authority - ACH Account	192,834.90
4/17/2023	37386	AIG Retirement	2,087.24
4/17/2023	37387	Allstream	118.02
4/17/2023	37388	World Kinect Energy Services	24,264.83
4/17/2023	37389	Aramark	156.71
4/17/2023	37390	Bradley Air Company	773.06
4/17/2023	37391	Belfair Water District #1	86.41
4/17/2023	37392	CDW Government	277.14
4/17/2023	37393	City of Shelton	1,275.51
4/17/2023	37394	Cascade Natural Gas	3,408.95
4/17/2023	37395	Comcast	264.29
4/17/2023	37396	Gillig, LLC	1,690.72
4/17/2023	37397	Robert W. Johnson, PLLC	1,600.00
4/17/2023	37398	Kitsap Transit	1,805.56
4/17/2023	37399	Knight Fire Protection, Inc.	1,803.81
4/17/2023	37400	Luminator Technology Group Global, LLC	108.50
4/17/2023	37401	Mason County Garbage, Inc.	949.84
4/17/2023	37402	Mason County PUD #3	3,973.98
4/17/2023	37403	McClatchy Company LLC	476.00
4/17/2023	37404	North Mason Chamber of Commerce	105.00
4/17/2023	37405	ODP Business Solutions, LLC	71.71
4/17/2023	37406	O'Reilly Auto Parts	136.06
4/17/2023	37407	Pitney Bowes Purchase Power	171.00
4/17/2023	37408	Reliable Electric, Inc.	3,799.59
4/17/2023	37409	Right! Systems, Inc.	7,599.34
4/17/2023	37410	SCJ Alliance	8,864.00
4/17/2023	37411	Seattle Automotive Distributing	8.39
4/17/2023	37412	Mason County Journal	106.90
4/17/2023	37413	Smarsh	4.67
4/17/2023	37414	Staples Business Advantage	314.40
4/17/2023	37415	Tozier Brothers, Inc.	81.43
4/17/2023	37416	United Way of Mason County	50.00
4/17/2023	37417	UniteGPS, LLC	1,053.00
4/17/2023	37418	U.S. Bank	7,738.63
4/17/2023	37419	US Transmissions, Inc.	1,579.83
4/17/2023	37420	Verizon Wireless	946.76
4/17/2023	37421	Westbay Auto Parts	79.84
4/17/2023	37422	Whisler Communications	1,806.53
4/17/2023	37423	AWorkSAFE Service, Inc.	1,554.00
4/24/2023	37424	Advance Glass	322.79
4/24/2023	37425	World Kinect Energy Services	292.77
4/24/2023	37426	Aramark	314.30
4/24/2023	37427	Berq Marketing Group	3,500.00
4/24/2023	37428	Dobbs Peterbilt - Rochester	614.83
4/24/2023	37429	Northwest Cascade Inc. DBA FloHawks	1,586.75

Mason Transit Authority Check Register
 May 2023 Board Report

Activity From 4/05/2023 Through 5/12/2023

Document Date	Check #	Vendor Name	Amount
4/24/2023	37430	Gillig, LLC	171.81
4/24/2023	37431	Health Care Center	150.00
4/24/2023	37432	Kitsap Sun	954.00
4/24/2023	37433	Mason County PUD #3	201.28
4/24/2023	37434	Purcor	343.15
4/24/2023	37435	Mountain Mist Water	82.44
4/24/2023	37436	ODP Business Solutions, LLC	115.22
4/24/2023	37437	O'Reilly Auto Parts	473.53
4/24/2023	37438	Builders FirstSource	315.22
4/24/2023	37439	Romaine Electric	148.05
4/24/2023	37440	Seattle Automotive Distributing	15.62
4/24/2023	37441	The Shoppers Weekly	539.84
4/24/2023	37442	Staples Business Advantage	1,084.92
4/24/2023	37443	TK Elevator Corporation	718.74
4/24/2023	37444	Total Battery & Automotive Supply	54.10
4/24/2023	37445	Tozier Brothers, Inc.	147.66
4/24/2023	37446	AWC Employee Benefit Trust	101,312.98
4/24/2023	37448	Westbay Auto Parts	1,064.99
4/24/2023	37449	Washington State Transit Association	650.00
4/26/2023	37450	Mason Transit Authority - ACH Account	193,160.07
5/11/2023	37451	U.S. Bank	5,025.76
5/10/2023	37452	Abila	771.55
5/10/2023	37453	Advance Glass	410.50
5/10/2023	37454	Aflac	546.28
5/10/2023	37455	AIG Retirement	2,087.24
5/10/2023	37456	Allstream	108.88
5/10/2023	37457	Ecolube Recovery, LLC dba American Petroleum Environmental	270.33
5/10/2023	37458	World Kinect Energy Services	25,220.50
5/10/2023	37459	Aramark	314.60
5/10/2023	37460	ChargePoint, Inc.	1,958.40
5/10/2023	37461	City of Shelton	1,378.13
5/10/2023	37462	Comcast	264.29
5/10/2023	37463	Commercial Brake & Clutch, Inc.	386.46
5/10/2023	37464	Dobbs Peterbilt - Rochester	373.75
5/10/2023	37465	Employment Security Department - WA State	33.00
5/10/2023	37466	Fastenal Company	35.74
5/10/2023	37467	Gillig, LLC	691.00
5/10/2023	37468	Bruce Titus Ford	17.23
5/10/2023	37469	GORDON TRUCK CENTERS, INC.	35.71
5/10/2023	37470	Hood Canal Communications	2,495.12
5/10/2023	37471	HR Direct	390.56
5/10/2023	37472	Joseph Hutchinson	259.00
5/10/2023	37473	District 160	1,922.00
5/10/2023	37474	Kitsap Transit	1,623.83
5/10/2023	37475	LegalShield	168.35

Mason Transit Authority Check Register
 May 2023 Board Report

Activity From 4/05/2023 Through 5/12/2023

Document Date	Check #	Vendor Name	Amount
5/10/2023	37476	LMR Bookkeeping, LLC	1,597.50
5/10/2023	37477	LastPass US LP	468.72
5/10/2023	37478	Mason County PUD #3	2,122.25
5/10/2023	37479	Purcor	92.48
5/10/2023	37480	McClatchy Company LLC	866.00
5/10/2023	37481	MOHAWK MFG. & SUPPLY	319.65
5/10/2023	37482	Mountain Mist Water	256.58
5/10/2023	37483	ODP Business Solutions, LLC	251.81
5/10/2023	37484	O'Reilly Auto Parts	585.72
5/10/2023	37485	Builders FirstSource	424.04
5/10/2023	37486	Ricoh USA, Inc	121.80
5/10/2023	37487	Seattle Automotive Distributing	143.75
5/10/2023	37488	Mason County Journal	130.10
5/10/2023	37489	The Shoppers Weekly	18.23
5/10/2023	37490	Tozier Brothers, Inc.	48.89
5/10/2023	37491	United Way of Mason County	50.00
5/10/2023	37492	UniteGPS, LLC	1,053.00
5/10/2023	37493	Verizon Wireless	946.60
5/10/2023	37494	Voyager Fleet Systems, Inc.	4.00
5/10/2023	37495	Westbay Auto Parts	1,452.20
5/10/2023	37496	Whisler Communications	1,806.53
5/10/2023	37497	Chris Wilder	259.00
5/12/2023	37498	Mason Transit Authority - ACH Account	192,893.07
4/24/2023	37447	<i>Spoilage</i>	0.00
April Check Totals			<u>\$ 835,061.74</u>

Mason Transit Authority Credit Card Activity
 May 2023 Board Report

April 2023 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Parts	\$ 54.75
Parts Inventory	Platt Electric - Parts	67.19
Publication Fees	Job Target - Admin Assit. Advertising	249.00
Background Chk	Background Checks	141.69
Postage	Zeppelin Shipping - Postage for Cores & Repair Parts	159.01
Facility Repair/Maintenance	Amazon - Black Matte Vinyl Sheets for Dispatch Counter	10.87
Facility Repair/Maintenance	Amazon - Filing Cabinet Locks	56.14
Facility Repair/Maintenance	Home Depot - Mini Blinds	348.22
Operating Supplies	Amazon - Doorbell Transmitter	10.84
Operating Supplies	Amazon - Driver Tire Knockers	141.10
Operating Supplies	Amazon - Window Film	56.53
Operating Supplies	Amazon - Wireless Doorbell	21.69
Office Supplies	MIP Checks	745.96
Cleaning/Sanitation Supplies	Amazon - Janitorial Supplies	63.65
Cleaning/Sanitation Supplies	Amazon - Janitorial Supplies	96.91
IT Equipment	Amazon - Timber for charging cart and tv wall mount	54.13
Small Tools Replacement/Repair	Tractor Supply - Inner Tube	14.09
Small Tools Replacement/Repair	Tractor Supply - Lawn Mower Blades	59.66
Veh License/Registration Fee	DOL - Toyota License	140.34
Dues, Memberships, Subscriptions	eFax - Monthly bill	100.87
Dues, Memberships, Subscriptions	Wa. Municipal Clerks - Annual Membership	100.00
Travel & Meeting Expense MTA	Hilton Garden Inn - Accomodations for Dan S. training	132.38
Travel & Meeting Expense MTA	Tacoma Conv. Center - Parking	12.00
Travel & Meeting Expense MTA	Tacoma Parking - LERA Conference Parking	12.00
Travel & Meeting Expense MTA	Tulalip - Spring Maintenance-Brenton	260.44
Travel & Meeting Expense MTA	Tulalip Resort - WSTA Conference- Paul	260.44
Conference Registration	SHRM - HR Meeting - Legislative Mtg	10.00
Training / Seminars	IIMC - Digital Records Mgmt & Retention Webinar	60.00
Advertising/Promotion Media	Berg Marketing - Promotional Items	1,466.50
Credit Card Fees	Interest Expense	119.36

Total Credit Card Charges -April \$ 5,025.76

dc



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

5/2/2023

Manager's Approval:

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
3/30/23	MIP Checks	Check order	\$745.96 ✓	y	10	504230	✓
4/7/23	Checkr	Background check	\$141.69 ✓	y	10	503040	✓
4/19/23	Job Target	Administrative Asst. Advertising	\$249.00 ✓	y	10	503030	✓
4/20/23	Tacoma Convention Center	Parking for LERA Conference	\$12.00 ✓	y	10	509021	✓
4/21/23	Tacoma Parking	Parking for LERA Conference	\$12.00 ✓	y	10	509021	✓
4/26/2023	SHRM Olympia	Human Resources Meeting - legislative mtg.	\$10.00 ✓	Y	10	509023	✓
TOTAL			\$1,170.65 ✓				

dc

Don't forget to attach original receipts

Signature *Amy Asher*

Date *5/2/2023*

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

Mason Transit Authority Regular Board Meeting

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

Subject: Equipment Surplus

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: May 16, 2023

Background:

MTA has an insulated telecom cabinet that was previously used to temporarily house electronics at the Pickering Park & Ride. This cabinet is an obsolete item that is no longer in use or useful as it was replaced by the recent park and ride improvements. It is recommended to surplus this asset.

MTA also has one server and one storage expansion server to surplus now that we have our T-CC camera upgrade finalized. The following items are no longer in use or useful and are recommended for surplus:

Model: Poweredge R520

Serial# DT57B42

Asset #18-2503

Model: Dell Powervault MD1200

Serial#3YHQ2W2

Asset #19-2714

Summary: Approve surplusing the insulated telecom cabinet and servers.

Fiscal Impact:

No impact for the servers as they are fully depreciated and ready to recycle. The temporary cabinet may have some resale value as it was purchased in 2021 and is not fully depreciated. The asset was grant funded and MTA may need to repay WSDOT some of the funds as a result.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-06 regarding the surplus of the temporary telecom cabinet and servers.

RESOLUTION NO. 2023-06

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

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

WHEREAS, a temporary insulated telecom cabinet previously used to house electronics at the Pickering Park & Ride is obsolete and no longer in use or useful; and

WHEREAS, servers previously used for camera data storage at the Transit-Community Center have been updated are obsolete and no longer in use or useful;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the above items are deemed surplus and they shall be surplus pursuant to MTA's disposition of surplus property policy.

Adopted this 16th day of May, 2023.

John Campbell, Chair

Eric Onisko, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6A – *Actionable*
Subject: Request for Approval of Additional FTEs
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: May 16, 2023

Background:

The 2023 Budget approved by the Board was prepared with the anticipation of remaining an employer of choice in an increasingly competitive labor market and continuing to hire drivers in anticipation of continuing to increase service and ridership.

As mentioned at our April Board meeting, two of MTA’s maintenance staff will be retiring in the coming months – one Facilities Technician and one Mechanic. Recruiting for nearly any position has been challenging and time-consuming in this market and we believe that recruiting as soon as possible to fill the soon-to-be vacant positions is prudent. The Mechanic position will require a CDL, which will take just over a month to obtain. We’d like to leave some time for maintenance training as well, so it will be important to begin hiring a few months before the actual retirement departure. Given these hiring and training timelines, we are requesting an amendment to the 2023 MTA Budget to include the addition of two new FTEs to fill the two retirees’ positions during this transition.

Summary: Requesting approval of two (2) new FTEs.

Fiscal Impact:

The estimated cost for the two FTEs would be a \$13,785 increase to the 2023 Annual Budget as approved by the MTA Board on December 20, 2022.

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board amend the 2023 Budget to include the hiring of two new FTEs in the Maintenance Department.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7 –*Discussion*
Subject: Washington State Public Transportation Conference
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: May 16, 2023

Background:

As previously discussed with the Board, it was voiced that a couple of Board members would like to attend the Washington State Public Transportation Conference, which includes a vendor expo and state rodeo. Anticipated expenses in connection with attendance by two Board members was included in the 2023 budget.

Attached is the preliminary program. The description of the breakout sessions will be available in the coming weeks, but staff will want to make hotel reservations sooner rather than later as the blocks of rooms fill quickly.

Summary: Direction to staff of which Board members will be attending the Washington State Public Transportation Conference.

Fiscal Impact:

\$3,620 or \$1,810 per person. Includes conference registration, lodging for three nights, mileage and meals not covered by the conference.



Program

At-A-Glance

Friday 8.11
7:00am - 5:00pm State Rodeo Course Setup Cmt Members Only
Saturday 8.12
7:00am - 2:00pm State Rodeo Operator & Maintenance Practice
Sunday 8.13
7:00am - Noon State Rodeo Operator & Maintenance Competition
Noon - 1:30pm State Rodeo BBQ Luncheon
2:00pm - 5:00pm WSTA Board & Other Committee Meetings
Oregon Transit Association Membership Meeting
5:30pm - 6:30pm State Rodeo Banquet, Reception & Swap Meet
6:30pm - 8:30pm State Rodeo Awards Banquet
8:30pm - 11:00pm Sponsored Nightcap

Monday 8.14
7:30am - 8:45am 1st General Session and Breakfast
9:00am - 10:30am Breakout Series 1 & Tours
10:30am - 10:45am Transition Break
10:45am - 11:45am Breakout Series 2
11:45am - 1:15pm 2nd General Session & Lunch
1:15pm - 2:15pm Breakout Series 3
2:15pm - 3:00pm Transition Break
3:00pm - 4:30pm Breakout Series 4
4:30pm - 6:00pm Welcome Reception with Vendors
6:30pm - 9:00pm Sponsors & General Managers Dinner
6:30pm Dinner on your own for other attendees
8:30pm - 11:00pm Sponsored Nightcap

Tuesday 8.15
7:30am - 8:45am 3rd General Session and Breakfast
9:00am - 10:00am Breakout Series 5
10:00am - 11:00am Break with Vendors
11:00am - Noon Breakout Series 6
Noon - 1:30pm 4th General Session & Lunch
1:30pm - 2:30pm Break with Vendors
2:30pm - 3:30pm Breakout Series 7
3:30pm - 3:45pm Transition Break
3:45pm - 4:45pm Breakout Series 8
4:45pm - 6:15pm Vehicle Display & Happy Hour
6:30pm - 8:30pm 5th General Session and WSDOT Wall of Fame Banquet
Oregon Transit Association Dinner
8:30pm - 11:00pm End of Conf. Entertainment and Nightcap

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – April 2023
Prepared by: Jenna Cookston, Finance Administrator
Approved by: Amy Asher, General Manager
Date: May 16, 2023

Summary for Informational Purposes:

Included are the updated April 2023 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for February 2023 (received April 28, 2023) was \$539,128, 10% above the 2023 budgeted amount, and 5% higher than February 2022.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 33.3% (4/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 42.7%. Total YTD Operating Expenses are under budget at 24.8%.

- Passenger fare for (Worker Driver) is currently at 24.0% through the month of April.
- Rental Income is on par with the projections for the month at 35.3%
- Wages and Benefits under budget at 25.8% slightly under budget projections.
- Other Operating Expenses are up slightly at 37.7%. 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 28.5% for the month of April. This percentage may trend higher as the monthly average increases.
- Utilities is within the current budget at 30.0%

Fiscal Impact:

April fiscal impact reflects total revenues of \$1,196,946 and operating expenses of \$632,443 for a net income of \$564,502.

Mason Transit Authority Statement of Financial Activities

% through the year: 33.3%

May 2023 Board Report

April Statement of Financial Activities	April Actual	2023 YTD Actual	2023 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 334	\$ 2,000		16.7%
PSNS WorkerDriver	5,720	26,379	110,000		24.0%
Total Operating Revenue (Fares)	5,720	26,713	112,000		23.9%
Sales Tax	581,921	2,261,011	7,422,932	(1)	30.5%
Operating Grants	521,748	2,086,992	3,210,488	(2)	65.0%
Rental Income	14,309	53,712	152,000		35.3%
Investment Income	71,685	255,456	80,000		319.3%
Other Non-operating Revenue	1,563	11,613	20,070	(3)	57.9%
Total Revenue	1,196,946	4,695,496	10,997,490		42.7%
Expenses					
Wages and Benefits	494,739	1,923,195	7,463,523		25.8%
Contracted Services	14,001	64,352	515,703		12.5%
Fuel	41,764	156,966	550,800	(4)	28.5%
Vehicle/Facility Repair & Maintenance	16,602	82,691	399,450		20.7%
Insurance	20,938	83,752	251,812		33.3%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Utilities	14,020	56,365	187,900		30.0%
Supplies & Small Equipment	19,329	78,258	371,236	(5)	21.1%
Training & Meetings	1,691	5,912	61,540		9.6%
Other Operating Expenses	9,360	62,449	165,436	(6)	37.7%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	632,443	2,513,939	10,125,400		24.8%
Net Income (Deficit) from Operations	\$ 564,502	\$ 2,181,557	\$ 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 Q1 2023 accrual plus April 2023 accrual.
(3)	Includes: Sale of Maintenance Services - \$5,828; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$2,443; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$3,342; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.50. Average gasoline price per gallon year to date is \$3.24
(5)	Printing- \$1,618; Cleaning/Sanitation/Safety supplies - \$2,991; Office Supplies - \$5,105; Shop Supplies - \$3,060; Small Tools & Equipment - \$1,585; IT Equipment - \$6,158; Communications Equipment - \$0; Operating Supplies - \$1,459; Small Equipment & Furniture - \$4; Software - \$55,583; Postage - \$557; Shelter supplies - \$39; 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 - \$19,414.; Merchant/Credit Card fees - \$748; Dues, Memberships, Subscriptions - \$32,587; Unemployment Insurance - \$33; CDL Testing- \$0; CDL Exams- \$2,614; Rent-CDL Training- \$3,200; Property tax- \$94; Veh. Registration fee- \$421; Office Equip Lease -\$387; Small tools repair-\$178; Advertising promotional- \$0; plus Other misc. operating expenses- \$2,772.

Mason Transit Authority Cash and Investments

May 2023 Board Report

Cash Balances

	3/31/2023	4/30/2023	Change
Cash - MC Treasurer	\$ 2,381,587.32	\$ 2,381,587.32	\$ -
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Columbia Bank	208,365.44	\$ 208,303.20	(62.24)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 20,339,952.76	\$ 20,339,890.52	\$ (62.24)

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	\$ 20,339,890.52
Less Encumbrances	17,664,768.50
Undesignated Cash Balance Total (Including Reserves)	2,675,122.02
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

May2023 Board Report
As of April 30, 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		24,285	10,102,284	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 Prarie 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	-	261,715	10,293,168	
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.
Total Vehicle Replacements	\$ 3,871,309	\$ 2,881,845	\$ 989,465	\$ -	\$ 156,744	\$ 156,744	
Proposed 2023 Capital Projects	\$ 15,749,809	\$ 12,909,543	\$ 3,672,598	\$ -	\$ 418,459	\$ 10,449,912	

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

May 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	539,128	10%	5%
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	1,067,329		

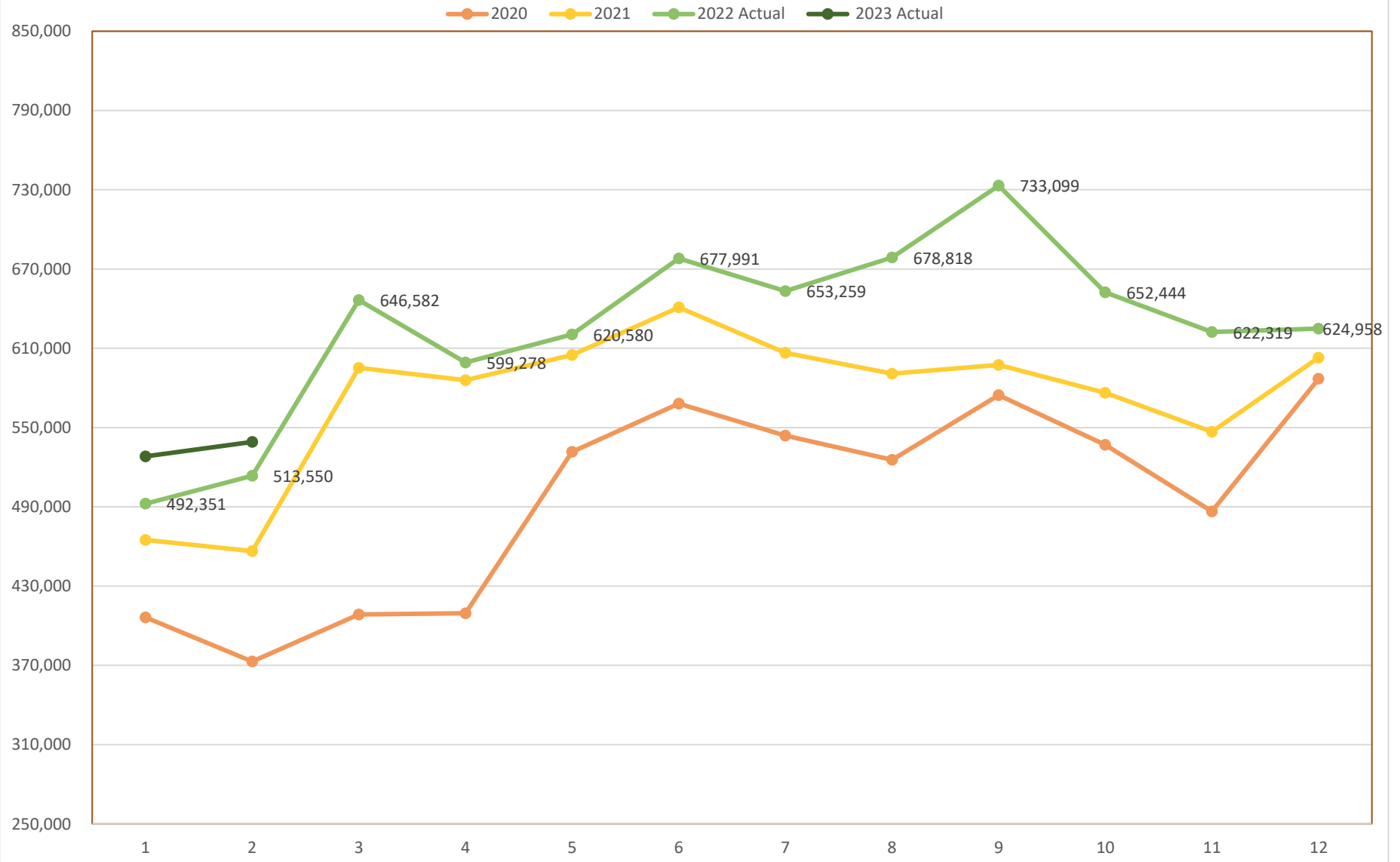
Budget Variance Average - YTD

13%

% Change 2022 vs 2023 Actual Average - YTD

6%

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: May 16, 2023

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 16, 2023

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 16, 2023

GENERAL MANAGER'S REPORT

External Activities:

- Reviewed, finalized, and launched bid package for Belfair Sewer Connection project. Bids due May 25. SCJ is managing this project for MTA.
- Met with Mason EDC to discuss economic development opportunities in North Mason County. Hosted event at Belfair Park and Ride conference room.
- Attended WSTIP Executive Committee meeting in Olympia.
- Attended Mason Economic Development Committee meeting at T-CC.
- Attended WSDOT Frequent Transit Study meeting with TAC and Policy Group before submitting report to the legislature.
- Attended Olympic College Resource Fair in Shelton.
- Attended Small Medium Transit Association Legislative update meeting
- Attended EDC/Shelton Mason Chamber Legislative Wrap-up meeting.

Internal Activities:

- Conducted Administrative Assistant interviews.
- Hired temporary bookkeeper for AP/AR support while staff are on leave.
- Coordinated with IAM to update job description for Facilities Technician to remove CDL requirement as it wasn't necessary.
- Reviewed property insurance coverage renewals. Increased coverage to include contents coverage. Appraisals will occur next year.
- Facilitated staff meetings.
- HR support.
- Submitted WSDOT Grant Reimbursements.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended WSTA Spring Maintenance Forum.
- Finished CDL training and obtained CDL.
- Attended MTA board meeting.
- Attended Safety Committee meeting.
- Attended Northwest Warranty meeting.
- Completed Cybersecurity training.

Facilities and Fleet Projects/Purchases/Maintenance

- Working with staff on spring and summer projects.
- Finishing up with inside painting of building 2.
- Working with vendors on continued training for the technicians.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 285 participants this April. We hosted the Fawn Lake H.O.A. meeting this month and around 65 members attended.
- **Conference Room:** The MTA monthly board meeting was conducted in Belfair this month. The regular Mason County EDC meeting had 16 members attend. We had a Blue Zones meeting that welcomed 6 attendees.
- **Kitchen:** The kitchen user total in April was 35 people.

OPERATIONS – Jason Rowe

- **Outreach:**
 - We attended the Belfair View Apartments community gathering to educate and promote MTA services.
 - We worked closely with the Mason General Emergency Department Director to inform patients of available transportation services and created a new route schedule targeted to those individuals with transportation needs after being discharged from the hospital.
 - We attended the Olympic College Resource Fair in Shelton and were able to promote our partnership with Olympic College and available transportation between their campuses.
- **Special Transportation:** We have scheduled several special transportation requests in June, July and August. We will be providing transportation for:
 - Forest Festival fun run as well as taking part in the parade.
 - The Ridge MotoAmerica Superbike race.
 - Grapeview Water & Arts Festival.
 - The Grant School Benefit auction.
 - Hoodstock
 - Allyn Days
- **New Driver Class:** All three of our new driver trainees are in the behind the wheel phase of training and will all be great additions to the MTA team.
- **Transportation Partnerships:**
 - Pioneer School District has reached out for support in transporting their students that live on Harstine Island. We were able to assist with this transportation and will also be providing transportation for their upcoming elementary school field trip.
- **Service Status:**
 - Our service changes from March 13 are performing well. Route 4 ridership has more than doubled from last month.
 - We continue to drive more and more student riders to our town routes which are growing exponentially as shown in our ridership increases for the Route 5, 7, 11, and Zipper.

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: May 16, 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 continues to increase. April is a deceiving month, when looking at the comparable ridership numbers we see a small increase from March to April, however when you factor in the following:

- Saturdays are essentially half the amount of service compared to a standard weekday.
- March had 23 weekdays of service and 4 Saturday service days, so collectively this works out to be approximately 25 full days of service.
- April had 20 weekdays and 5 Saturdays, so collectively works out to be approximately 22.5 full days of service.

Taking the service days into consideration our average daily ridership number has increased by 12.4% for April and continues to grow.

RIDERSHIP DATA

