



AGENDA

Mason Transit Authority Board Regular Meeting

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

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code: 2557 268 3394

(Password) pUJhZnr2J98

In person attendance:

Mason Transit Authority
MTA Belfair Park & Ride
Conference Room
25250 NE SR 3
Belfair

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. **EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(i) relating to a potential litigation. **Amy Asher and Cedric Adams of WSTIP**
No action is anticipated to be taken following Executive Session.
6. **CONSENT AGENDA – ACTION** Chair
 - A. **Pg. 03: September 19, 2023 Regular Board meeting minutes**
 - B. **Pg. 07: Check Approval: 9/1/2023 – 9/30/2023**
 - C. **Pg. 14: Surplus Vehicles – Resolution No. 2023-12**
7. **ACTION ITEMS:**

New Business:

 - A. **Pg. 17: Actionable: Amend 2023 Capital Budget** Amy

8. DISCUSSION ITEMS:

A. Pg. 18: Discussion: First View of Draft 2024 Budget

Amy

9. STAFF AND INFORMATIONAL REPORTS

A. Pg. 20: Financial Reports – July - September, 2023

B. Pg. 26: Management Reports

C. Pg. 30: Operational Statistics

10. COMMENTS BY BOARD

11. UPCOMING MTA BOARD MEETING:

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

12. ADJOURNMENT

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

**Mason Transit Authority
Minutes of the Regular Board Meeting
September 19, 2023**

Virtually and at

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



OPENING PROTOCOL

1. CALL TO ORDER: 4:01 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, John Sheridan and Sharon Trask.

Authority Voting Board Members Present via WebEx: John Campbell, Chair, and Kevin Shutty. **Quorum met.**

Authority Voting Board Members Not Present: Sandy Tarzwell

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

Citizen Advisor to the Board Present at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: None.

3. PUBLIC COMMENT –There were no members of the public attending the meeting or virtually via WebEx.

4. APPROVAL OF AGENDA

Moved that the agenda for the September 19, 2023 Mason Transit Authority (MTA) regular board meeting be approved as amended to include item 6C a Consolidated Grant Agreement provided by WSDOT earlier in the day and ready for consideration by the Board.

Neatherlin/Trask. Motion carried.

5. CONSENT AGENDA

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

A. July 18, 2023 MTA regular Board meeting minutes.

- B. (1) Payments of July 7 through July 31, 2023 financial obligations on checks#37694 through 37755, as presented for a total of \$441,978.08.
(2) Payments of August 1 through August 31, 2023, financial obligations on checks#37756 through 37865 as presented for a total of \$972,863.43.
- C. Approve Resolution No. 2023-10 that approves the Third Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015 and authorizing the General Manager to sign that Agreement.

Neatherlin/Martin. Motion carried.

6. ACTION ITEMS – UNFINISHED BUSINESS

- A. **Title VI Policy and Plan.** Jason Rowe, Operations Manager went over the updates to the Plan with the Board. Board members inquired about how many of MTA’s drivers are bilingual drivers and whether or not drivers are incentivized for that ability, as well as how many different languages are spoken in Mason County. Mr. Rowe stated that there are 13 different languages spoken in Mason County and he also described other ways MTA reaches out to the Spanish speaking community, such as at MTA’s Customer Service Center at the T-CC. **Moved** that the Mason Transit Authority Board approve the Title VI Policy Statement and Plan for the period October 1, 2023 – September 30, 2026 and that such plan shall supersede and replace in full any previously adopted or approved Title VI Policy Statement and Plan. **Neatherlin/Martin. Motion carried.**
- B. **Request for Approval of Approval of Additional FTE.** Amy Asher, General Manager, shared with the Board that this request relates to a fueler/detailer that provided advance notice he will be leaving to pursue education so that MTA would be able to undergo the recruitment process. Since the fueler/detailer requires holding a CDL, beginning the recruitment now will allow for training time as well as learning the job before our current employee’s departure. Ms. Asher indicated she estimates this will make a difference of \$1,500 to the budget. **Moved** that the Mason Transit Authority Board amend the 2023 Budget to include the temporary hiring of one new FTE as the Fueler/Detailer in the Maintenance Department for succession planning purposes. **Martin/Onisko. Motion carried.**
- C. **Approval of Capital Purchase Agreement PTD0690.** Ms. Asher indicated that her office received the agreement earlier in the day. The staff at WSDOT are working hard to alleviate the number of times contracts need to be amended by streamlining the process. This contract confirms the initial federal award and also provides for the \$748,808 in State Rural Mobility Transit Formula Funds that covers MTA’s local match, as well as the cost escalation of the buses and associated taxes. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-11 and the Capital Grant Agreement Number PTD0690 between WSDOT and MTA. **Sheridan/Onisko. Motion carried.**

7. STAFF AND INFORMATION REPORTS:

Ms. Asher introduced Mr. Bolte and Mr. Rowe to provide their respective team reports.

Facilities & Fleet Maintenance:

Paul Bolte, Facilities and Fleet Maintenance Manager, provided the following updates of the team:

- MTA is anticipating receiving later this year or early next year eight (8) new Gillig buses and 10 new cutaways. The team has recruited and hired two new technicians.
- MTA has begun using R99 fuel which is a 100% renewable biofuel which reduces a significant amount of carbon into the air. The new cutaways MTA has ordered are propane fuel. Ms. Asher indicated that MTA is beginning its move toward a greener fleet in the years ahead.

Operations:

Mr. Rowe described the following updates of the Operations team:

- MTA provided special transportation during the months of July and August.
- MTA has been very active and present in many outreach events during the past couple of months and mentioned several of the events as further described in the Management Report.
- MTA's new driver's class of two is in full swing. Mr. Rowe described the number of drivers currently and overall goals to expand MTA services. He is hoping that they will begin another Driver class in late October. Prospective applicants have called to check in on when next class will begin.
- Mr. Rowe also went over the ridership numbers.

General Manager:

- Ms. Asher described to the Board that with two employees out on leave during most of the summer, she has had the opportunity to learn more on payroll and the finance side of MTA and assumed those tasks throughout the summer.
- Ms. Dorian has returned from her leave and they have been working together through the payroll processes, as well as training MTA's Administrative Assistant.
- Ms. Asher also shared that she has been fortunate to have temporary financial assistance that has knowledge in government experience, so together they are working toward the upcoming audit.

Citizen Advisor to the Board:

Mr. Piety thanked the Board for the opportunity to attend the State Conference. Every time he attends a State Transportation Conference and learns more about transit, he realizes how great the service is at Mason Transit.

8. COMMENTS BY BOARD:

- Questions from Board members Martin and Neatherlin were posed regarding possible service in certain areas for the future. Mr. Rowe and Ms. Asher also discussed a joint pilot service between MTA and Grays Harbor Transit for the McCleary area which is currently being planned. As service continues to expand,

staff will consider other pilot routes. Currently with retirements coming up, as MTA gets one driver in, another is going out.

- Board member Sheridan inquired as to progression opportunities for Drivers. Ms. Asher and Mr. Rowe shared some past practices and new progression opportunities that have previously led to the Supervisor positions held by employees that originally began with MTA as drivers. Some drivers have sought out positions in dispatch as well.
- The Board Chair expressed his enthusiasm that MTA buses are now using biofuel and the reduction in carbon emissions has taken off. He plans to mention it to the school board on which he serves and now MTA can be the regional expert that sets the standards for Mason County.

9. **UPCOMING MEETING**

Ms. Asher indicated that the October Board meeting will be conducted at the MTA Belfair Park and Ride.

NEXT BOARD MEETING

**Mason Transit Authority
Regular Meeting
October 17, 2023 at 4:00 PM**

Please note location below:



MTA Belfair Park & Ride
Conference Room
25250 NE SR 3
Belfair

Moved that the meeting be adjourned.

10. **ADJOURNED:** 4:39 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: October 17, 2023

Summary for Discussion Purposes:

Disbursements:

- SCJ Alliance
 - Check #37905 - \$17,039.34 – Belfair Park & Ride Project.
- Right! Systems, Inc.
 - Check #37952 - \$46,618.99 – Annual Software Maintenance.

September Fuel Prices: Diesel \$4.43, Unleaded \$3.95

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$658,358.49

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of September 1, 2023, through September 30, 2023, financial obligations on checks #37866 through #37957 as presented for a total of \$658,358.49.



Mason Transit Authority
October 17, 2023, Disbursement Approval

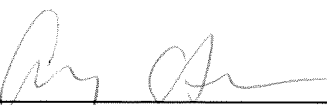
The following checks for the period of September 1, 2023, through September 30, 2023, have been audited and processed for payment by the Finance Administrator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	37866-37957	658,358.49

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 9/13/2023	37883	187,544.93
Payroll & DRS – 9/26/2023	37938	205,523.95
Employee Benefit Trust – 9/26/2023	37935	93,982.59
SCJ Alliance	37905	17,039.34
Right! Systems, Inc.	37952	46,618.99

Submitted by: 
Haddon Wulf, Administrative Assistant

Date: 10/12/23

Approved by: 
Amy Asher, General Manager

Date: 10/12/23

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 9/1/2023 Through 9/30/2023

Mason Transit Authority Check Register
 September 2023 Board Report

Activity From 9/1/2023 Through 9/30/2023

Document Date	Check #	Vendor Name	Transaction Amount
9/6/2023	37866	City of Shelton	1,519.43
9/6/2023	37867	Cascade Natural Gas	2,889.16
9/6/2023	37868	Dobbs Peterbilt - Rochester	313.13
9/6/2023	37869	Gillig, LLC	81.97
9/6/2023	37870	GORDON TRUCK CENTERS, INC.	545.69
9/6/2023	37871	LMR Bookkeeping, LLC	8,966.25
9/6/2023	37872	Mountain Mist Water	65.54
9/6/2023	37873	ODP Business Solutions, LLC	5.73
9/6/2023	37874	Pitney Bowes	359.95
9/6/2023	37875	Builders FirstSource	2.92
9/6/2023	37876	Mason County Journal	798.00
9/6/2023	37877	Staples Business Advantage	86.13
9/6/2023	37878	Tozier Brothers, Inc.	57.62
9/6/2023	37879	Verizon Wireless	946.60
9/6/2023	37880	Westbay Auto Parts	116.55
9/6/2023	37881	Whisler Communications	1,896.85
9/8/2023	37882	U.S. Bank	13,342.52
9/13/2023	37883	Mason Transit Authority - ACH Account	187,544.93
9/15/2023	37884	Advance Glass	184.45
9/15/2023	37885	Aflac	546.28
9/15/2023	37886	AIG Retirement	2,164.46
9/15/2023	37887	World Kinect Energy Services	751.46
9/15/2023	37888	Berg Marketing Group	3,500.00
9/15/2023	37889	Dobbs Peterbilt - Rochester	204.54
9/15/2023	37890	Gillig, LLC	1,629.13
9/15/2023	37891	Bruce Titus Ford	126.06
9/15/2023	37892	GORDON TRUCK CENTERS, INC.	156.80
9/15/2023	37893	District 160	1,730.10
9/15/2023	37894	Robert W. Johnson, PLLC	1,600.00
9/15/2023	37895	Kitsap Transit	2,611.59
9/15/2023	37896	Mason County Garbage, Inc.	1,026.14
9/15/2023	37897	Mason County PUD #3	3,271.37
9/15/2023	37898	MOHAWK MFG. & SUPPLY	304.20
9/15/2023	37899	Noregon Systems, LLC	585.90
9/15/2023	37900	ODP Business Solutions, LLC	70.22
9/15/2023	37901	O'Reilly Auto Parts	142.18
9/15/2023	37902	Port of Shelton	1,600.00
9/15/2023	37903	Builders FirstSource	23.93
9/15/2023	37904	Right! Systems, Inc.	4,318.30
9/15/2023	37905	SCJ Alliance	17,039.34
9/15/2023	37906	Seattle Automotive Distributing	54.20
9/15/2023	37907	The Shoppers Weekly	338.65
9/15/2023	37908	Smarsh	4.67
9/15/2023	37909	Staples Business Advantage	13.65

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 9/1/2023 Through 9/30/2023

9/15/2023 37910	Tozier Brothers, Inc.	309.40
9/15/2023 37911	UniFirst	467.74
9/15/2023 37912	United Way of Mason County	50.00
9/15/2023 37913	Voyager Fleet Systems, Inc.	16.00
9/15/2023 37914	Westbay Auto Parts	432.66
9/15/2023 37915	AWorkSAFE Service, Inc.	476.00
9/20/2023 37921	Allstream	350.64
9/20/2023 37922	World Kinect Energy Services	29,116.89
9/20/2023 37923	Bradley Air Company	384.55
9/20/2023 37924	Gillig, LLC	677.26
9/20/2023 37925	Bruce Titus Ford	125.86
9/20/2023 37926	GORDON TRUCK CENTERS, INC.	328.38
9/20/2023 37927	LegalShield	126.50
9/20/2023 37928	Mason County PUD #3	96.34
9/20/2023 37929	Mountain Mist Water	226.70
9/20/2023 37930	Ricoh USA, Inc	78.17
9/20/2023 37931	Staples Business Advantage	1,036.67
9/20/2023 37932	Summit Law Group	624.00
9/20/2023 37933	Tozier Brothers, Inc.	24.80
9/20/2023 37934	UniFirst	203.57
9/20/2023 37935	AWC Employee Benefit Trust	93,982.59
9/20/2023 37936	Westbay Auto Parts	649.82
9/26/2023 37938	Mason Transit Authority - ACH Account	205,523.95
9/27/2023 37940	Advance Glass	1,027.77
9/27/2023 37941	AIG Retirement	1,995.42
9/27/2023 37942	Commercial Brake & Clutch, Inc.	435.10
9/27/2023 37943	Gillig, LLC	1,629.13
9/27/2023 37944	GORDON TRUCK CENTERS, INC.	314.82
9/27/2023 37945	Hood Canal Communications	3,334.81
9/27/2023 37946	Mason County PUD #3	2,432.80
9/27/2023 37947	Purcor	125.12
9/27/2023 37948	ODP Business Solutions, LLC	482.16
9/27/2023 37949	O'Reilly Auto Parts	268.03
9/27/2023 37950	Builders FirstSource	35.88
9/27/2023 37951	Ricoh USA, Inc	80.96
9/27/2023 37952	Right! Systems, Inc.	46,618.99
9/27/2023 37953	The Shoppers Weekly	29.24
9/27/2023 37954	Total Battery & Automotive Supply	77.57
9/27/2023 37955	UniFirst	191.23

Mason County Public Transportation Benefit Area
Check/Voucher Register - Board Check Register
From 9/1/2023 Through 9/30/2023

9/27/2023 37956	United Way of Mason County	50.00
9/27/2023 37957	Westbay Auto Parts	<u>384.38</u>
	September Check Totals	<u>\$658,358.49</u>

Mason Transit Authority Credit Card Activity
 October 2023 Board Report

		September 2023 Activity	
GL Title	Transaction Description	Expenses	
Parts Inventory	Parts	28.49	
Parts Inventory	Parts	59.68	
Parts Inventory	Parts	65.10	
Office Furniture	Office Chair Haley Dorian	135.61	
Background Chk	Driver Background Checks	366.70	
Facility Repair/Maintenance	Commode Mat	45.57	
Facility Repair/Maintenance	CR Batteries	12.76	
Facility Repair/Maintenance	Door Plates	53.15	
Facility Repair/Maintenance	Lawn Mower Blades	59.66	
Facility Repair/Maintenance	Lawn Mower Starter	60.71	
Facility Repair/Maintenance	Tire Tubes	27.11	
Facility Repair/Maintenance	Urinal Deodorizer	28.10	
Operating Supplies	Water for Drivers	5.83	
Office Supplies	Magnetic Tape	10.10	
Office Supplies	Printer Paper	46.64	
Shop Supplies	Absorbant Oil Spill Mats	37.96	
Shop Supplies	Diodes/Shop Supplies	6.50	
Shop Supplies	Sealer/Shop Supplies	45.55	
Shop Supplies	Sikaflex/Shop Supplies	131.15	
Cleaning/Sanitation Supplies	Cleaner	38.12	
Cleaning/Sanitation Supplies	Paper Towels	109.50	
Cleaning/Sanitation Supplies	Truck Wash	139.95	
Cleaning/Sanitation Supplies	Urinal Mat	49.48	
IT Equipment	Brightsign Sign Replacement	948.85	
IT Equipment	Sign Adapter	8.52	
IT Equipment	Sign Adapter and Velcro	25.53	
Small Equipment & Furniture	TCC Flags	195.64	
Dues, Memberships, Subscriptions	HR Membership Haley Dorian	244.00	
Dues, Memberships, Subscriptions	Monthly eFax Bill	110.13	
Dues, Memberships, Subscriptions	Yearly Domain Bill	195.17	
Travel & Meeting Expense MTA	Maintenance Meeting	12.00	
Training / Seminars	2023 Trainer Showcase Refund	(150.00)	
Training / Seminars	Supervisor Training	300.00	
Training / Seminars	Transportation Safety Institute Registration	55.00	
Advertising/Promotion Media	Fueler Detailer Job Posting	249.00	
Advertising/Promotion Media	MTA Marketing Merchandise - Pens	300.30	
Other Misc Expenses	Propane for Retirement Party	21.75	
Other Misc Expenses	Retirement Party Supplies	107.44	
Other Misc Expenses	Steve Ellertsen Retirement Mug	17.52	
Credit Card Fees	Interest Charge	<u>204.30</u>	

Total Credit Card Charges - September \$ 4,408.57

Mason Transit Authority Regular Board Meeting

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

Subject: Surplus Vehicles

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: October 17, 2023

Background:

Mason Transit has three mini vans that have exceeded their useful life, have been replaced by the three Toyota Sienna Hybrids this year, and are ready for surplus:

Year	Make/model	Asset ID	Mileage
2013	Dodge Caravan	6600	77,303
2013	Dodge Caravan	6601	68,614
2017	Dodge Caravan	6620	99,108

If approved, vehicles 6600, 6601 and 6620 will be eligible for the MTA Van Grant Program and will be available to a non-profit agency as outlined in the grant program. Vans not allocated in the grant program will be surplus per MTA's Surplus Disposal Policy.

Summary: Surplus three (3) mini-van vehicles.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution 2023-12 declaring and approving the surplus and disposal of vehicles as set forth herein.

RESOLUTION NO. 2023-12

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

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2019-26, has adopted established policies to ensure that the fair, impartial, responsible and practical disposition of surplus property of MTA; and

WHEREAS, such policies ensure that the public shall receive the greatest possible value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA's Surplus Policy (POL-408); and

Year	Make/model	Asset ID	Mileage
2013	Dodge Caravan	6600	77,303
2013	Dodge Caravan	6601	68,614
2017	Dodge Caravan	6620	99,108

Adopted this 17th day of October, 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 7A – *Actionable*
Subject: Request for Approval of Capital Budget Adjustment
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 17, 2023

Background:

The cutaway bus market has been highly unpredictable over the past three years. MTA ordered six of them in 2021 that have still not been delivered. When we received word that our chassis were available and production would begin this fall, we were given the opportunity to take four more chassis for our 2024 purchases that were outlined in the recently adopted Transit Development Plan. They are arriving sooner than anticipated and will be here in December.

Staff is requesting a 2023 Capital Budget Adjustment in the approximate amount of \$681,000 to pay for these vehicles when they arrive in 2023.

These vehicles will be paid for entirely by State Grant Funds from the Paratransit Special Needs Formula program. MTA has received pre-award authorization from WSDOT for this purchase while we await their contract draft.

Summary: Requesting an adjustment to the 2023 Capital Budget to purchase four cutaway buses arriving in 2023, rather than 2024.

Fiscal Impact:

\$681,000 that will be reimbursed from grant funds.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board amend the 2023 Capital Budget by \$681,000 for the purchase of four cutaway buses arriving in 2023, rather than 2024.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8A – *Discussion*
Subject: Budget: First View of 2024 Budget
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 17, 2022

Background:

The first rough draft of the 2024 Budget assumes a conservative approach to revenue forecasting. There are some predictions of a recession in 2024 given the continued rising cost of goods, increasing interest rates and recent global events.

Assumptions for 2024 include:

- An estimated 4% increase in sales tax revenue over 2023 estimated revenue, or 2% over our 2023 projected revenue.
- Fuel prices continue to vary and will be budgeted considerably higher than 2023 given current global events that may impact prices. The Finance Committee has suggested a \$7/gallon assumption for 2024.
- Increase our Driver FTE to 45 from 42 to allow us to hire larger classes. We currently have a 50% success rate, so we haven't been fully staffed. Also propose adding one FTE for Training to allow for more frequent driver hiring and training.
- Proposing a 4% increase in non-represented staff wages so we may retain excellent staff and remain competitive in this labor market. Salary schedules have not been adjusted since the fall of 2021. The represented Maintenance Staff received a 4% increase in September 2023 and Drivers a 5% increase in 2023 as a result of contract negotiations. Both will receive a 3% increase in 2024.
- An estimated 16% increase in insurance. This is due to an increase in miles as we add service and an increase in property coverage.

Attached you will find a draft of the 2024 capital budget items. Operating budget items are still being developed. The finance subcommittee met on October 11th to review the capital budget and discuss operating assumptions.

Summary: First view of 2024 Capital Budget and overview of operating budget assumptions

Fiscal Impact:

None at this time.

DRAFT Mason Transit Authority Proposed 2024 Capital Budget

Draft 10/13/23

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
Belfair Sewer Connection	TBD. Quotes pending.				Finalize Utility Connection in 2024? TBD.
TCC customer service office remodel	100,000		100,000		Carry forward from 2023. Remove ADA ramp from middle of office and re-design space.
JP Alarm System Update	42,000		42,000		We are using an alarm system that was installed in 1984. We can't get replacement parts. New enterprise system can be moved to new building.
Phone System Update	18,000		18,000		Migrating away from Mitel system to a cloud based system.
TCC Badge Access Door Locks	10,000		10,000		Operations and staff doors at TCC to be upgraded to badge access.
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.
Automatic Gates at JP	100,000		100,000		The automatic gate openers at JP were installed when we purchased the building in the early 1990's. They are failing more frequently and need replaced.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	TBD. Quotes pending.				Park and Ride Resurfacing. Pear orchard, matlock, belfair
Air Condition for Server Room JP	11,000		11,000		The air conditioner in the server room is failing and needs replaced.
HVAC for JP	25,000		25,000		Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		Veeder Root system we have is no longer supported. This is the system that prints out fuel usage reports.
Propane Conversion Kits	112,000		112,000		Convert sixteen cutaways to propane. Six are carryforward from 2023. \$7,000 ea.
Bus Column Lift Replacements	75,000	75,000	-		Replace one set of vehicle lifts past useful life.
Septic Grinder Pump Replacement	10,000		10,000		Need to replace septic grinder.
Scan Tool for Fleet	5,000		5,000		Tool to scan buses for diagnostics. The equipment we currently have will not read anything newer than 2018 buses.
TCC Gym Roof Repair	100,000		100,000		Gym roof has been leaking in a couple of places for a few years and staff's spot treatment has not held. Need professional help to solve problem.
Repair/replace TCC Gym floor	130,000		130,000		Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
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	1,678,000	105,000	1,573,000	-	
4 - Cutaways	702,600	702,600		-	State Paratransit Special Needs Funded.
8 - 35' Gilligs	5,104,288	5,104,288			FY 22 FTA 5339 Grant to replace 5 buses \$2,968,727 (carry forward from 2023). Received grant funding for 3 more. All will be received in 2024 (2,135,561) Using state funds to cover match.
Total Vehicle Replacements	\$ 5,806,888	\$ 5,806,888	\$ -	\$ -	
Proposed 2024 Capital Projects	\$ 7,484,888	\$ 5,911,888	\$ 1,573,000	\$ -	

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 9A – *Informational*
Subject: Financial Reports – September 2023
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: October 17, 2023

Summary for Informational Purposes:

Included are the updated September 2023 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for July 2023 (received September 30, 2023) was \$679,614 1% above the 2023 budgeted amount, and 4% more than July 2022.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 75% (9/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 88.4%. Total YTD Operating Expenses are under budget at 57.9%.

- Passenger fare for (Worker Driver) is currently at 16.7% through the month of September.
- Rental Income is on par with the projections for the month at 77.2%
- Wages and Benefits under budget at 61.6% slightly under budget projections.
- Other Operating Expenses are down slightly at 55.3%.
- Fuel is slightly under budget at 68.9% for the month of September.
- Utilities are also slightly under budget at 67.2%

Fiscal Impact:

September fiscal impact reflects total revenues of \$833,187 and operating expenses of \$818,147 for a net income of \$15,039.

Mason Transit Authority Statement of Financial Activities

% through the year: 75.0%

October 2023 Board Report

September Statement of Financial Activities	September	2023 YTD Actual	2023 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 334	\$ 2,000		16.7%
PSNS WorkerDriver	6,050	57,049	110,000		51.9%
Total Operating Revenue (Fares)	6,050	57,383	112,000		51.2%
Sales Tax	733,099	5,807,847	7,422,932	(1)	78.2%
Operating Grants	-	3,130,488	3,210,488	(2)	97.5%
Rental Income	13,094	117,411	152,000		77.2%
Investment Income	80,475	640,236	80,000		800.3%
Other Non-operating Revenue	469	31,612	20,070	(3)	157.5%
Total Revenue	833,187	9,784,976	10,997,490		89.0%
Expenses					
Wages and Benefits	675,998	4,596,968	7,463,523		61.6%
Contracted Services	19,464	182,311	515,703		35.4%
Fuel	44,562	379,549	550,800	(4)	68.9%
Vehicle/Facility Repair & Maintenance	17,921	203,197	399,450		50.9%
Insurance	20,938	188,441	251,812		74.8%
Intergovernmental - Audit Fees	-	833	38,000		2.2%
Utilities	14,318	126,234	187,900		67.2%
Supplies & Small Equipment	16,383	165,311	363,886	(5)	45.4%
Training & Meetings	1,016	17,477	61,540		28.4%
Other Operating Expenses	7,547	95,503	172,786	(6)	55.3%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	818,147	5,955,823	10,125,400		58.8%
Net Income (Deficit) from Operations	\$ 15,039	\$ 3,829,153	\$ 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, Q2 and Q3 2023.
(3)	Includes: Sale of Maintenance Services - \$9,456; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$11,463; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$7,160; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$3,531; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.63. Average gasoline price per gallon year to date is \$3.60
(5)	Printing- \$2,875; Cleaning/Sanitation/Safety supplies - \$7,884; Office Supplies - \$7,582; Shop Supplies - \$7,543; Small Tools & Equipment - \$2,581; IT Equipment - \$7,931; Communications Equipment - \$64; Operating Supplies - \$2,131; Small Equipment & Furniture - \$199; Software - \$124,902; Postage - \$906; Shelter supplies - \$39; Training supplies-\$674; 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 - \$40,356; Merchant/Credit Card fees - \$1,720; Dues, Memberships, Subscriptions - \$33,118; Unemployment Insurance - \$1,081; CDL Exams- \$3,277; Rent-CDL Training- \$6,400; Property tax- \$94; Veh. Registration fee- \$459; Office Equip Lease -\$970; Small tools repair-\$237; plus Other misc. operating expenses- \$7,792.

Mason Transit Authority Cash and Investments

October 2023 Board Report

Cash Balances

	8/31/2023	9/30/2023	Change
Cash - MC Treasurer	\$ 7,219,365.84	\$ 7,348,549.62	\$ 129,183.78
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Columbia Bank	\$ 352,782.64	\$ 207,170.82	(145,611.82)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 25,322,148.48	\$ 25,305,720.44	\$ (16,428.04)

Cash Encumbrances

Grant Related:

Purchase 6 cutaways. Fed. 5339 - \$1,039,444, 25% match plus price increase encumbered	474,275.87
Total Grant Match	\$ 474,275.87

Reserves:

Total Grant Match	474,275.87
General Leave Liability (Vacation/Sick)	293,670.00
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	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,677,945.87

Total of Cash	\$ 25,305,720.44
Less Encumbrances	17,677,945.87
Undesignated Cash Balance Total (Including Reserves)	7,627,774.57

Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,677,945.87
Undesignated Cash Reserves	\$ 72,054.13

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

Mason Transit Authority Proposed 2023 Capital Budget

October 2023 Board Report
As of September 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		184,772	1,015,481	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	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		48,110		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) c
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. c
Bus Lift for Alignments on Buses	110,000		110,000		118,547	118,547	Install of Bus lift in order to do alignments. c
MTA Johns Prairie Base Facility Updates	800,000		800,000		-		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Total Misc Capital Projects	11,878,500	10,027,698	2,683,133	-	470,312	1,210,054	
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			235,116	235,116	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. c
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	\$ -	\$ 235,116	\$ 235,116	
Proposed 2023 Capital Projects	\$ 15,749,809	\$ 12,909,543	\$ 3,672,598	\$ -	\$ 705,428	\$ 1,445,170	

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

October 2023 Board Report

Sales Tax Collected as of 9/30/2023 for 7/31/2023



	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	616,540	1%	-5%
April	409,532	585,816	599,278	581,921	599,059	3%	0%
May	531,711	604,875	620,580	652,332	656,593	1%	6%
June	568,045	640,945	677,991	728,689	731,134	0%	8%
July	543,942	606,512	653,259	670,783	679,614	1%	4%
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	4,350,270		

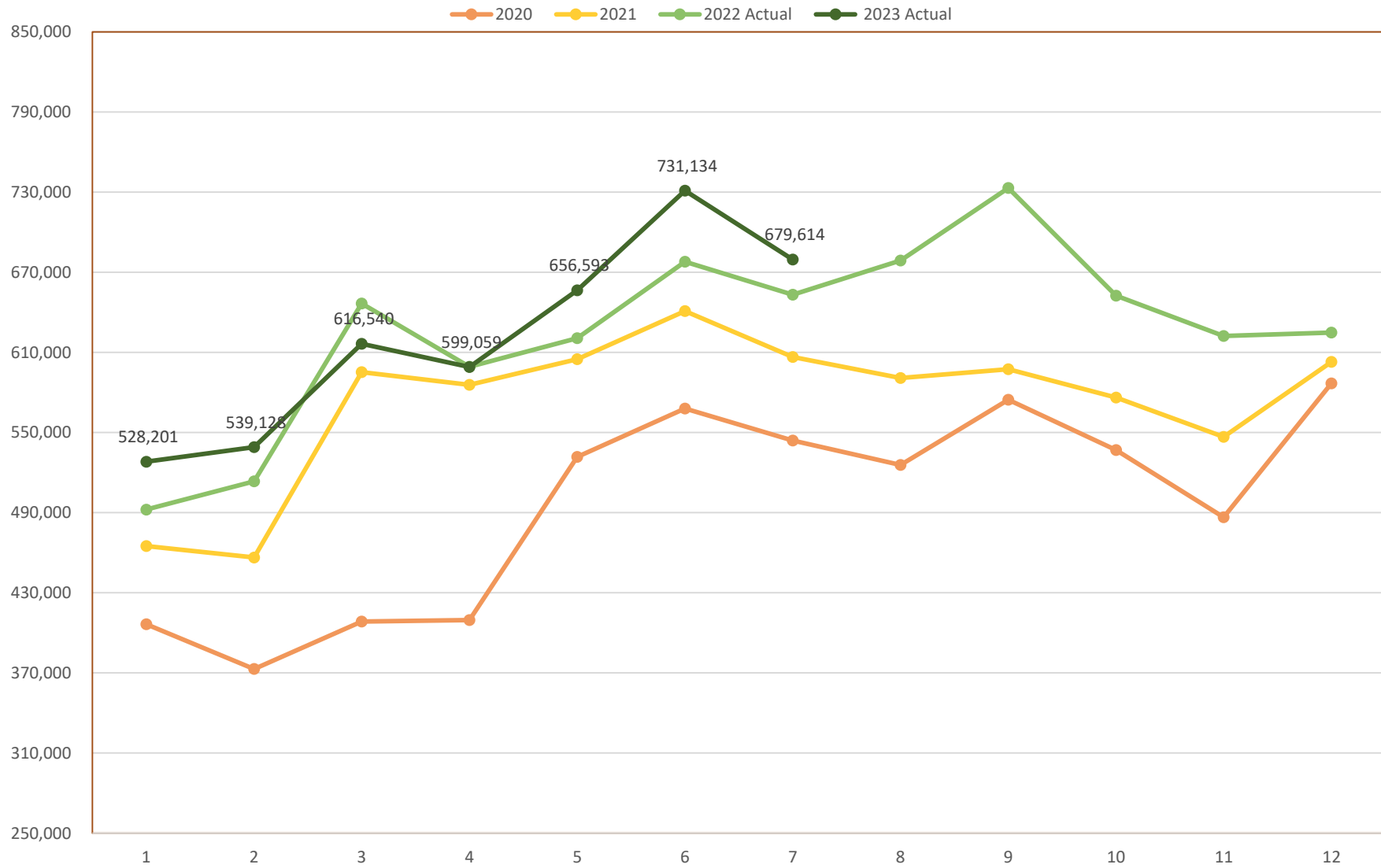
Budget Variance Average - YTD

4%

% Change 2022 vs 2023 Actual Average - YTD

4%

Monthly Sales Tax Trend



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: October 17, 2023

Summary for Informational Purposes:

The October monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 17, 2023

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 17, 2023

GENERAL MANAGER'S REPORT

External Activities:

- Attended Washington State Transit Association Finance Officers Leadership Committee meeting.
- Attended Washington State Transit Insurance Pool Board meeting.
- Attended Mason Economic Development Council meeting.
- Attended State Transit Manager Coordination meeting.
- Worked with State Transit Association Executive Committee on Director review process.
- Attended Washington State Transportation Improvement Board (TIB) meeting. Reviewed proposed WAC changes to Complete Streets Program that will go out for public comment.

Internal Activities:

- Began preparing 2024 Budget with Department Managers.
- With the resignation of our Finance Coordinator, began refining job descriptions and started recruitment of Finance Manager.
- Work with HR and Maintenance Manager on recruitment of Fueler Detailer.
- Working with contracted bookkeeper to audit 2023 excise and leasehold taxes paid, finalize 2022 end of year report for submission to SAO, and reconcile budget.
- Coordination with Mason County on right of way transfer in Belfair.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended MTA Board meeting.
- Attended fall Washington State Transit Association Maintenance Committee meeting.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on upgrading our fuel island and software.
- Working on 2024 budget.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 248 participants this September. CHOICE Highschool P.E. is not utilizing the gym for the remainder of this school year.
- **Conference Room:** The MTA monthly board meeting welcomed 12 members this month. The regular Mason County EDC meeting had 12 people attend this month. The P.U.D. #1 meeting welcomed 6 members.
- **Kitchen:** The kitchen user total in September was 43 people.

OPERATIONS – Jason Rowe

- **Special Transportation:** In September we did shuttle service for Allyn's Oktober Fest and in October we provided transportation to support Oysterfest. Collectively for the year we just hit 10,000 riders for special services alone. This is a huge milestone for us. For comparison, in 2022 we had a total of 1,719; 2021 we had a total of 1,294; and in 2020 we had a total of 90 riders. We have really been working hard to help

the community out with these events, and it has translated into some great ridership numbers, as well as great exposure for MTA. A huge thank you to the whole Operations team that collectively make this possible.

- **Ridership Impacts:** As you can see from the ridership visuals, we regained a great number of riders from school being back in session. We are also seeing the Route 6 ridership start to pick up.
- **New Driver Uniforms:** With the help of a driver-led uniform committee we have procured new driver uniforms and they are looking great!
- **Outreach:** Below are outreach and travel training events that we participated in recently:

September:

- 9/1 ***Overdose Awareness Resource Fair at Kneeland Park.*** Large turnout of resource and support groups. MTA had a resource booth.
- 9/7 ***Summerfest Appreciation Lunch.*** MTA was asked to give a presentation about who we are and the services we provide.
- 9/8 ***North Mason High School Transitions Class.*** MTA provided approximately an hour of what services we provide, such as the difference between DAR and Routed systems and then training on how to retrieve and read bus route schedules, where to catch the bus, how to plan trips, etc. The class then took a ride in a bus and identified bus stops/shelters and tips on using the bus.
- 9/19 ***Travel Training for Olympic College Student.*** We went over how the student could connect with Olympic College Shelton to Olympic College Bremerton and back. His request was outside of our current "Connecting Olympic Colleges" route schedule.
- 9/22 ***Presented MTA Bus Services.*** We presented our various services, how to read bus schedules and where to catch a bus, etc., at CHOICE School. We then took students on Rt5 to shows points of interest, how to get on/off bus, bus safety tips, etc. Choice School is an alternative to traditional high school for students who might need more time to master the skills needed to achieve their goals and education. Choice is an acronym for Challenging High School Opportunities in Continuing Education.
- 9/26 ***North Mason High School Transitions Class.*** Worked with North Mason High School Transitions class on travel training options for the class and what changes will be coming to the routes on October 16.
- 9/26 ***Travel Training.*** Travel Training with person new to Mason County and wanted to utilize MTA services.
- 9/27 ***North Mason High School Transitions Student.*** Worked with North Mason Transitions High School student on travel training and Rt4. Rode with the student and went over where to catch the bus, where to transfer, how to signal where to get off the bus, etc.
- 9/28 ***Travel Training.*** Travel training with person new to area and went over Rt. 5 and where she could catch the bus and get off near her residence.

October to date:

- 10/2 ***Career Quest.*** Met with Career Quest about MTA services and scheduled travel training with one of her customers.
- 10/3 ***Travel Training.*** Shared overview of MTA services with Cedar High School student and where our routes go.
- 10/5 ***Travel Training.*** Travel training with customer of Career Quest to familiarize him with our bus (he was afraid to ride transit), and the routes near his residence. Then took him on a short ride on the bus and went over safety tips and how to request a stop, etc.
- 10/5 ***Mason County Transition Resource Fair.*** Participated in the Mason County Transition Resource Fair and was the guest speaker on Transportation in a breakout session. I discussed MTA services that included routes, DAR, van rentals, advertising, job openings, etc.
- 10/7 ***Oysterfest 2023.*** Had a booth at Oysterfest 2023 and provided MTA services information and job openings to the public.
- 10/10 ***Vadis.*** Met with Stephanie, a representative with Vadis, and went over MTA bus routes and services for her consultants and customers.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: October 17, 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 gradually. We did see ridership numbers improve on our fixed route service compared to the last couple of months. There is a direct correlation with school starting back up again. We were able to recoup a number of those riders which has really augmented those routes. We are also seeing an increase in Route 6 ridership which can most likely be attributed to our spotlight feature advertising the route on our website.

RIDERSHIP DATA

