



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, December 19, 2023 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code

<https://masontransit.my.webex.com/masontransit.my/j.php?MTID=m3d29dcf5bcafa3886cb3f6c61fe5e282>

(Password) YpH6TJpcj29

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. **RECOGNITION OF SERVICE OF BOARD CHAIR CAMPBELL** Amy
6. **ELECTION OF OFFICERS FOR 2024 – ACTION** Chair
7. **CONSENT AGENDA – ACTION** Chair
 - A. Pg. 04: November 21, 2023 Regular Board meeting minutes
 - B. Pg. 08: Check Approval: 11/1/2023 – 11/30/2023
 - C. Pg. 14: Extend Term of Citizen Advisor to the Board
8. **ACTION ITEMS:**

Unfinished Business:

 - A. Pg. 15: Actionable: Approval of 2024 Budget - Resolution No. 2023-15 Amy

- B. Pg. 35: Actionable: Approval of 2024 MTA Regular Board Meeting Calendar Resolution No. 2023-16 Amy
- C. Pg. 40: Actionable: Surplus Vehicles-Van Grant Program Recipients Resolution No. 2023-17 Amy

New Business: [None]

9. DISCUSSION ITEMS:

- A. Pg. 44: Remote Meeting Platforms – Zoom, Webex, Teams Amy

10. STAFF AND INFORMATIONAL REPORTS

- A. Pg. 45: Financial Reports – December, 2023
- B. Pg. 51: Management Reports
- C. Pg. 55: Operational Statistics

11. COMMENTS BY BOARD

12. UPCOMING MTA BOARD MEETING:

Mason Transit Authority
Regular Meeting
January 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
November 21, 2023**

Virtually and at

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



OPENING PROTOCOL

1. CALL TO ORDER: 4:00 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 and Sharon Trask. **Quorum met.**

Authority Voting Board Members Present via WebEx: John Campbell, Chair (*arrived at 4:21 pm*).

Authority Voting Board Members Not Present: John Sheridan, Kevin Shutty and 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 (*arrived at 4:05 pm*)

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: Rob Johnson, Legal Counsel.

3. PUBLIC COMMENT – [None]

4. APPROVAL OF AGENDA

Moved that the agenda for the November 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Brehmeyer. Motion carried.**

5. CONSENT AGENDA

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

- A. October 17, 2023 MTA regular Board meeting minutes.
- B. Payments of October 1 through October 31, 2023 financial obligations on checks #37958 through #38506, as presented for a total of \$695,136.91.

Trask/Brehmeyer. Motion carried.

6. RECOGNITION OF BOARD MEMBER SANDY TARZWELL

Ms. Asher shared her experiences of working with Board member Tarzwell as well as some history, statistics and her attention to details with regard to Ms. Tarzwell's valued presence as an MTA Board member.

7. ACTION ITEMS –NEW BUSINESS

A. Approval of Capital Grant Agreement PTD0594. Amy Asher, General Manager, shared with the Board that this contract is being brought to the Board for approval. Ms. Asher also described that grant funds were applied for in spring, 2022 and awarded in August 2022 for the replacement of 5 Gillig buses. She also indicated that State Rural Mobility Transit Formula Funds will cover the required match contract and resulting cost increases of \$395,608 for a total project cost of \$2,968,727. It is anticipated the vehicles will be delivered in early 2024. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-13 and the Capital Grant Agreement Number PTD0594 between WSDOT and MTA. **Trask/Brehmeyer. Motion carried.**

B. Approval of Consolidated Operating Grant Agreement PTD0691. Ms. Asher indicated that this funding award is for the purpose of sustaining MTA's Dial-A-Ride service in Mason County. The funding is the result of the State Special Needs Transportation – Transit Formula Funds and is allocated for the purpose of sustaining and expanding services to people with disabilities, including seniors and children living in rural areas. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-14 and the Consolidated Operating Grant Agreement Number PTD0691 between WSDOT and MTA. **Neatherlin/Trask. Motion carried.**

8. DISCUSSION ITEMS –NEW BUSINESS

A. Budget; Second View of 2024 Budget. Ms. Asher stated that she is still working on the budget spreadsheets and getting it up-to-date and that the managers are still compiling the information needed. Cabot Dow has also been hired to look at the wage scale. She hopes to receive that information by the end of this month. Ms. Asher described the many potential changes, programs, increased costs of items, work and replacement items, capital projects and the ten new cutaways from two different orders that are expected.

B. First View of 2024 Regular Board Meeting Dates. Ms. Asher presented the 2024 proposed meeting calendar in draft form, recommending that the Board continue to have the April and October Board meetings in Belfair as was done in 2023, since it has been the past practice of having those meetings held at the Port of Allyn prior to the construction of the Belfair Park & Ride Building. Board member Neatherlin requested that staff explore whether or not the April meeting could be held in Hoodspert, such as the fire hall or Hoodspert Library. Staff will report back at the December meeting.

C. Citizen Advisor for 2024. Ms. Asher described to the Board that Mr. Piety continues to be an active Citizen Advisor by attending every Board meeting, the Finance Committee meeting, and the Public Transportation Conference. He also submitted a report to the Board relating to attending that conference. She indicated that she is

seeking direction from the Board as to whether they wanted submittal of applications from the public for the position of Citizen Advisor to the Board, which would require MTA to advertise in the Journal and other locations in early December. It was decided that staff should bring a formal motion regarding extending the term of Mr. Piety for another year.

D. Officers for 2024. Ms. Asher suggested that the Board members consider who they would like to nominate for the positions of Board Chair and Vice-Chair for 2024.

(Mr. Campbell arrived virtually/4:21pm)

9. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Ms. Asher shared that there has been a slight dip in sales tax recently. She is keeping an eye on it to be sure it isn't becoming a trend.

B. Management Reports. Ms. Asher indicated that MTA has engaged Prothman relating to hiring a Finance Manager. The salary range will be \$90,000 - \$118,000.

C. Operational Statistics. Jason Rowe, Operations Manager, reviewed with the Board the many events and updates in the Operations Department, with emphasis on the following:

- MTA is working with staff at the new Veteran's Village to create a new stop and shelter.
- November was a record setting ridership month since 2017.
- There are three in the driver's class along with the recently hired Fueler/Detailer from the Maintenance Department.
- Some details regarding the Worker/Driver program were discussed and the impacts since COVID with the shipyard modifying to staggered shifts.

D. Facilities and Fleet Report. Paul Bolte, Facilities and Fleet Maintenance Manager, reviewed with the Board the following:

- The r99 fuel is being used 100% of the time and there have been no problems with buses.
- In 2024, expecting cutaways to be delivered.
- The Facilities and Maintenance crews are doing well after the transitional training time of new hires by employees that are now retired.

9. COMMENTS BY BOARD:

- Board member Neatherlin spoke highly of John Piety's participation.
- The Board wished everyone a Happy Thanksgiving.

10. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
December 19, 2023 at 4:00 PM
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

11. ADJOURNED: 4:30 PM

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 7B – *Actionable*
Subject: Check Approval
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: December 19, 2023

Summary for Discussion Purposes:

Disbursements:

- Romaine Electric
 - Check #38073 - \$2,446.57 – Alternator for Bus.
- Hung Right Doors, LLC
 - Check #38107 - \$1,117.28 – JP Door Maintenance.

November Fuel Prices: Diesel \$4.76, Unleaded \$3.19

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$639,059.29

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of November 1, 2023, through November 30, 2023, financial obligations on checks #38058 through #38136 as presented for a total of \$639,059.29.



Mason Transit Authority
December 19, 2023, Disbursement Approval

The following checks for the period of November 1, 2023, through November 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	38058-38136	639,059.29

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 11/7/2023	38084	193,404.92
Payroll & DRS – 11/21/2023	38136	209,289.11
Employee Benefit Trust – 11/22/2023	38133	101,091.13
Romaine Electric	38073	2,446.57
Hung Right Doors, LLC	38107	1,117.28

Submitted by: *Haddon Wulf* Date: 12/18/23
Haddon Wulf, Administrative Assistant

Approved by: *Amy Asher* Date: 12/18/23
Amy Asher, General Manager

Mason Transit Authority Check Register
November 2023 Board Report

Activity From 11/1/2023 Through 11/30/2023

Document Date	Check #	Vendor Name	Transaction Amount
11/6/2023	38058	Abila	833.28
11/6/2023	38059	World Kinect Energy Services	32,956.15
11/6/2023	38060	Berg Marketing Group	3,500.00
11/6/2023	38061	City of Shelton	1,927.69
11/6/2023	38062	Comcast	264.29
11/6/2023	38063	Health Care Center	175.00
11/6/2023	38064	Hood Canal Communications	2,503.91
11/6/2023	38065	Industrial Hydraulics, Inc.	325.44
11/6/2023	38066	Jerry's Automotive & Towing, Inc.	438.00
11/6/2023	38067	LMR Bookkeeping, LLC	6,960.00
11/6/2023	38068	Mason County PUD #3	2,490.40
11/6/2023	38069	McClatchy Company LLC	585.50
11/6/2023	38070	MOHAWK MFG. & SUPPLY	311.88
11/6/2023	38071	ODP Business Solutions, LLC	617.03
11/6/2023	38072	Builders FirstSource	8.36
11/6/2023	38073	Romaine Electric	2,446.57
11/6/2023	38074	Schetky Northwest Sales, Inc.	306.66
11/6/2023	38075	Staples Business Advantage	649.29
11/6/2023	38076	Tozier Brothers, Inc.	18.16
11/6/2023	38077	UniFirst	425.05
11/6/2023	38078	U.S. Bank	8,129.42
11/6/2023	38079	US Transmissions, Inc.	439.11
11/6/2023	38080	Verizon Wireless	948.12
11/6/2023	38081	Westbay Auto Parts	984.16
11/6/2023	38082	Whisler Communications	1,896.85
11/6/2023	38083	AWorkSAFE Service, Inc.	351.00
11/7/2023	38084	Mason Transit Authority - ACH Account	193,404.92
11/13/2023	38085	AIG Retirement	2,029.07
11/13/2023	38086	Allstream	182.15
11/13/2023	38087	Capital Industrial, Inc.	93.82
11/13/2023	38088	Cascade Natural Gas	3,070.85
11/13/2023	38089	FireTek	130.20
11/13/2023	38090	GORDON TRUCK CENTERS, INC.	206.96
11/13/2023	38091	Robert W. Johnson, PLLC	1,600.00
11/13/2023	38092	Kitsap Transit	2,556.63
11/13/2023	38093	Mason County Garbage, Inc.	512.33
11/13/2023	38094	Mason County PUD #3	3,821.57
11/13/2023	38095	MOHAWK MFG. & SUPPLY	159.67
11/13/2023	38096	Pitney Bowes Purchase Power	171.00
11/13/2023	38097	Right! Systems, Inc.	4,318.30
11/13/2023	38098	Smarsh	4.67
11/13/2023	38099	TK Elevator Corporation	718.74
11/13/2023	38100	Tozier Brothers, Inc.	235.63
11/13/2023	38101	United Way of Mason County	50.00
11/13/2023	38102	UniteGPS, LLC	1,421.00
11/13/2023	38103	Westbay Auto Parts	73.77
11/17/2023	38104	World Kinect Energy Services	25,355.26

11/17/2023	38105	Belfair Water District #1	320.33
11/17/2023	38106	GORDON TRUCK CENTERS, INC.	226.05
11/17/2023	38107	Hung Right Doors LLC	1,117.28
11/17/2023	38108	LegalShield	126.50
11/17/2023	38109	Mason County Garbage, Inc.	501.07
11/17/2023	38110	Mason County PUD #3	98.26
11/17/2023	38111	Mountain Mist Water	248.64
11/17/2023	38112	Prothman	5,166.67
11/17/2023	38113	SCJ Alliance	345.00
11/17/2023	38114	The Shoppers Weekly	17.36
11/17/2023	38115	Staples Business Advantage	1,091.32
11/17/2023	38116	Tozier Brothers, Inc.	54.06
11/17/2023	38117	UniFirst	190.04
11/17/2023	38118	Westbay Auto Parts	109.67
11/17/2023	38119	Washington State Park and Recreation Commission	150.00
11/22/2023	38120	Advance Glass	234.76
11/22/2023	38121	Aflac	546.28
11/22/2023	38122	Gillig, LLC	494.98
11/22/2023	38123	District 160	1,811.10
11/22/2023	38124	IVS, Inc. dba AngelTrax	290.96
11/22/2023	38125	Kirk's Automotive, Inc.	237.50
11/22/2023	38126	Kitsap Sun	1,086.75
11/22/2023	38127	O'Reilly Auto Parts	270.17
11/22/2023	38128	Port of Shelton	2,400.00
11/22/2023	38129	The Shoppers Weekly	607.60
11/22/2023	38130	Total Battery & Automotive Supply	39.79
11/22/2023	38131	Tozier Brothers, Inc.	64.37
11/22/2023	38132	US Transmissions, Inc.	44.98
11/22/2023	38133	AWC Employee Benefit Trust	101,091.13
11/22/2023	38134	Voyager Fleet Systems, Inc.	95.38
11/22/2023	38135	Westbay Auto Parts	84.32
11/21/2023	38136	Mason Transit Authority - ACH Account	<u>209,289.11</u>

November Check Totals	<u>\$639,059.29</u>
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Mason Transit Authority Credit Card Activity
December 2023 Board Report

		November 2023 Activity	
GL Title		Transaction Description	Expenses
Parts Inventory		Filters for Bus	50.98
Uniform Allowance		Reflective Sweatshirts (4XL & 3XL)	834.05
Uniform Allowance		Reflective Sweatshirts (S & M)	600.67
Employee Recognition		Recognition Gift - John Campbell	64.93
Employee Recognition		Safe Driver Awards - Pins and Cards	406.40
Background Chk		Background Check - Fueler/Detailer	72.43
Facility Repair/Maintenance		Filters - Credit	(111.20)
Facility Repair/Maintenance		Flooring	560.09
Facility Repair/Maintenance		Flooring	1,015.09
Facility Repair/Maintenance		Flooring Tool	24.92
Facility Repair/Maintenance		LED Canopy Light - TCC	54.39
Facility Repair/Maintenance		LED Conversion Bulbs - TCC Fluorescents	289.58
Facility Repair/Maintenance		Sloan Toilet Seat Replacements	102.94
Facility Repair/Maintenance		Vac Filter	16.26
Office Supplies		2024 Desk Planner	19.58
Shop Supplies		Electrical Connectors	34.94
Shop Supplies		Gloves	141.59
Shop Supplies		Tire Lube	46.64
Cleaning/Sanitation Supplies		Draino Cleaner	13.69
Software Expense		Program Transmission in 463	48.83
Communications Equipment		TCC Headsets - Kelli & Priscilla	149.74
Small Equipment & Furniture		New Driver Boxes Extra Row	155.26
Small Equipment & Furniture		New Driver Boxes Main Unit	600.54
Dues, Memberships, Subscriptions		Efax Monthly Bill	110.13
Dues, Memberships, Subscriptions		Website Yearly Renewal	84.59
Travel & Meeting Expense MTA		Holiday Inn Express Lakewood Lodging - T. Gwerder Training	1,097.48
Travel & Meeting Expense MTA		Holiday Inn Express Tukwila Lodging - T. Gwerder Training	899.21
Travel & Meeting Expense MTA		Holiday Inn Goodwill Refund - Credit	(75.00)
Travel & Meeting Expense MTA		Water Bottles for Board Meeting	3.80
Travel & Meeting Expense MTA		WSTA Board Meeting - Anacortes	<u>216.78</u>
Total Credit Card Charges - November			<u><u>\$ 7,529.33</u></u>



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

12/4/2023

Manager's Approval: *John Campbell*

8D26C296436D428...

Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
11/8/23	Checkr	Background check - Fueller Detailer	\$72.43	Y	40	503040	
11/13/23	Swinomish Casino	WSTA Board Meeting in Anacortes	\$216.78	Y	10	509021	
TOTAL			\$ 289.21				

Don't forget to attach original receipts

Signature *Amy Asher*

Date 12/4/23

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: Consent Agenda - Item 7C – *Actionable*

Subject: Citizen Advisor for 2024

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: December 19, 2023

Background:

At the November meeting, Staff sought guidance from the Board as to the position of Citizen Advisor to the Board.

As indicated in November, John Piety has continued to demonstrate his commitment to Mason Transit Authority and the importance of public transportation. Mr. Piety's commitment to MTA is evidenced by consistently attending its public meetings, hearings and committee meetings. To gain greater understanding of the public transportation industry, he also attended the Public Transportation Conference in August and provided a report to the Board. Additionally, Mr. Piety has been a long-term resident of Mason County.

MTA's bylaws provide that the Citizen Advisor's term may be extended and accomplished by motion.

Summary: Extend term of current Citizen Advisor to continue through 2024.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety through 2024.

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 8A – *Actionable*

Subject: Approval of Proposed 2024 Budget

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: December 19, 2023

Background:

The first draft of the 2024 Budget was presented at the October 17 Board meeting with the second draft presented and reviewed at the November 21 Board meeting. No members of the public attended either meeting to provide comment on the drafts. The proposed 2024 Budget narrative provides detailed assumptions and background to the budget and compensation plan and philosophy.

Staff met with the HR Committee on December 15 and later that afternoon with the Finance Committee to discuss recommendations by Cabot Dow and to thoroughly review financial assumptions.

Below are highlights of the proposed 2024 Budget expenditures since the November 21 meeting:

- Wages and Benefits adjustments since the November draft include the following additions:
 - 10 % increase in wages and benefits. This includes a reclassification of the Technical Support Analyst to Systems Administrator and wage adjustments for two positions that were found to be below market in the Compensation Survey conducted by Cabot Dow and Associates. It also includes the addition of one driver trainer and three driver positions.
- A 17% increase in our insurance premium to account for anticipated increased mileage and the addition of the Belfair Facility.
- A 18% increase in fuel with the suggested \$7/gallon in anticipation of potential price volatility.

Capital projects:

- Addition of a wash cabinet for degreasing parts for the maintenance department.

Summary: Approval of proposed 2024 Budget, Compensation Plan and Capital Budget.

Fiscal Impact:

Net income of \$2,751,050

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-15 adopting the 2024 Budget, Compensation Plan, and Capital Budget with project operating revenues of \$13,641,397 and projected operating expenses of \$10,890,347.



2024 Annual Budget & Compensation Plan

DRAFT Presented to the MTA Board

December 19, 2023

Objective

The purpose of the 2024 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Restore pre-pandemic service levels and expand service.
8. Remain an employer of choice in an increasingly competitive labor market.

2024 Budget Overview

The current economic outlook remains positive, as sales tax continues to grow. MTA has been successful securing both state and federal grant awards in 2023. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has steadily increased as we close 2023 and has surpassed our pre-pandemic levels. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire. Dial-A-Ride has experienced a full return of pre-pandemic ridership. Management continues budgeting for the full return to pre-pandemic service levels across all modes as more frequent, convenient service is essential to attract a return of riders.

Overall Economic Outlook

MTA begins 2024 with healthy cash balances and a projection of increased sales tax and operating grant revenues, more so than in prior years thanks to the passage of Move Ahead Washington. MTA is well positioned to grow its service to the community.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative as compared to 2023 projected receipts.

The 2024 budget reflects a 10% increase to wages and benefits. The FTE budget has increased from 78.5 to 81 positions with the addition of three driver positions and a driver

trainer and the removal of the half time Administrative Assistant position and custodian position. See the FTE table on page 10. A comprehensive wage study was conducted in 2023 to ensure MTA remains a competitive employer of choice and the Transit Driver labor agreement was also negotiated in 2023. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and similarly sized transit agencies.

2024 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 23% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to decrease slightly as shipyard workers work patterns have changed.
2. Non-Operating Revenue reflects a 25% increase for 2024. Sales Tax Revenue reflects a 3% increase over 2023 budgeted amounts. Operating Grant revenue reflects a 72% increase as we have both new grant funds in the biennium and remaining COVID relief funds through the CRRSAA grant program. MTA was awarded continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program. Investment income has been increased significantly based on 2023 results and economic factors going in to 2024. Other Income is forecasted to increase with a return of more frequent rental of the T-CC gym.
3. Budgeted expenses are anticipated to increase by 8%. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring our service back to 2019 levels, provide competitive wages, prepare for increases in fuel and utility costs, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, while Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 81 Full-Time Employees (FTEs) are budgeted for 2024, an increase of 2.5 FTE. 4 FTEs are from within the Operations team including 3 Transit Drivers and one Driver Trainer to facilitate more classes as we attempt to grow the staff to allow more revenue service.
5. The 2024 capital budget accounts for the grant funded vehicle replacement of ten (10) cutaways, and eight (8) 35' coaches, replacement of bus lifts, and bus stop improvements. From MTA local funding, the capital budget accounts for equipment for conversion of cutaway vehicles to propane, a repair to the Transit-Community Center roof and flooring, and maintenance at the Johns Prairie complex. Refer to the Capital Budget on page 14 for more details.

2024 Proposed Operating Budget

The Operating Budget does not include Capital expenditures (see Capital Budget on page 14).

Consolidated 2024 Budget								Budget %	Budg
Proposed December 2023		2020 Actual	2021 Actual	2022 Actual	2023 Projections	2023 Budget	2024 Budget	Change YoY	Ref#
Operating Revenue (Fares)									
Passenger Fares	1	39,262	36,302	47,526	334	2,000	1,500	-25%	
Worker Driver	2	130,074	104,205	79,040	75,314	110,000	85,000	-23%	
		169,336	140,507	126,566	75,648	112,000	86,500	-23%	1
Non-Operating Revenue									
Sales Tax	4	5,951,699	6,869,226	7,515,228	7,430,410	7,422,932	7,645,620	3%	2
Operating Grants	5	4,026,816	3,583,255	6,563,277	5,276,060	3,210,488	5,530,866	72%	3
Rental Income	6	146,846	139,786	147,942	156,979	152,000	152,361	0%	4
Investment Income	7	73,434	11,990	140,249	640,236	80,000	200,000	150%	5
Other income	8	70,804	46,152	43,931	44,764	20,070	26,050	30%	6
		10,269,599	10,650,409	14,410,627	13,548,449	10,885,490	13,554,897	25%	
Operating Reserves Allocation									
Total Revenue		10,438,935	10,790,916	14,537,193	13,624,097	10,997,490	13,641,397	24%	
Expenses									
Wages & Benefits	9	5,485,542	5,134,341	5,718,054	6,027,025	7,464,423	8,219,535	10%	7
Contracted Services	10	173,441	276,541	251,023	287,396	515,703	380,120	-26%	8
Fuel	12	212,980	310,962	475,205	507,456	550,800	647,500	18%	9
Vehicle/Facility Repair & Maintenance	13	166,884	169,454	289,046	281,722	399,450	362,200	-9%	10
Insurance Premium	14	164,864	194,632	221,159	246,102	251,812	293,583	17%	11
Intergovernmental - Audit Fees	15	31,046	29,779	22,379	3,000	38,000	40,000	5%	12
Facility Rent and Park & Ride	16	36,528	39,939	17,037	-	-	-		
Utilities	17	128,606	156,689	158,619	180,873	187,900	210,800	12%	
Supplies	18	308,430	170,043	248,415	236,370	370,736	406,150	10%	13
Training & Meetings	19	7,012	7,786	16,954	25,445	61,540	62,450	1%	14
Other Operating Expenses	20	101,769	118,988	113,517	120,128	165,436	148,009	-11%	15
Pooled Reserves					120,000	120,000	120,000	0%	16
Total Expense		6,817,102	6,609,154	7,531,408	8,035,517	10,125,800	10,890,347	8%	
Net Income (Loss)		3,621,833	4,181,762	7,005,785	5,588,580	871,690	2,751,050		
Operating Reserves Allocation									
Net Income (Loss) Net Reserves Allocated		3,621,833	4,181,762	7,005,785	5,588,580	871,690	2,751,050		

2024 Budget Notes

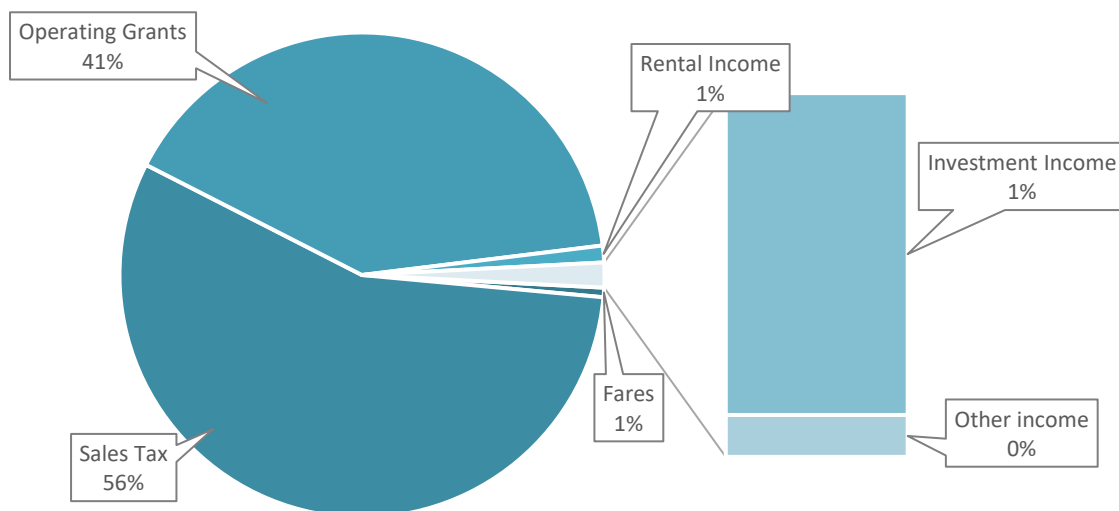
1. Operating Revenue (Fares) is budgeted for a net 23% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to decrease slightly as shipyard workers work patterns have changed.
2. Sales Tax revenue continues to come in higher than projected despite repeated suggestions of a recession. Sales tax revenue for 2023 is predicted at \$7.4 m. 2024 Sales Tax Revenue is estimated at \$7.6m. This is a 3% increase over 2023 budgeted amounts or 2.8% over 2023 projected amounts.
3. Operating grant revenue is based off the 2023-2025 biennium contracted awards and the use of some remaining COVID Relief grant funds. MTA was awarded a two-year consolidated operating grant to sustain Dial-A-Ride service with \$1,856,400 for the biennium. This is less than requested in years past as we have both CRRSAA and ARPA grant funds remaining from COVID Relief programs.
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy remains stable. Event rental income is projected to continue to grow.
5. The Treasury Pool Investment account performed well in 2023. The budgeted amount for 2024 has been increased according to recent trends but is estimated conservatively. With interest rates climbing, we expect this to continue to grow for the beginning of 2024, but it may slow if rates drop again.
6. Other Income is projected to increase in 2024 with the addition of sales of maintenance services to outside agencies such as the Squaxin Tribe as they begin to add more service.
7. Wages and Benefits increased by 10% with annual wage increases for both represented and non-represented employees, a re-classification of one employee based on a review of job duties, the increase in wages to two positions after review of the compensation study and increases to benefit rates. Health care premiums for both medical plans increased: Regence had an increase of 4.1%, and Kaiser increased by 5.6%. No other health care coverages changed for 2024.
8. Contract Services for 2024 is decreased by 26% as we anticipate filling the finance position and do not anticipate any long term leave to fill. The contracted services consisting of additions for the annual expense of Arctic Wolf network cyber security service, charges for park and ride camera connectivity, bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles.
9. Fuel is forecasted with an increase to account both for the resumption of broader service and the potential continued volatility in diesel and gasoline prices.
10. Vehicle/Facility Repair & Maintenance is budgeted with a 9% decrease. We expect to have 18 new buses on the lot and will retire our older fleet that has required more repair and maintenance as they have been in service longer than intended.
11. WSTIP Insurance coverage is quoted to increase by 17%. 2024 rates are set per forecasted expanded miles to be driven in 2024. The 2024 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.

12. Standard Intergovernmental Audit fees for 2024 are quoted to be slightly higher as we anticipate more oversight in 2024.
13. Supplies reflects a 10% increase. This includes an increase in shop supplies, and cleaning and sanitation supplies.
14. Training and Meetings are being held in-person more frequently requiring a return of travel expenses. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and is provided in this budget.
15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The 11% decrease in Other Operating Expenses is largely due to the elimination of CDL medical exams for reclassified employees no longer using a CDL, and a reduction in unemployment insurance.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

Operating Revenues

Total operating revenue budgeted is projected to increase from \$10,997,490 in 2023 to \$13,641,397 in 2024. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

Funding Source Breakdown



Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 56% of revenue for 2024. Sales tax revenue had been budgeted slightly over \$7.6m for 2024. Actual receipts for 2021 were \$6.8m and \$7.5m in 2022. 2023 projections through September actuals are estimated at \$7.4m. 2024 estimates include a 3% increase over the 2023 year end estimates and are budgeted conservatively.

Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2020 through September 2023, the remainder of the year is at the 2023 budgeted amount (in gray). The 2024 budgeted amounts reflect our monthly estimates based on historical returns.

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget
January	406,391	464,970	492,351	458,661	528,201	501,744
February	372,932	456,479	513,550	489,393	539,128	523,311
March	408,506	595,307	646,582	611,761	616,540	658,651
April	409,532	585,816	599,278	581,921	599,059	610,527
May	531,711	604,875	620,580	652,332	656,593	632,198
June	568,045	640,945	677,991	728,689	731,134	690,605
July	543,942	606,512	653,259	670,783	679,614	673,708
August	525,644	590,886	678,818	724,478	670,272	700,034
September	574,589	597,424	733,099	733,099	702,464	755,943
October	536,963	546,801	652,444	599,161	599,161	612,501
November	486,561	602,943	622,319	502,832	502,832	641,840
December	586,883	492,351	624,958	669,823	669,823	644,558
	5,951,698	6,785,309	7,515,229	7,422,932	7,494,821	7,645,620

Grant Revenues

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program and the COVID Relief Program. Operating grant revenue is forecasted to make up 41% of MTA's 2024 operating revenue.

Fares

Fares consist of two sources: Worker/Driver fares and Community Van fares. 2024 will be the second year of a three-year pilot program offering free fares for out of county travel and for free fares for all youth 18 and under. The Worker/Driver fares make up over 98% of total budgeted fares for 2024.

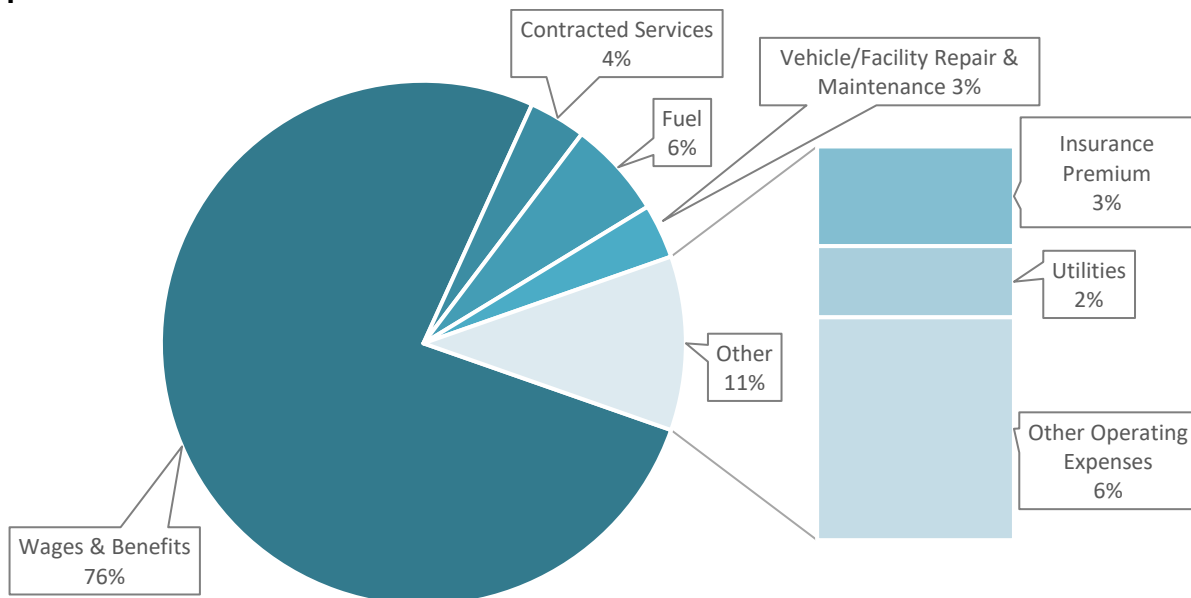
Transit-Community Center Revenues

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 84% from active long-term leases, with the remaining 16% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA will conduct an analysis of cost per square foot of its leased space in 2024 to adjust to the changing market.

Operating Expenses

Total operating expenses are budgeted to increase from \$10,125,400 in 2023 to \$10,890,347 in 2024, which is an 8% increase. Wages and Benefits remains our largest operating expense accounting for 76% of total operating expenses. The second highest expense category is Other Expenses including insurance and utilities. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

Expense Source Breakdown



Wages and Benefits

2024 Wages and Benefits are budgeted 11% higher than 2023. The Budgeted Positions and Full-Time Equivalents Table ^[Page 10] outlines the staff changes between 2023 and 2024.

Contributing factors to the increased wages and benefits are increases in medical benefits, a 4% GWI for non-represented staff, and wage adjustments following the compensation study.

Details for 2024 non-represented wages and benefits by department can be found below and continuing on the following page.

Benefits

No changes in benefits offered are anticipated for 2024. The cost of medical premiums for the two plans offered in 2024 experienced increases of 4.1% and 5.6%; the cost of all other health care benefits stayed the same for 2024.

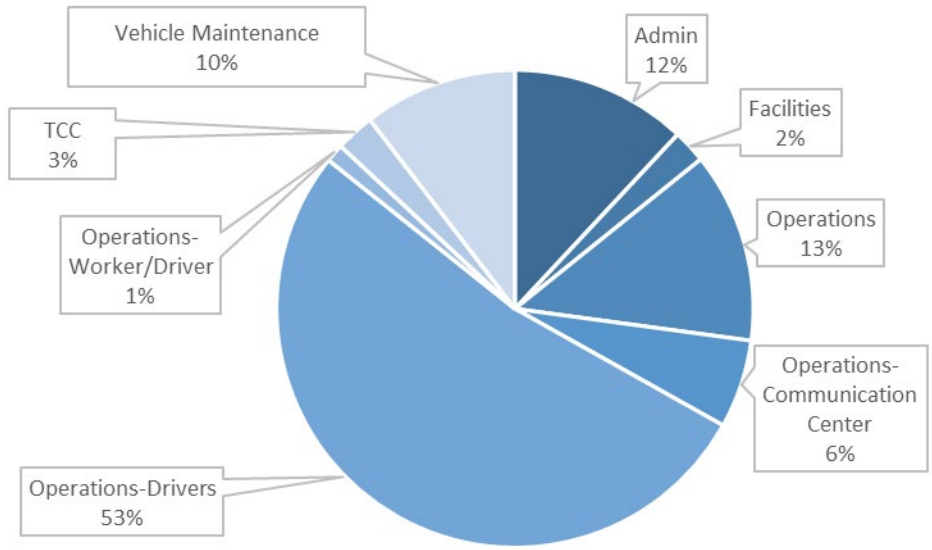
Public Employees' Retirement System (PERS) reflects reduction in rates for 2024.

Wages and Benefits by Department

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2024.

Department	FTEs	Wages	Benefits	2024 Budget Total	2023 Budget
Admin	7.0	604,422	309,536	913,958	971,829
Admin-Board		5,400	424	5,824	5,825
Facilities	2	117,049	54,407	171,456	169,728
Operations	8.0	668,270	313,597	981,867	825,646
Operations-Communication Center	4	306,966	150,409	457,375	437,711
Operations-Drivers	45	2,619,861	1,369,744	3,989,605	3,888,349
Operations-Worker/Driver	6	79,149	14,707	93,856	93,757
Transit Community Center	2	141,247	58,668	199,916	188,584
Vehicles/Maintenance	7	529,173	263,827	793,000	848,561
Total	81.0	5,071,539	2,535,319	7,606,858	7,429,990

The following chart shows each department's % of total wages and benefit expense.



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Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2023		2024		Jan. 1, 2023		2024	
	Budgeted - Positions	Change	Budgeted - Positions		Budgeted FTEs	Change	Budgeted FTEs	
Administration								
General Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Human Resources Generalist	1.0	0.0	1.0		1.0	0.0	1.0	
Finance Manager ¹	1.0	0.0	1.0		1.0	0.0	1.0	
Executive Assistant	1.0	0.0	1.0		1.0	0.0	1.0	
Accounting Assistant	1.5	-0.5	1.0		1.5	-0.5	1.0	
Accounting Coordinator	1.0	0.0	1.0		1.0	0.0	1.0	
IT System Administrator	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Administration</i>	7.5	-0.5	7.0		7.5	-0.5	7.0	
Maintenance/Facilities								
Maintenance Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Lead Mechanic	1.0	0.0	1.0		1.0	0.0	1.0	
Service Mechanics	2.0	0.0	2.0		2.0	0.0	2.0	
Mechanic	1.0	0.0	1.0		1.0	0.0	1.0	
Fueler/Detailer	2.0	0.0	2.0		2.0	0.0	2.0	
Facilities Technician	2.0	0.0	2.0		2.0	0.0	2.0	
Custodian/Detailer	1.0	-1.0	0.0		1.0	-1.0	0.0	
<i>Total Maintenance/Facilities</i>	10.0	-1.0	9.0		10.0	-1.0	9.0	
Operations								
Operations Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Operations Supervisor	5.0	1.0	6.0		5.0	1.0	6.0	
Operations Coordinator	1.0	0.0	1.0		1.0	0.0	1.0	
Dispatcher	4.0	0.0	4.0		4.0	0.0	4.0	
Drivers	42.0	3.0	45.0		42.0	3.0	45.0	
Worker/Drivers	6.0	0.0	6.0		6.0	0.0	6.0	
<i>Total Operations</i>	59.0	4.0	63.0		59.0	4.0	63.0	
Transit-Community Center								
T-CC Assistant/Custodian	1.0	0.0	1.0		1.0	0.0	1.0	
T-CC Building Superintendent	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Transit-Community Center</i>	2.0	0.0	2.0		2.0	0.0	2.0	
TOTAL	78.5	2.5	81.0		78.5	2.5	81.0	

FTE Notes

- The part-time administrative assistant position was eliminated.

2. A Driver Trainer will be added to Operations to facilitate more frequent driver classes to keep pace with retirements and expansion of service.
3. Three additional driver positions were added.

COMPENSATION PHILOSOPHY & PLAN 2024

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. Historically, the maximum GWI increase was set not to exceed 2.25% per year, but this has increased in recent years with the increasing CPI. With the 12-month CPI Average as of August 2023 at 3.9%, the 2024 proposed GWI is 4%.

An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to the original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a minimum 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2023 GWI for worker drivers is 4%.

Annual Performance Evaluations and Performance Compensation

Employees employed with MTA for a minimum of one year as of March 1, 2023 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one year anniversary date after March 1st will be eligible to receive compensation on their anniversary date till December 31, 2024. The performance compensation plan will be re-evaluated for the 2025 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each March, with potential performance compensation increases effective April 1 each year.

Summary of Performance Scoring Criteria

- An employee must receive at least eight (8) Exceeds Expectations on the Employee Performance Appraisal (11 categories available) or five (5) Exceeds Expectations on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase.
- The manager of the department will recommend a performance increase for an employee if applicable.
- The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.
- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.)

Personal Days

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

General Manager

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 4.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

Compensation Plan Review

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. An internal wage study analysis and equity adjustments for non-represented positions was completed in the fall of 2023 prior to the creation of the draft 2024 budget to ensure positions remain competitive. Adjustments to positions that were well below the market have been adjusted and are included in the 2024 Draft Budget. A revised salary schedule is presented below with ranges adjusted to reflect the market analysis and to provide for a consistent spread between grades and address wage compression between positions.

Job Classes / Job Titles	Grade	Range 1		Range 2		Range 3		Range 4	
	1								
Accounting Assistant	Annual	\$46,183	\$49,878	\$49,878	\$53,868	\$53,868	\$58,178	\$58,178	\$62,832
T-CC Facilities Tech	Hourly	\$ 22.20	\$ 23.98	\$ 23.98	\$ 25.90	\$ 25.90	\$ 27.97	\$ 27.97	\$ 30.21
	2								
Dispatch/Scheduler	Annual	\$ 50,766	\$ 54,827	\$ 54,827	\$ 59,213	\$ 59,213	\$ 63,950	\$ 63,950	\$ 69,066
	Hourly	\$ 24.41	\$ 26.36	\$ 26.36	\$ 28.47	\$ 28.47	\$ 30.75	\$ 30.75	\$ 33.20
	3								
Executive Assistant	Annual	\$ 55,240	\$ 59,659	\$ 59,659	\$ 64,432	\$ 64,432	\$ 69,586	\$ 69,586	\$ 75,153
Technical Support Analyst	Hourly	\$26.56	\$28.68	\$28.68	\$30.98	\$30.98	\$33.46	\$33.46	\$36.13
Operations Coordinator									
Ops Supervisor, Lead Mechanic	Annual	\$60,080	\$64,886	\$64,886	\$70,077	\$70,077	\$75,683	\$75,683	\$81,738
Safety/Train Supv. - HR Generalist									
T-CC Building Superintendent	Hourly	\$ 28.88	\$ 31.20	\$ 31.20	\$ 33.69	\$ 33.69	\$ 36.39	\$ 36.39	\$ 39.30
Accounting Coordinator; System Administrator									
	5								
Finance Administrator	Annual	\$ 77,603	\$ 83,811	\$ 83,811	\$ 90,516	\$ 90,516.1	\$ 97,757.4	\$ 97,757.4	\$ 105,578
	Hourly	\$ 37.31	\$ 40.29	\$ 40.29	\$ 43.52	\$ 43.52	\$ 47.00	\$ 47.00	\$ 50.76
	6								
Finance Manager	Annual	\$87,465	\$94,462	\$94,462	\$102,019	\$102,019	\$110,181	\$110,181	\$118,995
Maintenance Manager	Hourly	\$42.05	\$45.41	\$45.41	\$49.05	\$49.05	\$52.97	\$52.97	\$57.21
Operations Manager									
	7								
General Manager	Annual	\$ 116,662	\$ 125,995	\$ 125,995	\$ 136,075	\$ 136,075	\$ 146,961	\$ 146,961	\$ 158,718
	Hourly	\$56.09	\$60.57	\$60.57	\$65.42	\$65.42	\$70.65	\$70.65	\$76.31

CAPITAL BUDGET

DRAFT Mason Transit Authority Proposed 2024 Capital Budget					
Draft 12/19/23					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
Belfair Sewer Connection	17,000		17,000		Finalize Utility Connection in 2024.
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	100,000	100,000			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	115,000		115,000		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	80,000		80,000		Park and Ride Resurfacing. Pear Orchard, Matlock.
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	36,000		36,000		Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		Veder Root system we have is no longer supported. Fuel Master Card Reader, software and training.
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.
Belfair Alarm System	11,000		11,000		Alarm system at Belfair Building.
Parts Washer	13,000		13,000		Parts washer to degrease parts.
Total Misc Capital Projects	1,895,000	175,000	1,720,000	-	
10 Cutaways	1,741,945	1,741,945			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	\$ 6,846,233	\$ 6,846,233	\$ -	\$ -	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,021,233	\$ 1,720,000	\$ -	

Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

State of Good Repair

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.

RESOLUTION NO. 2023-15

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR
BEGINNING JANUARY 1, 2024.**

WHEREAS, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2024 calendar year; and

WHEREAS, the governing authority of Mason County Public Transportation Benefit Area has presented draft budgets at its October and November public meetings on the preliminary budget; and

WHEREAS, management has recommended the 2024 Budget, a copy of which is attached hereto and incorporated herein by this reference;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached budget for Mason Transit Authority for the year 2024 is hereby adopted.

Adopted this 19th day of December, 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 Shutt, Authority Member

[Vacant] 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: Unfinished Business – Item 8B – *Actionable*
Subject: 2024 MTA Regular Board Meeting Calendar
Prepared by: Tracy Becht, Clerk of the Board
Approved by: Amy Asher, General Manager
Date: December 19, 2023

Summary for Discussion Purposes:

At the November 21 MTA Board meeting, staff proposed the 2024 Mason Transit Authority Regular Board Meeting be similar to the 2023 schedule and locations and also sought any input from the Board members.

It was requested that staff explore possible locations in Hoodspport for the April 16, 2024 meeting.

The Hoodspport Library, located at 40 N. Schoolhouse Hill Road, has a meeting room that has table, chairs and can accommodate 50 people in the room. It also includes a monitor and wi-fi so that a laptop can be connected for purposes of meeting remotely. The meeting room may not have the audio system that we currently enjoy in both the T-CC and Belfair Park & Rides, so holding a virtual meeting with clear sound may be an issue, similar to the issues encountered prior to the upgrades made at the T-CC and Belfair conference rooms. It will be necessary for MTA to reserve the meeting room on February 16 as rooms are to be reserved no more than 2 months in advance.

The Hoodspport Fire Hall, located at 331 North Finch Creek Road, has a meeting room that has table, chairs and can accommodate our Board and any members of the public that may attend. It has a drop down screen and wifi so that a laptop can be connected for purposes of meeting remotely. There are speakers and mics at the front of the room, but we would need to test it. Additionally, the room rental is \$150 as well as a \$200 damage deposit to be destroyed following the meeting, assuming no damage to the fire hall.

The attached 2024 Mason Transit Authority Regular Board Meeting Calendar contains the three options for the April 16, 2024 Board meeting pending final decision by the Board.

As indicated in our November report, Staff recommends that MTA not schedule an August meeting as the Public Transportation Conference is scheduled for the same day.

Fiscal Impact:

None.

Staff Recommendation:

Defer to Board decision.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2023-16 establishing the 2024 schedule of regular meetings.



MASON TRANSIT AUTHORITY BOARD 2024 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2023-16 on December 19, 2023)

TIME	DATE	MONTH	LOCATION
4:00 P.M.	16	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	April	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair OR Hoodsport Library Meeting Room 40 N. Schoolhouse Hill Road Hoodsport OR Fire Hall Meeting Room 331 North Finch Creek Road Hoodsport
4:00 P.M.	21	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.		August	No Meeting [Public Transportation Conference Scheduled Same Date]
4:00 P.M.	17	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	October	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair
4:00 P.M.	19	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:
Phone:
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584
360-426-9434 or 800-374-3747
clerk@masontransit.org

RESOLUTION NO. 2023-16

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ESTABLISHING THE 2024 SCHEDULE OF REGULAR MEETINGS FOR THE
MASON TRANSIT AUTHORITY BOARD.**

WHEREAS, the Mason Transit Authority (MTA) holds regular monthly meetings on the third Tuesday of each month and those meetings are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the regular monthly meetings for the 2024 calendar year be held at the times and at the locations as outlined on the attached schedule; and

BE IT FURTHER RESOLVED any meeting changes and special meetings will be published as required by law.

Adopted this 19th day of December, 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

[Vacant] 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: Unfinished Business – Item 8C – *Actionable*
Subject: Surplus Vehicles – Van Grant Program Recipients
Prepared by: Jason Rowe, Operations Manager
Approved by: Amy Asher, General Manager
Date: December 19, 2023

Background:

As a follow-up to Resolution No. 2010-11: A Resolution adopting the Surplus Vehicle Grant program and Resolution No. 2023-12: A Resolution authorizing the disposal of surplus vehicles; the 3 vehicles listed below shall be awarded to the following three applicants based upon the criteria defined in the Surplus Vehicle Grant program.

Year	Make/model	Asset ID	Mileage	Recipient
2013	Dodge Caravan	6600	77,303	North Mason School District
2013	Dodge Caravan	6601	68,614	Panza dba Quixote Communities
2017	Dodge Caravan	6620	99,108	Squaxin Island Tribe

The North Mason School District will use this van for the daily transportation of students with special needs and to support the Deaf and Hard of Hearing Program. This van will also aid in transportation for students that are identified under the McKinney Vento Act and require transportation outside of Mason County. They will also be a solution to bridge the transportation gap with supporting their athletics teams.

Panza dba Quixote Communities or better known as the Shelton Veterans Community, will utilize this van to support its residents for everything from medical and physical therapy trips to job interviews and grocery store/food bank trips. Most of which are outside of Mason County. This van will dramatically increase their access to services and resources for its residents.

The Squaxin Island Tribe will utilize this van for several projects to help serve their community. It will be used for child transportation for childcare, for at risk youth and for elder transportation as well as meal delivery. This van will increase their transportation capacity and will expand the connection to MTA services.

All of the recipients currently utilize MTA's services to help support their populations, these vans will help to serve a need that is beyond the scope of Mason Transit's services.

Summary: Authorize the General Manager to execute the individual agreements relating to the exchange of vehicle for transit related services between MTA and The North Mason School District, Panza dba Quixote Communities and The Squaxin Island Tribe.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution 2023-17 authorizing the General Manager to execute the individual agreements between MTA and the non-profit organizations identified therein.

RESOLUTION NO. 2023-17

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO SIGN AGREEMENTS
RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED
SERVICES FOR VAN GRANT RECIPIENTS AWARDED IN DECEMBER,
2023.**

WHEREAS, the Mason Transit Authority (MTA) advertised and requested any interested non-profit organizations throughout Mason County to submit applications to Mason Transit Authority in connection with its Van Grant Program relating to the three vans that were approved for surplus by the MTA Authority Board on October 17, 2023;

WHEREAS, MTA reviewed each of the applications received, met with a representative from each non-profit, and staff of MTA scored each application as it was in alignment with MTA's Van Grant Program; and

WHEREAS; based on the scoring, the following non-profit organizations were approved and shall receive the following vans identified by the Asset ID Number:

North Mason School District	Asset ID#6600
Panza dba Quixote Communities	Asset ID#6601
Squaxin Island Tribe	Asset ID#6620

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager of Mason Transit Authority is authorized to sign the individual Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and that separately identified organization, namely North Mason School District, Panza dba Quixote Communities and Squaxin Island Tribe

Adopted this 19th day of December, 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

[Vacant], 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: Item 9A – *Discussion*
Subject: Communication/Collaboration Platform
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: December 19, 2023

Background:

Since 2020, Mason Transit has used the WebEx communication/collaboration platform for its virtual meetings. The contract with WebEx expires in mid-March and staff would like to receive feedback from the Board as to which platform to use moving forward.

Below is a list of similar and familiar platforms and annual costs for your consideration:

- WebEx - \$162
- Zoom - \$150 for the Pro plan
- Teams - \$202 annually

Once the Board has provided feedback, we will move forward with the favored platform beginning March, 2024, with preliminary information to be provided prior to the first meeting in which the platform is used.

Summary: Discussion regarding communication/collaboration platform for 2024.

Fiscal Impact:

See above.

Staff Recommendation:

None at this time.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 10A – *Informational*
Subject: Financial Reports – November 2023
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: December 19, 2023

Summary for Informational Purposes:

Included are the updated November 2023 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for September 2023 (received November 30, 2023) was \$702,464, which is 4% below the 2023 budgeted amount, and 4% less than September 2022 actuals. Sales tax is up 2% year to date.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 92% (11/12) of the budget through the end of the year. Total YTD Revenue is over budget at 120.2% with the close out of the CARES 5311 Grant. Total YTD Operating Expenses are under budget at 73.0%.

- 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 94.3%
- Wages and Benefits are under budget at 75.0% due to unfilled positions in Admin and Operations.
- Other Operating Expenses are down slightly at 65.7%.
- Fuel is slightly under budget at 87.0%.
- Utilities is slightly under the current budget at 82.0%.

Fiscal Impact:

November fiscal impact reflects total revenues of \$603,674 and operating expenses of \$673,648 for a net loss of \$69,975.

Mason Transit Authority Statement of Financial Activities

% through the year: 91.7%

December 2023 Board Report

November Statement of Financial Activities	November	2023 YTD Actual	2023 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 1,052	\$ 2,000		52.6%
PSNS WorkerDriver	6,270	68,159	110,000		62.0%
Total Operating Revenue (Fares)	6,270	69,211	112,000		61.8%
Sales Tax	502,832	6,824,998	7,422,932	(1)	91.9%
Operating Grants	-	5,343,286	3,210,488	(2)	166.4%
Rental Income	13,113	143,364	152,000		94.3%
Investment Income	81,353	800,176	80,000		1000.2%
Other Non-operating Revenue	106	38,985	20,070	(3)	194.2%
Total Revenue	603,674	13,220,019	10,997,490		120.2%
Expenses					
Wages and Benefits	508,601	5,600,351	7,463,523		75.0%
Contracted Services	31,654	238,673	515,703		46.3%
Fuel	45,892	479,354	550,800	(4)	87.0%
Vehicle/Facility Repair & Maintenance	23,528	256,563	399,450		64.2%
Insurance	20,938	230,317	251,812		91.5%
Intergovernmental - Audit Fees	-	833	38,000		2.2%
Utilities	13,905	154,112	187,900		82.0%
Supplies & Small Equipment	17,714	206,950	363,886	(5)	56.9%
Training & Meetings	2,358	19,948	61,540		32.4%
Other Operating Expenses	9,058	113,445	172,786	(6)	65.7%
Pooled Reserves	-	-	-		0.0%
Total Operating Expenses	673,648	7,300,545	10,005,400		73.0%
Net Income (Deficit) from Operations	\$ (69,975)	\$ 5,919,474	\$ 992,090		

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, Q3, and October 2023.
(3)	Includes: Sale of Maintenance Services - \$10,206; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$15,583; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,500; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$3,536; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.71. Average gasoline price per gallon year to date is \$3.54.
(5)	Printing- \$3,188; Cleaning/Sanitation/Safety supplies - \$10,272; Office Supplies - \$9,296; Shop Supplies - \$8,617; Small Tools & Equipment - \$3,186; IT Equipment - \$7,912; Communications Equipment - \$214; Operating Supplies - \$2,144; Small Equipment & Furniture - \$1,015; Software - \$159,108; Postage - \$1,265; Shelter supplies - \$39; Training supplies-\$694; 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 - \$48,483; Merchant/Credit Card fees - \$1,998; Dues, Memberships, Subscriptions - \$36,625; Unemployment Insurance - \$1,756; CDL Exams- \$4,637; Rent-CDL Training- \$8,800; Property tax- \$94; Veh. Registration fee- \$459; Office Equip Lease -\$756; Small tools repair-\$237; plus Other misc. operating expenses- \$9,602.

Mason Transit Authority Cash and Investments

December 2023 Board Report

Cash Balances

	10/31/2023	11/30/2023	Change
Cash - MC Treasurer	\$ 7,425,344.94	\$ 7,594,669.17	\$ 169,324.23
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Columbia Bank	\$ 196,355.09	\$ 193,665.02	(2,690.07)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 25,371,700.03	\$ 25,538,334.19	\$ 166,634.16

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	\$ 25,538,334.19
Less Encumbrances	17,677,945.87
Undesignated Cash Balance Total (Including Reserves)	7,860,388.32
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

December 2023 Board Report
As of November 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		229,857	1,060,566	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	-	515,397	1,255,139	
10 - Cutaways	1,723,190	1,248,350	474,840	-			Grant PTD0344 Federal 5339 for 1 coach and 6 cutaways. Four additional cutaways supported by 2023 Paratransit Special Needs Grant.
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. updated to January 2024.
Total Vehicle Replacements	\$ 4,552,310	\$ 3,562,845	\$ 989,465	\$ -	\$ 235,116	\$ 235,116	
Proposed 2023 Capital Projects	\$ 16,430,810	\$ 13,590,543	\$ 3,672,598	\$ -	\$ 750,513	\$ 1,490,255	

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

December 2023 Board Report

Sales Tax Collected as of 11/30/2023 for 9/30/2023



	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	670,272	-7%	-1%
September	574,589	597,424	733,099	733,099	702,464	-4%	-4%
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	5,723,005		

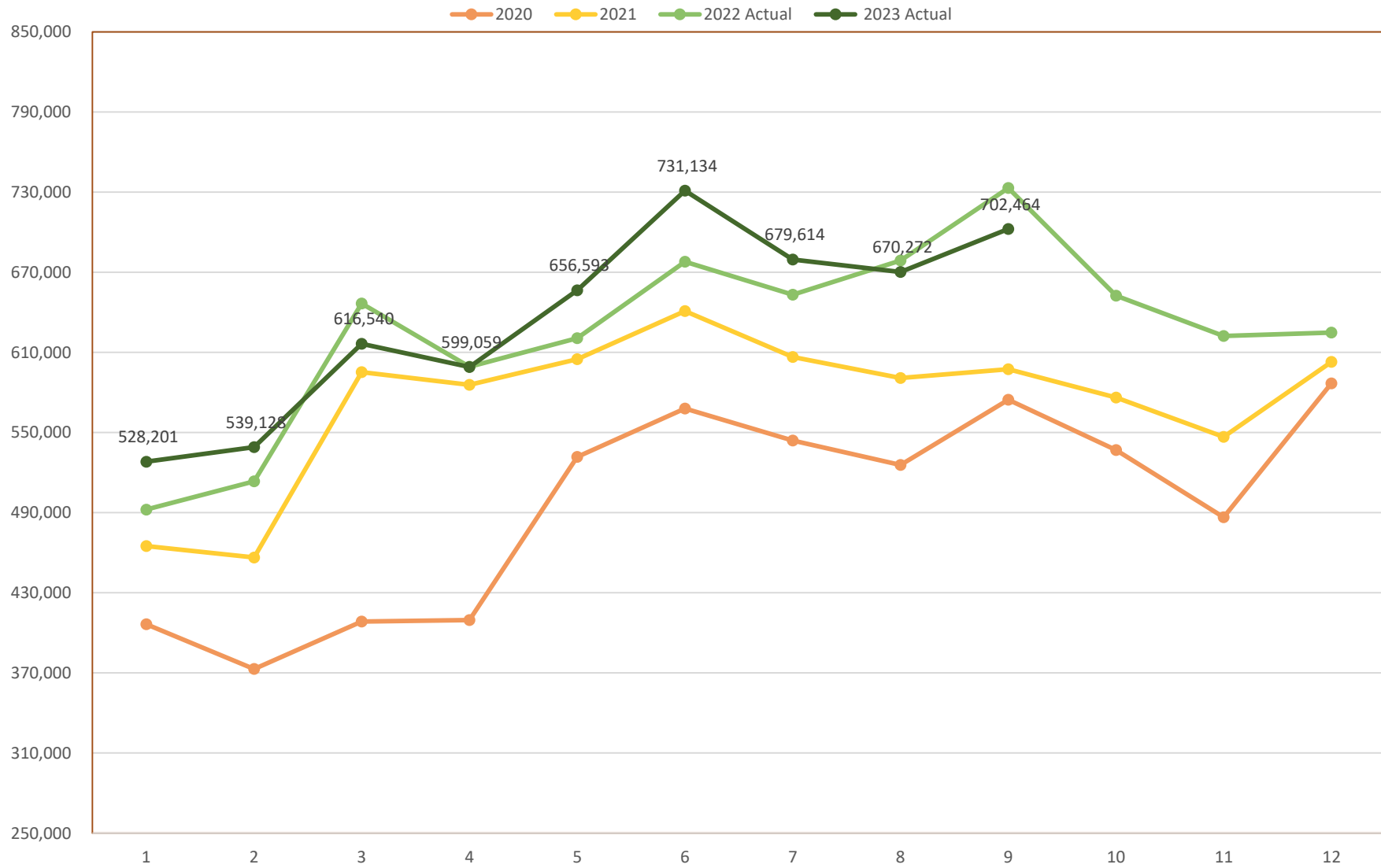
Budget Variance Average - YTD

2%

% Change 2022 vs 2023 Actual Average - YTD

2%

Monthly Sales Tax Trend



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 10B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: December 19, 2023

Summary for Informational Purposes:

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

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 19, 2023

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 19, 2023

GENERAL MANAGER'S REPORT

External Activities:

- Attended Small Medium Transit Association end of year meeting.
- Attended 4th Quarter Washington State Transit Insurance Pool Board meeting.
- Attended Mason Economic Development Council Board meeting.
- Participated in EDC Director recruitment process.
- Met with Right Systems for end of year assessment of IT services.

Internal Activities:

- Working with staff on 2024 budget preparations.
- Continued work with Prothman on Finance Manager recruitment. First round of interviews done with final interview in January.
- Continued work with Cabot Dow and Associates for compensation study.
- Prepare for WSDOT Drug and Alcohol Program Audit.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Worked with WSP. They used Building 3 for K9 training
- Attended MTA Board meeting.
- Working with Blue Star Gas on propane conversions on new cutaway vans.
- Working with new fuel vendor Petro card.

Facilities and Fleet Projects/Purchases/Maintenance

- Working with Facilities crew on winter projects.
- They installed new flooring in part of the upstairs.
- Working on 2024 projects.
- Working on new maintenance software system and fuel management system.
- MTA is using r99 fuel 100% with no problems.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 302 participants this November. Special Olympics Basketball welcomed 168 athletes.
- **Kitchen:** The kitchen user total in November was 18 people. Erin Eddington and friend made pies this month and had 2 people attend.
- **Conference Room:** The MTA monthly board meeting had 12 members attend this month. The regular Mason County EDC meeting was conducted at an alternate site this month. The Brady Trucking Company hosted 25 employees at their annual company meeting.

OPERATIONS – Jason Rowe

- **Ridership Impacts:** Ridership continues to track upwards. We are reviewing public recommendations and are excited to implement some pilot projects for some service expansion coming in February.
- **New Driver Class:** We have two new drivers that have completed classroom training and have started on the road training. We will be preparing to advertise for our next driver's class coming in February.
- **Safe Driver Awards:** We honored our drivers with Safe Driver awards and pins for varying years of safe driving service. Just want to thank them all for their dedication to safety and for making Mason Transit such a wonderful service.
- **Transportation Partnerships:** We continue to work closely with the Veterans Village to help serve it's residents.
- **November Outreach Activity:**
 - Shelton HS Career Days with breakout session on Transportation, Distribution & Logistics. We also had a booth at this event to get high school students excited about a possible career in Transportation.
 - We had a booth at the NAMI Thurston/Mason Health, Wellness & Resource Fair. NAMI is the National Alliance on Mental Illness.
 - Attended the North Mason HS Transitions Class Final Skills Exam.
 - Conducted Travel Training with Cielo of Shelton. They are a community-based service that helps immigrants with education, social services, and social justice advocacy.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 10C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: December 19, 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 continues to trend up for 2023. We see ebbs and flows, based on the number of service days in the month, but the ridership trends seem to be fairly consistent. This will serve as a good foundation for when we increase service in February 2024.

Ridership Data

