



## AGENDA

Mason Transit Authority Board  
Regular Meeting  
April 17, 2018, 4:00 p.m.  
Mason Transit Authority

**Location of Meeting:**  
**Port of Allyn**  
**Conference Room (Lower level)**  
**18560 East SR 3**  
**Allyn**

### **OPENING PROTOCOL**

**CALL TO ORDER**  
**ROLL CALL AND DETERMINATION OF QUORUM**  
**ACCEPTANCE OF AGENDA – *ACTION***

### **PUBLIC COMMENT**

### **CONSENT AGENDA – *ACTION***

1. Pg. 03: Approval of Minutes: Approval of the minutes of the March 20, 2018 MTA regular Board meeting
2. Pg. 07: Financial Reports: March 2018
3. Pg. 15: Check Approval: March 15 – April 12, 2018

### **REGULAR AGENDA**

#### **UNFINISHED BUSINESS:**

1. Pg. 25: Comprehensive Service Analysis Presentation by Nelson/Nygaard – *DISCUSSION*
2. Pg. 57: T-CC Rate Updates – Resolution No. 2018-02 – *ACTIONABLE*

#### **NEW BUSINESS:**

1. Pg. 73: Procurement Policy Update – Resolution No. 2018-05 – *ACTIONABLE*
2. Pg. 107: Surplus Vehicle Grant Program – Resolution No. 2018-06 – *ACTIONABLE*

### **INFORMATIONAL UPDATES**

1. Pg. 111: Park and Ride Update
2. Pg. 113: Management Reports

### **COMMENTS BY BOARD**

### **PUBLIC COMMENT**

### **ADJOURNMENT**

**UPCOMING MEETINGS:**

**Mason Transit Authority  
Regular Meeting**  
*May 15, 2018 at 4:00 p.m.*  
*Mason Transit Authority  
Transit-Community Center  
601 West Franklin Street  
Shelton*

*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.*

DRAFT



**OPENING PROTOCOL**

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

**Authority Voting Board Members Present:** Kevin Shutty, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Terri Drexler, Randy Neatherlin, Deb Petersen, Don Pogreba and Sandy Tarzwell. **Quorum met.**

**Authority Voting Board Members Not Present:** [All Present]

**Authority Non-voting Board Member Present:** Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present, John Piety (MCTAB).

**ACCEPTANCE OF AGENDA: Moved** that the agenda for the March 20, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Martin/Tarzwell. Motion carried.**

**PUBLIC COMMENT:** [None.]

**CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of February 20, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of February, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 16, 2018 through March 14, 2018, financial obligations on checks #31022 through #31138, as presented for a total of \$681,969.54.

**Drexler/Petersen. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Annual Review Process of Performance of General Manager** – Board member Drexler updated the Board to announce that Board members Martin and Petersen have agreed to serve on the subcommittee. Efforts are ongoing to develop the tools and documents to carry out the review.
2. **Park and Ride Discussion** – General Manager Danette Brannin presented to the Board the intersection control options proposed by SCJ Alliance as well as the comments that were received by MTA from the public at the March 7, 2018 in Belfair. Ultimately, WSDOT will make the final decision, but MTA and SCJ Alliance want to provide WSDOT with the various concerns provided by the citizens that attended the open house. Additionally, Ms. Brannin sought guidance from the Board as to whether or not MTA should expand the building at the Belfair park and ride by approximately 1,500 sq. ft. There have been concerns voiced by citizens concerning the space competing with commercial real estate agencies in Belfair. Ms. Brannin clarified that it was not to be for commercial real estate, but to possibly partner with another governmental entity such as Mason County. It was **moved** that the General Manager is approved to provide a plan for the Board to consider with the potential of additional office space to lease.

**Drexler/Petersen. Motion carried.**

Ms. Brannin will bring back cost amounts regarding the space for consideration by the Board. Ms. Brannin was also looking for direction by the Board on whether or not the Park and Ride should be delayed until the by-pass project is nearly complete to see how the traffic control will mesh with the by-pass project. Board members expressed that they do not want to delay the traffic control decision or park and ride project based on the by-pass project and to proceed.

### **NEW BUSINESS**

1. **2018 Certifications and Assurances** – Ms. Brannin explained to the Board that the Federal Transit Administration (FTA) requires that MTA complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all federal statutes, regulations, executive orders and administrative requirements applicable to applications made to and grants received from WSDOT. She further indicated that this is a requirement that comes before the Board on an annual basis. **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2018 Certifications and Assurances to acknowledge compliance as required.  
**Drexler/Campbell. Motion carried.**
2. **T-CC Rate Updates** – Administrative Services Manager, LeeAnn McNulty, described the changes and rationale for the proposed rates changes. Board member Tarzwell inquired about all-day rates. Ms. Brannin indicated that staff would need time to evaluate all day costs and will bring back a new proposal. It was **moved** that the T-CC Rate Update and Resolution No. 2018-02 would be tabled until the April 17, 2018 Board meeting.  
**Neatherlin/Martin. Motion carried.**
3. **Intergovernmental Agreement with Timberland Regional Library** – Ms. Brannin shared with the Board that MTA would like to partner with Timberland Regional Library to provide riders with increased convenience and ability to purchase passes. She indicated that Intercity and Grays Harbor Transit agencies have partnered with TRL on this program with success. **Moved** that the Mason Transit Authority Board approve the Intergovernmental Agreement between Mason Transit Authority and Timberland Regional Library for the purpose of selling Mason Transit Authority bus passes and approve

Resolution No. 2018-03 authorizing the General Manager to sign the Intergovernmental Agreement. **Neatherlin/Petersen. Motion carried.**

4. **Drug and Alcohol Policy Update** – Ms. McNulty explained that as a result of her recent attendance at a very informative USDOT drug and alcohol training she found that the Drug and Alcohol Policy needed to be changed, which are reflected in the track changes version. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-04 and the attached Policy for Drug and Alcohol for the purposes of MTA business. **Campbell/Petersen. Motion carried.**

#### **INFORMATIONAL UPDATES –**

Ms. Brannin mentioned that Nelson/Nygaard will be making a presentation to the Board at its April meeting relating to the results of the questionnaires/surveys of riders. The non-rider survey is anticipated to be conducted in May. Ms. Brannin commended Ms. McNulty and Mr. Ringgenberg for completing and submitting the FTA – National Transit Database (NTD) report with accuracy and one month early.

**GENERAL MANAGER'S REPORT** – Ms. Brannin had no additional updates to the report.

**COMMENTS BY BOARD MEMBERS** – Board member Tarzwell expressed excitement about the Interlocal Agreement with Timberland Regional Library.

**PUBLIC COMMENT** – None.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:53 p.m.

#### **UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Meeting**  
*April 17, 2018 at 4:00 p.m.  
Port of Allyn  
Conference Room (Lower level)  
18560 East SR 3  
Allyn*

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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Consent Agenda – Item 2 – *Actionable*  
**Subject:** Financial Reports – March 2018  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** April 17, 2018

**Summary for Discussion Purposes:**

Included are the March 2018 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

**Highlights:**

*Sales Tax Revenue*

Sales tax revenue for January 2018 (received March 31, 2018) was \$310,547 – which was approximately 29% higher than budgeted, and 11% higher than January 2017 actual.

*Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 25% (3/12) of the budget through the end of March. Total YTD Revenue is currently under budget at 24.12%. Total YTD Operating Expenses is currently under budget at 20.65%.

**Fiscal Impact:**

March’s fiscal impact reflects total revenues of \$656,369 and operating expenses of \$561,856.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the financial reports for the period of March 2018 as presented.

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# Mason Transit Authority

## March 2018 Financial Report

	March February Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used 25.00%
<b>REVENUE</b>					
Passenger Fares	7,974	23,500	101,600		23.13%
PSNS Worker/Driver & Vanpool Fares	23,587	68,117	265,000		25.70%
<b>Total Operating Revenue (Fares)</b>	<b>31,561</b>	<b>91,617</b>	<b>366,600</b>		<b>24.99%</b>
Sales Tax	321,188	888,294	3,897,207	(1)	22.79%
Operating Grants	253,843	761,529	3,046,116	(2)	25.00%
Rental Income	15,586	47,880	183,418		26.10%
Investment Income	6,131	19,305	20,000		96.52%
Other Non-operating Revenue	28,060	75,934	300,400	(3)	25.28%
<b>Total Revenue</b>	<b>656,369</b>	<b>1,884,559</b>	<b>7,813,741</b>		<b>24.12%</b>
<b>EXPENSES</b>					
Wages and Benefits	404,553	1,144,703	5,677,315		20.16%
Contracted services	44,780	114,855	423,608		27.11%
Fuel	30,700	87,335	336,000	(4)	25.99%
Vehicle/Facility Repair & Maintenance	27,208	66,027	308,200		21.42%
Insurance	19,876	59,627	238,506		25.00%
Intergovernmental - Audit Fees	-	-	29,000		0.00%
Rent - Facilities and Park & Ride	2,351	7,052	30,800		22.89%
Utilities	10,313	32,455	131,140		24.75%
Supplies - Equipment	11,370	32,886	118,235		27.81%
Training & Meetings	3,357	9,661	55,185		17.51%
Other operating expenses	7,349	47,347	170,012	(5)	27.85%
Pooled Reserves	-	-	240,000		0.00%
<b>Total Operating Expenses</b>	<b>561,856</b>	<b>1,601,945</b>	<b>7,758,001</b>		<b>20.65%</b>
<b>Net Income (Loss) from Operations</b>	<b>94,513</b>	<b>282,614</b>	<b>55,740</b>		

### NOTES

- (1) Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget Used.
- (2) Operating grant revenue equals January, February, and March 2018 accruals.
- (3) Includes January, February, and March 2018's accrual of RMG Grant - \$56,499, LMTAA Volunteer program revenue - \$9,154, Volunteer Donations - \$372, Sale of Maintenance Services \$1,349, Sale of Bus ads \$5,615, Community Van - \$797, and Insurance Recoveries - \$1,679.
- (4) Average diesel price per gallon year to date is \$2.21. Average gasoline price per gallon year to date is \$2.88.
- (5) Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through March include: Volunteer Driver Program reimbursements \$9,242, Advertising \$9,825, Merchant/credit card fees - TIP pass credit card fees \$1,760, Office Equipment Lease \$1,801, Dues, Memberships, Subscriptions \$22,315 plus other misc. expenses.

# Mason Transit Authority

March 2018 Financial Report - TCC

	2018 March Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					25.00%			
<b>REVENUE</b>								
T-CC Rental	14,320	43,481	165,821		26.2%		43,481	-
Other Revenue	11	85	-				85	-
<b>Total Revenue</b>	<b>14,331</b>	<b>43,567</b>	<b>165,821</b>		<b>26.3%</b>		<b>43,567</b>	-
<b>EXPENSES</b>								
Wages and Benefits	10,001	26,696	133,483		20.0%		26,696	-
Contracted services	1,525	2,709	6,000	(1)	45.2%		2,145	564
Repair & Maintenance	310	1,997	4,900	(2)	40.8%		1,742	256
Insurance	1,284	3,852	15,409		25.0%		3,852	-
Utilities	4,064	13,174	46,440		28.4%		9,354	3,821
Supplies & Small Equipment	574	2,204	2,825	(3)	78.0%		1,519	685
Training & Meetings	-	-	860		0.0%		-	-
Other operating expenses	168	1,511	6,103	(4)	24.8%		1,364	147
<b>Total Operating Expenses</b>	<b>17,927</b>	<b>52,144</b>	<b>216,020</b>		<b>24.1%</b>		<b>46,672</b>	<b>5,472</b>
<b>Net Income (Loss) from Operations</b>	<b>(3,596)</b>	<b>(8,578)</b>	<b>(50,199)</b>				<b>(3,106)</b>	<b>(5,472)</b>

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$610; Alarm services \$1,125; IT services \$244; Annual Fire Extinguisher and Backflow Testing \$413.

(2) Temp Employee Maintenance Services \$793 prior to hiring on T-CC Assistant/Custodian, Replacement Flag \$401

(3) Large cleaning resupply orders have been made in Q1 2018.

(4) Other operating expenses include Dues & subscriptions \$614; Advertising \$295, Office Equipment Lease \$505.

# Mason Transit Authority

## Cash and Investments

March 31, 2018

FUND	2/28/2018	3/31/2018	Change
Cash - MC Treasurer	1,549,269.24	1,323,497.52	(225,771.72)
Investments - MC Treasurer	5,469,104.63	5,469,104.63	-
Payroll - ACH Columbia Bank	147,836.63	147,836.63	-
Petty Cash/Cash Drawer #1	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 7,166,710.50</b>	<b>\$ 6,940,938.78</b>	<b>\$ (225,771.72)</b>

Note: \$400,000 cash was transferred from the cash account to the investment account on 4/6/2018.

Cash Encumbrances		
<b>Project Related:</b>		
City of Shelton; Alder St. project.		100,000
<b>Grant Related:</b>		
TAP Grant - T-CC & Shelter Rplc	10,800	
Five (5) Cutaway Bus Replacements	126,251	
Park & Ride Development Project RMG 2015-2019 Match	950,000	
2015-2017 - \$450,000    2017-2019 - \$500,000		
Parking Lot (DOE Grant)	52,500	
Total Grant Match		1,139,551
<b>Reserves:</b>		
General Leave Liability		153,326
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		50,000
Capital Project Reserves		345,999
Fuel Reserves		120,000
Transportation Service Consultant		150,000
		<b>\$ 4,208,876</b>

Total of Cash \$ 6,940,938.78

Less Encumbrances \$ 4,208,876.00

**Undesignated Cash Balance Total (Including Reserves) \$ 2,732,062.78**

Investments - MC Treasurer (Reserves) \$ 5,469,104.63

Less Encumbrances \$ 4,208,876.00

**Undesignated Cash Reserves \$ 1,260,228.63**

**Capital Project Reserves:** We are reserving the amount of Sales Tax Revenue received in excess of the 2018 budgeted amount. The first \$150,000 of additional sales tax revenue received YTD has been allocated to the board approved Transportation Service Review. Additional revenues will be reserved against future capital projects.

# Mason Transit Authority

## 2018 CAPITAL PROJECT BUDGET

Project	Budget	Grants	MTA Funding	Actual 2018 Costs Expended	Project Costs to Date	Purpose
IT Items	15,000	-	15,000	-	-	Server upgrades @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	3,284	3,284	Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	72,169	1,347,609	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000	-	117,400	117,400	CAD/AVL, Tablet, Scheduling Software, Automatic Stop
HVAC Units	50,000	-	50,000	-	-	Replace units Buildings 1 & 2
Rear Destination Signs Low Floor Buses	8,000	-	8,000	-	-	Ridership amenity - See route from rear of bus
4 New Wheel End Hoist	45,000	-	45,000	-	-	Maintenance shop
Passenger Amenities & Signage at Stops	80,000	69,200	10,800	4,327	46,746	Balance of 2015 TAP Grant. Initial spend T-CC start up.
Alder St./N. Olympic Hwy Project	100,000	-	100,000	-	-	Bus stop enhancements in coordination of City project. Contingent on City grant success.
Accounting Software	35,000	-	35,000	-	-	Pending updated pricing. RFP to follow.
T-CC Roof Repair	-	-	5,000	-	-	To repair T-CC's roof due to leaks
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 7,406,634</b>	<b>\$ 6,336,200</b>	<b>\$ 1,271,300</b>	<b>\$ 197,180</b>	<b>\$ 1,515,039</b>	

### VEHICLE REPLACEMENT

Vehicle	Budget	Grants	MTA Funding	Purpose
2 Worker Driver Coaches	550,000	-	550,000	Replacement inventory. New \$485K, used \$250-300K.
5 Cutaways	504,930	378,679	126,251	Replacement inventory.
Staff Vehicles	30,000	-	30,000	to replace staff car and maintenance pickup
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>\$ 1,084,930</b>	<b>\$ 378,679</b>	<b>\$ 706,251</b>	

**PROPOSED 2018 CAPITAL PROJECTS**      \$ 8,491,564    \$ 6,714,879    \$ 1,977,551      \$ 1,201,572

Cash encumbered for MTA Funding portion - \$1,239,551.  
 Capital Project Reserves - \$307,030 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

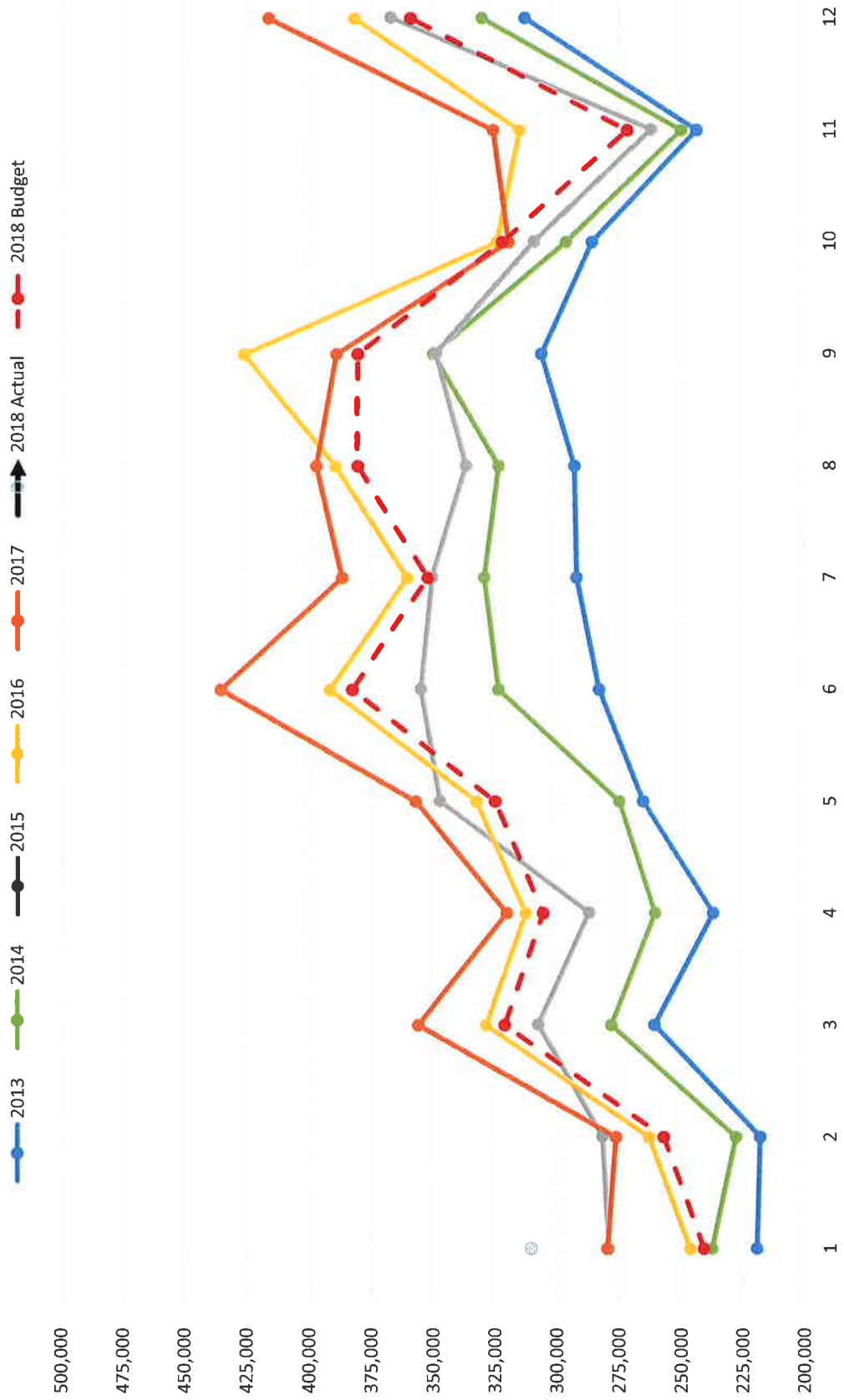
# Mason Transit Authority

## Sales Tax Collected

as of **3/31/2018** for **1/31/2018**

	2013	2014	2015	2016	2017	2018 Actual	2018 Budget	2018 Budget Variance	% Change 2017 - 2018 Actual
January	219,231	237,528	279,122	246,415	279,777	310,547	240,808	29%	11%
February	217,929	227,815	281,559	262,925	276,310		256,943		
March	260,652	278,053	307,482	328,665	356,214		321,188		
April	236,931	260,396	286,903	312,635	320,241		305,522		
May	265,167	274,641	347,236	332,428	357,049		324,865		
June	282,753	323,498	354,920	391,485	435,445		382,579		
July	291,925	329,201	350,290	360,375	386,531		352,176		
August	292,782	323,336	336,522	389,222	397,061		380,367		
September	306,051	349,872	348,805	426,039	388,845		380,343		
October	285,612	296,170	309,042	324,125	319,477		321,964		
November	243,571	249,648	261,713	314,996	325,586		271,390		
December	312,900	330,297	367,053	381,623	416,254		359,063		
	<b>3,215,506</b>	<b>3,480,456</b>	<b>3,830,645</b>	<b>4,070,933</b>	<b>4,258,790</b>	<b>310,547</b>	<b>3,897,207</b>		

# Monthly Sales Tax Trend



## **Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 3 – ***ACTION***  
**Subject:** Check Approval  
**Prepared by:** Brian Phillips, Staff Accountant  
**Approved by:** LeeAnn McNulty, Administrative Services Manager  
**Date:** April 17, 2018

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

- General Mechanical Inc. – Re-trim JP Building 1 Windows - #31154 - \$14,226.74
- Nelson Nygaard – Comprehensive Service Review - #31234 - \$20,643.54
- SCJ Alliance – P&R Construction - #31244 - \$22,222.75

March Purchases Fuel Prices: Diesel \$2.23 Unleaded \$2.94

### **Fiscal Impact:**

\$560,671.68

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of March 15, 2018 through April 12, 2018 financial obligations on checks #31139 through #31260, as presented for a total of \$560,671.68.

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Mason Transit Authority  
 April 17, 2018 Disbursement Approval

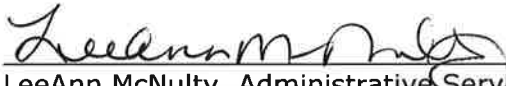
The following checks for the period of March 15, 2018 through April 12, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	31139 - 31260	\$560,671.68

Included within the checks were:		
	Check #	Amount
Payroll – 3/23/2018	31139	128,321.83
Payroll – 4/6/2018	31187	132,862.87
General Mechanical Inc.	31154	14,226.74
Nelson Nygaard	31234	20,643.54
SCJ Alliance	31244	22,222.75
Spoiled Check	31186	-

Submitted by:   
 Brian Phillips, Staff Accountant

Date: 4/13/18

Approved by:   
 LeeAnn McNulty, Administrative Services Manager

Date: 4-13-18

# Mason Transit Authority

## Board Check Register

From 3/15/2018 Through 4/12/2018

Document Date	Check #	Vendor Name	Amount
3/20/2018	31139	Mason Transit Authority - ACH Account	128,321.83
3/29/2018	31140	Advance Glass	328.58
3/29/2018	31141	Aflac	715.98
3/29/2018	31142	AIG Retirement	260.00
3/29/2018	31143	Alarm Center	411.26
3/29/2018	31144	Associated Petroleum Products, Inc.	22,148.20
3/29/2018	31145	Aramark	297.35
3/29/2018	31146	Aramark	26.33
3/29/2018	31147	Bridge Church	90.00
3/29/2018	31148	Cummins Northwest, LLC	1,622.24
3/29/2018	31149	Dept. of Retirement Systems - PERS Contributions	24,361.20
3/29/2018	31150	Dept. of Retirement Systems - Deferred Comp (DCP)	971.47
3/29/2018	31151	EMC - Mason Transit	134.30
3/29/2018	31152	Faith In Action West Sound	150.00
3/29/2018	31153	Kathy Geist	207.10
3/29/2018	31154	General Mechanical Inc.	14,226.74
3/29/2018	31155	Gillig, LLC	1,841.77
3/29/2018	31156	HR Direct	85.70
3/29/2018	31157	Jim's Auto Repair & Towing	457.87
3/29/2018	31158	Knight Fire Protection, Inc.	413.39
3/29/2018	31159	Marshall Krier	205.98
3/29/2018	31160	LegalShield	164.40
3/29/2018	31161	Mason County PUD #3	95.60
3/29/2018	31162	Mason County Utilities/Waste Management	96.64
3/29/2018	31163	McNulty, LeeAnn	174.63
3/29/2018	31164	Mountain Mist Water	167.26
3/29/2018	31165	Mood Media	103.20
3/29/2018	31166	Napa Auto Parts	214.89
3/29/2018	31167	Northridge Properties, LLC	1,500.00
3/29/2018	31168	Northwest Administrators	93,076.38
3/29/2018	31169	Office Depot, inc.	142.30
3/29/2018	31170	Pacific Office Automation	537.67
3/29/2018	31171	Pro-Build Company LLC	18.34
3/29/2018	31172	Mike Ringgenberg	289.81
3/29/2018	31173	Brenton Schnitzer	77.00
3/29/2018	31174	Schetky Northwest Sales, Inc.	97.10
3/29/2018	31175	Seattle Automotive Distributing	232.59

3/29/2018	31176	The Shoppers Weekly	1,236.31
3/29/2018	31177	South Sound Investment Properties, LLC	300.00
3/29/2018	31178	Staples Business Advantage	238.40
3/29/2018	31179	Super Bee Alignment	81.68
3/29/2018	31180	Titus-Will	258.98
3/29/2018	31181	Total Battery & Automotive Supply	60.33
3/29/2018	31182	Tozier Brothers, Inc.	65.72
3/29/2018	31183	Trillium Solutions, Inc.	1,950.00
3/29/2018	31184	United Way of Mason County	46.00
3/29/2018	31185	Faith In Action West Sound	200.00
4/4/2018	31186	<i>Spoiled Check</i>	0.00
4/4/2018	31187	Mason Transit Authority - ACH Account	132,862.87
4/12/2018	31188	Advance Glass	517.09
4/12/2018	31189	AIG Retirement	260.00
4/12/2018	31190	Alarm Center	609.92
4/12/2018	31191	Allstream	210.63
4/12/2018	31192	Ecolube Recovery, LLC dba American Petroleum Enviro	793.14
4/12/2018	31193	Amerisafe	19.53
4/12/2018	31194	Aramark	297.05
4/12/2018	31195	Aramark	26.33
4/12/2018	31196	Judy Arms	101.37
4/12/2018	31197	Mick Baker	303.02
4/12/2018	31198	Bayside Apparel	97.05
4/12/2018	31199	Tracy Becht	125.30
4/12/2018	31200	Belfair Water District #1	174.18
4/12/2018	31201	Bethel Towing	748.02
4/12/2018	31202	Charlotte G Brame	312.29
4/12/2018	31203	Fran Cavaille	45.24
4/12/2018	31204	City of Shelton	525.97
4/12/2018	31205	Cascade Natural Gas	1,608.09
4/12/2018	31206	Matthew Coale	85.00
4/12/2018	31207	Comcast	146.24
4/12/2018	31208	Commercial Brake & Clutch, Inc.	414.75
4/12/2018	31209	Walter Cothran	232.72
4/12/2018	31210	Cummins Northwest, LLC	299.16
4/12/2018	31211	Gene Currier	648.29
4/12/2018	31212	Dept. of Retirement Systems - PERS Contributions	25.00
4/12/2018	31213	Dept. of Retirement Systems - PERS Contributions	25,188.49
4/12/2018	31214	Dept. of Retirement Systems - Deferred Comp (DCP)	971.47
4/12/2018	31215	EMC - Mason Transit	134.30
4/12/2018	31216	Gillig, LLC	1,962.94
4/12/2018	31217	Carolyn Gravatt-Bowles	308.47

4/12/2018	31218	Hood Canal Communications	7,476.56
4/12/2018	31219	District 160	3,256.78
4/12/2018	31220	Robert W. Johnson, PLLC	1,600.00
4/12/2018	31221	Steve Kellam	79.81
4/12/2018	31222	Kitsap Transit	2,126.52
4/12/2018	31223	iFIBERONE	200.00
4/12/2018	31224	Marshall Krier	50.79
4/12/2018	31225	Les Schwab	954.23
4/12/2018	31226	Mason County Garbage, Inc.	630.35
4/12/2018	31227	Mason County PUD #3	5,425.52
4/12/2018	31228	Mason County Utilities/Waste Management	96.00
4/12/2018	31229	Mathis Exterminating	146.48
4/12/2018	31230	Speros Marketing Group, Inc. dba Medibag Co	750.00
4/12/2018	31231	MOR/ryde International	255.98
4/12/2018	31232	Mountain Mist Water	73.61
4/12/2018	31233	Napa Auto Parts	1,256.47
4/12/2018	31234	Nelson Nygaard	20,643.54
4/12/2018	31235	Judy Nicholson	971.41
4/12/2018	31236	North Mason Chamber of Commerce	105.00
4/12/2018	31237	Office Depot, inc.	279.30
4/12/2018	31238	Olympic Lock & Key	54.40
4/12/2018	31239	Pacific Office Automation	972.62
4/12/2018	31240	Pitney Bowes Purchase Power	171.00

4/12/2018	31241	Pro-Build Company LLC	252.33
4/12/2018	31242	Progressive Business Publications	230.00
4/12/2018	31243	Rexus Corporation	153.00
4/12/2018	31244	SCJ Alliance	22,222.75
4/12/2018	31245	Seattle Automotive Distributing	822.30
4/12/2018	31246	Mason County Journal	840.00
4/12/2018	31247	The Shoppers Weekly	4,632.79
4/12/2018	31248	Sportworks Northwest, Inc.	129.70
4/12/2018	31249	Staples Business Advantage	169.93
4/12/2018	31250	Titus-Will	432.26
4/12/2018	31251	Tozier Brothers, Inc.	76.84
4/12/2018	31252	United Way of Mason County	91.40
4/12/2018	31253	U.S. Bank	5,422.57
4/12/2018	31254	Voyager Fleet Systems, Inc.	6,063.55
4/12/2018	31255	Westcare Clinic, Inc.	340.00
4/12/2018	31256	Whisler Communications	1,686.09
4/12/2018	31257	Robert Williams	228.36
4/12/2018	31258	WorkSAFE Service, Inc.	205.00
4/12/2018	31259	Washington State Transit Association	130.00
4/12/2018	31260	Washington State Transit Insurance Pool	210.00
			<hr/>
		Total	560,671.68

# Mason Transit Authority

## Vendor Activity - Credit Card Charges

From 3/1/2018 Through 3/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Employee Recognition	Fred Meyer - Nat. Transp Appreciation Day BBQ	35.60
	Employee Recognition	Fred Meyer - Nat. Transp Appreciation Day BBQ	53.30
	Employee Recognition	Wal-Mart - All Staff Photo Defective Return	(29.33)
	Contract Services	Microsoft - Email Service	30.46
	Contract Services	Microsoft - Email Service	391.68
	Contract Services	Smarsh - Email Archiving	440.00
	Contract Services	Smarsh - Monthly DVD	50.00
	Contract Services	Smarsh - Sales Tax	4.25
	Contract Services	Smarsh - Social Media Archiving	50.00
	Contract Services	Smarsh - Verizon Archiving	120.00
	Facility Repair/Maintenance	Air Filters Delivered - HVAC Filters for Armory &	226.80
	Facility Repair/Maintenance	Chevron - Propane	4.44
	Facility Repair/Maintenance	Commercial Hardware - Circuit Board for Gym AI	72.90
	Facility Repair/Maintenance	Home Depot - Window Screen	22.83
	Facility Repair/Maintenance	Tractor Supply - Facility Supplies	18.72
	Operating Supplies	Amazon - Cell Phone Cases	121.45
	Operating Supplies	Victoria Supply - Shop Supplies	48.60
	Office Supplies	Amazon - Cell Phone Case	24.01
	Office Supplies	Amazon - Uniform Closet Items & Phone Case	130.15
	Office Supplies	Livit - Cell Phone Case	32.63
	Office Supplies	Tractor Supply - Heater for Comm Center	43.38
	Shop Supplies	Grainger - Swivel Washer	29.54
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	22.48
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	55.04
	Safety Training Material & Supply	CTAA - Volunteer/Van pool Driver Training Mate	525.00
	Shelter Supplies	Tractor Supply - Shelter Supplies	18.95
	Shelter Supplies	Wal-Mart - Shelter Repairs	4.28
	Shelter Supplies	Wal-Mart - Shelter Repairs	36.83
	IT Equipment	Amazon - Computer Parts	43.35
	IT Equipment	Amazon - Computer Parts	61.55
	IT Equipment	Amazon - Computer Parts	115.53
	IT Equipment	Amazon - Headphones	79.33
	Small Tools & Equipment	Harbor Freight - Dollies	23.94
	Small Tools & Equipment	Tractor Supply - Tool	7.59
	Small Equipment & Furniture	Office Depot - Replacement Desk Chair	108.49
	Garbage	Shelton Landfill - Garbage	19.92
	Garbage	Shelton Landfill - Garbage	33.87
	Garbage	Shelton Landfill - Service Fee	2.00
	Garbage	Shelton Landfill - Service Fee	2.00
	Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26
	Travel & Meeting Expense MTA	AWC - LRI Training, Ringgenberg	320.00

# Mason Transit Authority

## Vendor Activity - Credit Card Charges

From 3/1/2018 Through 3/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
	Travel & Meeting Expense MTA	Best Western - Lodging for CTAA	444.69
	Travel & Meeting Expense MTA	Comfort Suites - Lodging for Operations Confere	210.32
	Travel & Meeting Expense MTA	Comfort Suites - WSTA Training	105.16
	Travel & Meeting Expense MTA	Davenport - WSTA HR Lodging	127.23
	Travel & Meeting Expense MTA	Hilton Hotel - WSTA Traning Parking	30.00
	Travel & Meeting Expense MTA	NM Chamber - Monthly Luncheon	<u>20.00</u>
	Travel & Meeting Expense MTA	SeaTac - WSTA HR Overnight Parking	60.00
	Travel & Meeting Expense MTA	Shell - Gas for car 002	\$ 29.33
	Travel & Meeting Expense MTA	Shell - Rebate	(0.29)
	Travel & Meeting Expense MTA	Silver Cloud Hotel - Training Lodging	513.46
	Other Misc Expenses	Dollar Tree - Goodie Bags for Field Trips	4.35
	Passenger Parking Facilities	All Star Storage - Parking	<u>460.50</u>
		Transaction Total	5,422.57

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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Unfinished Business – Item 1 – *Discussion*

**Subject:** Presentation by Nelson/Nygaard

**Prepared by:** Danette Brannin, General Manager

**Approved by:** Danette Brannin, General Manager

**Date:** April 17, 2018

**Summary for Discussion Purposes:**

Nelson/Nygaard’s presentation to the Authority Board will provide the Board and public with insight gathered for the Existing Conditions Report. The report includes data on Mason County, existing service and ridership surveys. It will be used to guide service suggestions in the future.

The Existing Conditions Report will be posted on MTA’s Website after the Board meeting.

The presentation will also inform the Board as to next steps in the service review process.

**Fiscal Impact:**

None

**Staff Recommendation:**

None

**Motion for Consideration:**

None at this time.

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# Mason Transit Authority

Comprehensive  
Service Analysis

PRESENTED BY:  
CRISTINA BARONE  
JODY TRENDLER

APRIL 17, 2018



**N** NELSON  
NYGAARD

# **MTA COMPREHENSIVE SERVICE ANALYSIS UPDATE**

## **Agenda**

- **What do the numbers say? System Analysis Findings**
- **What does the market say? Market Analysis Findings**
- **What do riders say? Onboard Survey Findings**
- **Project Next Steps: Public Engagement and Developing Service Options**

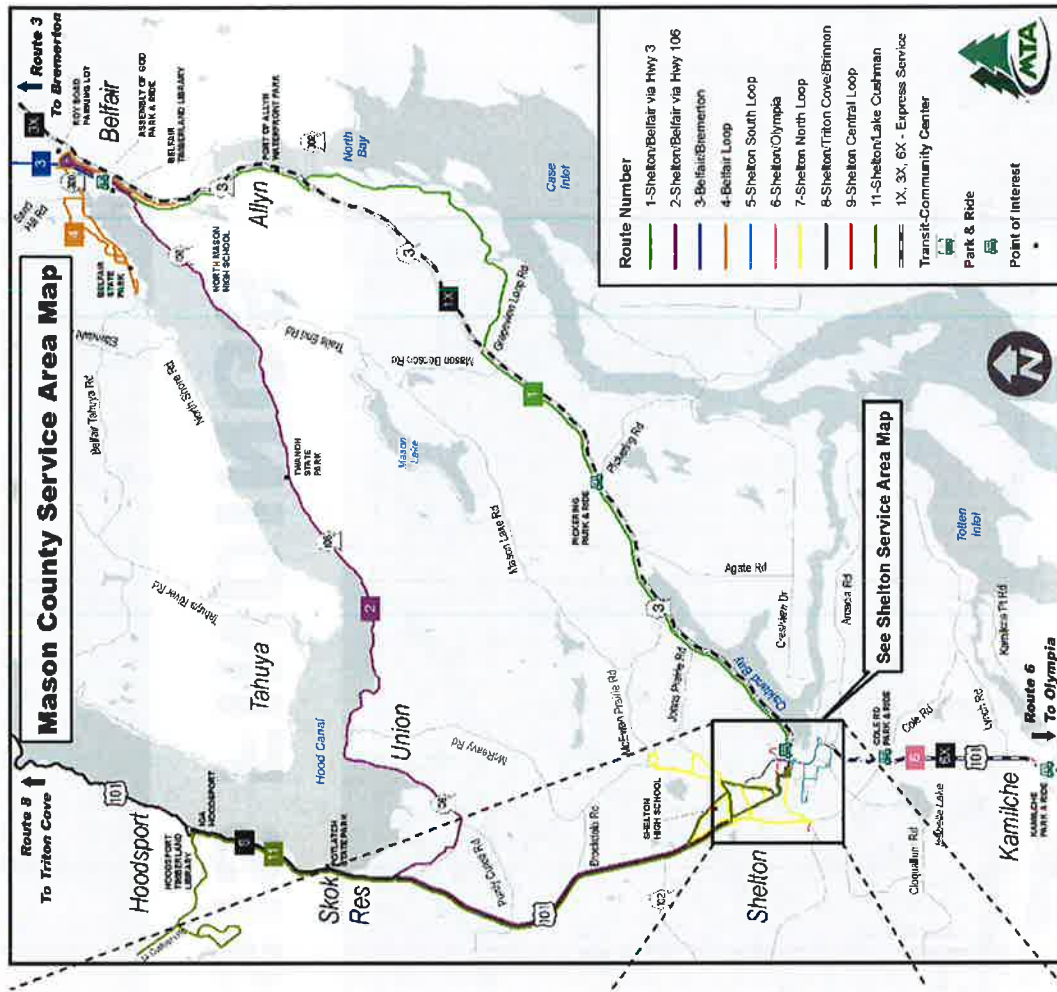


# SYSTEM ANALYSIS FINDINGS



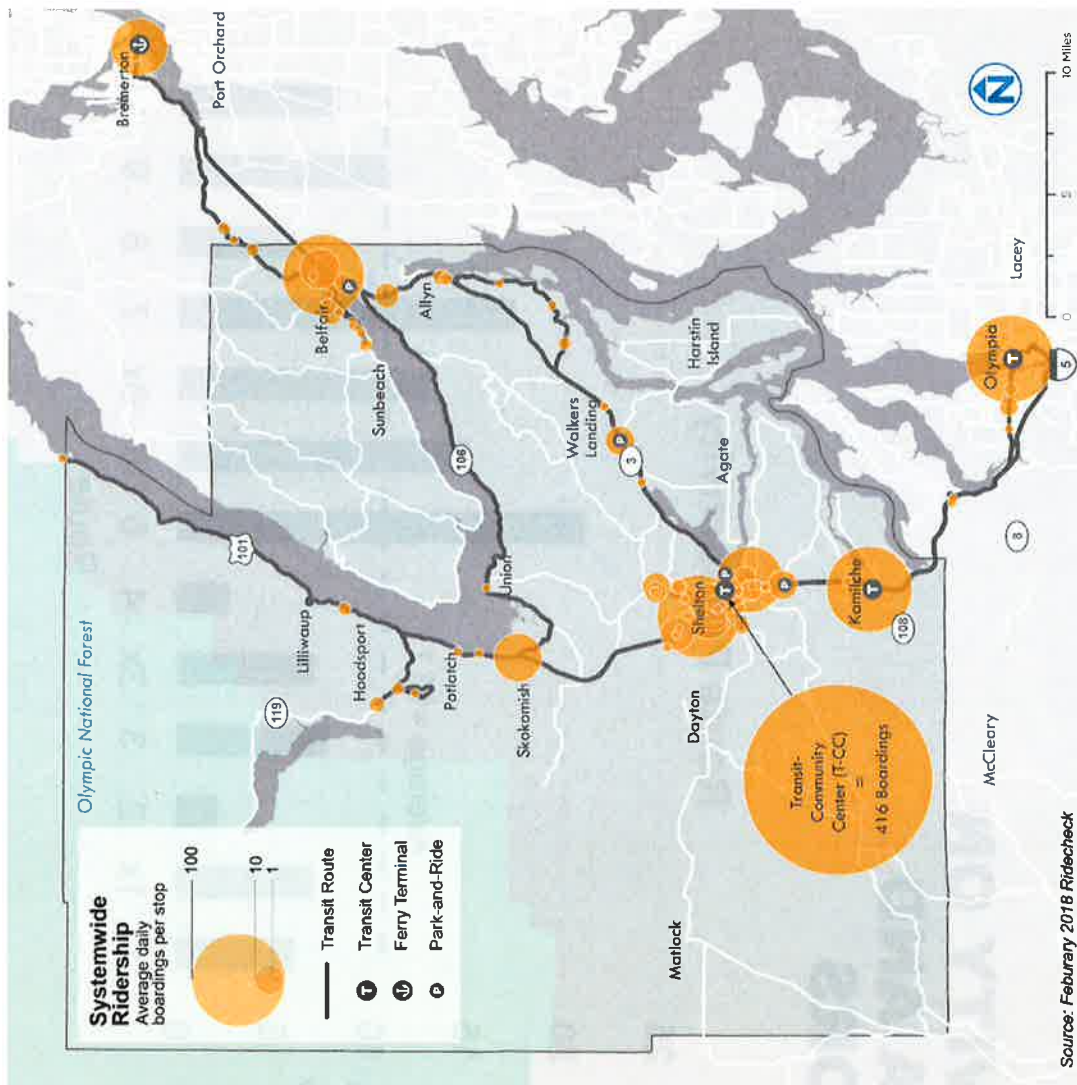
# MTA PROVIDES A VARIETY OF SERVICE TYPES

- Local routes operate as deviated fixed-routes, which allow for detours for passengers that request in advance
- Express routes connect with major transit destinations in Bremerton and Olympia
- Dial-A-Ride & LINK Service are demand-response services



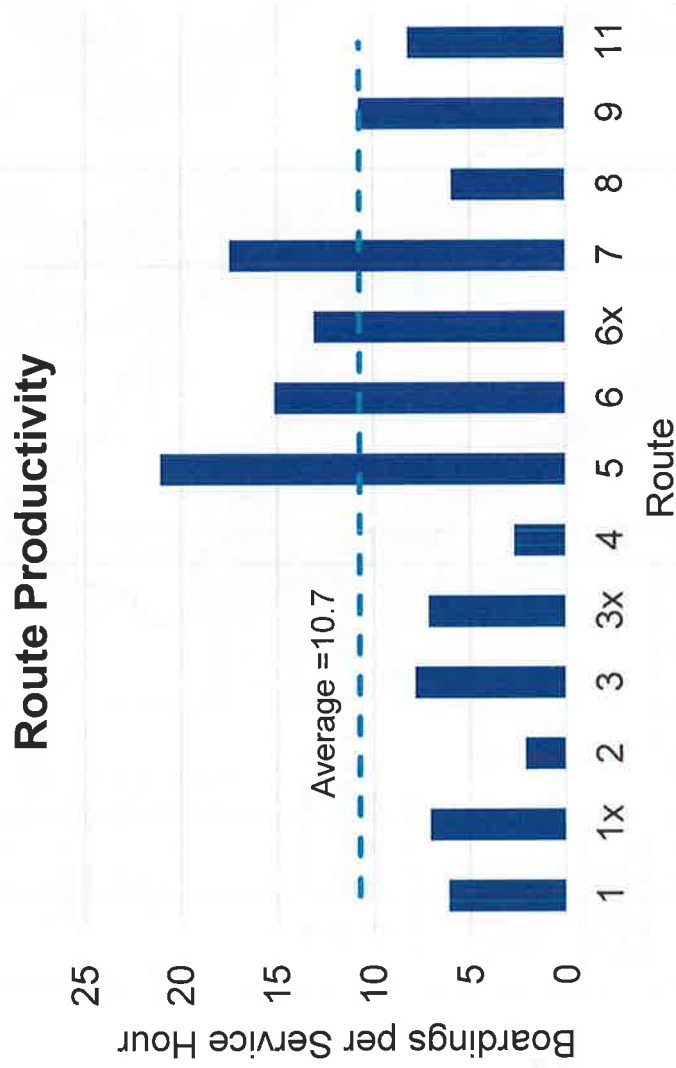
# MTA SERVES MORE THAN 1,200 RIDERS PER DAY

- Highest ridership at transfer points
- T-CC sees 34% of all MTA ridership
- 86% of boardings at fixed stops
- 14% of boardings at flag stops (194 unique stops)



# HIGHEST PRODUCTIVITY ON SERVICE TO OLYMPIA AND SHELTON CIRCULATORS

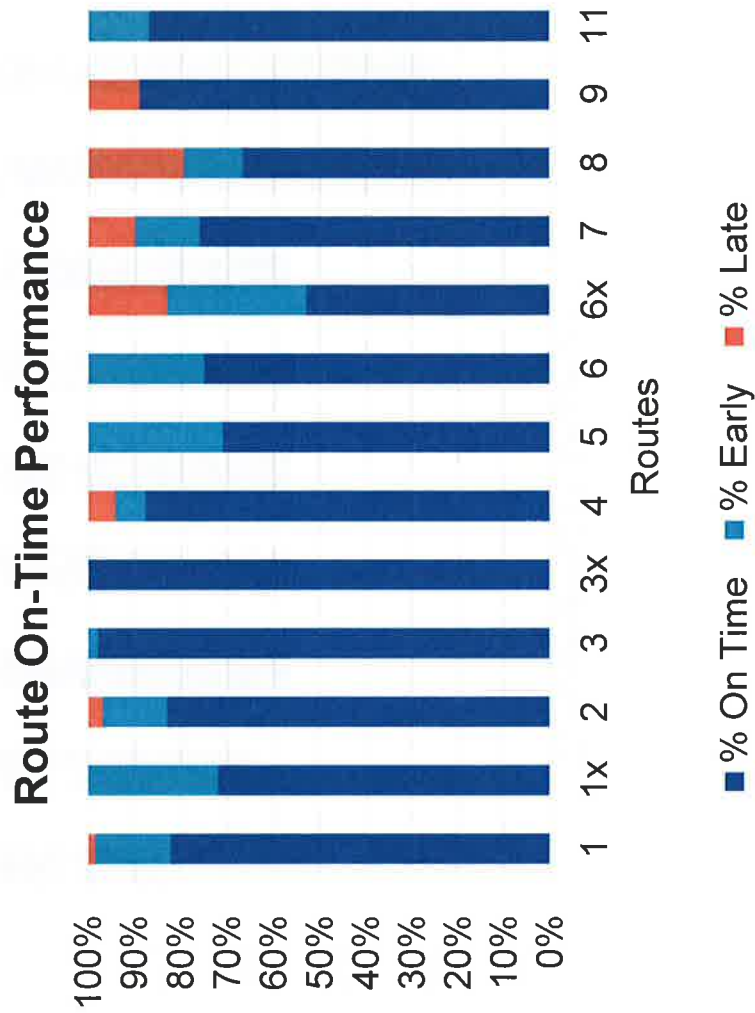
- Olympia Routes 6 and 6X are the most productive despite long travel distance
- Shelton Loop Routes 5 and 7 are the next most productive
- Lowest productivity routes are 2, 8, and 11 which serve recreational destinations





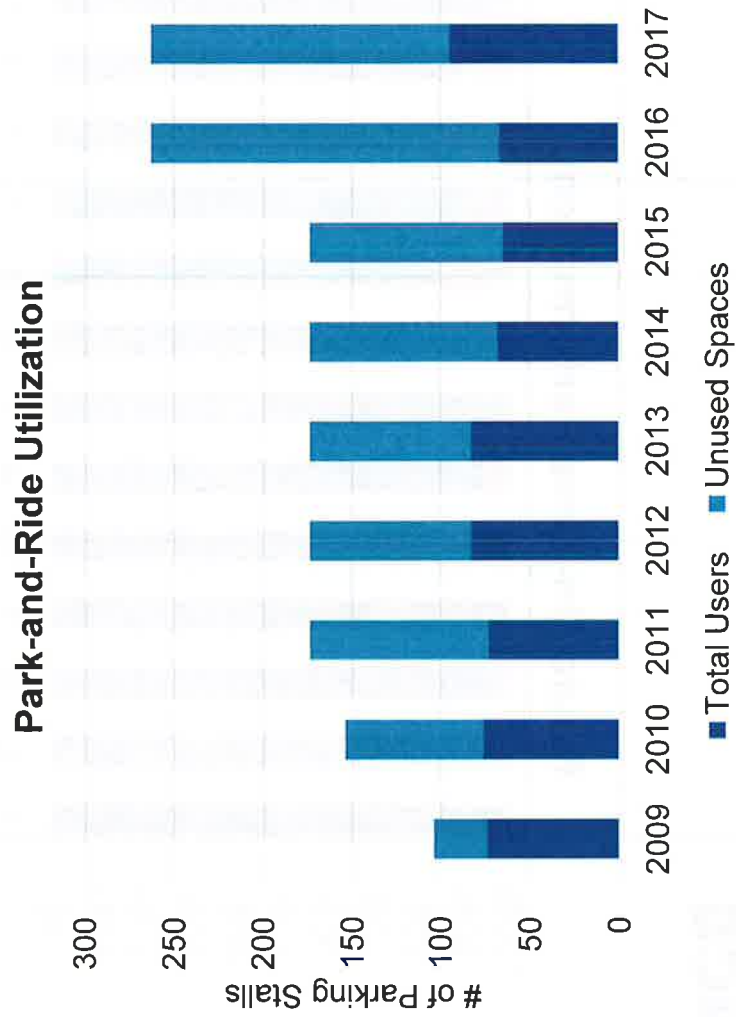
# ON-TIME PERFORMANCE IS 77% SYSTEMWIDE

- Many routes arrive earlier than scheduled
- Opportunity to revise schedules to operate more efficiently
- Routes 3, 3X, and 9 have the highest on-time performance



# MTA PARK-AND-RIDE LOTS HAVE EXCESS CAPACITY

- Increased capacity by 153% since 2009
- 28% increase in usage
- Opportunity to make service more attractive to riders and help fill excess capacity

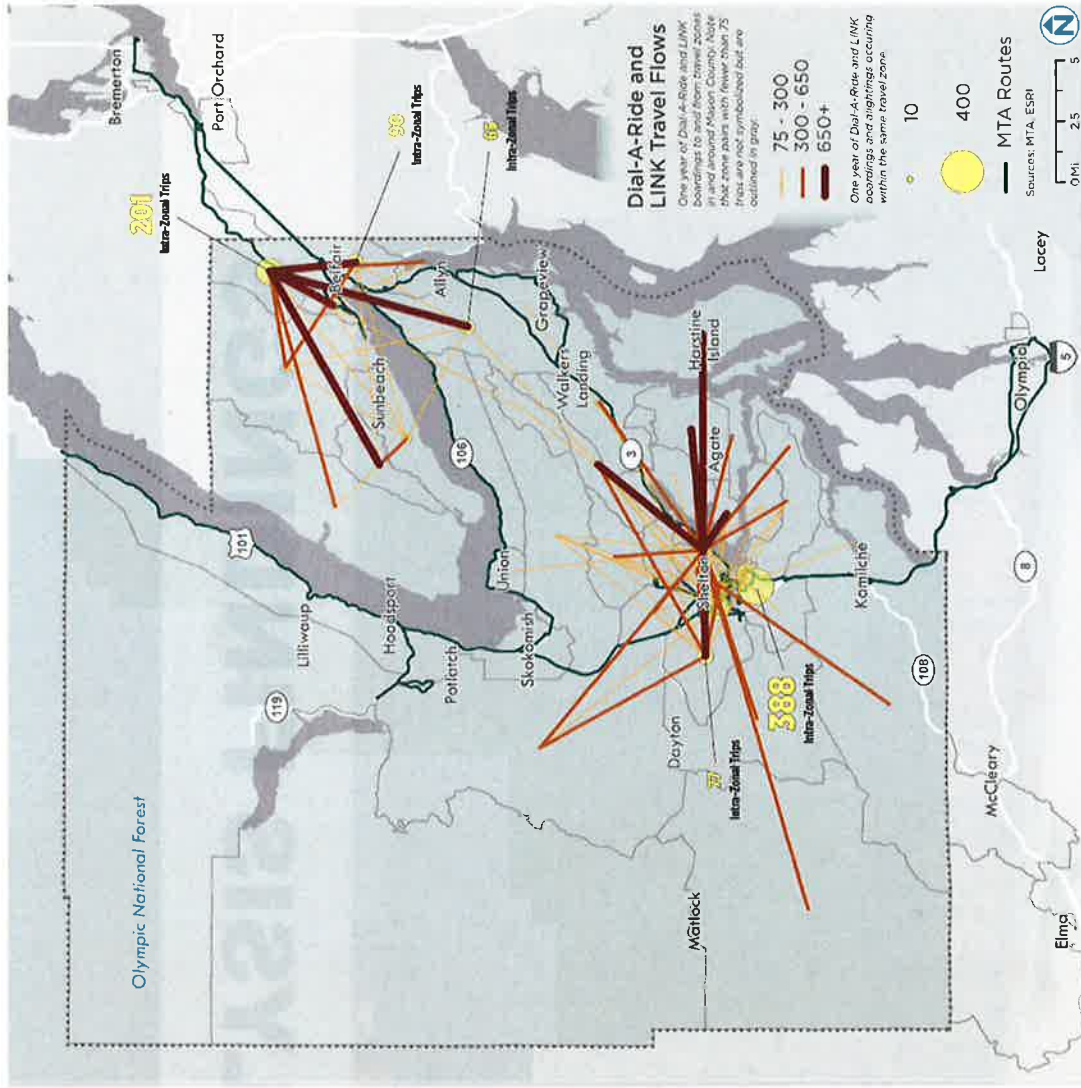


# DIAL-A-RIDE + LINK TRIPS HIGHEST TO/FROM BELFAIR AND SHELTON

60% of DAR and LINK riders transfer to other transit routes

Biggest travel pairs:

- **Belfair** and Tahuya/Maggie Lake, western Belfair, Allyn, southern Belfair
- **Shelton** and Harstine Island, Agate, western Agate, western Shelton, Lake Limerick



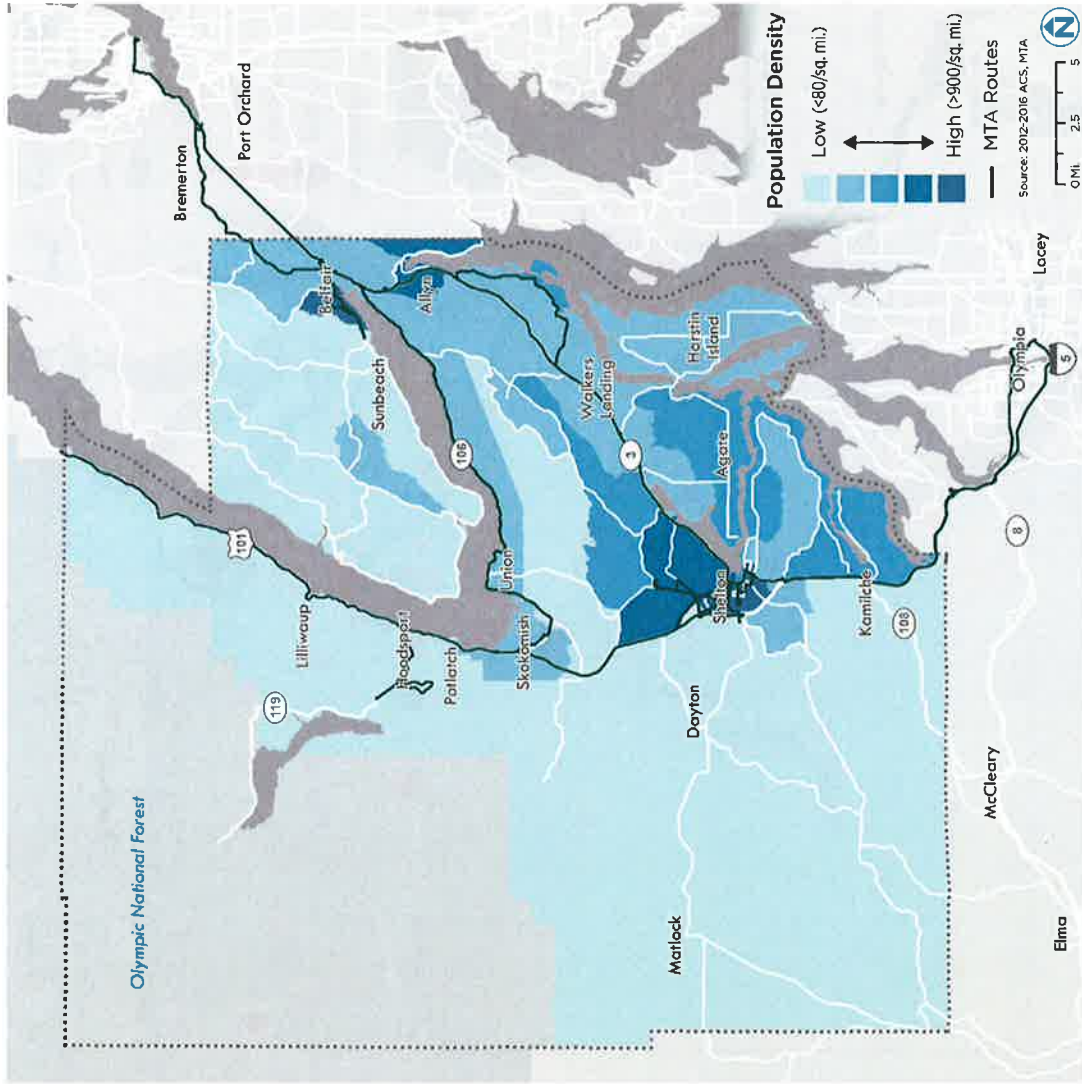


# MARKET ANALYSIS FINDINGS



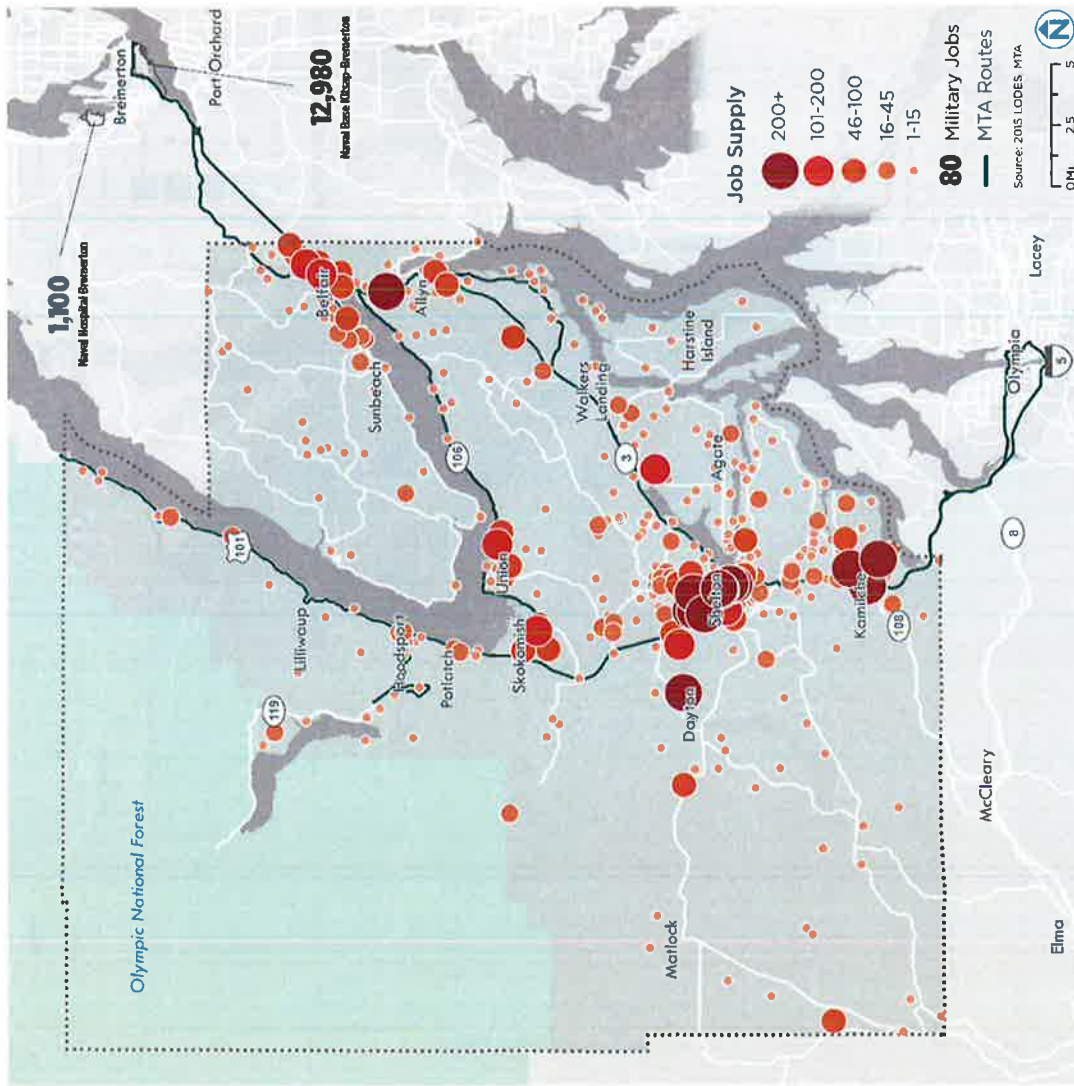
# POPULATION DENSITY IS HIGHEST IN URBANIZED AREAS

- Population density is a key factor influencing transit ridership
- Highest densities seen in Allyn, Belfair, and Shelton



# THREE PRIMARY JOBS CENTERS

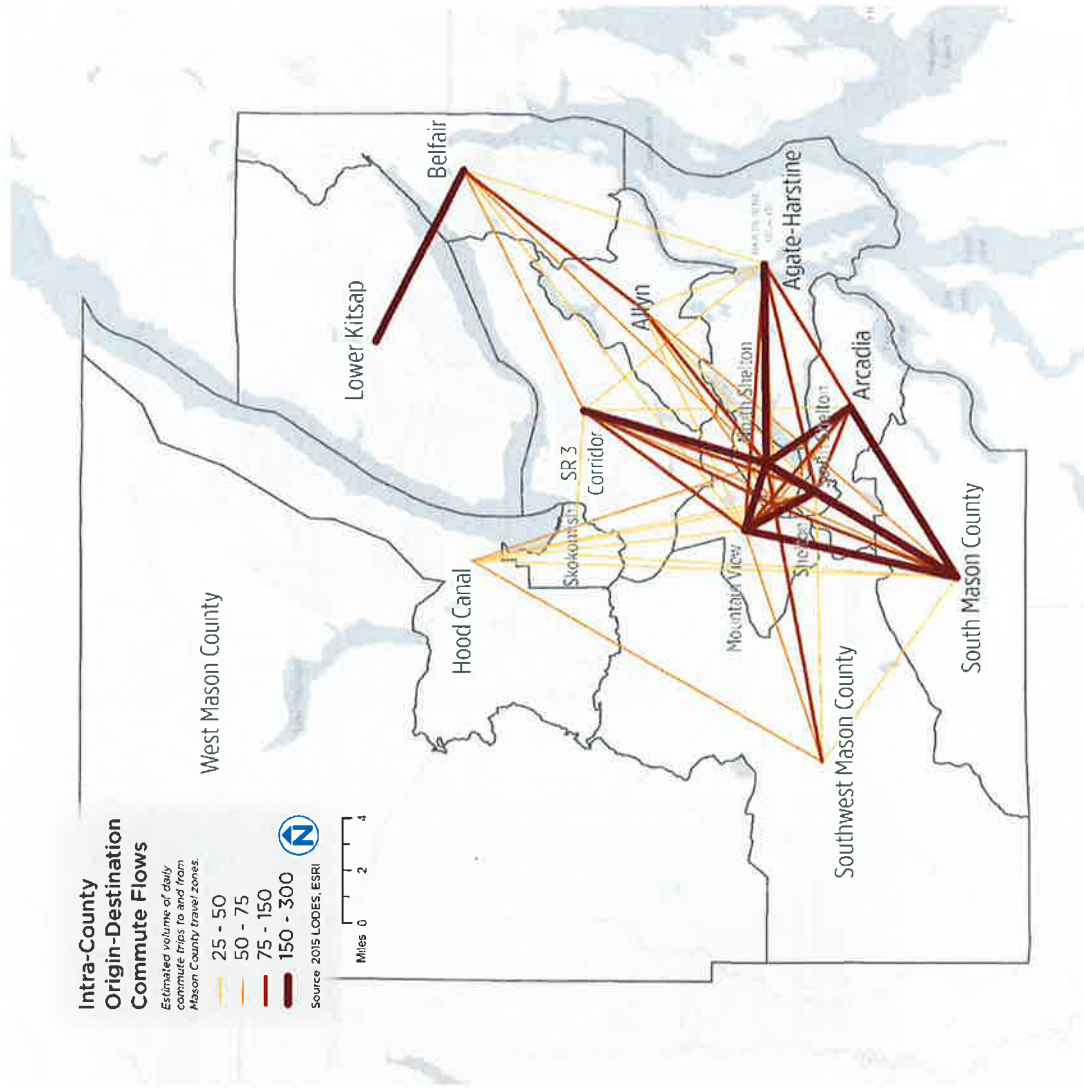
- Areas with higher densities of jobs in walking distance of transit support more productive transit service
- Largest job clusters seen in Shelton, Kamilche, and Belfair/Allyn



# 35% OF MASON COUNTY WORKERS COMMUTE WITHIN THE COUNTY

Highest commute levels are between:

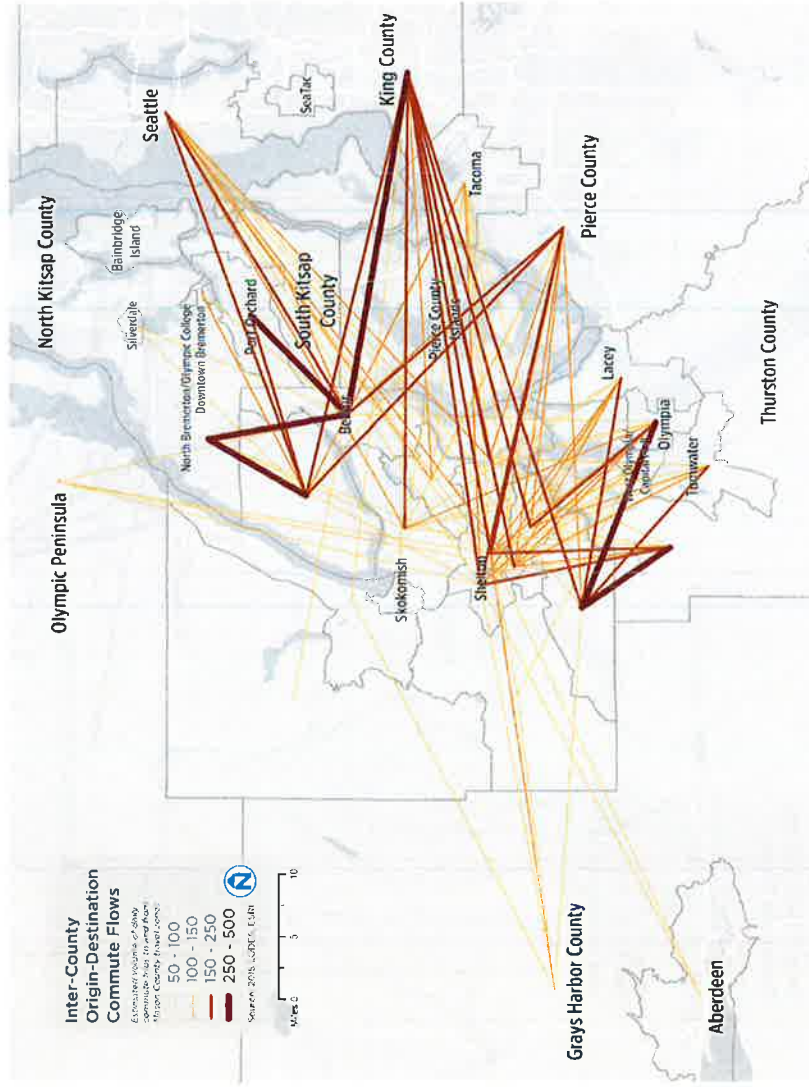
- Belfair (intra-zonal)
- South Mason County (intra-zonal)
- Shelton and Arcadia, South Shelton, and Agate-Harstine



# 65% OF MASON COUNTY WORKERS ARE EMPLOYED OUTSIDE OF THE COUNTY

Highest commute levels are between:

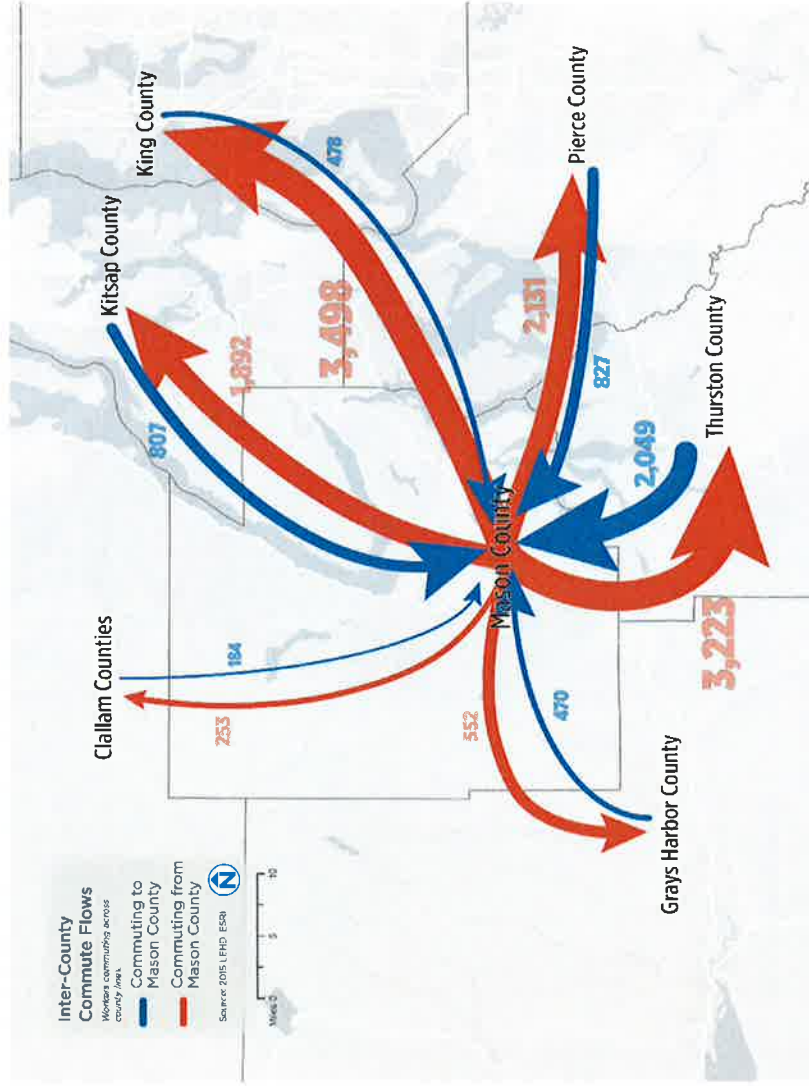
- Belfair & North Kitsap County or King County
- Lower Kitsap & North Kitsap County
- South Mason County and Olympia or Thurston County





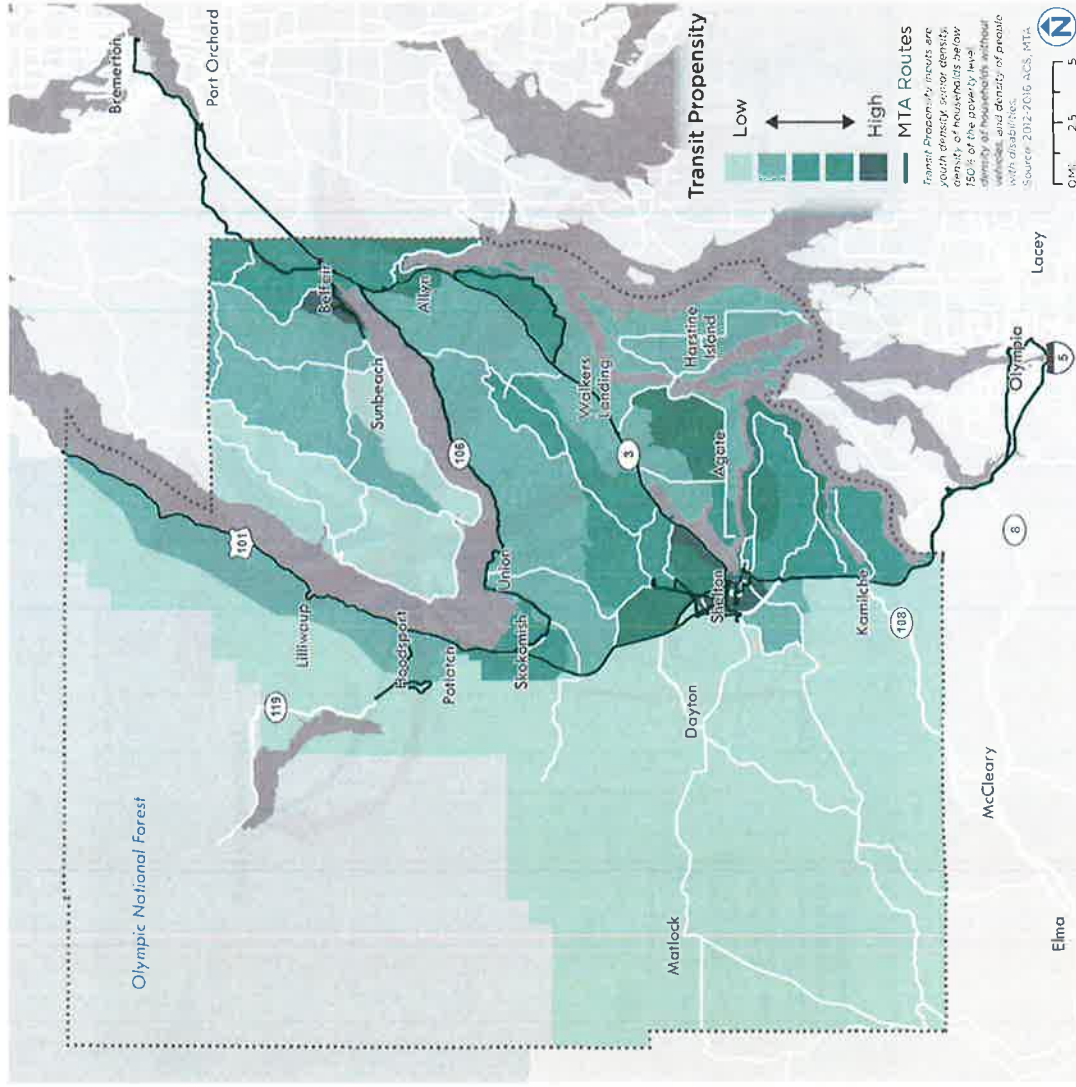
# 16,000 WORKERS COMMUTE BETWEEN MASON, THURSTON, AND KING COUNTIES

- 65% of Mason County workers are employed outside of the County
- King County and Thurston County are major draws
- Nearly 5,000 workers commute into Mason County daily



# MTA IS SERVING AREAS WITH HIGHEST TRANSIT PROPENSITY

- Index combines densities of youth, seniors, people with disabilities, low-income households, and zero-vehicle households
- Greatest transit needs seen in: Alllyn, Belfair, Shelton, Agate area, Arcadia peninsula
- Agate and Arcadia are served by LINK only





# ONBOARD SURVEY FINDINGS



# ONBOARD SURVEY OVERVIEW

- Part of Phase 1 Public Engagement strategy
- Conducted in February and March 2018
- Available in English and Spanish
- 328 surveys collected
  - 204 fixed-route
  - 124 demand-response (LINK and DAR)

Mita di reverso para encuesta en español

## ON BOARD RIDER SURVEY

Please tell us about the trip you are currently taking, and return this survey to the surveyor when complete. If you have already filled out a survey, please DO NOT fill out another one. Thank you for helping to improve Mason Transit Authority!

1. Which bus route are you currently riding? circle one

1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11

2. Which transit routes did you (or will you) ride to complete your trip? circle all that apply

1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11

3. Where did you just come FROM? check one

Home  
 Shopping/grocery store  
 School/Work appointment  
 School/College  
 Recreation/Social Activity  
 Other

4. How did you get from here to THIS bus? check one

Walked to bus stop  
 Dropped off by someone  
 Rode a bicycle  
 Rode another bus/route/air  
 Drove my car

5. Where are you going TO now? (final destination of your trip) check one

Home  
 Shopping/grocery store  
 School/Work appointment  
 School/College  
 Recreation/Social Activity  
 Other

6. How long will you get there from THIS bus? check one

Walk (total number of minutes) 0-15 16-30 31-45 46-60  
 Rode in carpool/carpool  
 Rode a bicycle  
 Rode another bus/route/air  
 Drove my car

7. Are you making a round trip on the bus today?  
 Yes  No

8. When you plan a bus trip or check a bus schedule, which do you use most often? check one

MTA Website  
 Bus Driver  
 Schedules posted at bus stops  
 Paper brochures/stop sign  
 Other

9. Do you have access to a smartphone?  
 Yes  No

10. If this route didn't exist, how would you have made this trip? check one

Another existing route  
 Drive alone  
 Car/pool/carpool  
 Taxi/cyber  
 Bicyclist/bike  
 Walk  
 Other (if not) have made this trip

11. How long have you been riding Mason Transit Authority (MTA)? check one

Less than 1 year  
 1 to 5 years  
 5 to 10 years  
 More than 10 years

12. How often do you ride Mason Transit Authority (MTA)?

5 or more days per month  
 2 to 4 days per week  
 Less than 1 day per month  
 Once per week  
 First time

13. Do you have a disability that affects your mobility?  
 Yes  No

14. What is your gender?  
 Female  Male

15. What is your age? circle one

<18	18-25	26-34	35-44	45-54	55-64	65+
-----	-------	-------	-------	-------	-------	-----

16. How many cars are in your household? circle one

0	1	2	3 or more
---	---	---	-----------

17. How many people (total) are in your household? circle one

1	2	3	4 or more
---	---	---	-----------

18. What is your total household income (before taxes)? check one

Under \$10,000  \$10,000-\$14,999  \$15,000-\$19,999  \$20,000-\$24,999  \$25,000-\$34,999  \$35,000 or more

19. Which best describes your racial or ethnic background? check one or more

White/Caucasian  
 Black/African American  
 Asian  
 Native Hawaiian/Pacific Islander  
 American Indian/Alaska Native  
 Other

20. What is your primary language? check one

English  
 Spanish  
 Korean  
 Tagalog  
 French  
 Other

21. Are you? check one

Employed full-time  
 Employed part-time  
 Unemployed  
 Retired  
 Student full-time  
 Student part-time  
 Other

22. Listed below are potential improvements to MTA service. Please select the three most important improvements that are most important to you. Check all that apply.

More frequent bus service  
 More reliable service  
 Earlier bus service  
 More service on Saturdays  
 Later bus service  
 More direct routes (non-loop)  
 More transfer locations between routes  
 Better service  
 More transferable bus seats  
 Better bus schedules, website, and trip planner

23. How did you hear about MTA? check one or more

MTA Website  
 Social services  
 Advertisements (radio, newspaper)  
 Friends and/or family  
 Social media (Facebook, Twitter, etc)  
 Other

24. Are there any other comments you would like to make?

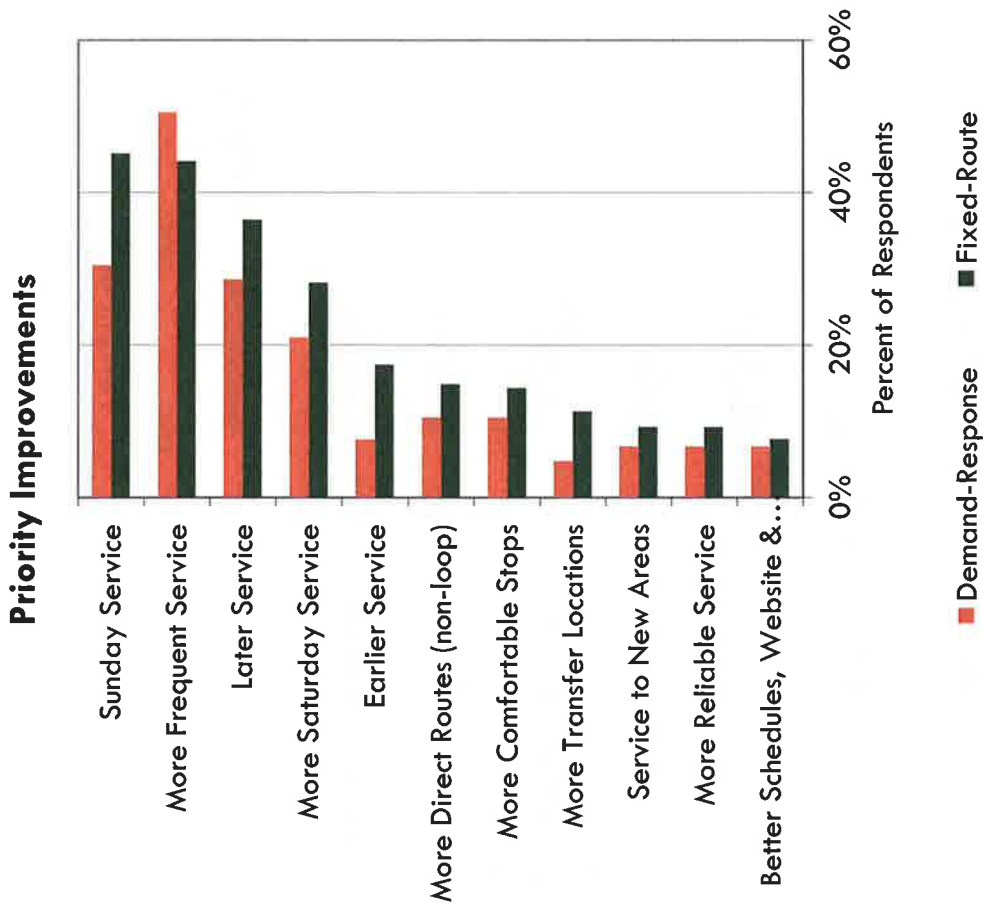
Thank you! We appreciate your feedback!

# INCREASED SPAN, FREQUENCY, AND WEEKEND SERVICE ARE TOP RIDER PRIORITIES

Top improvements were:

- More Saturday service
- More frequent service
- Later and earlier service
- Sunday service

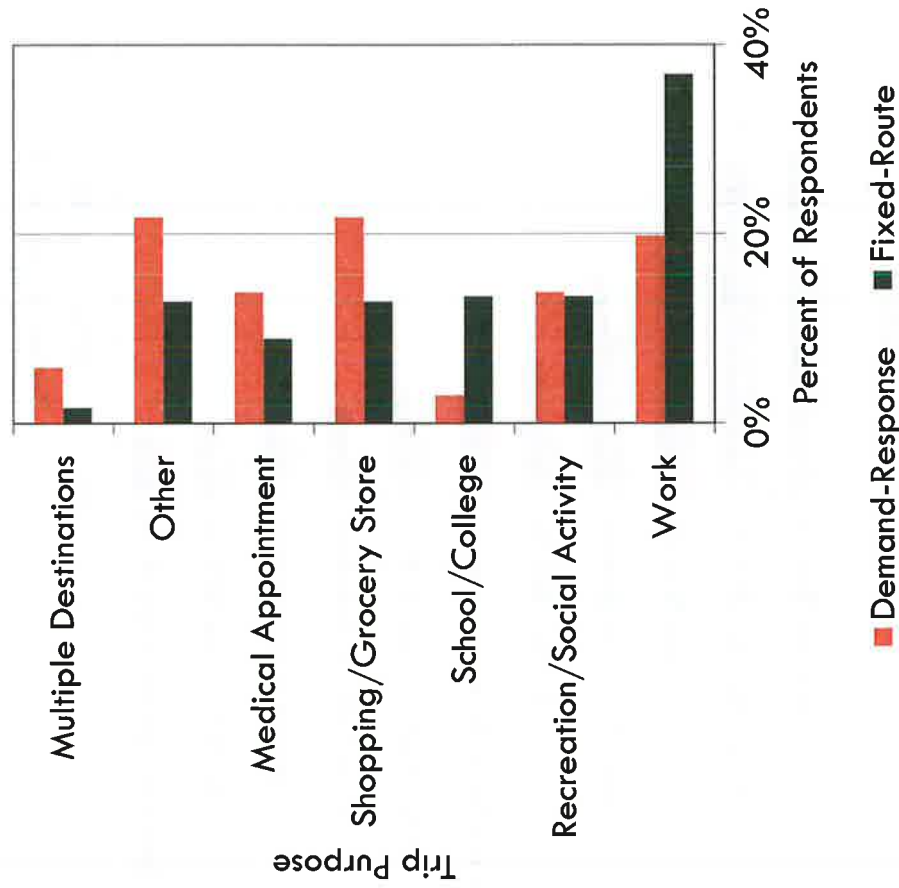
Riders are most satisfied with trip planning tools, reliability, and areas served



## RIDERS RELY ON MTA FOR TRANSPORTATION TO WORK AND OTHER ACTIVITIES

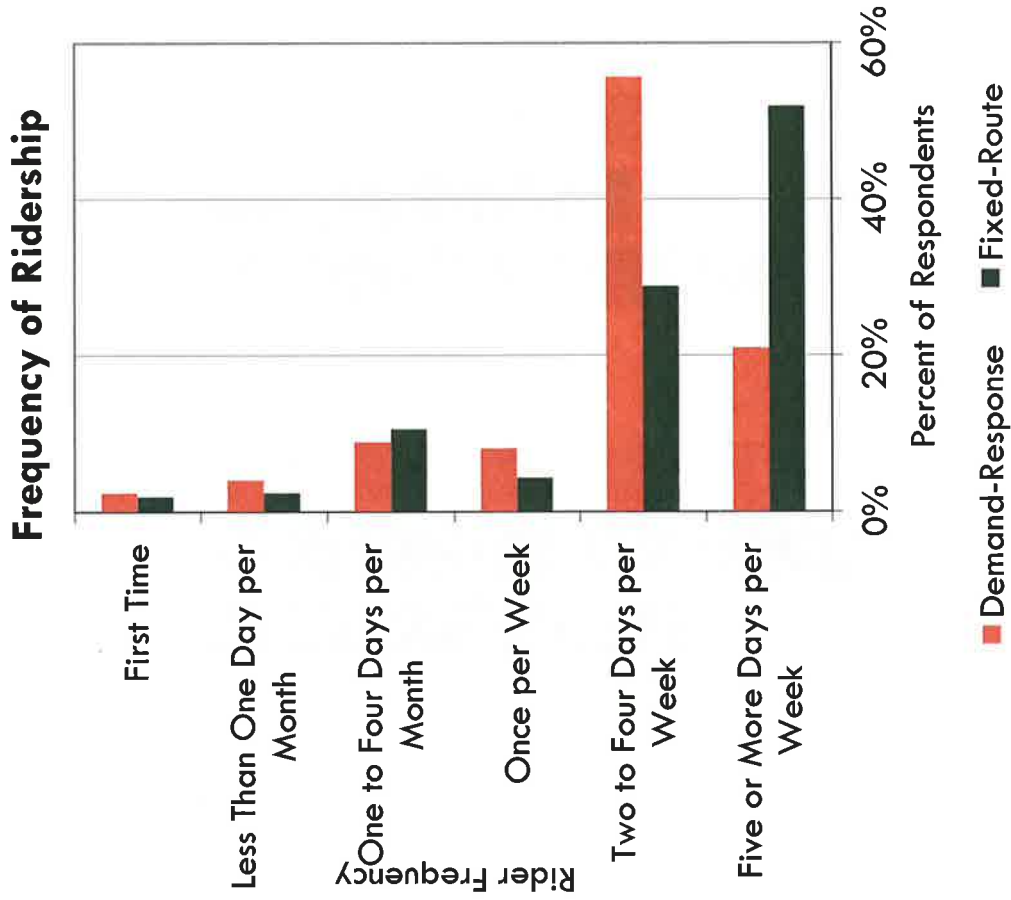
- The majority of riders make a round-trip
- Fixed-route riders are more likely to use transit to get to work than demand-response riders
- The majority of riders walk fewer than 5 minutes to reach their bus stop

Home-Based Trip Purpose



## MTA SERVES MANY FREQUENT RIDERS

- Most fixed-route riders use MTA service 5+ days per week
- Demand-response riders are more likely to use the service 2-4 days per week

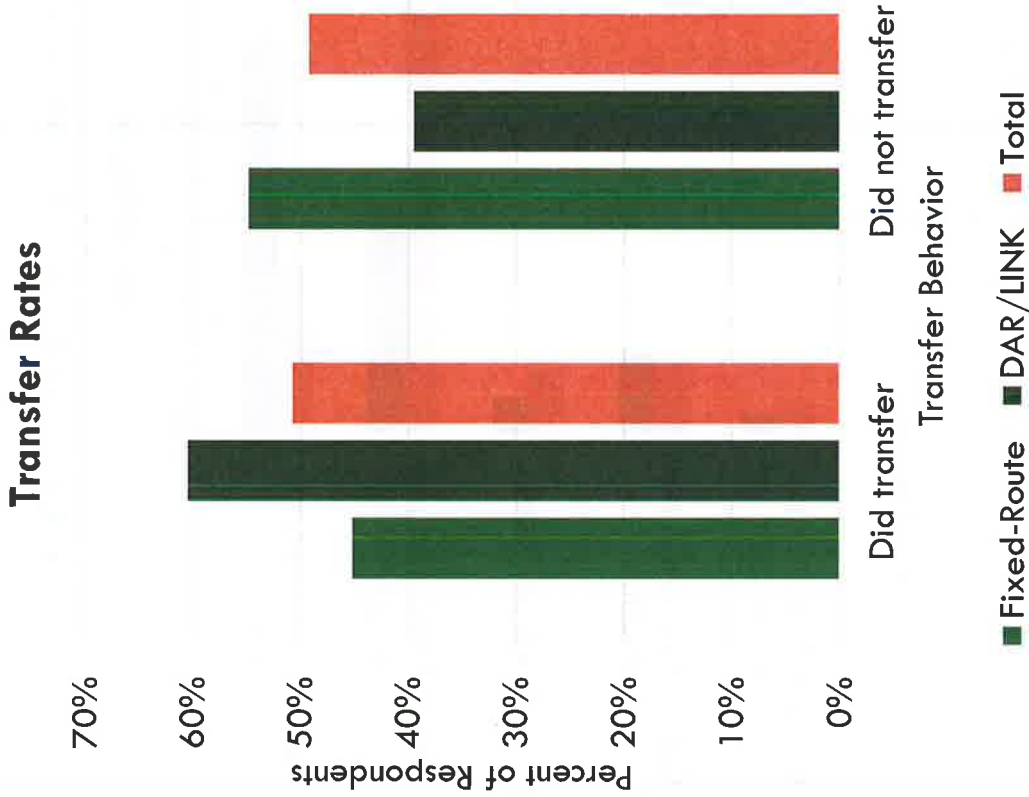


# THE MAJORITY RIDERS TRANSFER TO COMPLETE THEIR TRIP

High volumes of transfers occur between:

- Route 6/6X and Intercity Transit
- Routes 1 and 3
- Dial-a-Ride to Route 6/6X

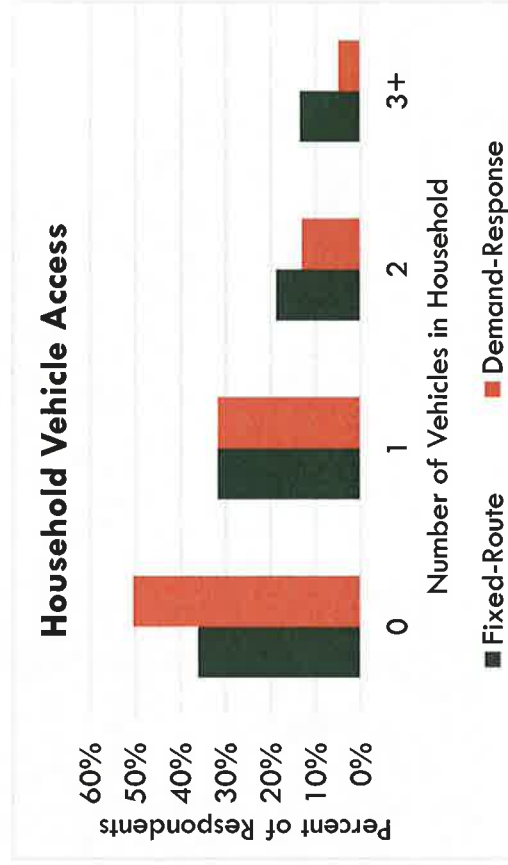
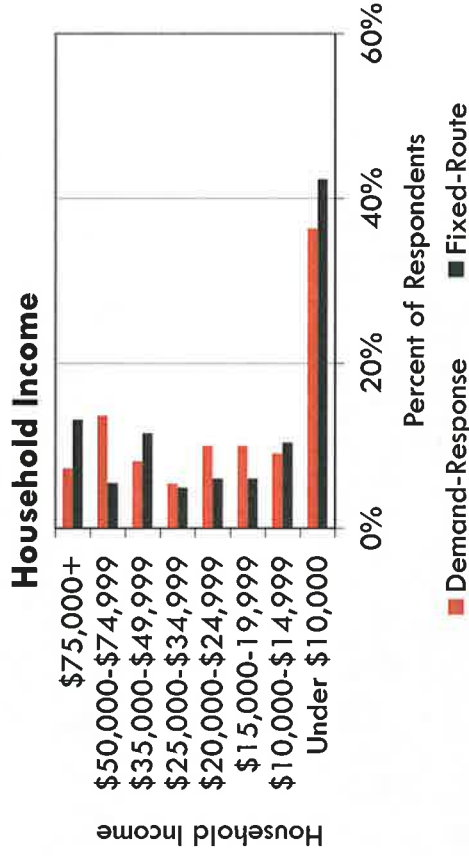
Transfers to Kitsap Transit are also common





# MTA PROVIDES MOBILITY FOR THE COUNTY'S LOWEST-INCOME RESIDENTS

- Majority of riders live in households earning under \$10,000 per year
- Half of demand-response riders do not have access to a car
- MTA service fills an important mobility gap for some of Mason County's most disadvantaged residents





# NEXT STEPS



## **KEY TAKEAWAYS + NEXT STEPS**

- Highest productivity is seen on services to Olympia and on Shelton circulators
  - Explore options to provide improved frequency or extended span on most productive routes and consolidate underperforming routes
- On-time performance is 77% system-wide
  - Streamline schedules to improve on-time performance and better meet the needs of riders
- Many workers are employed outside the county
  - Align service with commute patterns and ferry schedules and utilize excess park-and-ride capacity to better serve commuters



## **KEY TAKEAWAYS + NEXT STEPS**

- Transit centers represent 49% of system ridership and more than half of all riders transfer as part of their travel
  - Ensure transfers are seamless and convenient
- Some areas of high transit propensity are served by LINK services
  - Evaluate DAR and LINK productivity to see if fixed-route service is warranted
- MTA provides mobility for the county's lowest-income residents who rely on the service to get to work and other activities.
  - Increased span, frequency, and weekend service are top priorities



# UPCOMING PUBLIC ENGAGEMENT



Online community survey



Stakeholder engagement



Public Open Houses in Shelton and Belfair



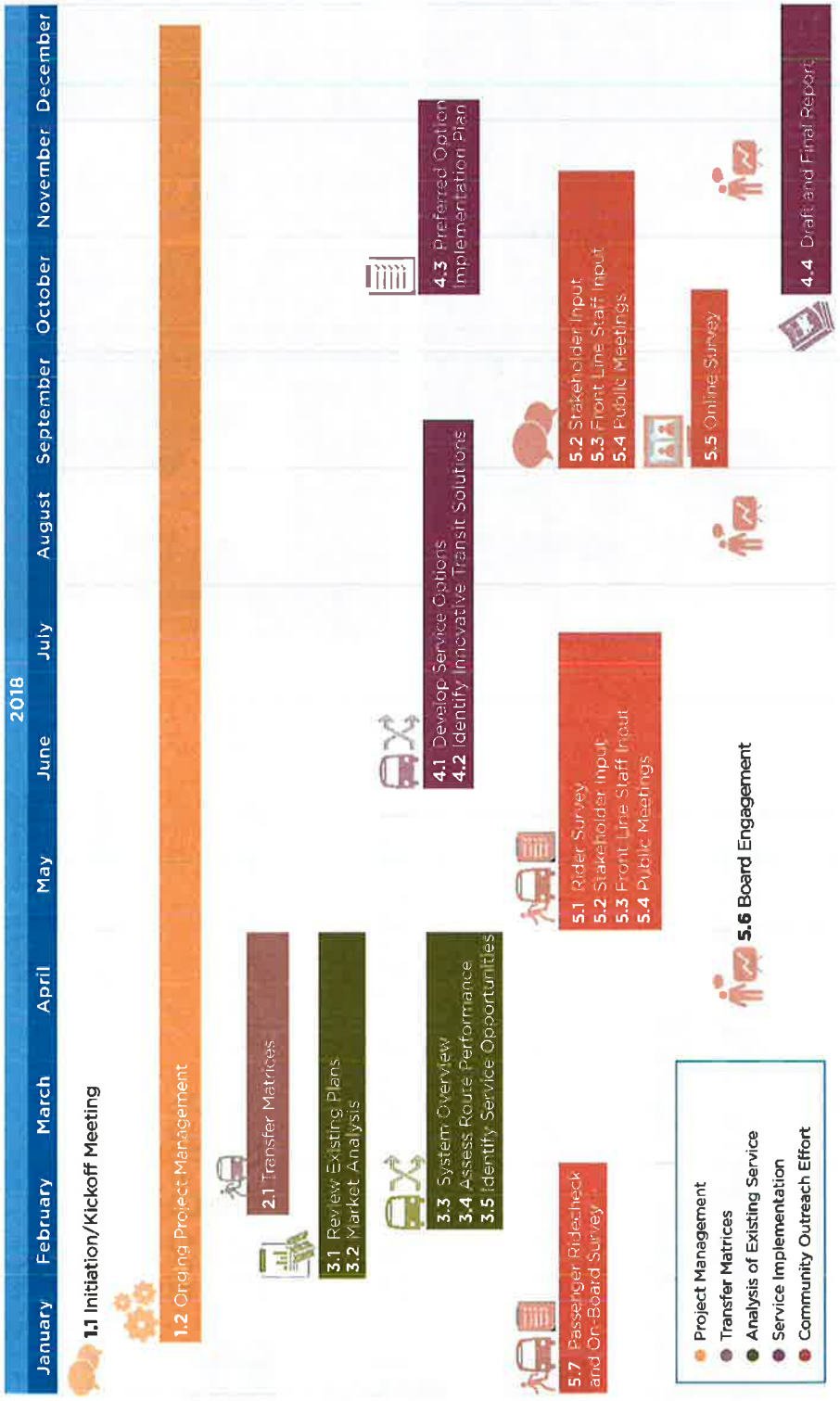
**Shelton Open House**  
Transit-Community Center

Tuesday, May 8  
5:30-7:30 pm

**Belfair Open House**

North Mason  
Timberland Library  
Wednesday, May 9  
5:30-7:30 pm

# PROJECT SCHEDULE





NELSON\NYGAARD CONSULTING ASSOCIATES © 2018

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

**Agenda Item:** Unfinished Business – Item 2 – *Actionable*  
**Subject:** T-CC Event Rates  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** April 17, 2018

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

Following the March Board meeting, changes were made to the T-CC event rate schedule to incorporate the request for an all-day rate. The updated proposed T-CC event application, as well as the 2015 version, are both included for review and comparison.

Additionally, the Event Rate document has been updated to reflect the grammatical corrections provided by the Board.

### **Fiscal Impact:**

Minimal

### **Staff Recommendation:**

Approve

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2018-02 and the attached event procedures and fee schedule for the purpose of MTA and T-CC business.

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**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

601 W. FRANKLIN ST, SHELTON, WA 98584  
OFFICE: 360-432-5758 | FAX: 360-426-0899  
T-CC BUILDING SUPERINTENDENT, STEVE WEISENBACH: 360-545-5160

*Call for availability*

*Inquiries: Swaisenbach@masontransit.org*

**REQUEST FOR FACILITY USE APPLICATION**

**PLEASE READ CAREFULLY AND COMPLETELY**

This is a **request** for facility reservation. **Please complete all information and print clearly. Incomplete information will result in a delay in the review of your application.** The following information is requested to assist in the review and consideration of your request to rent facility space. Completion of this application is not a legal or binding commitment between the parties until a facility reservation contract has been executed and payment is received. Once approved, a Facility Reservation Contract will be emailed to you confirming your request. Failure to return the signed Facility Reservation Contract and payment before the contract expiration date will result in the reservation being canceled.

**DO NOT SEND PAYMENT AT THIS TIME.** All requests are on a first-come, first-served basis.

**NO DATE(S) WILL BE HELD UNTIL THE DEPARTMENT APPROVES THIS RENTAL REQUEST.**

**RENTER INFORMATION**

Contact Name:	<i>(responsible party signing contract)</i>	
Organization Name:	<i>(event host)</i>	
Mailing Address:		
Daytime Phone:	Evening Phone:	
Email:		

**EVENT INFORMATION**

Event Name:		
Event Description:		
Requested Date:	Number of Attendees:	
Event Timeframe: _____ IN _____ OUT	<b>* Include set-up &amp; clean-up time; events must end and be cleaned up by 1AM!</b>	
Will food be served:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Will alcohol be served/consumed:

YES

NO

*If yes, additional insurance and State permit required.*

**ROOM(S) REQUESTED**

*(Please mark desired room(s) & time usage by circling price points)*

Room Description				Fee Schedule				
AREA	SQ FT	SEATING CAPACITY	STANDING CAPACITY	0-2 HRS	2-4 HRS	4-6 HRS	6-8 HRS	ALL DAY
CONFERENCE/MEETING ROOM	800	25-35	-	\$40	\$65	\$120	\$165	\$165
KITCHEN	1311	-	-	\$60	\$95	\$125	\$155	\$190
ATRIUM	2454	-	-	\$80	\$120	\$155	\$235	\$275
GYMNASIUM	5238	240+seated	381	\$80	\$155	\$235	\$310	\$390

**OPTIONAL HOURLY RATE @1/2 OF THE 0-2 HRS RATE**  
**ASK ABOUT OUR COMMUNITY NON-PROFIT GYM RATES**

**ADDITIONAL RENTAL ITEMS** *(Check box if you're interested in reserving any of the following rental items)*

Mason Transit Authority offers the following rental items at **no charge**. Availability will be confirmed in your Facility Reservation Contract.

<input type="checkbox"/>	Round tables that seat six per table; approximately 40 tables available.
<input type="checkbox"/>	Black event chairs; approximately 240 chairs available.
<input type="checkbox"/>	Gymnasium has a sound system, projector screen, and podium available.

**COFFEE SERVICE**

*(Check box to indicate the amount of coffee you would like to have available)*

Mason Transit Authority also has coffee available for a fee at events on request. The coffee fee is based on a per cup usage. Please indicate the cups of coffee amount you would like to have available.

<input type="checkbox"/>	NONE
<input type="checkbox"/>	1-25 cups = \$10 (\$10.88 w/tax)
<input type="checkbox"/>	25-50 cups = \$20 (\$21.76 w/tax)
<input type="checkbox"/>	50-100 cups = \$50 (\$54.40 w/tax)
<input type="checkbox"/>	100-300 cups = \$75 (\$81.60 w/tax)



**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

601 W. FRANKLIN ST, SHELTON, WA 98584  
OFFICE: 360-432-5758 | FAX: 360-426-0899

T-CC BUILDING SUPERINTENDENT, STEVE WEISENBACH: 360-545-5160

*Call for availability*

*Inquiries: Sweisenbach@masontransit.org*

**HOLD HARMLESS AGREEMENT**

RENTER INFORMATION	
Contact Name:	<i>(responsible party signing contract)</i>
Organization Name:	<i>(event host)</i>
Mailing Address:	
Daytime Phone:	Evening Phone:
Email:	

The organization/group/individual above stated agrees to defend, indemnify, and hold harmless Mason Transit Authority, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Transit-Community Center space.

I have read and agree to the policies, rules and regulations of the Transit-Community Center Event Space Special Use.

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

**OFFICE USE ONLY**

**Application Approved: YES  NO**

If no, reason for denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## APPLICATION CHECKLIST

	Advanced <b><i>Non-Refundable</i></b> Rental Fee \$100.00 <i>(Date will not be held without completed reservation contract and required deposit)</i>
	Rental Packet: Request for Facility Use Application, Facility Reservation Contract, and Rental Clean-Up Agreement, Etc.
	Damage Deposit of \$ _____ <i>(Refundable after event upon compliance with terms if applicable)</i>
	Rental Fee of \$ _____ <i>(no later than 30 days prior to event)</i>
	Proof of Insurance <i>(no later than 30 days prior to event)</i>
	Proof of Alcohol Insurance Policy, <i>if applicable</i>
	Proof of Banquet Permit or Special Occasion Permit, <i>if applicable</i>



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Inquiries: [Sweisenbach@masontransit.org](mailto:Sweisenbach@masontransit.org)

## FACILITY USE CLEAN-UP AGREEMENT

### RENTER INFORMATION

Renter Name:	<i>(responsible party signing contract)</i>
Clean-up Person:	<i>(designated person responsible for clean-up)</i>

It is the RESPONSIBILITY OF THE RENTERS, AND/OR THEIR DESIGNATED RESPONSIBLE PARTY, TO SEE THAT THE FACILITY IS LEFT IN THE SAME CONDITION AS IT WAS RECEIVED PRIOR TO THEIR RESERVED TIME. The following items must be checked off upon completion of a renter's event. **The renter and T-CC staff on duty shall sign the T-CC Rental facility use clean-up agreement checklist verification prior to the renter leaving the facility.** Any area not cleaned appropriately may result in all or part of the damage deposit being withheld.

Renter Responsibilities: **CHILDREN MUST HAVE ADULT SUPERVISION AT ALL TIMES!**

General Cleanliness:

1. Chairs shall be cleaned and returned to original location,
2. Tables shall be cleaned, folded and returned to original location,
3. All food, dishes, cups, beverages, tablecloths, etc. shall be removed,
4. All decorations and items brought into the facility shall be removed,
5. All counter tops, sinks, microwave, and areas used shall be clean,
6. **Floors surfaces shall be cleaned to the satisfaction of MTA staff on duty,** and
7. All trash containers must be emptied and relined.

The undersigned agrees to the above conditions of clean-up.

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

Clean-up Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Damage Deposit Action : OFFICIAL USE ONLY*

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Amount: \$300.00

Date Refunded \_\_\_\_\_ Check No. \_\_\_\_\_ Partial refund amount TBD: \_\_\_\_\_ Receipt # \_\_\_\_\_

Renter Signature: \_\_\_\_\_

T-CC Signature: \_\_\_\_\_

RATES APPROVED IN 2015



**RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
RESCINDING RESOLUTION NO. 2015-07; AND ADOPTING NEW  
TRANSIT-COMMUNITY CENTER EVENT FEES.**

**WHEREAS**, Mason Transit Authority seeks to allow for public use of event space in the Transit-Community Center and desires to ensure that the use of real property (i) complies with the Washington statutory mandates and requirements, (ii) does not jeopardize or negatively impact the safe and efficient operation or maintenance of MTA facilities, and (iii) does not impair the preservation of MTA real property for existing or future transportation-related uses planned or identified by the MTA or other transportation or governmental entities;

**WHEREAS**, by Resolution No. 2015-07, the Mason Transit Authority Board approved certain event procedures and a fee schedule;

**WHEREAS**, the T-CC has become well established in the community as a premier location for event space rental and the increased usage has resulted in higher costs to maintain upkeep and cleanliness; and

**WHEREAS**, MTA staff has compared proposed rates and finds them to be competitive with other facilities offering similar rental space;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Resolution No. 2015-07 is hereby rescinded in its entirety; and

**BE IT FURTHER RESOLVED** that that event procedures and fee schedule attached hereto and incorporated herein be established and adopted.

Adopted this 17<sup>th</sup> day of April, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Danette Brannin, General Manager

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

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board



**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

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T-CC Building Superintendent, STEVE WEISENBACH: 360-432-5758

Call for availability

Inquiries: [swaisenbach@masontransit.org](mailto:sweisenbach@masontransit.org)

**REQUEST FOR FACILITY USE APPLICATION**

**PLEASE READ CAREFULLY AND COMPLETELY**

This is a **request** for facility reservation. **Please complete all information and print clearly. Incomplete information will result in a delay in the review of your application.** The following information is requested to assist in the review and consideration of your request to rent facility space. Completion of this application is not a legal or binding commitment between the parties until a facility reservation contract has been executed and payment is received. Once approved, a Facility Reservation Contract will be emailed to you confirming your request. Failure to return the signed Facility Reservation Contract and payment before the contract expiration date will result in the reservation being canceled.

**DO NOT SEND PAYMENT AT THIS TIME.** All requests are on a first-come, first-served basis.

**NO DATE(S) WILL BE HELD UNTIL THE DEPARTMENT APPROVES THIS RENTAL REQUEST.**

**RENTER INFORMATION**

Contact Name:	(responsible party signing contract)
Organization Name:	(event host)
Mailing Address:	
Daytime Phone:	Evening Phone:
Email:	

**EVENT INFORMATION**

Event Name:	
Event Description:	
Requested Date:	Number of Attendees:
Event Timeframe: _____ IN _____ OUT	<b>* Includes set-up &amp; clean-up time; events must end and be cleaned up by 11:30PM!</b>
Will food be served: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Will alcohol be served/consumed: YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>If yes, additional insurance and State permit required.</b>

## FEE SCHEDULE

AREA	SQ FT	MAXIMUM CAPACITY	HOURLY RATE 0 – 6 hours	ALL DAY RATE 6-10 hours
CONFERENCE/MEETING ROOM	800	61	\$ 30.00	\$ 195.00
DINING ROOM	711	37	\$ 20.00	\$ 135.00
KITCHEN	300	6	\$ 35.00	\$ 225.00
KITCHEN & DINING ROOM	1011	43	\$ 45.00	\$ 285.00
ATRIUM	2454	182	\$ 20.00	\$ 135.00
GYMNASIUM	5238	381	\$ 50.00	\$ 400.00

**COMMUNITY NON-PROFIT PROGRAMS ARE ELIGIBLE FOR \$ 25.00 / HOUR IN THE GYM FOR 0 – 2 HOURS**

For some events a **damage/cleaning deposit of \$300.00** is required at least 24 hours prior to the event. This deposit will be returned to the renter at the completion of event, if the facility is returned in good order. A T-CC representative will inspect the facility upon completion of the event and will determine if all cleaning requirements have been met as stated in the application packet. Failure to meet agreed upon conditions may result in forfeiture of some or all of the damage deposit.

***All events must end and be cleaned up by 11:30PM !***

### ADDITIONAL AMENITIES

Mason Transit Authority offers the following event items at ***no charge***. Availability will be confirmed in your Facility Reservation Contract. Please check box if interested in an item.

	Round tables that seat six per table; approximately 40 tables available.
	Black event chairs; approximately 240 chairs available.
	Gymnasium has a sound system, wireless microphones, projector screen and podium available.



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### RENTER INFORMATION

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Organization Name:	<i>(event host)</i>
Mailing Address:	
Daytime Phone:	Evening Phone:
Email:	

The organization/group/individual stated above agrees to defend, indemnify, and hold harmless Mason Transit Authority, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Transit-Community Center space.

I have read and agree to the policies, rules and regulations of the Transit-Community Center Event Space Special Use.

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

### OFFICE USE ONLY

Application Approved: YES  NO

If no, reason for denial:

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

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

## APPLICATION CHECKLIST

	Advanced <b>Non-Refundable</b> Rental Fee \$100.00 <i>(Date will <b>not</b> be held without completed reservation contract and required deposit)</i>
	Rental Packet: Request for Facility Use Application, Facility Reservation Contract, and Rental Clean-Up Agreement, Etc.
	Damage Deposit of \$ 300.00 <i>(Refundable after event upon compliance with terms if applicable)</i>
	Rental Fee of \$ _____ <i>(no later than 7 days prior to event)</i>
	Proof of Insurance <i>(no later than 7 days prior to event)</i>
	Proof of Alcohol Insurance Policy, <i>if applicable</i>
	Proof of Banquet Permit or Special Occasion Permit, <i>if applicable</i>



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Renter Responsibilities: **CHILDREN MUST HAVE ADULT SUPERVISION AT ALL TIMES!**

**General Cleanliness:**

1. **Chairs shall be cleaned and returned to original location;**
2. **Tables shall be cleaned, folded and returned to original location;**
3. **All food, dishes, cups, beverages, tablecloths, etc. shall be removed;**
4. **All decorations and items brought into the facility shall be removed;**
5. **All counter tops, sinks, microwave and areas used shall be cleaned;**
6. **Floors surfaces shall be cleaned to the satisfaction of MTA staff on duty; and**
7. **All trash containers must be emptied and relined.**

**ALL CLEANUP MUST BE COMPLETED BEFORE END OF RENTAL TIME!**

The undersigned agrees to the above conditions of clean-up.

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

Clean-up Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**Damage Deposit Action : OFFICIAL USE ONLY**

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Amount: \$300.00

Date Refunded \_\_\_\_\_ Check No. \_\_\_\_\_ Partial refund amount TBD: \_\_\_\_\_ Receipt # \_\_\_\_\_

Renter Signature: \_\_\_\_\_

T-CC Signature: \_\_\_\_\_

PROPOSED RATES



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

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Procurement Policy Update  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** April 17, 2018

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

Mason Transit Authority has updated its Procurement Policy from time to time and most recently in 2011. The purpose of the Procurement Policy is to establish a broad framework of policies and guidelines to ensure that MTA's purchasing and contracting functions promote administrative flexibility and efficiency, while also maintaining prudent internal controls and compliance with application statutes and regulations at both the state and federal level. To that end, we have made significant changes to the existing Procurement Policy to achieve that goal, especially given the number of years since its most recent update.

The previous Procurement Policies approved in 2011 were numbered POL 6000.00. This new Procurement Policy being presented to the Board for approval is numbered in accordance with our new policy numbering system and, if approved, will be POL-407.

Board and Legal Counsel have reviewed and approved the attached policy.

### **Fiscal Impact:**

None

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2018-05 and the attached POL-407 Procurement Policy for purposes of MTA business.

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**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

**POL - 407**

This policy applies to the MTA Authority Board, the General Manager, all Employees, and any contractor, consultant, or vendor bidding, proposing, or contracting with MTA.

**1.0 PURPOSE, OBJECTIVES AND SCOPE**

RCW 36.57.080 grants authority to Mason Transit Authority (MTA) to determine and prescribe requirements for purchases of goods and services.

This policy is consistent with federal and state requirements that will ensure that MTA receives the best goods and services at the most reasonable price practicable in an open, fair, and competitive manner.

The purpose of these MTA Procurement Policies is to establish a broad framework of policies and guidelines to ensure that MTA’s purchasing and contracting functions promote administrative flexibility and efficiency, while also maintaining prudent internal controls and compliance with applicable statutes and regulations.

Specific objectives include, but are not limited to the following:

1. **Fairness and Objectivity:** Providing a fair, objective, and equitable selection and contracting environment for all individuals and firms seeking to do business or contracting with MTA.
2. **Ensuring Reasonable Costs:** Promoting competition, and negotiating (where applicable), to ensure that MTA receives the most favorable prices and terms in its contracts.
3. **Efficiency:** Ensuring that supplies and services are obtained efficiently and effectively.
4. **Accountability:** Promoting accountability of contracting actions by MTA employees and encouraging employees to protect MTA’s financial and other interests.
5. **Value-Added Procurement:** Facilitating a procurement process that provides service and value to MTA in obtaining goods and services.
6. **Ethical Standards:** Ensuring that MTA’s procurement activities are implemented with the highest regard for integrity, avoidance of conflicts of interest, and consistent with applicable ethical standards.
7. **Legal Considerations:** Complying with all applicable federal, state, and local statutes and regulations.

MTA receives funds from federal and state funding sources. MTA shall develop purchasing procedures designed to ensure compliance with applicable laws and regulations without necessarily imposing a higher standard than is necessary to ensure compliance.

Where a requirement in these Policies is based only on federal requirements, MTA may, on a case-by-case basis for non-federally funded contracts, apply a less stringent standard than outlined in the federal requirements, provided it is otherwise consistent with applicable MTA Policies and that all State or other legal requirements are met.



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Nothing in these Procurement Policies will prevent MTA from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with law.

**Included in Scope:** The following shall be governed by these Procurement Policies when procuring, purchasing, leasing or renting:

- Goods, supplies, equipment, materials
- Construction and maintenance
- Consultant services
- Architectural and engineering (a & e) consultant services
- Other services

**Excluded from Scope:** The following shall not be governed by these Purchasing Policies:

- Real Estate Purchase and Sale Transactions (Surveys, appraisals, environmental assessments, and financing analyses are considered Consultant services and governed by these Purchasing Policies)
- Business and other Insurance
- Banking services, Loan transactions, and related documents
- Sub-recipient or sub-grantee agreements and related change orders.
- Employment matters and employee benefit plans/programs.

## 2.0 POLICY ADMINISTRATION

The **Authority Board** is the governing body of MTA. This policy is adopted by the Board for the purposes of establishing the administrative authority of the General Manager (GM).

The **General Manager** is responsible for day-to-day operations of MTA involving personnel, finances, payments of invoices, facilities, real and personal property, and other assets. The GM shall retain professional staff which shall operate and manage according to directives and policy from the GM subject to review by the Board. The GM shall regularly inform and consult with the Chair of the Board, the Finance Committee, and the Board as a whole regarding significant information, business transactions and policies through methods mutually agreeable to the Board and the GM. The GM shall be responsible for the day-to-day direction and conduct of business transactions of MTA subject to the policies, limitations, and directives in this Policy.

## 3.0 DELEGATION OF AUTHORITY

The following MTA employees are authorized to purchase or issue purchase orders for supplies, materials, and services up to \$3,000:

- General Manager (GM)
- Administrative Services Manager
- Operations Manager/Supervisor



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- Vehicle/Maintenance Manager
- Mechanic
- Executive Assistant/Clerk of the Board
- Technical Support Analyst

The General Manager is delegated additional authority by the MTA Board to execute all procurement documents for goods and/or services and public works contracts up to \$25,000, except that the General Manager may award contracts for general operating supplies, such as diesel fuel, in the amounts exceeding \$25,000.

The Authority Board must approve all purchases over \$25,000 with the exception of general operating supplies.

Purchase documents not executed within the above-delegated authority may result in discipline up to termination or become the responsibility of the person originating the transaction.

#### 4.0 CONTRACT AWARDS

Contract awards may be made only to “responsible” contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract (49 U.S.C. Section 5325). The prospective contractor must meet the following criteria as well as any additional criteria described in the solicitation document:

- a) Is not debarred or suspended from Federal programs per SAM.Gov (the Excluded Parties List System or equivalent).
- b) Is in compliance with applicable licensing, tax laws, and regulations,
- c) Has, or can obtain, sufficient resources to perform the contract,
- d) Is not, or has not recently been seriously deficient in contract performance, unless it is determined that the circumstances were beyond the bidder or proposer’s control, or unless the bidder or proposer has taken appropriate corrective action.

Prior to the award of any public works contract, Finance shall ensure and document that the low bidder meets the mandatory bidder responsibility criteria included in [RCW 39.04.350](#). Additionally, MTA may develop supplemental bidder criteria as part of construction bidding documents, which include relevant, specific, and objective qualification requirements for the contractor or sub-contractors that may be used in evaluating whether a contractor is a responsible bidder capable of performing the proposed work.

#### 5.0 FEDERAL CONTRACT PROVISIONS

Federally funded contracts shall contain, where applicable, contract language required by 2 CRF 200 and FTA Circular 4220.1.f Section IV; and any revisions thereof.



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## 6.0 CONTRACT DURATION

As a government agency and stewards of the public's money, MTA acknowledges the importance of competition to ensure it receives the best quality of goods and services at the most competitive prices. MTA also acknowledges the importance of spreading public contracting opportunities to the larger business community.

MTA acknowledges that longer-term contracts are often beneficial to both the business community and MTA in that they reduce costs necessary to conduct frequent solicitation processes, enable the business community to gain proficiency and knowledge in meeting MTA's needs, and afford economies of financial return for the business community.

In order to ensure fairness and meet the expectations of the business community, the length of any MTA contract shall be limited to the time specified in the advertised solicitation. MTA shall generally not extend a contract beyond the advertised period, except for good and sufficient reasons as approved by General Manager and/or Board.

**Length of Contracts:** The following shall govern the length of MTA contracts:

- Generally, a supply or service contract shall be established for one to three years, with options to extend the contract for up to a total of five years. The decision on the length of a contract shall be determined on a case-by-case basis, provided that the Administrative Services Manager approves the contract length.
- Solicitation documents and contracts shall include language about the anticipated length of a particular procurement.

**Contract Extensions:** Price Negotiations: Contracts shall generally include provisions outlining the process or formula to be followed in negotiating the price for an extension of a contract's original term.

## 7.0 ENSURING REASONABLE COSTS

MTA staff shall exercise prudent, conservative and their best professional judgment to evaluate the reasonableness of a proposed expenditure. **An independent cost estimate** shall be made prior to solicitations, or prior to starting contract negotiations after making a selection based on a Request for Qualifications. The estimate will be used to evaluate reasonableness or unreasonableness of price and/or the estimated costs to perform the contract. The independent cost analysis will usually be prepared by MTA staff; however, an independent party may assist in evaluation of reasonableness of costs.

**All Procurements over \$3,000 require either a Price Analysis or Cost Analysis:**

- The purpose of cost or price analysis is to ensure that MTA pays a reasonable price.
- **Small Procurements between \$3,000 and \$7,500** will generally require a Price Analysis (catalog/internet prices or quotes; see 6.2). Occasionally a Cost Analysis will be required.



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**Approved by:** Authority Board  
Resolution No. 2018-05

- **Public Works** contracts and Change Orders must have a Price Analysis or Cost Analysis, per [RCW 39.04.020](#).
- All **federal grant** funded procurements must have a Price Analysis or Cost Analysis, per FTA Circular 4220.1.f VI.6, and any revisions thereof.

**Extent of Analysis:** The requirements for ensuring reasonable costs in contracting apply to most MTA procurement activities (goods, supplies, construction, consulting, services, and contract changes). The method and degree of analysis depends upon the facts of a particular procurement situation, including the size, nature, and complexity of the contract or change order. The estimate can range from a simple budgetary estimate to a complex estimate based on inspection of the product itself and review of such items as drawings, specifications, and prior data.

**Price and Cost Analysis: An independent estimate of costs (Price Analysis or Cost Analysis) is required for procurements exceeding \$7,500 EXCEPT:**

- Procurements made through **cooperative purchasing agreements** (i.e., WA State Department of Enterprise Services (DES) contracts) are exempt from this requirement.
- **Direct Payments** (Section 15) are exempt from this requirement.
- All procurements using federal funds **must have** a Price or Cost Analysis performed, even if purchases are made through cooperative agreements.

### **Price Analysis**

The purpose of a Price Analysis is to ensure MTA pays a reasonable price, **based on market prices**. It is a written review and evaluation of competitive prices to determine whether the proposed price is reasonable when compared with prices provided by others in the market.

**Accepted forms of Price Analysis techniques** are:

- Comparison of catalog or market prices (internet search)
- Comparison to prior purchases
- Comparing vendor quotes
- Adequate price competition (at least 2 offerors respond satisfactorily to solicitation)
- Pricing set by law or regulation (ex: utilities)
- Comparing proposed prices with independently developed cost estimates.
- Value Analysis. This may include consideration of life cycle costs such as productivity gains, services/training provided, or efficiency gains.

### **Cost Analysis**

The purpose of the Cost Analysis is to ensure that the proposed price is reasonable. It shall include an analysis of a proposal's separate cost elements and profit compared to what the cost of the contract should be, (assuming reasonable economy and efficiency). A written review and evaluation of the proposed cost elements (labor, materials, overhead) and profit of a contract, purchase order, or change order to ensure the price is reasonable. It is usually used for professional consulting and Architectural & Engineering services contracts. A Cost Analysis is necessary whenever a Price Analysis cannot be performed.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

The following situations **require** a Cost Analysis:

1. Price Analysis will not provide sufficient information to determine the reasonableness of the contract cost
2. Sole source, including emergency, selections (unless waived by the General Manager)
3. Single response to a solicitation
4. Contracts based on a Request for Qualifications (A&E)
5. Change orders or other modifications that change the contract amount.
6. Contracts based on Formal (ITB, RFP) or Informal Solicitations where price is one of the evaluation criteria.

**Level of Specificity:** MTA staff (or contractor/consultant) with the relevant experience and knowledge should conduct the Cost Analysis. The analysis must have a level of specificity and independence appropriate to the contract or Change Order under review that describes what was analyzed. For any contract or Change Order subject to a Cost Analysis, MTA shall require that the Contractor/Consultant submit a cost breakdown of their price for use in evaluating reasonableness of price.

**Negotiation of Profit:** Profit shall be negotiated separately in all cases where there is no price competition. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

**Specific Situations:**

1. **Time and Materials Contracts:** A Time and Materials contract may be used only after a determination that no other contract payment type is suitable. This is generally when the extent of work is unknown when the work is solicited.
2. **Prohibited Contracting Methods:** "The 'cost plus a percentage of cost' and 'percentage of construction cost' methods of contracting shall not be used" ([CFR 48.1.C.102c](#)).

## 8.0 GOODS, SUPPLIES, EQUIPMENT, AND MATERIALS

This Section deals primarily with the purchase of goods, supplies, equipment, materials, and ancillary services (ex: installation, maintenance packages, etc.), and is frequently referred to as "goods and supplies."

**All Public Works projects** are subject to Prevailing Wage rules (FTA C4220.1.f) as well as bidding and contract requirements and may only be purchased under this section if in compliance with Section 12.3.

**Purchases Under \$3,000:** Micro purchase procedures are for the purchases of goods and services under \$3,000, as defined by FTA Circular 4220, and any revisions thereof.1F Section VI. Employees are expected to use their best professional judgment when making micro purchases and maximize





**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

MTA dollars for value. Although competition is not required, it is expected that the best possible price be obtained and that no favoritism be shown in selecting suppliers. Micro-purchases:

- 1) Shall be distributed equitably among qualified suppliers, service providers, consultants, and contractors.
- 2) Shall not be divided or reduced merely to comply with the micro-purchase limit.
- 3) Are exempt from FTA's Buy America requirements.
- 4) Pricing shall be fair and reasonable.

**Informal Solicitations:** 41 USC Section 403(11) specifies that procurements costing \$100,000 or less qualify as "small purchases" that are not subject to formal advertising as part of the selection process. While these procurements may be conducted under less formal selection procedures, obtaining and comparing competitive prices from more than one vendor represents good public policy, and is required for the purchase of all goods, supplies, equipment, and materials costing \$3,000 or more.

**Evaluation Criteria:**

- a.) Generally, price shall be used as the primary evaluation criterion.
- b.) The geographic location of vendors submitting bids may not be used as an evaluation criterion.

**Informal Solicitation Requirements:**

- a.) Product descriptions shall not unduly restrict competition.
- b.) For purchases of \$3,000 or more, Department Managers shall have a Price Analysis performed, generally by comparing prices from vendors. If a Price Analysis cannot be performed, an Independent Cost Estimate must be developed for bids or quotations. Department Managers shall ensure that an adequate Price Analysis or Cost Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (Section 6). A copy of the completed Price Analysis or Cost Analysis will be placed in the procurement file.
- c.) To ensure adequate and sufficient competition in obtaining goods and supplies over \$3,000, at least three vendors must be solicited or prices compared. Under special circumstances and for good and sufficient reasons, Administrative Services Manager may approve solicitation of just two vendors.
- d.) Price quotations may be received orally, by fax, e-mail, internet search, or other means. The decision about whether to request and receive price quotations orally or in writing shall be made by Administrative Services Manager based on the complexity of the solicitation. Simple solicitations may be handled orally or through an internet search, while more complex ones should be handled in writing. Solicitations and responses for goods which must be manufactured or assembled specifically for MTA, or for which installation is a component, should generally be in writing.
- e.) When soliciting goods valued at \$7,500 or more, Department Manager shall allow sufficient time for vendors to prepare and submit their prices.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

**Informal Solicitation Threshold:** An informal solicitation may be used for buying goods and supplies that will cost \$100,000 or less. A contract, single or multi-year, based on an informal solicitation shall not exceed \$100,000 (including change orders, transportation, and sales tax).

If goods and supplies in excess of \$100,000 are required under a contract based on an informal solicitation a competitive selection process should be initiated immediately for those goods and supplies. The General Manager may extend the existing contract if termination would adversely affect MTA business operations and the Board of Directors shall be notified of the extension.

**Invitation to Bid:** An Invitation to Bid (ITB) is a formally advertised and competitive selection process used for obtaining goods, supplies, equipment and materials that will cost more than \$100,000 (41 USC Section 403(11)), where award is made based on the lowest price submitted by a responsible bidder with a responsive bid.

**When to Use ITBs:** Generally, vendors providing goods, supplies, equipment, materials, and some services should be selected based on competitive bids. If the following criteria is met, an ITB should be utilized:

- a) The amount of the procurement, including any potential change orders, transportation, and sales tax will cost more than \$100,000.
- b) A complete, adequate, and realistic specification or purchase description is available.
- c) Two or more responsible bidders are willing and able to compete effectively for the work.
- d) **The project lends itself to a firm fixed price contract, and the selection of the successful bidder can be made principally on the basis of price.**
- e) An ITB is NOT appropriate when the project does not lend itself to a firm-fixed price contract approach. An ITB would not be appropriate for fleet vehicles, projects where aesthetics are variable and important, and other projects with subjective criteria.

**ITB Requirements:**

- a.) ITBs will be publicly advertised in the *appropriate newspaper; Municipal Research and Service Center (MRSC) rosters; or other media as appropriate.*
- b.) ITBs should be advertised and available for review by vendors for a sufficient length of time to prepare and submit bids.
  - The length of time shall be determined based on a number of factors, including but not limited to, the estimated dollar value of the work to be performed or goods provided, and the complexity of the procurement.
  - Generally, it is expected that ITBs will be advertised and available for review by vendors for **21 calendar** days before bids are due. However, dependent upon the particular procurement, Administrative Services Manager may determine that adequate competition and preparation and submission of bids may be accomplished in a shorter period of time, and the 21 calendar day guideline may be adjusted appropriately.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

- Administrative Services Manager, in consultation with the applicable Department Manager, shall make the final decision on the length of time an ITB is advertised.
- c.) The ITB will not unduly restrict competition.
- d.) Department Managers shall ensure that an Independent Cost Estimate is developed for obtaining goods and supplies, provided however, that for standard, commercially available items, the purpose of an Independent Cost Estimate is fulfilled by obtaining and comparing prices from vendors (Price Analysis), and no separate Independent Cost Estimate shall be required.

**Evaluation Criteria and Award:**

- a) Price shall be the evaluation criterion used, provided the bid is submitted by a responsible bidder with a responsive bid
- b) The geographic location of vendors submitting prices may not be used as an evaluation criterion.
- c) Price shall be used as the evaluation criterion. This shall be identified in the ITB.
- d) Department Managers shall ensure that a Cost Analysis or Price Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (Section 6).

**9.0 CONSULTANT, OTHER SERVICES & PROJECTS**

**Consultants** provide advice, creative design, recommendations, reports, analyses, evaluations, audits, surveys or other products of cognitive processes or expert or professional services. *Consultants providing architectural, engineering, landscape architectural, or land surveying services are considered A & E Consultants, addressed in Section 11.*

**Service Providers** perform non-consultant work including ongoing management of programs and provision of services. Examples of Service Providers include but are not limited to: armored car service, messengers, services performing routine maintenance, etc. One distinguishing feature of Service Providers is that the work they perform is not normally subject to federal or state prevailing wage requirements.

**Other Projects:** Certain procurements are not appropriate for an ITB as it is not reasonable to define or have knowledge of all possible specifications. Software, technology, or rolling stock are examples of procurements that are appropriately purchased through an RFP. Purchase criteria involves multiple factors with price as only one criterion.

**Terminology:** For ease of reading, this Section will refer to Consultants, Service Providers, and other project offerors as Consultants.

A Two Step Procurement procedure, described in Section 13, may be used for these procurements.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

***Informal Solicitations (Under \$100,000)***

41 USC Section 403(11) specifies that procurements costing \$100,000 or less qualify as “small purchases,” and are not subject to formal advertising as part of the selection process.

***Informal Solicitation Threshold:*** An informal solicitation may be used only for those Consultant services that will cost \$100,000 or less over the life of the contract (including change orders and taxes). Based on selection through an informal solicitation process, no contract may be awarded where the contract amount and/or payments during the life of the contract exceeds \$100,000. A contract based on an informal solicitation shall not exceed \$100,000.

***When to Use Informal Solicitation Process:*** While procurements of \$100,000 or less may be conducted under less formal selection procedures, competition, including the use of price as one of the evaluation criteria, represents good public policy, and is required for all Consultant services costing \$25,000 or more. For small contracts under \$25,000, obtaining a price from only one Consultant is acceptable if the price received is considered reasonable. Additionally, and where possible, solicitation opportunities for small contracts under \$25,000 shall be equitably distributed among the consultants on MTA’s Consultant Roster Program. (MTA participates in the MRSC Consultant Roster.)

***Informal Solicitation Requirements:***

- a.) In order to ensure adequate and sufficient competition in obtaining consultant services, at least three consultants should be solicited. Under special circumstances and for good and sufficient reasons, the Administrative Services Manager may approve solicitation of just two consultants.
- b.) The requirements and responses relating to most informal solicitations shall be in writing between MTA and the consultants.
- c.) Informal solicitations should be available for review by consultants for a sufficient length of time to provide consultants with adequate time to prepare and submit proposals.
- d.) Procurement Procedures shall outline requirements for receipt of proposals, including, but not limited to, proposal submission, the means of solicitation and proposal submission (electronic or hard copy), and deadlines for submission.
- e.) Department Managers shall ensure that an Independent Cost Estimate (Section 6) is developed prior to receipt of any proposals.
- f.) Contracts based on an informal solicitation shall normally be either based on a fixed-price, cost-reimbursement, or unit price model.

***Evaluation Criteria and Award:***

- a.) Offers not meeting minimum qualifications will not be considered.
- b.) Price shall be used as an evaluation criterion.
- c.) Experience of the consultant, expertise and qualifications of staff to be used, along with availability to perform the services and other factors may also be used as evaluation criteria.
- d.) The geographic location of consultants submitting proposals may not be used as an evaluation criterion.
- e.) Evaluation criteria shall be included in the informal solicitation.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

- f.) The evaluation panel appointed by the Department Manager shall evaluate proposals received based only on the established criteria. Evaluation panel should consist of at least three qualified members (including a chair) to review and rate proposals received. It is recommended that MTA staff be in the majority on panels that include non-MTA members.
- g.) The Department Manager and General Manager will jointly develop a written negotiation position. MTA shall enter into negotiations with the highest ranked consultant in an effort to execute a Contract. If negotiations are unsuccessful, MTA may proceed to negotiate with the next highest ranked Consultant.
- h.) Department Managers shall ensure that an adequate and sufficient Cost Analysis or Price Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (see Section 6 of these Policies for further information). The Price Analysis or Cost Analysis must be in writing for all contracts of \$25,000 or more.

**Requests for Proposals  
(Over \$100,000)**

A Request for Proposals (RFP) is a formally advertised and competitive selection process used to obtain consultant services more than \$100,000, and where the evaluation and selection of a Consultant cannot be based on price alone, but is based on established criteria that include price and other factors.

**Solicitation Requirements:**

- a.) RFPs will be publicly advertised in the appropriate newspaper, MRSC Consultant Roster, or other media, as appropriate.
- b.) RFPs should be advertised and available for review by consultants for a sufficient length of time to provide consultants with adequate time to prepare and submit proposals.
  - RFPs will usually be advertised and available for review by consultants for 21 calendar days before proposals are due. For a particular procurement, Department Manager may determine that adequate competition and preparation and submission of proposals may be accomplished in a shorter period of time, and the 21 calendar day guideline adjusted appropriately. The length of time can be based on factors, including but not limited to, the estimated dollar value, the complexity of the work, and the extent of developing a proposal or project approach versus merely providing information about qualifications, experience, and availability.
  - The Administrative Services Manager, consulting with the applicable Department Manager, shall make the final decision on how long an RFP is advertised.
- c.) Procurement Procedures shall outline requirements for receipt of proposals, including, but not limited to, proposal addressee, means of solicitation and proposal submission, and deadlines for submission.
- d.) Department Managers shall ensure that an Independent Cost Estimate is developed for the work.

**Evaluation Criteria and Award:**

- a.) Price shall be used as an evaluation criterion.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

- b.) Experience of the consultant, expertise and qualifications of staff to be used, along with availability to perform the services and other factors may also be used as evaluation criteria.
- c.) The geographic location of Consultants submitting proposals may not be used as an evaluation criterion.
- d.) Evaluation criteria and the relative weight of each criterion shall be included in the RFP.
- e.) Proposers not meeting minimum qualifications will not be considered.
- f.) The evaluation panel appointed by the Department Manager shall evaluate proposals received based only on the established criteria and upon the proposal submitted.
- g.) MTA shall enter into negotiations with the highest ranked consultant in an effort to execute a Contract. If negotiations are unsuccessful, MTA may proceed to negotiate with the next highest ranked Consultant.
- h.) Department Managers shall ensure that an adequate and sufficient Cost Analysis or Price Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (Section 6).
- i.) MTA may reject any or all proposals.

## 10.0 ARCHITECTURAL & ENGINEERING (A & E) CONSULTANT SERVICES

Architectural & Engineering (A & E) Consultant Services are a subset of Consultant Services. The primary distinction between the two is that MTA **may not use cost as an evaluation criterion when selecting a firm for performing A & E work**. Instead, consistent with the requirements of RCW 39.80 and the Brooks Act (40 USC. Sections 1101-1104), the evaluation criteria must be limited to factors that relate to a Consultant's qualifications and competence to perform the desired work. MTA must select the most highly qualified A & E Consultant to provide the services.

**Disciplines:** The following are included in A & E Consultant Services:

1. Professional Services: Program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and related services ([CFR 49 Sec 5325\(b\)](#)). Landscape architectural services ([RCW 39.80.020](#)).
2. Related to Real Property: Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property. The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used. ([40 U.S.C. 1102](#)).
3. Typically Performed By: Other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professionals (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual design, plans and specifications, value engineering, construction phase services, soils engineering, drawing



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board Resolution No. 2018-05

reviews, preparation of operation and maintenance manuals, and other related services ([40 U.S.C. 1102](#)).

***Distinguishing Between A & E Work and Non-A & E Work:***

Because price may not be used as a criterion for selection of A & E consultants, but price must be used as a one criterion for selecting other consultants, it is important to distinguish what is A & E work and what is non-A & E work. It is to MTA's advantage to use price as one criterion for selection of consultants when permitted, to ensure that MTA obtains the most value for its money.

***Making a Determination:*** Generally, A & E work and non-A & E work is based on the following:

- If State law requires that the work in question be performed by someone licensed or registered in one of the professions cited above, then the work should be considered as A & E work and price may not be used as an evaluation criterion.
- As defined in RCW 39.20: "Architectural and engineering services" or "professional services" means professional services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in chapters [18.08](#), [18.43](#), or [18.96](#) RCW."
- The mere fact that the scope of services for a particular contract is likely to be performed by, or may be performed by, someone who is licensed or registered in one of the professions cited above does not mean that the work is A & E work. To be considered A & E work, the type of service must be as defined in RCW 39.20.

***MTA may not use qualifications-based procurement procedures that are not included in the A & E categories noted above.***

***Informal Solicitations  
(Under \$100,000)***

***Cost Thresholds:*** The Federal simplified acquisition threshold (41 USC 403(11) specifies that procurements costing \$100,000 or less qualify as "small purchases" that are not subject to formal advertising as part of the selection process. However, Section 39.80 RCW requires **that A & E Consultant services be advertised**, either specifically or generally, regardless of the dollar amount.

***Roster:*** MTA may establish through a Request for Qualifications process a Roster of qualified A & E Consultants who may be selected for specific scopes of work under an expedited proposal submittal process (informal solicitation). In establishing such a Roster, MTA shall ensure that the Roster is maintained with current information and that there are a sufficient number of qualified A & E Consultants on the Roster to "ensure maximum open and free competition. MTA may also utilize other government rosters, such as MRSC. Projects that are estimated to cost more than \$100,000.00 over



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**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

the life of the contract, including any potential change orders, must be formally advertised (Section 11.3).

**Informal Solicitation Requirements:**

- a.) To ensure adequate and sufficient competition in obtaining A & E consultant services, at least 3 A & E Consultants on the appropriate Roster category must be solicited. The Department Manager and Administrative Services Manager shall determine whether a Request for Proposal should be used in lieu of the roster, dependent on the requirements of the work.
- b.) Informal solicitations should be available for review by A & E Consultants for a sufficient length of time to provide them adequate time to prepare and submit qualifications.
- c.) Informal solicitations and responses should be in writing.
- d.) Procurement Procedures shall outline requirements for receipt of submittals, including, but not limited to, proposal addressee, the means of solicitation and submission, and submission deadlines.
- e.) Department Managers shall ensure that an Independent Cost Estimate is developed for procurements greater than \$25,000.

**Evaluation Criteria and Award:**

- a.) Price may not be used as an evaluation criterion.
- b.) Experience of the A & E Consultant, expertise and qualifications of staff to be used, along with availability to perform the services and other factors may also be used as evaluation criteria.
- c.) The geographic location of A & E Consultants submitting qualifications may be used as an evaluation criterion provided that its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- d.) Evaluation criteria and their weight shall be included in the informal solicitation.
- e.) The evaluation panel appointed by the Department Manager shall evaluate submittals only on established criteria.
- f.) MTA shall negotiate a contract with the most qualified firm for A&E services at a price which MTA determines is fair and reasonable. In making its determination, MTA shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the project ([RCW 39.80.050 \(1\)](#)). If those negotiations are unsuccessful, MTA may negotiate with the next highest ranked firm.
- g.) Department Managers shall ensure that an adequate and sufficient Price Analysis or Cost Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (Section 6). The Analysis must be in writing for all contracts of \$25,000 or more.
- h.) Contracts based on an informal solicitation shall normally be either based on a fixed-price or a cost-reimbursement model.





<b>Title:</b>	Procurement Policy
<b>Number:</b>	407
<b>Effective:</b>	April 17, 2018
<b>Cancel:</b>	Pol 6000
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
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**Request for Qualifications  
(Over \$100,000)**

A Request for Qualifications (RFQ) is a formally advertised and competitive selection process used for obtaining consultant services that will cost more than \$100,000, and where the evaluation and selection of an A & E Consultant is based on the consultants' qualifications, and where price is not used as an evaluation criterion. Part of evaluating an A & E Consultant's qualifications may include an evaluation of their proposed approach for performing the work.

**Solicitation Requirements:**

- a.) RFQs should be advertised and available for review by A & E Consultants for a sufficient length of time to provide A & E Consultants with adequate time to prepare and submit qualifications.
  - The length of time shall be determined based on a number of factors, including but not limited to, the estimated dollar value of the work to be performed, the complexity of the work, the degree to which MTA is requesting consultants to develop a proposal or project approach versus merely providing information about qualifications, experience, and availability.
  - Generally, it is expected that RFQs will be advertised and available for review for 21 calendar days before submittals are due. However, dependent upon the particular procurement, Administrative Services Manager may determine that adequate competition and preparation and submission of qualifications may be accomplished in a shorter period of time, and the 21 calendar day guideline may be adjusted appropriately.
  - Administrative Services Manager, in consultation with the General Manager, shall make the final decision on the length of time an RFQ is advertised.
- b.) Department Managers shall ensure that an Independent Cost Estimate is developed for the work.
- c.) Procurement Procedures shall outline requirements for receipt of submittals, including, but not limited to, addressing to whom responses should be submitted, the means of solicitation and submission of responses (electronic or hard copy), and deadlines for submission.
- d.) MTA may establish through a Request for Qualifications process a Roster of qualified A & E Consultants who may be selected for specific scopes of work under an expedited proposal submittal process. In establishing such a Roster, MTA shall ensure that the Roster is maintained with current information and that there are a sufficient number of qualified A & E Consultants on the Roster to ensure maximum open and free competition.

**Evaluation Criteria and Award:**

- a) **Price may not be used** as an evaluation criterion.
- b) Experience of the A & E Consultant, expertise and qualifications of staff to be used, along with availability to perform the services and other factors may also be used as evaluation criteria.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

- c) The geographic location of A & E Consultants submitting qualifications may be used as an evaluation criterion provided there are an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- d) Evaluation criteria shall be included in the RFQ, along with the weighting to be assigned to each criterion.
- e) The evaluation panel appointed by the Department Manager shall evaluate submittals received based only on the established criteria
- f) The Department Manager and Administrative Services Manager shall develop a written negotiation position. MTA shall negotiate a contract with the most qualified firm for A&E services at a price which MTA determines is fair and reasonable. In making its determination, MTA shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the project ([RCW 39.80.050 \(1\)](#)). If those negotiations are unsuccessful, MTA may negotiate with the next highest ranked firm.
- g) Department Managers shall ensure that an adequate and sufficient Price Analysis or Cost Analysis is conducted that demonstrates the reasonableness of the proposed contract amount (Section 6).
- h) Contracts based on an RFQ shall normally be either based on a fixed-price or a cost-reimbursement model.

## 11.0 CONSTRUCTION AND MAINTENANCE

### ***Bids versus Proposals***

Generally, contractors for construction and maintenance projects should be selected based on competitive bids (evaluated solely upon price) instead of proposals (evaluated on price and other factors). Competitive bidding should be utilized if the following criteria are met:

- 1) A complete, adequate, and realistic specification is available.
- 2) Two or more responsible bidders are willing and able to compete effectively for the work.
- 3) The project lends itself to a firm fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.

### ***Selection Methodologies***

- 1. **Design-Bid-Build** - The design-bid-build procurement method requires separate contracts for design services and for construction. If MTA elects this method, relevant provisions of [RCW 39.04](#) will be used to establish the minimum procedures.
  - a) **Design Services.** Qualifications-based procurement procedures must be used for design services in compliance with [FTA Circular 4220.1.f](#), Section 11 and any revisions thereof; of these Procurement Policies, and applicable Federal, State and local law and regulations.
  - b) **Construction.** Public Works construction in Washington State does not allow competitive negotiations. This work must be solicited and awarded using an Invitation to Bid.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-05

2. **Design-build** ([49 U.S.C. Section 5325\(d\)\(1\)](#)) procedures may be used when MTA contracts for design and construction simultaneously with a contract award to a single contractor, consortium, joint venture, team, or partnership that will be responsible for both the project's design and construction. [RCW 39.10](#) generally restricts the use of design-build procedures to **public works projects of over \$10 million** and the agency must be approved by the WA Project Review Committee to use Design-Build. The various contract activities shall be classified as design OR construction and the estimated total value of each will be calculated. The procurement method appropriate for the services having the greatest cost shall be used:
  - a) When **construction costs are estimated to be more than A&E costs**, qualifications-based procurement procedures may **not** be used to acquire A&E services, **unless** the FTA determines otherwise in writing or if required by State law.
  - b) When **A&E services are estimated to be more than construction costs**, qualifications-based procurement procedures based on the [Brooks Act](#), and described in Section 10 shall be used.
3. **Value Engineering:** Value Engineering, the systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lowest cost, is one of the tasks that the Contractor may be asked to perform on a Contract.
4. **General Contract/Construction Manager (GCCM):** Subject to the process in RCW [39.10.270](#) or [39.10.280](#), public bodies may utilize the general contractor/construction manager procedure for public works projects where at least one of the following is met:
  - a) Implementation of the project involves complex scheduling, phasing, or coordination;
  - b) The project involves construction at an occupied facility which must continue to operate during construction;
  - c) The involvement of the general contractor/construction manager during the design stage is critical to the success of the project;
  - d) The project encompasses a complex or technical work environment;
  - e) The project requires specialized work on a building that has historic significance; or
  - f) The project is, and the public body elects to procure the project as, a heavy civil construction project. However, no provision of this chapter pertaining to a heavy civil construction project applies unless the public body expressly elects to procure the project as a heavy civil construction project.

### ***Small Works Roster (Informal Solicitation)***

MTA's Small Works Roster was established under the authority of RCW 39.04.155. MTA participates in the MRSC Small Works Roster. The Roster permits MTA to select a contractor for certain construction projects without otherwise publicly advertising the work, but by following the process outlined in State law for soliciting bids from contractors on the Roster.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
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Resolution No. 2018-05

**Annual Advertisement:** MRSC annually publishes an advertisement identifying MTA as a participating Agency (Consistent with of State law requirements), inviting contractors to apply for the Roster. Contractors may apply to the MRSC Roster anytime during the year.

**Construction projects less than \$100,000** may use the informal selection procedures of the Small Works Roster to select a contractor (no advertising required). The federal “simplified acquisition threshold” is currently set at \$100,000 ([41 USC 403\(11\)](#)). For non-federally funded projected estimated to cost less than \$35,000, bids may be solicited from at least three contractors from the Small Works Roster using the limited public works process.

**Specifications and Contracts:**

- a.) **Bid Guarantee:** Specifications shall indicate whether bidders must submit a bid guarantee of 5% with their bid. Projects of \$35,000 or less may waive the bid guarantee requirement and omit in bidding documents.
- b.) **Contract Bond:** Specifications shall require the successful contractor submit a Payment and Performance Bond (Contract Bond) or a separate Payment Bond and a separate Performance Bond for 100% of the awarded contract amount. MTA may waive this requirement, for a project estimated to cost less than \$35,000, in accordance with [RCW 39.04.155](#), provided that the selection is made from the Small Works Roster using the Limited Public Works Process in RCW 39.04.155 section 3.
- c.) **Retainage:** MTA shall withhold retainage of 5% of each payment to the contractor ([RCW 60.28](#)). MTA may waive the requirement to withhold retainage for a project estimated to cost less than \$35,000 (RCW 39.04.155) provided that the selection is made from the Small Works Roster using the Limited Public Works Process prescribed in RCW 39.04.155 section 3. As an alternative to withholding retainage, State law permits the contractor to submit a bond in lieu of retainage.
- d.) **Prevailing Wage:** [RCW 39.12](#): Specifications shall require the payment of applicable prevailing wages. Contracts shall identify the wage schedule applicable to the project by including a copy of the wages or by reference. When the applicable schedule is referenced, the contract shall include instructions for accessing the wage schedule.
- e.) **Federal Contract Provisions:** Federally funded contracts shall contain, where applicable, contract language required by 2 CRF 200 as described below in Section 12.4.

**Solicitation Requirements:** Unless Administrative Services Manager approves of an alternate solicitation method, the Small Works Roster shall be used for obtaining bids for all informal solicitations.

- a.) Bids will be solicited consistent with the procedures in State law regarding the Small Works Roster, and with the requirements of 41 USC 403(11) for “small purchases, which requires that “price or rate quotations...be obtained from an adequate number of qualified sources”.
- b.) Informal Solicitations should be available for review by contractors for a sufficient length of time to provide contractors with adequate time to prepare and submit their bids.



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**Number:** 407  
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**Cancel:** Pol 6000  
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Resolution No. 2018-05

- The length of time shall be determined based on a number of factors, including but not limited to, the estimated dollar value of the work to be performed, the complexity of the work, and current general market conditions.
  - Generally, an informal solicitation will be available for review by contractors for a minimum of 5 calendar days before bids are due.
  - Administrative Services Manager, in consultation with the applicable Department Manager, shall make the final decision on the length of time an Informal Solicitation is under review by contractors.
- c.) Notice for a pre-bid conference shall be stated in the solicitation.  
d.) All bids received by the required deadline will be evaluated.  
e.) Procurement Procedures shall outline requirements for receipt of bids, including, but not limited to, addressing where bids should be submitted, and deadlines for submission.  
f.) Department Managers shall ensure that an Independent Cost Estimate is developed for the services sought prior to receipt of any bids.

**Evaluation and Award:**

- a.) Administrative Services Manager shall evaluate whether the bids submitted are responsive to the specifications.
- b.) The Department Manager and Administrative Services Manager shall evaluate whether the bidder submitting the lowest responsive bid is a responsible bidder. Responsibility analysis includes, but is not limited to, verifying contractor compliance with the mandatory bidder responsibility requirements of [RCW 39.04.350](#) as well as issues related to the capability of the bidder to successfully complete the work (based on any supplemental bidder responsibility criteria that may have been established for the project).
- c.) If a contract is to be awarded, it shall be awarded only to a responsible bidder submitting the lowest responsive bid.
- d.) The geographic location of contractors **may not** be used as an evaluation factor.
- e.) MTA shall reserve the right to reject any or all bids if there is a sound documented reason.
- f.) Contracts shall be for a firm fixed-price based on either a lump sum amount or the summation of unit prices. On a unit price contract, MTA shall pay the contractor only for actual quantities installed, and so the awarded contract amount may vary from the actual amount paid to the contractor.

**Formal Solicitation – Invitation to Bid (ITB)**

An Invitation to Bid (ITB) method is a formally advertised competitive selection process used for obtaining construction and maintenance services that will cost more than \$100,000.

**Specifications and Contracts:**

- a) Each bidder must provide a **bid guarantee** equivalent to five (5%) percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying the bid as assurance that the bidder will honor their bid upon acceptance.



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**Cancel:** Pol 6000  
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Resolution No. 2018-05

- b) Specifications shall require the successful contractor to submit a Payment and Performance Bond (**Contract Bond**) or a separate Payment Bond and a separate Performance Bond for 100% of the awarded contract amount.
- c) **Prevailing Wages:** Specifications shall require the payment of applicable prevailing wages. Contracts shall include a copy of or reference to wage rates.

**Solicitation Requirements:**

- a.) ITBs will be publicly advertised in the *appropriate newspaper* and other media, as appropriate.
- b.) ITBs should be advertised and available for review by contractors for enough time to prepare and submit bids or proposals.
- c.) The length of time shall be determined by various factors, including but not limited to, the estimated dollar value of the work, the complexity of the work, and general market conditions.
- d.) While ITBs will usually be advertised and available for review by contractors for 21 calendar days before bids are due, Administrative Services Manager may determine that adequate competition, preparation, and submission of bids may be completed in less time, and the 21-day guideline may be adjusted accordingly. Administrative Services Manager, in consultation with the Department Manager, shall determine how long a solicitation opportunity is advertised.
- e.) Notice for a pre-bid conference shall be stated in the ITB.
- f.) All ITB bids received by the required deadline will be publicly opened at the time and place prescribed in the invitation for bids.
- g.) Procurement Procedures shall outline requirements for receipt of bids or proposals, including, but not limited to, addressing where bids or proposals should be submitted, and deadlines for submission.

**Evaluation and Award:**

- a.) MTA shall evaluate whether the bids submitted are responsive to the specifications.
- b.) MTA shall evaluate whether the bidder submitting the lowest responsive bid is a responsible bidder. Responsibility analysis includes, but is not limited to, verifying contractor compliance with the bidder responsibility requirements of RCW 39.04.350, as well as issues related to the capability of the bidder to successfully complete the work, based on supplemental bidder responsibility criteria that may have been established for the project.
- c.) If a contract is to be awarded, it shall be awarded only to a responsible bidder submitting the lowest responsive bid.
- d.) Geographic location of contractors **cannot** be used as evaluation criteria.
- e.) No changes in price or other provisions of bids after opening shall be permitted unless an error is obvious. An obvious error can be clearly determined from math extensions or calculations shown in documents submitted with the bid. An error in a math extension, reported by a bidder but not shown in the bid documents, does not constitute an obvious error. Bidders are presumed to submit correct calculations and specifications.
- f.) Immaterial irregularities in a bid may be waived by MTA as an informality.
- g.) MTA shall reserve the right to reject any or all bids if there is a sound documented reason.



**Title:** Procurement Policy  
**Number:** 407  
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**Cancel:** Pol 6000  
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Resolution No. 2018-05

h.) Contracts shall be for a firm fixed-price based on either a lump sum amount or the summation of unit prices. On a unit-price contract, MTA shall only pay the contractor for actual quantities installed, so the awarded contract amount may vary from the actual amount paid to the contractor.

### **Prevailing Wages**

The **hourly wages** to be paid to laborers, workers, or mechanics, on all construction projects, shall not be less than the local **prevailing wage** (RCW Ch. 39.12). Maintenance, when performed by contract, is also subject to prevailing wage requirements. When federal funds are used, a project is subject to both state prevailing wages and federal prevailing wages, and the contractor must pay the higher of the two wages for a given classification.

Applicability of **Federal** Prevailing Wage Requirements: Prevailing wage requirements shall apply only to construction projects of more than \$2,000 that contain federal funds (40 USC 276a to 276a-7).

Records Disclosure of Contractor Payroll Reports: Payroll reports received by MTA from contractors and subcontractors on construction projects, for the purpose of monitoring prevailing wage requirements, shall not be released to outside parties *unless* the employees' personal identifiers (e.g., name, address, social security number) are first deleted.

## **12.0 TWO STEP PROCUREMENT PROCEDURES**

**Two-Step** Procurement Procedures (41 U.S.C. Section 253.m) may be used in **competitively negotiated procurements**, such as rolling stock or technology, provided the opportunity for full and open competition is retained, consistent with RCW and FTA requirements. It may also be used for Construction and Maintenance projects.

**Step 1: Review of Technical Qualifications and Approach.** The first step is a review of the prospective offerors' technical approach to MTA's request and technical qualifications to carry out that approach. The competitive range may be narrowed to prospective offerors that demonstrate a technically satisfactory approach and have satisfactory qualifications.

**Step 2: Review of Bids and Proposals Submitted by Qualified Prospective Contractors.** The second step consists of soliciting and reviewing complete proposals, including price, submitted by each prospective offeror determined to be qualified. Proposals should be solicited from at least three qualified prospective offerors, absent exceptional circumstances. Unlike qualifications-based procurement procedures required for A&E services (Section 10.1), and other contracts covered by CFR 49 Section 5325(b) discussed in Section 8 (ITBs), proposal prices of all proposers in the competitive range are to be considered along with evaluation factors relating to qualifications and technical factors.

In the interests of efficiency, MTA may elect to obtain submittals of both steps with a single solicitation.



**Title:** Procurement Policy  
**Number:** 407  
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Resolution No. 2018-05

### 13.0 INTERGOVERNMENTAL AGREEMENTS

To promote efficiency and competition in the procurement of goods and services, the General Manager is authorized to enter into agreements with other governmental agencies and intergovernmental purchasing networks or associations. **The purpose of a cooperative intergovernmental agreement is to take advantage of a competitive selection process already conducted by another agency and save MTA the time and expense of conducting its own selection process.** In evaluating the use of a cooperative intergovernmental agreement, Administrative Services Manager shall review the other agency's standards in the competitive selection process for reasonableness. To facilitate cooperative purchasing, MTA may include the consolidated requirements of other public entities in its procurement actions.

MTA may utilize "existing contract" rights, which are the post award use of contract rights that allows someone who was not contemplated in the original contract to purchase the same supplies and/or equipment through that contract (i.e., "piggybacking"). These purchases shall meet the requirements of [FTA Circular 4220.1.f V.7](#); and any revisions thereof.

*Utilizing Intergovernmental Agreements does not eliminate the requirement for a Price Analysis or Cost Analysis.*

MTA may purchase government excess and surplus property in lieu of purchasing new equipment and property, if project costs are significantly reduced and use is practicable and feasible.

#### **Government Competition with Private Sector**

MTA may enter into an intergovernmental agreement with other government agencies to procure goods and services when these are not available from the private sector. If the private sector also offers such goods or services, the General Manager or designee shall evaluate on a case-by-case basis what would be in the best interests of MTA, and whether to contract directly with the agency or to conduct a competitive selection process.

### 14.0 NON-COMPETITIVE PROCUREMENTS:

#### **Prohibited Practices**

Procurement practices that restrict competition are prohibited (49 USC Section 5325(h)). Examples of such practices include the following:

1. Unreasonable Requirements. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Improper Prequalification. Using prequalification procedures that conflict with prequalification standards described in the FTA Circular 4220.1.f VI-1c, and any revisions thereof.
3. Retainer Contracts. A noncompetitive award to any person or firm on a retainer contract if that award is not for the property or services specified for delivery under the retainer contract.





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**Cancel:** Pol 6000  
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Resolution No. 2018-05

4. Excessive Bonding. Experience and Bonding: Requiring unnecessary experience and excessive bonding.
5. Brand Name Specificity: Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement.
6. Conflict of Interest: An organizational conflict of interest occurs when any of the following circumstances arise:
  - a.) Lack of Impartiality or Impaired Objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationships, contracts, or circumstances.
  - b.) Unequal Access to Information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
  - c.) Biased Ground Rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
  - d.) Restraint of Trade. Supporting or acquiescing in noncompetitive pricing practices between firms or between affiliated companies. Questionable practices would include, but not be limited to submissions of identical bid prices for the same products by the same group of firms, or an unnatural pattern of awards that had the cumulative effect of apportioning work among a fixed group of bidders or proposers.
  - e.) Arbitrary Action. Any arbitrary action in the procurement process.

#### ***Permissible Non-Competitive Procurements***

In certain instances and situations, the procurement of goods and services without adequate competition is permissible:

1. **Sole Source**: The service or item is available only from a single source, based on a documented good faith review of available sources.
2. **Emergency**: An emergency exists that seriously threatens the public health, welfare, or safety, endangers property, or would otherwise cause serious injury to MTA. This may occur through flood, earthquake, epidemic, fire, riot, equipment failure, or other event. Needs arising from this event will not permit a delay resulting from competitive solicitation.
3. **Inadequate Competition**: After solicitation from a number of sources, only a single response is received, or competition is determined to be inadequate.

#### **Justifications:**

1. **Selection**: Department Managers shall submit in writing to Administrative Services Manager a recommendation justifying the reasons why competitive selection requirements should be waived.
2. **Price Reasonableness**: Consistent with the requirements of Section 6, Department Managers are responsible for ensuring that a Price or Cost Analysis is prepared for all non-competitive procurements to ensure that the proposed price is reasonable.



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## 15.0 COMPETITIVE EXCEPTIONS (DIRECT PAYMENTS)

Competitive Exceptions, or Direct Payments, are **transactions which, by their nature, are impractical or impossible to competitively bid because of market or other conditions**, and are thus exempt from competitive bidding requirements. These transactions do not have to be justified as a Non-Competitive Procurement (Section 15) but may be obtained directly by an employee with adequate Approval Authority (per Section 4). Depending on the item, there may or may not be a contract or Purchase Order outlining the terms and conditions.

### ***Modifications to Direct Payments List***

The General Manager may approve modifications to the Competitive Exceptions list without seeking approval of the Board of Directors, provided that the changes are consistent with applicable statutory and regulatory requirements and that the current list is made readily available to MTA employees.

### ***Interpretation of Direct Payments List***

In the event of ambiguity or uncertainty as to whether an item is or is not subject to competition and whether it should be included on the Direct Payments List, the Administrative Services Manager shall review the matter and make the final decision.

**The following do not require competitive processes:** (Direct Payment List) includes the following:

1. Utility bills (Water, Sewer, Electricity, Gas, other regulated utilities)
2. Postage and other purchases from the U.S. Postal Service
3. Licenses, permits, and fees from governmental or regulatory entities
4. Purchases from other governmental entities for goods or services not available from the private sector.
5. Fees paid to governmental cooperative purchasing organizations.
6. Charges for official MTA business on personal credit card while on MTA travel status.
7. Legal services such as arbitration fees, litigation fees, witness fees, court costs, and related expenses (but not the cost of outside counsel, investigations, or related matters), when endorsed by General Counsel.
8. Legal settlements of disputed matters, and judgment claims against MTA (for use only with endorsement by General Counsel).
9. Payments for existing annual maintenance, service, or support agreements for computer, telecommunication-related services, and existing software license agreements.
10. Travel expenses for MTA employees, program participants, volunteers, or the Board of Directors necessary to conduct MTA business.
11. Training registration fees and tuition for pre-established, non-MTA specific, off-site classes, seminars, workshops, etc. for MTA employees, program participants, volunteers, and the Authority Board.
12. Testing and travel expenses of employment applicants (including moving expenses for eligible personnel). This includes travel expenses of certain out-of-state job applicants. Travel expenses of job applicants must be approved by the General Manager.



**Title:** Procurement Policy  
**Number:** 407  
**Effective:** April 17, 2018  
**Cancel:** Pol 6000  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
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13. Conference and convention expenses and fees for MTA employees, program participants, volunteers, or members of the Authority Board conducting MTA business.
14. Advertisements for employment opportunities, purchasing and contracting solicitations, sale of surplus items, public announcements and outreach, etc. (all media). This exception does not include printing, design, or graphics services.
15. Freight bills, express shipping, common carriers, and delivery services.
16. Honoraria and stipends.
17. Insurance deductible and/or retained losses
18. Taxi, public transportation, and toll fares; mileage and incidental parking expenses for employees on agency business.
19. Publications, books, and subscriptions.
20. Mailing lists.
21. Professional association dues, fees, licenses, and certifications.
22. Petty cash purchases and reimbursements less than \$200.
23. Transactions not subject to these Purchasing Policies as noted in Section 2: Scope.

#### **16.0 DISADVANTAGED BUSINESS ENTERPRISE**

MTA invites and encourages small and disadvantaged business enterprises (DBE) to participate in the procurement process for all purchases as detailed in MTA's Disadvantaged Business Enterprise Policy/Program. All employees, responsible for making purchases, must make good faith efforts to seek DBE vendors and document those efforts.

For more information, consult MTA's DBE policy.

#### **17.0 CONTRACT ADMINISTRATION AND RECORDKEEPING**

The MTA shall maintain a contract administration system to ensure that it and its third party contractors comply with the terms, conditions, and specifications of contracts or purchase orders and applicable Federal, State and local requirements. All contracts shall include provisions adequate to form a sound and complete agreement.

All records shall be retained in accordance with the Record Retention Policy.

#### **18.0 PUBLIC RECORDS**

All procurement information generated and acquired through any of the procurement processes shall be open to public inspection following the Intent to Award a contract through the MTA Public Records Officer, in accordance with RCW 42.56. Each proposal shall be open to public inspection. MTA shall not be responsible for the protection of information marked "proprietary" submitted by proposers.



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Resolution No. 2018-05

## 19.0 PROTESTS, APPEALS AND DISPUTES

**Filing a Protest:** An interested party may protest the award of a contract, the proposed award of a contract, or a solicitation for supplies, services, professional services, or construction by MTA. The protest must be submitted in writing to MTA Administrative Services Manager, and include the following information:

- a) Name, address, email address, and telephone number of the protester;
- b) Signature of the protester or their representative;
- c) Identification of the solicitation;
- d) Detailed statement of the legal and factual grounds of the protest;
- e) Copies of all relevant documents; and
- f) The form of relief requested.

Issues and facts not stated in the Notice of Protest will not be considered.

All communications with involved parties shall be in writing and open for public inspection.

**Time for Filing a Protest:** A protest based on alleged improprieties or ambiguities in a **solicitation** must be filed at least 7 days before the due date of the bid or proposal. A protest based upon alleged improprieties in an **award** of a contract or a **proposed award** of a contract must be filed within 3 days after notification to an unsuccessful proposer or bidder that they were not selected.

**Notice of Protest:** Administrative Services Manager shall immediately give notice of a protest to the contractor if a contract has been awarded. If no award has been made, notice will be provided to all interested parties.

**Stay of Award:** If a protest is filed, the award may be made unless the Administrative Services Manager determines in writing that a

- a) Reasonable probability exists that the protest will be sustained; or
- b) Stay of the award is not contrary to the best interests of MTA.

### **Review of Protests**

- a) **Review:** The Administrative Services Manager shall review and investigate properly filed protests and issue a written decision to the protestor.
- b) **Appeal:** A Protestor may appeal the Administrative Services Manager's formal decision to MTA's General Manager. The written appeal must be received by MTA within two business days after receipt of the written decision by the Protestor, or the appeal will not be considered. Properly filed appeals of the decisions of the Administrative Services Manager shall be reviewed and investigated by the General Manager who shall issue MTA's final decision no later than 21 days after receipt.



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**FTA Funded Projects:** In general, FTA will not substitute its judgment for that of MTA unless the matter is primarily a Federal concern. Protests of solicitations, intent to award, or contracts funded with any FTA grants will be managed in accordance with FTA Circular 4220.1.f VII guidelines, and any revisions thereof

**Federal Assistance in Contract Disputes:** If MTA intends to request FTA permission to use Federal assistance to support payments to a third party contractor to settle a dispute, or intends to request increased Federal assistance for that purpose, MTA must comply with the requirements pertaining to notification of FTA, documentation, audit, and other requirements set forth in FTA Circular 4220.1 VII (e), and any revisions thereof.

## 20.0 ETHICS

The following rules apply to members of the MTA Authority Board (Board Member), Employees, both represented and non-represented, agents and the Immediate Family of Authority and Employees. **Immediate family** means a spouse or domestic partner, child, child of a spouse or domestic partner, sibling, sibling of a domestic partner, brother-in-law, sister-in-law, part, parent of a spouse or domestic partner of an Employee or Board Member; a person for whom the Board Member or Employee is a legal guardian; or a person claimed as a dependent on the Board Member's or Employee's most recently filed federal income tax return.

1. **MTA Board Members, Employees and agents may not use their position for personal gain.** This includes seeking or agreeing to outside contracts through the influence of a MTA position, accepting compensation from someone other than MTA for performing duties of the Board Member's or Employee's position, taking action that affects a matter in which a Board Member, Employee, agent or Immediate Family member has a personal or financial interest, or using MTA time or property for personal or financial interests.
2. **MTA Board Members, Employees, agents and their Immediate Family members may not accept improper gifts.** This includes presents, entertainment, travel, favors, etc. of any dollar value if a reasonable person might think it was intended to influence an individual in the performance of the duties of their job or if there might be a perception that the gift might influence a Board Member or Employee in the performance of the duties of their job.
3. **Board Members, agents and Employees may not improperly use or disclose information.** This includes information that could result in a benefit to a Board Member, Employee, or Immediate Family unless the information is also available to the public. It also includes confidential information of any kind, unless disclosure is authorized by appropriate personnel or required to be disclosed by law or regulation.
4. **No Board Member, Employee, agent or Immediate Family member may have a personal or financial interest in any MTA contract** in which that Board Member or Employee plays or may play a role in the award or administration of the contract.



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5. A Board Member, Employee or agent **may not advise or assist** someone for compensation on any matter pending before MTA.
6. **An Employee may not have outside employment if it is incompatible with performing MTA duties.** All outside employment or changes in outside employment must be reported to Human Resources and Administrative Services Manager.
7. **Employees may not publicly endorse** a product or service without written approval by the General Manager while representing MTA or if the endorsement would be considered a conflict of interest.
8. Employees **violating** this Ethics Section may be subject to disciplinary action, up to and including termination. Board Members violating this Ethics Section will be subject to Board action to the extent permitted by State or local law or regulations.

## 21.0 FTA SELF-CERTIFICATION OF PROCUREMENT SYSTEM

The Administrative Services Manager is authorized to file a self-certification with the FTA Regional Office that MTA's procurement system and procedures comply with the federal requirements and standards set forth in FTA Circular 4220.1.f, and any revisions thereof. Self-certification limits mandatory FTA review of the procurements listed in Section III of FTA Circular 4220, and any revisions thereof 1. The Administrative Services Manager shall self-certify MTA's procurement system in the FTA Annual Certification/ Assurance Process or as otherwise required by FTA.

## 22.0 WAIVER, REPEAL & EFFECTIVE DATE

The Authority Board may waive these requirements by motion or resolution except when prohibited by federal or state law or regulation.

All former Purchasing policies and procedures are repealed upon adoption of this document. These Rules and Policies are effective when adopted by the MTA Authority Board.

## 23.0 APPLICABLE LAWS, REGULATIONS, REFERENCES

### Applicable Laws and Regulations:

1. 2 CRF 200 – US Dept. of Transportation, Procurement
2. FTA Circular C 4220.1 (current version)
3. FTA Best Practices Procurement Manual
4. RCW 36.57A.080 Grants Authority to Procure
5. RCW 39 Public Contracts and Indebtedness
6. RCW 42.56 Public Disclosure
7. RCW 60.28 RCW Liens for Labor, Materials, Taxes on Public Works
8. WAC 296-127 Prevailing Wages.
9. MTA Resolution 2009-04 - Identification & Disposal of Surplus Property.
10. Other laws and regulations as appropriate.



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Procurement procedures and contract language adopted by the General Manager or designee must also comply with all applicable laws and regulations. MTA recognizes FTA Handbooks and Guidelines as non-regulatory, non-binding advice, except to the extent that Handbooks or Guidelines articulate statutory or regulatory requirements.

**Conflicts Between Policies and Other Laws or Regulations:** In the event of a conflict between these Purchasing Policies and any applicable law or regulation, the law or regulation will prevail.

**Changes in Laws and Regulations:** In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Purchasing Policies, automatically supersede these Purchasing Policies, and Administrative Services Manager shall make appropriate modifications to the Policies.

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**RESOLUTION NO. 2018-05**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A REVISED PROCUREMENT POLICY.**

**WHEREAS**, the Mason Transit Authority Board adopted Resolution No. 2011-05 that revised the Procurement Policies (POL 6000.00); and

**WHEREAS**, revisions to the procurement policies allow for more effective and efficient procurement in compliance with federal and state guidelines; and

**WHEREAS**, a new form of numbering policies has been instituted since the previously revised Procurement Policies were adopted;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the attached revised Procurement Policy (POL-407) be adopted to replace those revised and approved by Resolution No. 2011-05.

Adopted this 17<sup>th</sup> day of April, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Danette Brannin, 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 2 – *Actionable*  
**Subject:** Surplus Vehicle  
**Prepared by:** Marshall Krier, Maintenance Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** April 17, 2018

**Summary for Discussion Purposes:**

Annually, staff reviews the useful life of the van fleet to determine whether any vans will be available for the Van Grant Program. It has been determined one van has exceeded its normal life cycle and is not being actively used. The following vehicle is being submitted for surplus:

Van Number	Year, Model & Description	Current Miles
7620	2006 Ford Econoline	93,001

If approved, this van will become eligible for the Van Grant Program and will be available to a non-profit agency as outlined in the grant program.

**Fiscal Impact:**

None

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board adopt Resolution No. 2018-06 declaring and approving the surplus of the vehicle as set forth therein.

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**RESOLUTION NO. 2018-06**

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

**WHEREAS**, the Mason Transit Authority Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure 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 van number 7620 described as a 2006 Ford Econoline shall be declared as surplus.

Adopted this 17<sup>th</sup> day of April, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Danette Brannin, 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:** Informational – Item 1 - *Informational*

**Subject:** Mason Transit Authority Regional Mobility Park and Ride  
Progress Update

**Prepared by:** Patrick Holm, SCJ Alliance

**Approved by:** Danette Brannin, General Manager

**Date:** April 17, 2018

### Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress. An updated project schedule has been prepared.

Permitting: Pickering Road and Cole Road permit plans are awaiting final County approval. Revisions were made to the Pear Orchard Grading Permit Plan set. SCJ will submit for grading and drainage permit the week of 4/16. SCJ met with Mason County for the Belfair park and ride pre-application conference. Permit plans are in progress for the Belfair park and ride.

Design Development: SCJ is progressing the design of the Belfair park and ride.

#### Belfair Park and Ride:

- A-RT provided a revised building layout and conceptual exterior sketch for the Belfair park and ride.
  - The additional building space proposed for potential partnership would have a similar square footage cost as originally proposed. An unfinished space might save \$75-100 per square foot.
- SCJ is evaluating the park and ride layout to ensure MTA priorities are being met:
  - Bus upkeep/maintenance area
  - ADA access
  - Proximity to gas station
- SCJ has completed a draft ICA. SCJ met with WSDOT on 4/12 to discuss the ICA and plan for the upcoming open house on 4/24. WSDOT has agreed to attend the open house.

Other progress: Parsons has reached out to MTA regarding the Shelton Matlock park and ride. Parsons is waiting on completion of NEPA for the project before moving forward with Shelton Matlock park and ride parcel acquisition.

Project Timeline: The critical path for design of the park and ride projects is the Belfair park and ride. A second meeting will delay the ICA approval, but this should help allay public concerns and should still fit in with the project schedule to have shovel ready park and ride projects by November.

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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Informational Item 2– *Informational*

**Subject:** Management Reports

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

**Approved by:** Danette Brannin, General Manager

**Date:** April 17, 2018

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

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# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 17, 2018

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# MTA MANAGEMENT REPORTS

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Submitted to MTA Authority Board April 17, 2018

## GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

**Service Review:** Reviewed Existing Conditions Report and Survey results. Discussed comments with Operations. Next steps are reaching out to non-riders and stakeholders. Stakeholders include drivers, Board members and partnership entities such as the City and County. Participation in bi-weekly phone conferences. Preparing for up-coming Open Houses.

**Park & Ride Development Project:** Monthly meeting with Consultant to discuss progress of project, adjustments to building, and site layout of Belfair, Pickering, Coale Rd and Pear Orchard. Made revisions to Belfair layout. Met with WSDOT to discuss Interchange Control Analysis. Preparing for up-coming Open House in Belfair at the HUB to present final draft of the ICA prior to submittal to WSDOT. The meeting will be held April 24, 2018 at 5:30pm. Reached out to business owner regarding SR3 and Log Yard Rd.

**EDC:** Attended monthly EDC Board Meeting. Assisting EDC with hiring process of new Executive Director.

**WSTIP:** Attended quarterly WSTIP Board Meeting. Attended Special Meeting of the Executive Committee. Reviewed building and content values in preparation for upcoming renewal. Submitted 2017 Actual Mile data.

### Events Attended:

- North Mason Chamber Luncheon

### Internal:

- Worked with LeeAnn to complete the Procurement Policy.
- Continued work on the Event process for drivers. This has been a major project and is nearly complete. It will assist supervisors in the process of determining events and give drivers consistency in knowing the outcome should they be involved in an event.
- Worked with Steve Weisenbach and LeeAnn regarding the termination of Olympic College's Facility Use Lease for the computer lab and the lease for Shelton School District for the same space. The Shelton School District will be creating a culture center to help new students adjust to school and community services. These students and their families are typically ESL students new to the United States.
- Rode with three more drivers.
- Participated in interviews for a new Operations Supervisor. Ray Rothrock will be retiring in June after 21 years with MTA.
- Miscellaneous meetings with managers and Leadership Team.
- Created a Wellness Room and another Conference Room.
- Reviewed several projects, such as building improvements, we have had on to-do lists.
- Began reviewing and formatting the Transit Development Plan.

## TEAM UPDATES

### **ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty**

**HR Dashboard** - 69 FTE's, plus 7 Worker Drivers, not including compensated board members. Hired 2018 - 3, Termed 2018 – 1 - Worker Driver retired and was replaced in March, a second Worker Driver quit for personal reasons.

#### **HR Support**

- Presented requested pre-audit Drug and Alcohol (D&A) program data to WSDOT for review ahead of FTA onsite audit April 23, 2018.
- All staff have completed and documented 1-hour mandatory D&A training.
- Attended Safety Committee meeting:
  - Health & Safety Manual is under Committee review.
  - It was determined that this year's application for the WSTIP Safety Grant be used to invest in shelter-in-place supplies for our three facilities.
  - Refinements have been made to how visitors are checked in and guided while onsite.
- Working with WSTA HR Committee to submit MTA job positions/descriptions, wage data, union status and key agency profile distinctions to create a Salary Repository that peer transit agencies can utilize for comparative purposes.

#### **Recruiting**

- An internal recruitment was opened seeking an Operations Supervisor. 3 driver applications have been accepted, interviews will be held April 13, 2018.
- A recruitment has been launched for our next Drivers class. We anticipate a class of 2-4 drivers beginning June 4, 2018.
- Updated Employment Application to Ban the Box per Washington Fair Chance Act.

#### **Building Knowledge**

- I attended WSTA Finance & HR Committee meetings, as well as the WSTIP quarterly meeting in March. Both WSTA Committee meetings had presenters to discuss the upcoming Paid Family Medical Leave.
- Brian attended a meeting with WSDOT regarding the upcoming Transit Asset Management (TAM) plan to gain insight for the role that Finance plays in the reporting due in October.

#### **Finance**

- The annual report will be filed with the State Auditor's office in the coming days.
- Working with credit card merchant to allow clients to purchase monthly bus passes using credit cards at the T-CC and through our website.
- Assisted Steve with the contracts associated with the change of tenants at the T-CC.
- Finalized Procurement policy as part of this board packet.

### **MAINTENANCE/FACILITIES – Marshall Krier**

**Meetings:** I recently attended and chaired the WSTA Vehicle Maintenance meeting and Spring Maintenance Forum. Topics of discussion included:

- Updated TAM information.
- New fuel purchasing contracts from Department of Enterprise Services.
- Electric bus charging using induction chargers.
- Manufacturing your own liquid de-icer.
- New interlocks for cutaways which allows vehicle to remain running but not movable when the driver is not present.
- Cummins engine and electrification updates, including a presentation about Gilligs' partnership with Cummins to produce electric buses.
- Brake maintenance using a stationary brake testing machine.
- USSC seats with new vibration canceling option for a driver's seat.

**Remodeling Projects:** Our maintenance and facility teams have been extremely busy with remodeling projects. Notable accomplishments include:

- Moving the computer lab from the T-CC and installation at the Johns Prairie facility.
- Construction of new bulletin boards and framing.
- Furniture moving, cleaning and disposal.
- Obtaining estimates for landscaping, roofing and HVAC upgrades.
- Obtaining body repair estimates for bus #300.

**Fleet Availability Statistics:** Fleet availability for April is 95.7% and we have no past due PM inspections.

## OPERATIONS – Mike Ringgenberg

**Community Vans:** Kathy G. has been working with multiple agencies to coordinate a weekly Wednesday van for Veterans to vanpool to appointments. Unfortunately, due to insurance requirements, the service has not begun. Continuing to seek options.

**Employee Performance Appraisals:** All 2017 Employee Performance Appraisals have been completed in Operations.

**Fire Drill:** Shelton Fire Department is scheduled to conduct a fire drill at the T-CC on April 20 at 1:00 pm.

**New Bus Shelters:** Maintenance completed the installation of the fourth new bus shelter on Highway 3 in Belfair. Thank You!!

**Operations Supervisor:** We are in the process of recruiting for a new Operations Supervisor because Ray Rothrock is retiring in June 2018.

**RFP 2017-01 Service Review:** Nelson/Nygaard will be attending the April Board meeting to provide updates.

**RFP 2017-02 Technology:** Doublemap is scheduled to start installing technology on our fleet May 16–20.

**Ride Recoveries:** Lead drivers conducted four ride recoveries during March 2018.

**Training:** Trina Gwerder conducted a volunteer driver training class for 7 individuals.

**Vanpool:** Usage rate for Jan 2018 was 56%, 9 of 16 vans were in use.

**WSTA:** I attended the WSTA Operations Conference in Wenatchee March 14-16, 2018.

## TRANSIT-COMMUNITY CENTER – Steve Weisenbach

### Facility use traffic report:

**Gym:** Gym use for March came in at just over 1600 people. The annual spring bazaar kicked off March attracting over 200 local shoppers. Our normal recreational programs (including CHOICE, pickle ball, and disc golf) flourished during the inclement weather. We also hosted two large events in the gym; both which had over 150 attendees (16th Birthday Party and a Celebration of Life service).

**Conference Room:** Conference room use for March was around 150 people from our weekly programs, seminars and the monthly MTA board meeting.

**Kitchen:** We are currently working with a local upstart business which could bring a bistro to the T-CC in the near future! We think our potential new tenants would thrive in our location. It would be a nice option for food for our tenants and their customers, our drivers, and our ridership. Hopefully this agreement will work out and will help draw people from the downtown area to the Community Center. This plan would still leave half of the kitchen available for classes, meetings, and events.

**Computer Lab:** We are also excited to welcome the Shelton School District (SSD) to the T-CC! Olympic College will not be renewing their lease on the computer lab this year. We have enjoyed working with Olympic College and wish them the best. The SSD plans to use the computer lab space for a new cultural center upstart for their students and families within the community. We are excited to work with them on their new endeavor!

**Inspections and Facility:** We completed our annual fire, sprinkler, and alarm inspection with approvals on all systems. All HVAC filters were changed this month in preparation for summer in both the armory and the LEED building. Still no leaks in the gym roof which was repaired early last month. All evacuation route signs have been updated, laminated and hung in needed locations (Thanks Josh for updating diagrams and numbers!) We also posted new emergency contact information sheets for the T-CC that includes updated contacts and information. Monthly fire extinguisher checks are complete.

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2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items		Completed as of 4/17/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)			Δ	Δ		
Review and update Employee Handbook based on union contracts			Δ	Δ		
Create Financial Management Manual and update Procurement Policy			Δ	Δ		
Install Bus Technology and new scheduling software			Δ	Δ	Δ	
Develop a work plan for parking lot upgrades			Δ			
Accounting Software			Δ			
Incorporate Remix into service planning	X		Δ			
Finalize implementation of Performance Measures			Δ	Δ	Δ	Δ
Develop a route deviation policy				Δ		
Consolidated Grant Application preparation for 2019-2021				Δ	Δ	
Install rear destination signs on low floor buses					Δ	
Purchase refurbished buses for Worker/Driver program					Δ	
Re-train all drivers on a regular basis in order to provide consistent service and safety			Δ	Δ	Δ	Δ
Service Review			Δ	Δ	Δ	Δ
Park & Ride project (through 2023)			Δ	Δ	Δ	Δ
T-CC parking lot construction			Δ	Δ	Δ	Δ