



AGENDA

Mason Transit Authority Board
Regular Meeting
February 18, 2020, 4:00 p.m.
Mason Transit Authority
to be held at the following location:
*Transit-Community Center
601 West Franklin Street
Shelton*

OPENING PROTOCOL

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

INTRODUCTION OF NEW BOARD MEMBER – MATT JEWETT

RECOGNITION

CORRESPONDENCE

PUBLIC COMMENT

CONSENT AGENDA – ACTION

1. Pg. 004: Approval of Minutes: Approval of the minutes of the January 21, 2020 MTA regular Board meeting.
2. Pg. 007: Financial Reports: January, 2020
3. Pg. 016: Check Approval: January 17 – February 12, 2020
4. Pg. 024: MTA Board Committees

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 025: Appointment of Citizen Adviser to MTA Authority Board - *ACTIONABLE* (Tracy)

NEW BUSINESS:

1. Pg. 026: Mason Transit Authority Sick Leave Policy (POL-310) – Resolution No. 2020-04 – *ACTIONABLE* (LeeAnn)
2. Pg. 042: Change Order #2 – *DISCUSSION* (Tracy)
3. Pg. 048: Summer Youth Pass Interlocal Agreement – Resolution No. 2020-05 – *ACTIONABLE* (Mike)
4. Pg. 053: Bus and Bus Livability Grant Opportunity – *ACTIONABLE* (LeeAnn)

INFORMATIONAL

Reports

1. Pg. 055: Park and Ride Update
2. Pg. 056: Management Reports
3. Recap of All-MTA Meeting (LeeAnn)

GENERAL MANAGER'S REPORT – Ms. Brannin is away attending the Transit Bus Summit. The Summit is held annually by invitation and it brings approximately 50 transit directors in all fields together to discuss ideas and share experiences on what is working and what isn't in the transit industry. There are also suppliers in attendance available to provide information on products.

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting
March 17, 2020 at 4:00 p.m.
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

Thank
You

Dear Mason Transit,

Thank you for your love, support,
and partnership in Community to serve
the community of Mason County! Sharing
the love today on Valentines Day.

With gratitude,
Community Lifeline Staff,
volunteers, and guests



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

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

Authority Voting Board Members Not Present: [Vacant Position.]

Authority Non-voting Board Member Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the January 21, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Martin/Trask. Motion carried.**

PUBLIC COMMENT – None.

INFORMATIONAL PRESENTATION

Amy Sampson and Rachel Parker of the North Mason Regional Fire Authority QRT team spoke on the history of the team, its current process and flow. A brief tour of the vehicle was provided to the Board and attendees. The vehicle was previously sold to the North Mason Regional Fire Authority by MTA for \$1.00 through an intergovernmental disposition as approved by the Board in October, 2018.

BOARD ELECTIONS FOR 2020 BOARD OFFICERS

- 1. Chair.** Board member Shutty nominated Vice Chair Martin to serve as Chair of the Board. Vice Chair Martin accepted the nomination. Additional calls for nomination were asked with no others being made. **Shutty/Trask. Motion carried unanimously.**
- 2. Vice Chair.** Board member Shutty nominated Board member Trask to serve as Vice Chair of the Board. Board member Trask accepted the nomination. Additional calls for nomination were asked with no others being made. **Shutty/Dorcy. Motion carried unanimously.**

Newly elected Board Chair Martin assumed as Chair for the balance of the meeting.

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 December 17, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for December 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of December 12, 2019 through January 16, 2020 financial obligations on checks #33552 through #33701, as presented for a total of \$1,388,260.56.

Shutty/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Strategic Plan for Approval** – Danette Brannin, General Manager, indicated to the Board that the only change made to the Strategic Plan since it was brought before the Board in draft form in December was a change requested by Board member Campbell. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-01 to approve the Strategic Plan. **Trask/Petersen. Motion carried.**

NEW BUSINESS

1. **LMTAAA Contract** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the contract with the Lewis-Mason-Thurston Area Agency on Aging is being renewed for a one-year period. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06(3) for the provision of volunteer transportation services. **Neatherlin/Petersen. Motion carried.**
2. **Change Order #1 – Roundabout Project** – Ms. Brannin provided the Board with information relating to Change Order #1.
3. **Salary Compensation and Wage Matrix** – Ms. McNulty indicated that the first version of the Non-represented Placement Schedule was previously provided to the Board with the second draft of the 2020 Budget in November as well as research relating to the wages. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-02, to approve the Non-Represented Placement Scheduled. **Trask/Dorcy. Motion carried.**

4. **Capital Grant Agreement PTD005** – Ms. Brannin informed the Board that MTA had been awarded a Capital Grant Agreement for the purchase of two replacement heavy duty hybrid buses that will be used to replace two of MTA’s worker driver buses. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-03 that approves the Capital Grant Agreement PTD0005 and authorizes the General Manager to sign that Agreement. **Shutty/Tarzwell. Motion carried.**
5. **Appointment of Citizen Adviser to MTA Authority Board** – Ms. Brannin shared with the Board that the Citizen Adviser role is for a one-year term and that MTA had received two applications for the Citizen Adviser. After each of the two candidates responded to questions posed by Board members, it was **moved** that there be a delay of appointing the Citizen Adviser until the February regular board meeting. **Shutty/Trask. Motion carried.**

INFORMATIONAL

Ms. Brannin updated the Board relating to the park and ride projects and securing a lobbyist. Ms. McNulty went over the information of the Operational Reports.

GENERAL MANAGER’S REPORT – Ms. Brannin had no additions to what was in her report.

COMMENTS BY THE BOARD

Board member Campbell commented that things are looking good for MTA.

PUBLIC COMMENT – [None].

Moved that the meeting be adjourned.

ADJOURNED 5:06 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

Mason Transit Authority Board
Regular Meeting
February 18, 2020 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – January 2020
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 18, 2020

Summary for Discussion Purposes:

Included are the updated December 2019 as well as January 2020 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

The 2019 YTD totals should be considered in draft form as additional expenses may be added post board meeting. There will be additional revenue adjustments to sales tax revenue based on actual amounts to be received on February 29. Further adjustments may be made based on year-end review.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2019 (received January 31, 2020) was \$409,930, 8% higher than November 2018, sales tax revenue is currently 15% higher YTD 2019 over 2018.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 8.33% (1/12) of the budget through the end of the year. Total YTD Revenue is under budget at 7.29%. Total YTD Operating Expenses are under budget at 6.17.

Fiscal Impact:

January's fiscal impact reflects total revenues of \$566,044 and operating expenses of \$486,930 for a net income of \$79,114.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of January 2020, as presented.

Mason Transit Authority Statement of Financial Activities

February 2020 Board Report

% through the year: 8.33%

January Statement of Financial Activities

	January Actual	2020 YTD Actual	2020 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 8,304	\$ 8,304	\$ 105,000		7.91%
PSNS Worker/Driver & Vanpool Fares	19,930	19,930	260,000		7.67%
Total Operating Revenue (Fares)	28,234	28,234	365,000		7.74%
Sales Tax	250,512	250,512	4,054,264	(1)	6.18%
Operating Grants	254,107	254,107	3,049,288	(2)	8.33%
Rental Income	14,266	14,266	179,520		7.95%
Investment Income	14,858	14,858	50,000		29.72%
Other Non-operating Revenue	4,067	4,067	61,510	(3)	6.61%
Total Revenue	566,044	566,044	7,759,582		7.29%
Expenses					
Wages and Benefits	331,371	331,371	6,223,621		5.32%
Contracted services	10,292	10,292	180,475		5.70%
Fuel	30,057	30,057	377,450	(4)	7.96%
Vehicle/Facility Repair & Maintenance	27,607	27,607	325,354		8.49%
Insurance	20,217	20,217	242,605		8.33%
Intergovernmental - Audit Fees	-	-	33,000		0.00%
Rent - Facilities and Park & Ride	2,440	2,440	32,500		7.51%
Utilities	11,691	11,691	137,508		8.50%
Supplies & Small Equipment	21,851	21,851	122,801	(5)	17.79%
Training & Meetings	1,122	1,122	47,035		2.39%
Other operating expenses	30,282	30,282	167,639	(6)	18.06%
Total Operating Expenses	486,930	486,930	7,889,988		6.17%
Net Income (Deficit) from Operations	\$ 79,114	\$ 79,114	\$ (130,406)		
Pooled Reserves	135,827	135,827	120,000	(7)	113.19%

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's accrual.
- (3) Includes LMTAAA Volunteer program revenue - \$3,110, Volunteer Donations - \$70, Sale of Maintenance Services \$440, Community Van - \$422.
- (4) Average diesel price per gallon year to date is \$2.28. Average gasoline price per gallon year to date is \$2.31.
- (5) New year printing jobs have been processed accumulating a total cost of \$9,015. In addition to this, the TCC had cabinets, countertops, and lockers installed totaling \$5,541.
- (6) Includes budget line items from Vehicle Licensing, Copier lease, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements \$3,194, Advertising \$3,501, Merchant/credit card fees \$626, Office Equipment Lease \$369, Dues, Memberships, Subscriptions \$22,073, plus other misc. expenses.
- (7) Pooled Reserves is the amount of actual sales tax money received for 2019 in excess of the 2019 budgeted amount. The 2019 YTD Actual amount is not an expenditure and represents the amount put to cash reserves.

Mason Transit Authority Statement of Financial Activities

February 2020 Board Report

% through the year: 100.00%

December Statement of Financial Activities

	December Actual	2019 YTD Actual	2019 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 7,715	\$ 96,358	\$ 103,500		93.10%
PSNS Worker/Driver & Vanpool Fares	21,942	243,523	265,000		91.90%
Total Operating Revenue (Fares)	29,657	339,881	368,500		92.23%
Sales Tax	362,654	5,328,578	3,936,179	(1)	135.37%
Operating Grants	129,428	3,447,207	3,189,554	(2),(8)	108.08%
Rental Income	14,248	175,574	143,227		122.58%
Investment Income	13,545	178,661	45,000		397.02%
Other Non-operating Revenue	3,813	240,143	199,233	(3)	120.53%
Total Revenue	553,345	9,710,044	7,881,693		123.20%
Expenses					
Wages and Benefits	564,373	5,511,348	5,919,743	(8)	93.10%
Contracted services	14,703	222,916	208,223		107.06%
Fuel	33,205	384,880	400,250	(4)	96.16%
Vehicle/Facility Repair & Maintenance	32,501	352,865	351,750	(5)	100.32%
Insurance	19,623	235,477	235,477		100.00%
Intergovernmental - Audit Fees	-	31,649	31,000		102.09%
Rent - Facilities and Park & Ride	2,440	29,280	32,000		91.50%
Utilities	11,202	126,844	139,781		90.74%
Supplies & Small Equipment	16,998	263,632	131,720	(5)	200.15%
Training & Meetings	774	37,271	74,705		49.89%
Other operating expenses	7,779	123,639	174,863	(6)	70.71%
(Less Operating Expenses Covered by Capital Grants)	-	(146,071)		(5)	
Total Operating Expenses	703,598	7,173,730	7,699,512		93.17%
Net Income (Deficit) from Operations	\$ (150,253)	\$ 2,536,314	\$ 182,181	(8)	
Pooled Reserves	114,351	1,473,685	120,000	(7)	1228.07%

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 2019's actual reimbursement request for the year.
- (3) Includes Q1 and Q2 2019's RMG actuals - \$113,000, LMTAAA Volunteer program revenue - \$34,689, Volunteer Donations - \$1,090, Sale of Maintenance Services \$4,639, Sale of Bus ads \$25,495, Community Van - \$6,338.
- (4) Average diesel price per gallon year to date is \$2.38. Average gasoline price per gallon year to date is \$2.87.
- (5) \$146,071 of operating expenses will be recovered by capital revenue: \$74,159 relate to the JP Roof Replacement Grant for repairing the JP building roofs, purchasing cooling fans, solar lights for shelters, and repaving JP's bus park lot; \$1,301 relates to purchases for the TCC TAP Grant to setup cell phone chargers at the TCC; \$62,417 relates to tech purchases such as new desktops, software, monitors for all users; \$2,802 relates to record retention purchases funded by an OSOS Grant; \$5,392 relates to the purchase of a compressor and plow funded by the Vehicle Replacement Grant.
- (6) Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion, Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through the year include: Unemployment Insurance \$9,092, Volunteer Driver Program reimbursements \$35,447, Advertising \$22,235, Merchant/credit card fees \$7,202, Office Equipment Lease \$4,758, Dues, Memberships, Subscriptions \$31,347, plus other misc. expenses.
- (7) Pooled Reserves is the amount of actual sales tax money received for 2019 in excess of the 2019 budgeted amount. The 2019 YTD Actual amount is not an expenditure and represents the amount put to cash reserves.
- (8) December ended with a net deficit for the month due to two adjustments that have been made since the previously published financials: operating revenue adjustment down to actual and the year-end payroll accrual.

Mason Transit Authority Statement of Financial Activities - TCC

February 2020 Board Report

January Statement of Financial Activities

% through the year: 8.33%

	2020 January Actual	2020 YTD Actual	2020 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 12,188	\$ 12,188	\$ 158,020		7.71%	\$ 12,188	\$ -
Other Revenue	24	24	-			24	-
Total Revenue	12,212	12,212	158,020		7.73%	12,212	-
Expenses							
Wages and Benefits	7,868	7,868	140,365		5.61%	7,868	-
Contracted services	90	90	20,823		0.43%	64	26
Repair & Maintenance	1,702	1,702	15,354	(1)	11.09%	1,311	391
Insurance	1,347	1,347	16,161		8.33%	1,347	-
Utilities	4,434	4,434	49,684		8.92%	3,158	1,276
Supplies & Small Equipment	151	151	8,010		1.89%	112	39
Other Operating Expenses	598	598	2,112	(2)	28.31%	598	-
Total Operating Expenses	16,190	16,190	252,509		6.41%	14,458	1,732
Net Income (Deficit) from Operations	\$ (3,978)	\$ (3,978)	\$ (94,489)			\$ (2,246)	\$ (1,732)

(1) The HVAC system received new filters and cleaning totaling \$1,157 bringing this line slightly over budget for January.

(2) Annual dues and subscriptions were renewed in January, this line should start to come more in-line with the budget as the year progresses.

Mason Transit Authority Statement of Financial Activities - TCC

February 2020 Board Report

December Statement of Financial Activities

% through the year: 100.00%

	2019 December Actual	2019 YTD Actual	2019 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 12,618	\$ 156,018	\$ 125,630		124.19%	\$ 156,018	\$ -
Other Revenue	-	179	-			179	-
Total Revenue	12,618	156,197	125,630		124.33%	156,197	-
Expenses							
Wages and Benefits	12,996	133,551	132,383		100.88%	133,551	-
Contracted services	384	5,720	11,200		51.07%	4,792	928
Repair & Maintenance	1,541	15,975	14,500	(1)	110.17%	12,558	3,417
Insurance	1,306	15,673	15,673		100.00%	15,673	-
Utilities	4,498	45,760	48,370		94.60%	32,510	13,250
Supplies & Small Equipment	1,861	14,986	14,295	(2)	104.83%	8,977	6,009
Training & Meetings	-	-	450		0.00%	-	-
Other Operating Expenses	-	1,202	3,400		35.35%	1,141	61
(Less Operating Expenses Covered by Capital Grants)	-	(4,216)		(2)		(4,216)	
Total Operating Expenses	22,586	228,651	240,271		95.16%	204,986	23,665
Net Income (Deficit) from Operations	\$ (9,968)	\$ (72,454)	\$ (114,641)			\$ (48,789)	\$ (23,665)

- (1) The TCC was powerwashed in June - the expense relating to this was for \$3,966, which brings this line over-budget.
- (2) \$4,216 of Supplies & Small Equipment relates to the purchase of a snow plow to clear the platform and bus lane at the TCC, it will be reimbursed through the consolidated operating grant.

Mason Transit Authority Cash and Investments

February 2020 Board Report

Cash Balances

	12/31/2019	1/31/2020	Change
Cash - MC Treasurer	\$ 1,649,215.48	\$ 506,629.01	\$ (1,142,586.47)
Investments - MC Treasurer	10,000,000.00	10,000,000.00	-
Payroll - ACH Columbia Bank	200,000.12	197,340.39	(2,659.73)
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 11,849,715.60	\$ 10,704,469.40	\$ (1,145,246.20)

Cash Encumbrances

Grant Related:

Two (2) Hybrid Coaches for Worker/Driver Program 20% Match	\$ 296,538
Two (2) Diesel 40' Coaches 25% Match	301,015
Nine (9) Cutaway Replacement Vehicles 25% Match	244,401
Park & Ride Development Project RMG 2015-2019 Match	950,000
Parking Lot (DOE Grant)	102,500
Total Grant Match	1,894,454

Reserves:

Total Grant Match	1,894,454
General Leave Liability	170,568
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Operating Grant Match Reserve	327,658
Future Operating Reserves	2,268,494
Capital Project Reserves ¹ /Belfair Roundabout	1,406,728
Fuel Reserves	120,000
IT Investments	40,000
Total Encumbered	\$ 8,477,902

Total of Cash	\$ 10,704,469.40
Less Encumbrances	8,477,902.00
Undesignated Cash Balance Total (Including Reserves)	2,226,567.40
Investments - MC Treasurer (Reserves)	10,000,000.00
Less Encumbrances	8,477,902.00
Undesignated Cash Reserves	\$ 1,522,098.00

1. Capital Project Reserves: Sales Tax Revenue received in excess of the budgeted amount. Reserves have been applied to two hybrid coaches, two diesel coaches, and nine cutaway replacements.

Mason Transit Authority Capital Budget

February 2020 Board Report
As of January 31, 2019

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
T-CC Parking Lot	302,500	250,000	102,500	-	-	5,615	Parking lot behind TCC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	-	44,689	2,681,812	Construct Belfair P&R; upgrade other P&Rs
JP Copy Machine	7,000	-	7,000	-	-	-	Purchase new copy machine rather than leasing over 5-year term.
JP Exterior Paint	85,000	-	-	85,000	-	-	
Radich building roof repair	35,000	-	-	35,000	-	-	
Scissor Lift - TCC	15,000	-	-	15,000	-	-	Lift for atrium and gymnasium maintenance
HVAC Units	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
Bus Technology	30,915	-	30,915	-	-	-	Final Payment for incorporated bus technology.
Coach Repairs	116,500	116,500	-	-	-	30,896	Rebuild engines and transmissions in 3 coaches to extend life. Funded by Sales Tax Equalization.
Total Miscellaneous Capital Projects	7,013,049	5,983,500	1,090,415	185,000	44,689	2,718,323	
2 Worker Driver Coaches	1,779,228	1,482,690	296,538	-	-	-	Replace low SGR ranking coaches
2 40' Coaches, 9 Cutaways	1,972,468	1,427,052	545,416	-	-	-	Replace low SGR ranking coaches and Cutaways
Mini Cutaway	80,000	80,000	763	-	80,763	80,763	Expansion vehicle; funded through Sales Tax Equalization
1 Coach	510,000	-	-	510,000	-	-	Need to replace a coach and will seek grant opportunity. Purchase will be contingent on successful grant application.
Total Vehicle Replacements	4,341,696	2,989,742	842,717	510,000	80,763	80,763	
Total Capital Projects	\$ 11,354,745	\$ 8,973,242	\$ 1,933,132	\$ 695,000	\$ 125,452	\$ 2,799,086	

Cash encumbered for Granted Related MTA Match Portion - \$1,894,454.

Capital Project Reserves - \$1,406,728 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority Sales Tax Receipts

February 2020 Board Report

Sales Tax Collected as of 12/31/2019 for 10/31/2019

Monthly Cash-Flow Trend (January - December)

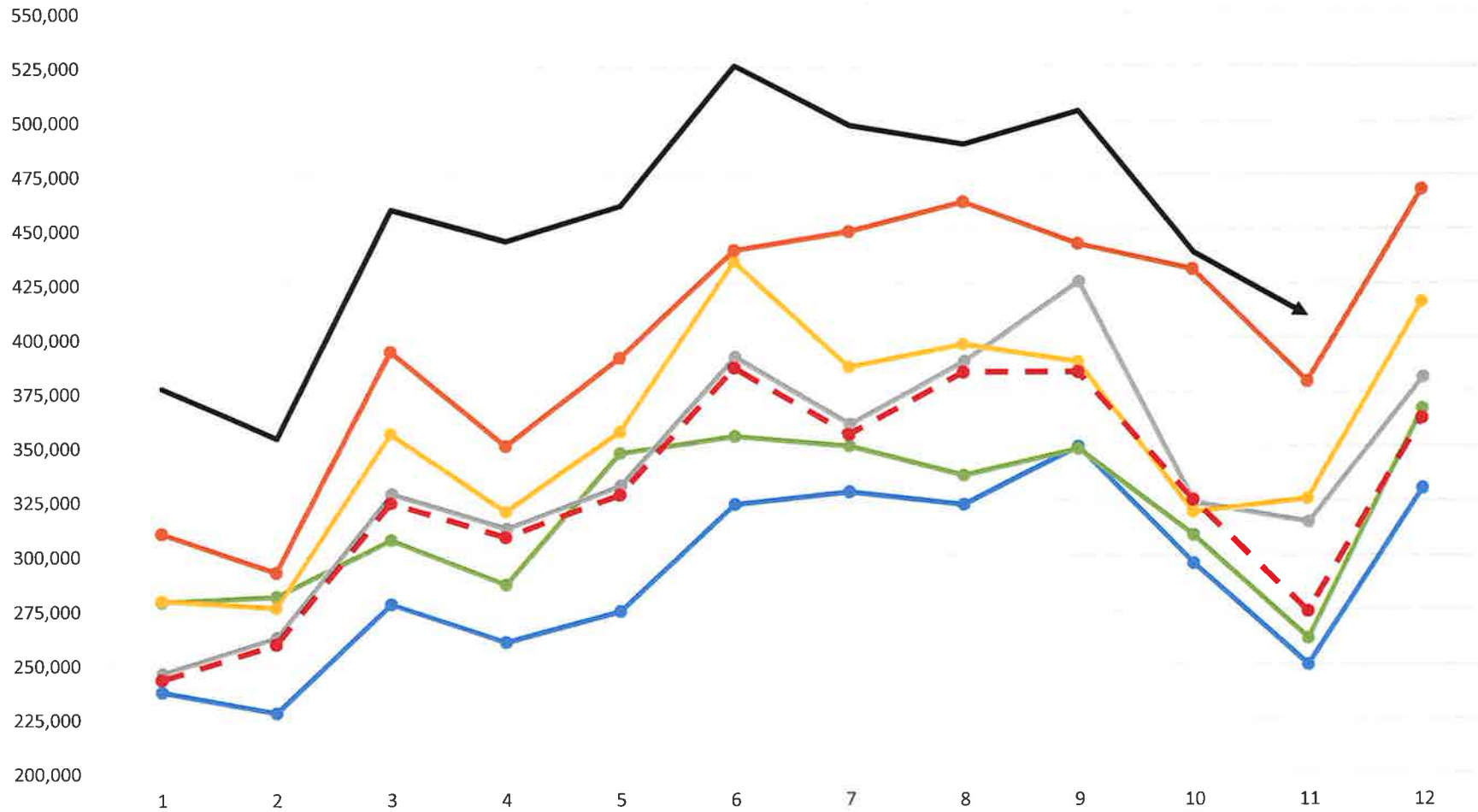
	2014	2015	2016	2017	2018	2019 Budget	2019 Actual	2019 Budget Variance	% Change 2018 - 2019 Actual
January	237,528	279,122	246,415	279,777	310,547	243,216	377,689	55%	22%
February	227,815	281,559	262,925	276,310	292,604	259,512	354,467	37%	21%
March	278,053	307,482	328,665	356,214	394,293	324,400	459,822	42%	17%
April	260,396	286,903	312,635	320,241	350,586	308,577	445,171	44%	27%
May	274,641	347,236	332,428	357,049	391,052	328,114	461,236	41%	18%
June	323,498	354,920	391,485	435,445	440,606	386,405	525,839	36%	19%
July	329,201	350,290	360,375	386,531	449,080	355,698	498,248	40%	11%
August	323,336	336,522	389,222	397,061	462,622	384,171	489,291	27%	6%
September	349,872	348,805	426,039	388,845	443,327	384,146	504,696	31%	14%
October	296,170	309,042	324,125	319,477	431,530	325,183	439,534	35%	2%
November	249,648	261,713	314,996	325,586	379,605	274,104	409,930	50%	8%
December	330,297	367,053	381,623	416,254	467,960	362,654			
	3,480,456	3,830,645	4,070,933	4,258,790	4,813,813	3,936,179	4,965,924		

Budget Variance Average - YTD 40%

% Change 2018 vs 2019 Actual Average - YTD 15%

Monthly Sales Tax Trend

● 2014
 ● 2015
 ● 2016
 ● 2017
 ● 2018
 - - 2019 Budget
 ● 2019 Actual



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Brian Phillips, Accounting Supervisor
Approved by: LeeAnn McNulty, Administrative Services Manager
Date: February 18, 2020

Summary for Discussion Purposes:

Disbursements:

- *Scarsella Bros., Inc
 - Check #33729 – \$6,098.70 – Park & Ride Project
- *SCJ Alliance
 - Check #33730 – \$23,071.94 – Park & Ride Project
- *Active Construction, Inc
 - Check #33745 – \$44,688.80 – Park & Ride Project
- *Northwest Bus Sales, Inc
 - Check #33775 – \$80,762.53 – Ford Mini Cutaway

*Disbursements grant eligible.

January Fuel Prices: Diesel \$2.28 Unleaded \$2.31

General Manager Travel Expenditures:

- No travel expenditures during this period.

Check Disbursement Fiscal Impact:

\$720,527.50

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 17, 2020 through February 12, 2020 financial obligations on checks #33702 through #33797, as presented for a total of \$720,527.50.



Mason Transit Authority
February 18, 2020 Disbursement Approval

The following checks for the period of January 17, 2019 through February 12, 2020 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 Accounts Payable Checks	Check Numbers 33702- 33797	Total Amount \$720,527.50
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 1/22/2020	33703	178,043.76
Payroll & DRS – 2/5/2020	33744	175,766.93
Scarsella Bros., Inc	33729	6,098.70
SCJ Alliance	33730	23,071.94
Active Construction Inc	33745	44,688.80
Northwest Bus Sales, Inc	33775	80,762.53
<i>Check Spoilage</i>	<i>33741</i>	-

Submitted by:  Date: 2/12/20
 Brian Phillips, Accounting Supervisor

Approved by:  Date: 2-13-2020
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority Check Register

February 2020 Board Report

Activity From 1/17/2020 Through 2/12/2020

Document Date	Check #	Vendor Name	Amount
1/21/2020	33702	District 160	\$ 2,437.64
1/22/2020	33703	Mason Transit Authority - ACH Account	178,043.76
1/29/2020	33704	Abila	5,987.00
1/29/2020	33705	Advance Glass	136.54
1/29/2020	33706	Aflac	941.14
1/29/2020	33707	AIG Retirement	240.00
1/29/2020	33708	Associated Petroleum Products, Inc.	21,387.68
1/29/2020	33709	Aramark	155.70
1/29/2020	33710	Bridge Church	90.00
1/29/2020	33711	Cummins Northwest, LLC	717.01
1/29/2020	33712	Dept of Labor & Industries - Elevators	134.10
1/29/2020	33713	EMC - Mason Transit	134.80
1/29/2020	33714	Gillig, LLC	439.79
1/29/2020	33715	HR Direct	86.79
1/29/2020	33716	IVS, Inc. dba AngelTrax	228.40
1/29/2020	33717	Knight Fire Protection, Inc.	1,398.29
1/29/2020	33718	LegalShield	147.50
1/29/2020	33719	Les Schwab	183.72
1/29/2020	33720	Mason County Garbage, Inc.	438.68
1/29/2020	33721	Mason County Utilities/Waste Management	96.00
1/29/2020	33722	Mountain Mist Water	46.62
1/29/2020	33723	Northridge Properties, LLC	1,500.00
1/29/2020	33724	Northwest Administrators	96,268.39
1/29/2020	33725	Office Depot, inc.	216.91
1/29/2020	33726	Pacific Office Automation	369.23
1/29/2020	33727	Positive Promotions, Inc.	827.64
1/29/2020	33728	Builders FirstSource	15.83
1/29/2020	33729	Scarsella Bros., Inc	6,098.70
1/29/2020	33730	SCJ Alliance	23,071.94
1/29/2020	33731	Seattle Automotive Distributing	80.27
1/29/2020	33732	Mason County Journal	576.00
1/29/2020	33733	The Shoppers Weekly	3,845.21
1/29/2020	33734	Small & Mid-Sized Transit Alliance	3,434.00
1/29/2020	33735	South Sound Investment Properties, LLC	300.00
1/29/2020	33736	Titus-Will	558.70
1/29/2020	33737	Total Battery & Automotive Supply	43.96
1/29/2020	33738	Tozier Brothers, Inc.	18.28
1/29/2020	33739	ULINE	125.71

Mason Transit Authority Check Register

February 2020 Board Report

Activity From 1/17/2020 Through 2/12/2020

Document Date	Check #	Vendor Name	Amount
1/29/2020	33740	United Way of Mason County	33.00
1/27/2020	33741	<i>Spoilage</i>	-
1/29/2020	33742	Westbay Auto Parts	910.54
1/29/2020	33743	Berg Marketing Group	1,319.44
2/5/2020	33744	Mason Transit Authority - ACH Account	175,766.93
2/12/2020	33745	Active Construction, Inc.	44,688.80
2/12/2020	33746	Advance Glass	316.06
2/12/2020	33747	AIG Retirement	240.00
2/12/2020	33748	Allstream	186.39
2/12/2020	33749	Amerisafe	488.25
2/12/2020	33750	Associated Petroleum Products, Inc.	1,256.98
2/12/2020	33751	Aramark	468.26
2/12/2020	33752	Judy Arms	684.25
2/12/2020	33753	Mick Baker	317.40
2/12/2020	33754	Berg Marketing Group	1,319.44
2/12/2020	33755	Cascade Print Media	5,154.42
2/12/2020	33756	Fran Cavaille	330.63
2/12/2020	33757	City of Shelton	605.60
2/12/2020	33758	Cascade Natural Gas	2,164.50
2/12/2020	33759	Comcast	209.60
2/12/2020	33760	Commercial Brake & Clutch, Inc.	492.10
2/12/2020	33761	Cummins Northwest, LLC	579.08
2/12/2020	33762	EMC - Mason Transit	138.80
2/12/2020	33763	Northwest Cascade Inc. DBA FloHawks	1,077.04
2/12/2020	33764	Genothen	5,541.18
2/12/2020	33765	Carolyn Gravatt-Bowles	1,134.33
2/12/2020	33766	Hood Canal Communications	1,817.79
2/12/2020	33767	Kitsap Transit	2,667.79
2/12/2020	33768	Landau Associates Inc	1,699.00
2/12/2020	33769	Mason County PUD #3	5,431.44
2/12/2020	33770	Eco Elite and Mathis Pest Management	146.48
2/12/2020	33771	Cheryl Moore	211.60
2/12/2020	33772	Mountain Mist Water	229.82
2/12/2020	33773	Mood Media	113.77
2/12/2020	33774	Judy Nicholson	391.00
2/12/2020	33775	Northwest Bus Sales, Inc.	80,762.53
2/12/2020	33776	Olympic Lock & Key	14.09
2/12/2020	33777	O'Reilly Auto Parts	57.81

Mason Transit Authority Check Register

February 2020 Board Report

Activity From 1/17/2020 Through 2/12/2020

Document Date	Check #	Vendor Name	Amount
2/12/2020	33778	Pacific Office Automation	322.08
2/12/2020	33779	Pitney Bowes Purchase Power	171.00
2/12/2020	33780	Builders FirstSource	66.46
2/12/2020	33781	Rexus Corporation	51.00
2/12/2020	33782	Julia Rene Roberts	124.78
2/12/2020	33783	Schetky Northwest Sales, Inc.	170.64
2/12/2020	33784	Seattle Automotive Distributing	1,344.32
2/12/2020	33785	The Shoppers Weekly	160.00
2/12/2020	33786	Smash	129.29
2/12/2020	33787	Staples Business Advantage	56.19
2/12/2020	33788	Tozier Brothers, Inc.	58.74
2/12/2020	33789	United Way of Mason County	78.40
2/12/2020	33790	U.S. Bank	9,217.43
2/12/2020	33791	Verizon Wireless	415.94
2/12/2020	33792	Voyager Fleet Systems, Inc.	5,681.51
2/12/2020	33793	Westbay Auto Parts	1,524.28
2/12/2020	33794	Whisler Communications	1,776.42
2/12/2020	33795	AWorkSAFE Service, Inc.	584.00
2/12/2020	33796	WE PROMOTE YOU	205.95
2/12/2020	33797	Washington State Transit Association	8,601.00
		Total	<u>720,527.50</u>

Mason Transit Authority Credit Card Activity

February 2020 Board Report

January Activity

GL Title	Transaction Description	Expenses
Parts Inventory	A Part Warehouse - Maxie brake lever	\$ 168.40
Parts Inventory	Covers and all - cover for air compressor	114.00
Sales Tax Payable	Parts Use Tax	(22.12)
Wellness Expense	Amazon - Wellness prizes	164.47
Wellness Expense	Fred Meyer - Wellness prize	52.45
Uniform Allowance	Shelton Outfitters - Rubber boots Dahl	18.46
Employee Recognition	Westside Pizza - Recognition Lunch	58.56
Professional and Technical Services	Aatrix - Process 1099s	24.95
Security Services	Checkr - Background check	45.64
Facility Repair/Maintenance	1000 bulbs - light bulbs	40.58
Facility Repair/Maintenance	1000 bulbs - light bulbs	99.34
Facility Repair/Maintenance	Airfilters Delivered - HVAC filters	183.81
Facility Repair/Maintenance	Airfilters Delivered - HVAC filters	450.02
Facility Repair/Maintenance	Amazon - Ballast for new Ops office light	14.15
Facility Repair/Maintenance	Amazon - Passenger light repair module	9.46
Facility Repair/Maintenance	Amazon - Passenger light repair module	23.17
Facility Repair/Maintenance	Builders First - TCC Ops Office	17.39
Facility Repair/Maintenance	ESafety Supplies - Inspection Tags	39.66
Facility Repair/Maintenance	Eyewash Direct - Eyewash Station	225.27
Facility Repair/Maintenance	Lowes - TCC Ops Office	75.92
Facility Repair/Maintenance	Safeway - Propane for atrium heater	21.75
Facility Repair/Maintenance	Tozier - TCC Ops Office	8.68
Facility Repair/Maintenance	Zoro - Sprinkler cage for ops office	30.29
Operating Supplies	Amazon - Brochure Holders	238.65
Operating Supplies	Amazon - Suciton cup holders	16.26
Operating Supplies	Amazon - Toner	398.04
Operating Supplies	Marketing Holders - Brochure Holders	(499.50)
Operating Supplies	Marketing Holders - Brochure Holders	499.50
Operating Supplies	Walmart - Coffee Pot driver area	19.56
Operating Supplies	Walmart - Surge protetor	23.76
Office Supplies	Dell.com - waste container	25.97
Office Supplies	Walmart - office supplies	5.52
Office Supplies	Walmart - office supplies	13.53
Cleaning/Sanitation Supplies	Walmart - cleaners	29.58
Cleaning/Sanitation Supplies	Walmart - cleaners	72.42
Safety Training Material & Supply	Evergreen Safety Council - FA/CPR/AED Cards	795.14
Shelter Supplies	Harbor Freight - Dollies	24.02
Shelter Supplies	Smartsign - Wing Bracket	16.22
Shelter Supplies	Walmart - Trash bags	30.42
Software	A.C. Delco - Software	884.28
IT Equipment	Amazon - HDML for gym	16.22
Small Tools & Equipment	Grainger - Water Operator	66.42
Small Tools & Equipment	McLendons - Chainsaw and oil	225.61
Small Tools & Equipment	Walmart - icemelt spreader	43.49

Mason Transit Authority Credit Card Activity

February 2020 Board Report

January Activity

GL Title	Transaction Description	Expenses	
Small Equipment & Furniture	Lowes - Bldg 1 refridgerator	545.41	
Veh License/Registration Fee	DOL - Licensing ID2020	64.00	
Veh License/Registration Fee	DOL - Vehicle title transfer	109.70	
Dues, Memberships, Subscriptions	Blue Host - Website domain	155.88	
Dues, Memberships, Subscriptions	IPMA HR - Membership	149.00	
Dues, Memberships, Subscriptions	WAPRO - Membership Dues	25.00	
Travel & Meeting Expense MTA	Alamo - Rental Car	249.40	
Travel & Meeting Expense MTA	Alaskan Airlines - Check bags	30.00	
Travel & Meeting Expense MTA	Alaskan Airlines - Check bags	30.00	
Travel & Meeting Expense MTA	Orbitz - Transit Bus Summit (will be reimbursed by Summit)	498.85	GM
Travel & Meeting Expense MTA	Roosters - EDC Leadership breakfast	6.41	GM
Travel & Meeting Expense MTA	Shell - gas for rental	17.53	
Travel & Meeting Expense MTA	Wally Park - Parking	99.34	
Training / Seminars	Best Western - Records Management Forum	170.60	
Advertising/Promotion Media	4Imprint - Logo Crayons	304.62	
Advertising/Promotion Media	Executive Advertising - Logo tot bags	299.51	
Advertising/Promotion Media	Marketing Holders - Brochure Holders	399.50	
Advertising/Promotion Media	Personalized Paper - Logo note pads	179.14	
Advertising/Promotion Media	Positive Promotions - Webcam cover swag	188.45	GM
Advertising/Promotion Media	Quality Logo Products - Logo hand sanitizer	335.68	
Passenger Parking Facilities	Glacier - Belfair Parking	550.00	
		Total	
		<u>\$ 9,217.43</u>	



FD

PURCHASE LOG

Name: Donette Van Fleet

Department: Admin

Manager's Approval: _____

Date Submitted

2/3/2020

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
1/3/2020	Roosters	EDC Leadership Breakfast	6.41	Y	Admin	509421	
1/7/2020	Positive Promotions	Web Cam cover - swag	188.45	Y	Admin	509150	USE TAX
1/15/2020	Orbitz	Transit Bus Summer	498.85	Y	Admin	509421	
		flight - will be reimbursed by summer					
TOTAL			\$				

*

Don't forget to attach original receipts

Signature Donette Van Fleet

Date 2/3/2020

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 4 – *Actionable*
Subject: Establish 2020 Authority Board Committees
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 18, 2020

Background:

As we move into 2020, we have had the annual rotation of the Chair, as well as having a new Board member. Additionally, the role of Chair is to remain in a more neutral position, so that committee position will need to be filled as well as our new Board member. Due to those changes, we have circulated a request for preferences as to which committees Board members wish to serve, as well as forward one to our newly appointed Board member, Matt Jewett of Southside School District.

Section 8.1 of the MTA Bylaws provides that each committee shall be composed for not more than three Authority Board members; one member representing the City of Shelton, one member representing Mason County and one member representing a district. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the Authority Board. The terms of the standing committees will coincide with the terms of the Authority Board officers.

Based on the responses received by the Board members, recommend the following Board members be assigned to the following Authority Board Committees:

Finance: Wes Martin and Sharon Trask

Human Resources: Deb Petersen and Kevin Shutty

Policy: John Campbell and Randy Neatherlin

Operations and Maintenance: Kevin Dorcy and Matt Jewett

Summary: Approve Board members to serve on certain Authority Board Committees.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above.

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Actionable*
Subject: Appointment of Citizen Adviser to MTA Authority Board
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 18, 2020

Background:

At the January meeting, the Board tabled the appointment of its Citizen Adviser for 2020. Since that meeting, Mr. Farmer indicated to the Clerk of the Authority Board that he has decided to withdraw his application.

Summary: Appoint Citizen Adviser for 2020.

Fiscal Impact:

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Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board reappoint citizen John Piety to serve as the non-voting citizen adviser to the Board with the term being January-December, 2020.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: MTA Sick Leave Policy (POL-310)
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 18, 2020

Background:

This policy was last updated in January, 2019 and relates to the unprotected sick leave provided by MTA to its employees, which is separate from the protected WA Paid Sick Leave Policy. The updates are to provide additional clarification for all employees to understand processes and expectations for the following:

- unforeseeable absences;
- verification for absences;
- unexcused absences;
- use of vacation leave for sick; and
- leave without pay for sick.

These distinctive clarifications will assist MTA employees by outlining the steps when unforeseeable or unexcused absences occur, as they are different than when they are using their WA Paid Sick Leave.

This policy has been reviewed by the Policy Committee and legal counsel.

Summary: Approve revised MTA Sick Leave Policy (POL-310)

Fiscal Impact:


None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-04 and the attached MTA Sick Leave Policy (POL-310).

	<p>Title: Mason Transit Authority Sick Leave Policy</p> <p>Number: 310</p> <p>Effective: January 1 <u>February 18, 2020</u>19</p> <p>Cancel: January 1, 2019 <u>N/A</u></p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 202018-0423</p>
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POL-310 MASON TRANSIT AUTHORITY SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) regular full-time employees.

1.0 Purpose

1.1 In addition to the Washington Paid Sick Leave Policy, Mason Transit Authority Sick Leave (MTASL) is available for all regular full-time employees to use for qualifying reasons per this policy.

1.2 This policy details the use of MTASL for excused/unexcused absences.

2.0 Policy


2.1 Qualifying Reasons to Use MTA Sick Leave

MTASL may be used for the following reasons:

- An employee’s mental or physical illness, injury, health condition, and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- Care of a family member with a mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- To make up the difference between the amounts received from L & I time-loss benefits and the employee’s regular pay when an employee is receiving L & I benefits;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons; or
- To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim. Qualifying activities include seeking legal or law enforcement assistance or court relief, counseling or treatment by a health care provider, and obtaining support services (e.g., shelter, crisis outreach, safety planning, relocation assistance).

2.2 Accrual of MTA Sick Leave

Regular full-time employees accrue MTASL at the rate of 1.69 hours per pay period for full-time employees. For example, 1.69 hours per pay period x 26 pay periods = 44 (rounded) hours MTASL per year in addition to the 52 hours accrued (assuming no overtime worked) under the Washington Paid Sick Leave Policy, as

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required by law, for a total of 96 hours per year. MTASL balance will not exceed 960 hours. Hours above 960 will be forfeited.

The leave accrual period is January 1st through December 31st.

All eligible employees begin accruing MTASL at the commencement of employment.

At the start of employment, all eligible employees will receive information about the MTASL Policy.

2.3 Eligibility to Use Accrued MTA Sick Leave

Regular, full-time employees are eligible to use accrued MTASL upon commencement of their employment.

MTASL accrued during a pay period may not be used until the following pay period.

2.4 Reasonable Notice for the Use of MTA Sick Leave

Employees must provide reasonable notice, as described below, to his or her team manager regarding use of MTASL whenever possible, along with a Paylocity Time-Off Request. If no advance notice is possible, then the request must be submitted on the day following the employee’s return to work. If possible, the request should include the expected return date. Information provided will be kept confidential.

Foreseeable Absences. If the absence is foreseeable, the employee must notify his or her team manager at least 10 days, or as early as possible, before the first day MTASL will be used.

Unforeseeable Absences. If the absence is unforeseeable, the employee must notify his or her team manager as soon as possible.

- If advance notice is possible, the employee must provide such notice no later than one (1) hour before the employee’s scheduled start time.
- If advance notice is not possible, the employee or a person on the employee’s behalf, must provide such notice, as soon as possible.
- Calling out no later than one (1) hour before does not mean the absence is excused. See sections 2.10 and 2.11.



Title: Mason Transit Authority Sick Leave Policy
Number: 310
Effective: ~~January 1~~ February 18, 2020~~19~~
Cancel: ~~January 1, 2019~~N/A
Prepared by: LeeAnn McNulty,
Administrative Services Manager
Approved by: Authority Board
Resolution No. 20~~2018~~-0423

2.5 Verification for Absences

The employee may be required to provide verification for using MTASL for a qualifying reason, or upon reasonable suspicion of sick leave abuse (e.g., Pattern Absence, i.e. calling out after vacation was denied), as provided below. If verification is requested, the employee must submit a completed verification form to team manager or supervisor ~~no less than 10 calendar days from the first day an employee used MTASL upon returning to duty.~~ Duration of the absence must be outlined in the verification.

Consecutive days/hours of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent unscheduled absence is within five (5) days of the last day of the original unscheduled absence.

An employee may choose to provide verification on their own accord to verify reason for absence. If ~~it~~ the verification supports ~~is~~ a qualifying reason as described in 2.1, the employee will be considered excused.

For the employee’s own health care or the care for a family member. A health care provider’s signed statement that establishes or confirms that the use of MTASL is for an authorized purpose. The verification provides information about the nature of the illness, injury, or disability, and the beginning and end dates.

To make up the difference between the amounts between L & I time-loss benefits and an employee’s regular pay. Documentation to show the value of time-loss payments received during the relevant time period.

Closure of the employee’s place of business or child’s school/place of care. Documentation of the notice of closure by a public official that the employee received regarding the employee’s child’s school or place of care.

To address issues related to domestic violence, sexual assault, or stalking. Documentation may include a police report, court record, prosecuting attorney’s office record, or a signed note from a health care provider, social worker, counselor sufficient to show that the employee or an employee’s family member is a victim of domestic violence, sexual assault, or stalking and the leave was



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Resolution No. ~~202018-0423~~

taken to address related issues. Other documentation may be acceptable, as determined by the Administrative Services Manager or designee.

2.6 Increments of Use for MTA Sick Leave

Employees are allowed to use MTASL in increments of .25 hour.

2.7 Payroll

Employees will be notified of their MTASL accrued, usage, and current balances for each pay period on a direct deposit statement and/or Paylocity’s Time-Off section of the Self-Service Portal.

2.8 Rate of Pay When Using MTA Sick Leave

Sick leave hours will be compensated at an employee’s regular rate of pay, excluding overtime rates, where applicable. Sick leave hours will not count toward the calculation of overtime.

2.9 Separation from Employment

If an employee separates from employment, he or she forfeits any unused, accrued MTASL.

2.10 Excused Absences

Absences are excused when a Time-Off Request is submitted and approved in advance by the team manager or supervisor for a qualifying reason to use MTASL as listed ~~in Section~~ in Section 2.1. An Excused Absence also includes an absence that has been satisfactorily verified by a method described in Section 2.5 upon return to work by the employee.

2.11 Unexcused Absences

Unexcused absences will be reviewed by a manager or supervisor. Employee verification may be required, per Section 2.5- if it has not been submitted by the employee. If it is determined corrective action is needed, the corrective action will be consistent with the Performance Counseling Policy.

An absence will be considered unexcused if not pre-approved at least 24 hours prior to the start of the shift.



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 Resolution No. 20~~2018~~2020-04~~23~~

~~Consecutive days/hours of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent unscheduled absence is within five (5) days of the last day of the original unscheduled absence.~~

24 hours of unexcused qualifying sick leave absences in a rolling twelve-month period will be the basis for a coaching discussion between the employee and the manager/supervisor and with additional unexcused absences may potentially leading to further progressive discipline through MTA's Performance Counseling Policy.

Four (4) 32 hours of unscheduled unexcused qualifying sick leave absences in a rolling twelve-month period will be the basis for a coaching discussion initiating progressive discipline with a verbal warning through MTA's Performance Counseling Policy. between the employee and the supervisor and may potentially lead to further progressive discipline through MTA's Performance Counseling Policy.

<u># of Unexcused Hours</u>	<u>Consequence</u>
<u>24 Unexcused Hours</u>	<u>Coaching Discussion</u>
<u>32 Unexcused Hours</u>	<u>Verbal Warning</u>
<u>40 Unexcused Hours</u>	<u>Written Warning</u>
<u>48 Unexcused Hours</u>	<u>2 Days Suspension Without Pay</u>
<u>56 Unexcused Hours</u>	<u>Review of Termination with General Manager</u>

2.12 No-Call / No-Show

Not reporting to work and not calling to report the absence is considered a no-call / ~~no show, and no-show~~ and is a serious matter. Upon notification from the team manager, a no-call / no show will be reviewed by the Administrative Services Manager and/or General Manager to determine appropriate discipline, up to and including termination. **Any no-call / no-show for three or more days constitutes job abandonment and will result in immediate termination of employment.**



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Resolution No. 20~~2018~~-04~~23~~

If the discipline process for attendance has already begun with an employee when a no-call / no-show occurs, the disciplinary process may be accelerated up to and including termination.

Management may consider extenuating circumstances when determining discipline for a no-call / no-show and may exercise discretion in such case (for example, if the employee is in a serious accident and is hospitalized).

2.13 Use of Vacation Leave for Sick

Accrued vacation leave may only be used to cover a qualifying sick leave absence when the event is pre-arranged. Per each collective bargaining agreement and the employee handbook, the use of vacation leave must be approved in advance.

2.14 Leave without pay (LWOP) for Sick

In cases where no sick leave is available, ~~and the use of vacation leave has not been pre-arranged or there is no vacation leave available, absence has not been pre-arranged,~~ the employee ~~may~~ will be in a LWOP situation. Unexcused LWOP absences do count toward unexcused hours and may be subject to progressive discipline.

3.0 Definitions

- "Family member" is defined as a child (including biological, adopted, foster, step, in loco parentis, or legal guardian) or parent (including biological, adopted, foster, step, de facto, or legal guardian) to the employee or the employee's spouse/registered domestic partner, a spouse, registered domestic partner, grandparent, grandchild, or sibling.
- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Commencement of employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.



Title: Mason Transit Authority Sick Leave Policy
Number: 310
Effective: ~~January 1~~ February 18, 2020~~19~~
Cancel: ~~January 1, 2019~~ N/A
Prepared by: LeeAnn McNulty,
Administrative Services Manager
Approved by: Authority Board
Resolution No. ~~202018-0423~~

- “Excused absence” is defined as a Time Off Request submitted in advance and approved by the Manager/Supervisor.
- “Unexcused absence” is defined as a call out or no-show on a scheduled workday without an approved Time-off Request.

“Pattern Absence” is defined as an absence that shows a pattern such as but not exclusive to unexcused absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave is accrued.

“LWOP” is defined as an absence where there is no available vacation, sick or personal hours to cover an absence.

RESOLUTION NO. 2020-04

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED MTA SICK LEAVE POLICY (POL-310) AND
SUPERSEDING AND REPLACING IN FULL ANY PREVIOUSLY ADOPTED
OR APPROVED MTA SICK LEAVE POLICY.**

WHEREAS, the Mason Transit Authority Board has previously created and revised its MTA Sick Leave Policy (POL-310) and desires to provide additional clarification for all employees to understand the processes and expectations relating to unforeseeable and verification for absences; unexcused absences; use of vacation leave for sick and leave without pay for sick; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Mason Transit Authority Sick Leave Policy (POL-310), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED that this Mason Transit Authority Sick Leave Policy (POL-310) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Sick Leave policy, including rescinding Resolution No. 2018-23.

Adopted this 18th day of February, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member


Kevin Shutty, 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

	<p>Title: Mason Transit Authority Sick Leave Policy</p> <p>Number: 310</p> <p>Effective: February 18, 2020</p> <p>Cancels: January 1, 2019</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2020-04</p>
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POL-310 MASON TRANSIT AUTHORITY SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) regular full-time employees.

1.0 Purpose

1.1 In addition to the Washington Paid Sick Leave Policy, Mason Transit Authority Sick Leave (MTASL) is available for all regular full-time employees to use for qualifying reasons per this policy.

1.2 This policy details the use of MTASL for excused/unexcused absences.

2.0 Policy


2.1 Qualifying Reasons to Use MTA Sick Leave

MTASL may be used for the following reasons:

- An employee’s mental or physical illness, injury, health condition, and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- Care of a family member with a mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- To make up the difference between the amounts received from L & I time-loss benefits and the employee’s regular pay when an employee is receiving L & I benefits;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons; or
- To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim. Qualifying activities include seeking legal or law enforcement assistance or court relief, counseling or treatment by a health care provider, and obtaining support services (e.g., shelter, crisis outreach, safety planning, relocation assistance).

2.2 Accrual of MTA Sick Leave

Regular full-time employees accrue MTASL at the rate of 1.69 hours per pay period for full-time employees. For example, 1.69 hours per pay period x 26 pay periods = 44 (rounded) hours MTASL per year in addition to the 52 hours accrued (assuming no overtime worked) under the Washington Paid Sick Leave Policy, as

	<p>Title: Mason Transit Authority Sick Leave Policy</p> <p>Number: 310</p> <p>Effective: February 18, 2020</p> <p>Cancels: January 1, 2019</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2020-04</p>
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required by law, for a total of 96 hours per year. MTASL balance will not exceed 960 hours. Hours above 960 will be forfeited.

The leave accrual period is January 1st through December 31st.

All eligible employees begin accruing MTASL at the commencement of employment.

At the start of employment, all eligible employees will receive information about the MTASL Policy.

2.3 Eligibility to Use Accrued MTA Sick Leave

Regular, full-time employees are eligible to use accrued MTASL upon commencement of their employment.

MTASL accrued during a pay period may not be used until the following pay period.

2.4 Reasonable Notice for the Use of MTA Sick Leave

Employees must provide reasonable notice, as described below, to his or her team manager regarding use of MTASL whenever possible, along with a Paylocity Time-Off Request. If no advance notice is possible, then the request must be submitted on the day following the employee’s return to work. If possible, the request should include the expected return date. Information provided will be kept confidential.

Foreseeable Absences. If the absence is foreseeable, the employee must notify his or her team manager at least 10 days, or as early as possible, before the first day MTASL will be used.

Unforeseeable Absences. If the absence is unforeseeable, the employee must notify his or her team manager as soon as possible.

- If advance notice is possible, the employee must provide such notice no later than one (1) hour before the employee’s scheduled start time.
- If advance notice is not possible, the employee or a person on the employee’s behalf, must provide such notice, as soon as possible.
- Calling out no later than one (1) hour before does not mean the absence is excused. See sections 2.10 and 2.11.



Title:	Mason Transit Authority Sick Leave Policy
Number:	310
Effective:	February 18, 2020
Cancels:	January 1, 2019
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2020-04

2.5 Verification for Absences

The employee may be required to provide verification for using MTASL for a qualifying reason, or upon reasonable suspicion of sick leave abuse (e.g., Pattern Absence, i.e. calling out after vacation was denied), as provided below. If verification is requested, the employee must submit a completed verification form to team manager or supervisor upon returning to duty. Duration of the absence must be outlined in the verification.

Consecutive days/hours of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent unscheduled absence is within five (5) days of the last day of the original unscheduled absence.

An employee may choose to provide verification on their own accord to verify reason for absence. If the verification supports a qualifying reason as described in 2.1, the employee will be considered excused.

For the employee's own health care or the care for a family member. A health care provider's signed statement that establishes or confirms that the use of MTASL is for an authorized purpose. The verification provides information about the nature of the illness, injury, or disability, and the beginning and end dates.

To make up the difference between the amounts between L & I time-loss benefits and an employee's regular pay. Documentation to show the value of time-loss payments received during the relevant time period.

Closure of the employee's place of business or child's school/place of care. Documentation of the notice of closure by a public official that the employee received regarding the employee's child's school or place of care.

To address issues related to domestic violence, sexual assault, or stalking. Documentation may include a police report, court record, prosecuting attorney's office record, or a signed note from a health care provider, social worker, counselor sufficient to show that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking and the leave was taken to address related issues. Other documentation may be acceptable, as determined by the Administrative Services Manager or designee.



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Number:	310
Effective:	February 18, 2020
Cancels:	January 1, 2019
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2020-04

2.6 Increments of Use for MTA Sick Leave

Employees are allowed to use MTASL in increments of .25 hour.

2.7 Payroll

Employees will be notified of their MTASL accrued, usage, and current balances for each pay period on a direct deposit statement and/or Paylocity's Time-Off section of the Self-Service Portal.

2.8 Rate of Pay When Using MTA Sick Leave

Sick leave hours will be compensated at an employee's regular rate of pay, excluding overtime rates, where applicable. Sick leave hours will not count toward the calculation of overtime.

2.9 Separation from Employment

If an employee separates from employment, he or she forfeits any unused, accrued MTASL.

2.10 Excused Absences

Absences are excused when a Time-Off Request is submitted and approved in advance by the team manager or supervisor for a qualifying reason to use MTASL as listed in Section 2.1. An Excused Absence also includes an absence that has been satisfactorily verified by a method described in Section 2.5 upon return to work by the employee.

2.11 Unexcused Absences

Unexcused absences will be reviewed by a manager or supervisor. Employee verification may be required, per Section 2.5 if it has not been submitted by the employee. If it is determined corrective action is needed, the corrective action will be consistent with the Performance Counseling Policy.

An absence will be considered unexcused if not pre-approved at least 24 hours prior to the start of the shift.

24 hours of unexcused qualifying sick leave absences **in a rolling twelve-month period** will be the basis for a coaching discussion between the employee and the



Title: Mason Transit Authority Sick Leave Policy
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Effective: February 18, 2020
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Prepared by: LeeAnn McNulty,
 Administrative Services Manager
Approved by: Authority Board
 Resolution No. 2020-04

manager/supervisor with additional unexcused absences potentially leading to further progressive discipline through MTA’s Performance Counseling Policy.

32 hours of unexcused qualifying sick leave absences **in a rolling twelve-month period** will be the basis for initiating progressive discipline with a verbal warning through MTA’s Performance Counseling Policy.

# of Unexcused Hours	Consequence
24 Unexcused Hours	Coaching Discussion
32 Unexcused Hours	Verbal Warning
40 Unexcused Hours	Written Warning
48 Unexcused Hours	2 Days Suspension Without Pay
56 Unexcused Hours	Review of Termination with General Manager

2.12 No-Call / No-Show


Not reporting to work and not calling to report the absence is considered a no-call / no-show and is a serious matter. Upon notification from the team manager, a no-call / no show will be reviewed by the Administrative Services Manager and/or General Manager to determine appropriate discipline, up to and including termination. **Any no-call / no-show for three or more days constitutes job abandonment and will result in immediate termination of employment.**

If the discipline process for attendance has already begun with an employee when a no-call / no-show occurs, the disciplinary process may be accelerated up to and including termination.

Management may consider extenuating circumstances when determining discipline for a no-call / no-show and may exercise discretion in such case (for example, if the employee is in a serious accident and is hospitalized).

2.13 Use of Vacation Leave for Sick

Accrued vacation leave may only be used to cover a qualifying sick leave absence when the event is pre-arranged. Per each collective bargaining agreement and the employee handbook, the use of vacation leave must be approved in advance.

	<p>Title: Mason Transit Authority Sick Leave Policy</p> <p>Number: 310</p> <p>Effective: February 18, 2020</p> <p>Cancel: January 1, 2019</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2020-04</p>
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2.14 Leave without pay (LWOP) for Sick

3.0 In cases where no sick leave is available, the use of vacation leave has not been pre-arranged or there is no vacation leave available, the employee will be in a LWOP situation. Unexcused LWOP absences do count toward unexcused hours and may be subject to progressive discipline. **Definitions**

- "Family member" is defined as a child (including biological, adopted, foster, step, in loco parentis, or legal guardian) or parent (including biological, adopted, foster, step, de facto, or legal guardian) to the employee or the employee's spouse/registered domestic partner, a spouse, registered domestic partner, grandparent, grandchild, or sibling.
- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Commencement of employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Excused absence" is defined as a Time Off Request submitted in advance and approved by the Manager/Supervisor.
- "Unexcused absence" is defined as a call out or no-show on a scheduled workday without an approved Time-off Request.

"Pattern Absence" is defined as an absence that shows a pattern such as but not exclusive to unexcused absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave is accrued.

"LWOP" is defined as an absence where there is no available vacation, sick or personal hours to cover an absence.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Informational*

Subject: Change Order #2 – Roundabout Project

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: February 18, 2020

Background:

This Change Order is for Time and Materials to restore and repair the access road that was used while clearing and installing relocated gate. The access road belonged to the property owner and was not on MTA property.

Summary: Information provided regarding Change Order #2 in an amount not to exceed \$13,100.

Fiscal Impact:

Not to Exceed \$13,100

Belfair Park and Ride Development – Log Yard Road Roundabout
Mason Transit Authority

Construction Change Directive: 002

January 23, 2020

Contract Modification:

The Contractor is hereby directed to make the following change(s) to the Work:

1. Additional work and materials to restore and repair Overton access road and install relocated gate.

Attachments:

1. ACI T&M breakdown for work and materials.

PROPOSED CONTRACT ADJUSTMENTS:


The contract sum will be adjusted on the following basis:

- Lump Sum:
- As follows: Time and Materials per the attached approximate daily rates from ACI not to exceed \$13,100.

The contract time will:

- Remain unchanged:
- (Increase) (Decrease) by days

When issued by the Engineer and approved by the District, this document shall serve as authorization to proceed with the Work as described above. When the actual adjustments to the Contract Sum and/or Contract Time are agreed to by the Engineer, District, and Contractor, this Work shall be added to the Contract by Change Order.

Issued By:  Date: 1/29/20
SCJ Alliance

Approved By:  Date: 1/29/2020
Mason Transit Authority

Signature below indicates the Contractor's acknowledgement of the direction to proceed with the Work immediately. Signature also indicates the Contractor agrees with the proposed method of adjustment in the Contract Sum and Contract Time.

Accepted By:  Date: 1/29/2020
Active Construction Inc.

**CHANGE ORDER
002**

OWNER Mason Transit Authority
 ENGINEER SCJ Alliance
 CONTRACTOR Active Construction Inc.
 FIELD
 OTHER

PROJECT: CHANGE ORDER NO.: 002
 Log Yard Road Roundabout
 MTA Belfair Park and Ride DATE: January 23, 2020
 ENGINEER'S PROJECT NO.: 738.05

TO CONTRACTOR:
 Active Construction Inc.
 PO Box 430
 Puyallup, WA 98371

The Contract is changed as follows:

See attached detailed listing for CCD 002 NTE \$13,100.00

Total Change Order # 002 \$13,100.00

This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

Not valid until signed by the Owner, Engineer, and Contractor.

Net change by previously authorized Change Orders \$0.00
 The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$2,507,172.00
 The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (~~decreased~~)
 (~~unchanged~~) by this Change Order in the amount of \$13,100.00
 The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be \$2,520,272.00


The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by zero calendar (-0-) days.
 The date of Substantial Completion as of the date of this Change Order therefore is: TBD


NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

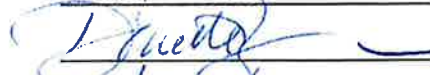
ENGINEER
 SCJ Alliance
 8730 Tallon Lane NE, Suite 200
 Lacey, WA 98516

CONTRACTOR
 Active Construction Inc.
 PO Box 430
 Puyallup, WA 98371

OWNER
 Mason Transit Authority
 790 East Johns Prairie Road
 Shelton, WA 98584

BY 
 DATE 1/29/20


 1/29/2020


 1/29/2020



**ACTIVE
CONSTRUCTION
INC.**

ROM

A.C.I. PROJECT	LOG YARD ROAD & SR-3 ROUNADABOUT	A.C.I. PHASE CODE
19-035		

DESCRIPTION OF WORK

Below is a ROM to install 3" of Recycled CSBC, 12' wide along Overtons access road. Will utilize ACI truck and trailer for hauling material.

LABOR CLASS / RATES

MANPOWER	HOURS	@	RATE	TOTAL
WORKING FOREMAN 1.0	18.0	@	\$79.33	\$1,269.28
OPERATOR @ 1.0	24.0	@	\$75.13	\$1,803.12
LABORER @ 1.0	8.0	@	\$59.88	\$479.04
SUBTOTAL LABOR				\$3,551.44

EQUIPMENT DESCRIPTION / RATES

EQUIP. NO.	EQUIPMENT DESCRIPTION	HOURS	@	RATE	TOTAL
	ON-HWY LIGHT DUTY TRK	8.0	@	\$32.00	\$256.00
292	SV510 ROLLER	8.0	@	\$60.00	\$480.00
434	850J DOZER	8.0	@	\$114.00	\$912.00
	TRUCK & TRAILER	8.0	@	\$120.00	\$960.00
SUBTOTAL EQUIPMENT				\$2,608.00	

MATERIAL COSTS

DESCRIPTION	UNIT	@	RATE	TOTAL
CBSC	350.00	TN	\$8.00	\$2,800.00
SUBTOTAL MATERIALS				\$2,800.00

SERVICE COSTS

DESCRIPTION	UNIT	@	RATE	TOTAL

SUB CONTRACTOR

DESCRIPTION	UNIT	@	RATE	TOTAL

MARK-UP ON LABOR 29% \$1,029.92

SUBTOTAL LABOR \$4,581.36

MARK-UP ON EQUIPMENT 21% \$547.68

SUBTOTAL EQUIPMENT \$3,155.68

MARK-UP ON MATERIALS 21% \$588.00

SUBTOTAL MATERIALS \$3,388.00

GRAND TOTAL \$11,125.04

A.C.I. PROJECT 19-035	LOG YARD ROAD & SR-3 ROUNADABOUT	Date: 12/03/19	A.C.I. PHASE CODE 8002		
DESCRIPTION OF WORK					
As directed by SCJ, ACI relocated the existing access gate to new proposed location. Location of new gate was provided by Overton's and were given to SCJ for documentation on asbuilts. Below is the time to remove the gate, set and adjust in new location and place pour a concrete foundation.					
LABOR CLASS / RATES					
MANPOWER	HOURS	@	RATE	TOTAL	
WORKING FOREMAN 1.0	8.0	@	\$79.33	\$634.64	
SUBTOTAL LABOR				\$634.64	
EQUIPMENT DESCRIPTION / RATES					
EQUIP. NO.	EQUIPMENT DESCRIPTION	HOURS	@	RATE	TOTAL
	ON-HWY LIGHT DUTY TRK	8.0	@	\$32.00	\$256.00
417	200 EXCAVATOR	2.0	@	\$102.00	\$204.00
SUBTOTAL EQUIPMENT				\$460.00	
MATERIAL COSTS					
DESCRIPTION	UNIT	@	RATE	TOTAL	
Cal Portland- Concrete	1.00	LS	\$474.50	\$474.50	
SUBTOTAL MATERIALS				\$474.50	
SERVICE COSTS					
DESCRIPTION	UNIT	@	RATE	TOTAL	
SUB CONTRACTOR					
DESCRIPTION	UNIT	@	RATE	TOTAL	
MARK-UP ON LABOR			29%	\$184.05	
SUBTOTAL LABOR				\$818.69	
MARK-UP ON EQUIPMENT			21%	\$96.60	
SUBTOTAL EQUIPMENT				\$556.60	
MARK-UP ON MATERIALS			21%	\$99.65	
SUBTOTAL MATERIALS				\$574.15	
GRAND TOTAL				\$1,949.43	



Customer # 1008380	Sold To 1008380
Ship To 5441584	Bill To 1008380

INVOICE

Invoice No: 94421393
 Invoice Date: 12/03/2019
 Invoice Amt: 474.50
 Invoice Due: 01/02/2020

EXPECT MORE ... WE DELIVER!



Phone: (800)469-8010
 E-mail: cust_service@calportland.com

Bill to: ACTIVE CONSTRUCTION INC
 PO BOX 430
 PUYALLUP WA 98371-0162
 USA

Ship to: ACTIVE CONSTRUCTION INC
 GATE
 KITSAP
 25603 ST RT 3
 BELFAIR WA 98528

Customer P.O.	Cust Order #	Project/Order #	Shipped Via	Terms	Due Date
19-035	150	41272	Delivery	Net due 30 days	01/02/2020

Ship Date	Ticket Number	Plant	Prod Num	Description	UOM	Quantity Shipped	Unit Price	Tax	Gross Price
12/03/2019	2240594	778R	3100	5.0 SK 3/4" (45/55)	CY	4.000	95.00	N	380.00
12/03/2019	2240594	778R	9960	SHORT LOAD FEE	CY	2.000	25.00	N	50.00
12/03/2019	2240594	778R	9919	STAND BY CHARGE	MIN	1.000	0.00	N	0.00
12/03/2019	2240594	778R	1001	WINTER SURCHARGE	CY	4.000	3.00	N	12.00
				ENVIRONMENTAL FEE	CY	4.000	5.00	N	20.00
				Worker Right Impact Charge	CY	4.000	0.50	N	2.00
				FUEL SURCHARGE	LD	1.000	10.50	N	10.50

GATE RESET

Please include invoice number on checks & copy of invoices with adjustments

Total Quantity: 4.000
 State & Local Taxes 0.00 %

SUBTOTAL: 474.50
Tax: 0.00
Total: 474.50

We impose a surcharge of 2.25% on the transaction amount on all credit card products, which is not greater than our cost of processing. We do not surcharge on debit cards.

Thank you for your business!

REMIT TO:
 CALPORTLAND COMPANY
 P O BOX 3601
 SEATTLE WA 98124-3601
 USA

ORIGINAL

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*

Subject: Interlocal Agreement 2020-2022

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: February 18, 2020

Background:

MTA partners with Grays Harbor Transportation Authority, Clallam Transit System, Jefferson Transit Authority and Pacific Transit System to implement and promote youth ridership in the summer months by having a Summer Youth Pass program. The pass is valid Memorial Day to Labor Day and is good on all of the participating transit agencies.

The previous interlocal agreement related to calendar years 2017-2019 and a new interlocal agreement must be signed by all of the parties in preparation for the new program in 2020-2022.

Summary: Approve Interlocal Agreement for Summer Youth Pass Program and authorize General Manager to sign the Interlocal Agreement.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-05 authorizing the General Manager to sign the Summer Youth Pass Program Interlocal Agreement 2020-2022.

SUMMER YOUTH PASS PROGRAM INTERLOCAL AGREEMENT 2020-2022

This INTERLOCAL AGREEMENT is made by and between the Clallam Transit System ("CTS"), Grays Harbor Transportation Authority ("GRAYS HARBOR"), Jefferson Transit Authority ("JEFFERSON"), Mason Transit Authority ("MASON"), and Pacific Transit System ("PACIFIC"), and known collectively as the parties ("THE PARTIES").

WHEREAS, CTS, GRAYS HARBOR, JEFFERSON, MASON, and PACIFIC are each public transportation benefit authorities (PTBAs), organized under the provisions of Chapter 36.57A, RCW, and are municipal corporations of the State of Washington.

WHEREAS, each of THE PARTIES operates a public transportation service within its respective county.

WHEREAS, each of THE PARTIES, as part of the operation of such public transportation service, provides for a "Summer Youth Pass Program." The program permits certain persons to purchase a transit pass which is valid from Memorial Day through Labor Day, and which permits the holder of that pass to ride the bus within the respective jurisdiction for no further charge than initially paid for the pass, during the effective dates of the pass.

WHEREAS, THE PARTIES are desirous of expanding the geographical area available to holders of these passes, by agreeing that each will fully honor such a pass issued by another of the entities.

NOW, THEREFORE, in consideration of the above representations and the mutual covenants and promises contained in this AGREEMENT, and pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34, RCW, it is agreed between THE PARTIES as follows:

1. During calendar years 2020-2022, each of THE PARTIES will fully honor a "Summer Youth Pass" issued by any other of THE PARTIES from 12:01 a.m. on Memorial Day through 11:59 p.m. on Labor Day. During this period of time, none of the entities shall charge any persons presenting such a pass any additional fee or charge for riding their respective bus systems anywhere within the service area of the party.
2. This AGREEMENT shall only apply to use of the passes on fixed-route services.
3. One PARTY will agree to provide THE PARTIES, within twenty (20) calendar days of the date of the execution of this AGREEMENT, with a specimen copy of the pass to which this AGREEMENT applies. The obligation to honor passes shall only apply to originals of such specimen passes.
4. THE PARTIES will identify the agency(ies) to lead the design, procurement, and distribution of the passes to each of THE PARTIES.
5. Any person using such a pass shall be subject, at all times and places, to all rules and policies of THE PARTY'S system upon whom they may be riding.
6. This AGREEMENT may be terminated by any of the PARTIES, without cause, at the end of each annual summer period with written notice to the other PARTIES.
7. THE PARTIES further agree, during the fourth quarter of 2021, to review together the effectiveness of this AGREEMENT and, at that time, to consider execution of a similar agreement.

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 1st day of March 2020. [signatures to follow]

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2020-2022 INTERLOCAL AGREEMENT FOR THE SUMMER YOUTH PASS PROGRAM.

By: _____
(Name of authorizing signature)

Its: (Title)

RESOLUTION NO. 2020-05

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO SIGN AN INTERLOCAL
AGREEMENT RELATING TO THE SUMMER YOUTH PASS PROGRAM.**

WHEREAS, Mason Transit Authority (MTA) desires to partner with Clallam Transit System, Grays Harbor Transportation Authority, Jefferson Transit Authority and Pacific Transit System to implement and promote youth ridership in the summer months by having a Summer Youth Pass Program; and

WHEREAS, MTA previously entered into an interlocal agreement in connection with the Summer Youth Pass Program, which agreement expired in 2019; and

WHEREAS, MTA desires to continue to partner with the above-referenced public transportation benefit authorities in the Summer Youth Pass Program for the years 2020-2022.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager is authorized to execute the Summer Youth Pass Program Interlocal Agreement 2020-2022 between Clallam Transit System, Grays Harbor Transportation Authority, Jefferson Transit Authority and Pacific Transit System regarding the Summer Youth Pass Program during the years 2020-2022.

Adopted this 18th day of February, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Kevin Shutty, 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 3 – *Actionable*
Subject: Bus and Bus Facilities Grant Opportunity
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 18, 2020

Background:

The Federal Transit Administration (FTA) released a Notice of Funding Opportunity (NOFO) announcing the availability of approximately \$454.6 million of Fiscal Year 2020 funds for buses, bus facilities and bus equipment. There is a required minimum match of 20%. WSDOT would file the grant on MTA's behalf as MTA is a subrecipient of federal funds.

Staff would like to request three (3) 35' coaches and six (6) cutaways to replace vehicles that are beyond useful life. FTA's standards of Useful life for coaches are 12 years and cutaways are 5 years. MTA extends out the useful life to 15 years for a coach and uses 7 years for a cutaway.

The three coaches that need replacement are years 2002, 2003 and 2005. The cutaways are all year 2013. MTA has a State of Good Repair goal of 80% of the fleet still within MTA's useful life range. Staff feels it is in the best interest to submit an application for a bus replacement grant even in light of potential funding loss due to I-976 so as to keep the fleet as close to our SGR goal as possible as well as having safe and reliable vehicles to provide service and comfort to our citizens. Additionally, it takes one to two years to get vehicles on-site once awarded funds. By missing grant opportunities, it places vehicles even further beyond useful life by the time another opportunity arises.

Staff feels current reserves would support encumbering \$555,000 for the match and would not place MTA at risk of being able to fund the other projects already committed. The Operating Reserves set aside to help with a potential funding loss would remain designated for operating.

Summary: Approve staff to submit a grant application under the 5339(b) Bus and Bus Facilities Program.

Fiscal Impact:

\$555,000 25% Match.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager submit a grant application to WSDOT on behalf of MTA for three (3) 35' coaches and six (6) cutaways to the Bus and Bus Facilities Program.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report 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: February 18, 2020

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Permitting: Building Permit Plans were submitted 1/8/20 and are currently being reviewed. Plans were also submitted to Belfair Water District for review 1/3/20.

Site permits are all approved for current construction. The SEPA determination was made on 4/12/19.

Log Yard Road/SR 3 Roundabout Project: This project was advertised on 8/29/19. Bids will be opened on 9/20/19. The final items that need to be completed before construction can start are:

- **Construction**
 - ACI is progressing construction
 - Upcoming construction includes:
 - Stormwater installation.
 - Joint utility trench install with PUD 3.
 - Grading of frontage road.

Belfair Park and Ride Project Advertisement: The project will be advertised for construction 2/24/20. This date will allow incorporating of Mason County permit comments as an addendum. Anticipated bid open date would be 3/13.

Pear Orchard Construction: This project is pending further contamination investigation by the city.

Construction Documents: Construction Document/Bid Packages are ready for Pickering Road and Cole Road.

Other progress: MTA and SCJ are in coordination with WSDOT and Parsons-Scarsella to evaluate the cost of the new Shelton-Matlock park and ride and to prepare a cost sharing agreement.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: February 18, 2020

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 18, 2020

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Submitted to MTA Authority Board February 18, 2020

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Please see enclosed Park and Ride Update for information.
- Work continues on the roundabout.
- Bid package for the Park & Ride in North Mason is scheduled to be released February 24, 2020.
- Met with WSDOT regarding the park & ride at Shelton-Matlock. Working on an agreement with WSDOT for the contractor on the Coffee Creek Fish Passage Project to do a change order to complete the park & ride at that location. This would be the most beneficial for the public as there would be a cost savings of at least \$200k. The contract for the fish passage includes an in-kind clause that the contractor moves the existing park & ride to a new location and install 30 paved stalls. It makes sense to have the contractor complete the entire park & ride.

T-CC Parking Lot: The Pre-Construction meeting is scheduled for Thursday, February 20.

WSTA/SMTA: Attended the Small-Medium Transit Alliance meeting and the quarterly WSTA Board Meeting. The second day of the board meeting was held at the Capitol which allowed Representatives and Senators to come speak to the Board.

I-976: The judge has ruled against all claims of the lawsuit, except for two. The two claims left are not related to Multi-modal Funding. Legislative has not given transits a time as to when impacts would go into effect, and from all that was said at the WSTA Board Meeting, it appears it will hit hardest in the next biennium.

EDC: Attended monthly EDC Board Meeting.

External Activities:

- Attended PRTPO Technical Advisory Committee meeting via teleconference.
- Met with Senator Saldana regarding MTA funding for park & ride. Sen. Saldana is the Vice Chair of the Senate Transportation Committee.
- Attended the first annual Interagency Summit sponsored by Twin Transit in Centralia/Chehalis.
- Participated via teleconference in Jefferson Transit's Agency Advisory Committee meeting.
- Attending the Transit Bus Summit February 17-19.

Internal Activities:

- Usual meetings with the Executive Team. Miscellaneous meetings with staff.
- Prepared for and met with Employee Engagement Committee.
- Met with Belfair office landlord to address building issues.
- Met with marketing firm to go over progress of the graphic and PR projects.
- All-Staff meeting was held February 9, 2020.
- Working through contract compliance with our bus technology vendor. Have sent formal letter to terminate contract.
- Continued working with Tracy and Josh on file management and structure of our network.
- Finalized edits on the MTA Sick Leave Policy for Board approval.
- Weekly phone calls for legislative updates.
- Reviewed grant opportunities and went over financial reserves to access feasibility of applying for vehicle replacement.

Board Assistance, Awareness and Support:

I-976 impacts – Management will begin preparing for what potential service impacts will look like and continue to inform the board of any news regarding funding. We do not anticipate the impacts to be apparent until July 2021 when the new biennium begins. However, that could change so we will begin to make steps toward preparing for changes sooner rather than later.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Finalized changes to the POL-310 MTA Sick Leave Policy.
- Participated in the Employee Engagement Committee meeting to select the Employee of the Year recipient.
- Submitted and received acceptance of 2019 FTA Drug and Alcohol reporting.
- Working to implement the new integrated Performance Review module in Paylocity ahead of the upcoming performance review season.

Wellness

- We have a fantastic Wellness Committee put together. Our immediate focus has been to create engaging content to launch the program at the annual All-MTA meeting. There are creative activities being designed to increase health awareness and develop a wellness culture. As the program gains traction, I will provide updates.
- Promoted the benefits in participating in the agency's wellness program through various channels; described the activities required for the agency to earn AWC WellCity distinction, and ways employees can earn incentives for participation.
- Promoted the Naturally Slim weight loss program, a new benefit as part of AWC medical plans.

Recruiting

- Recruiting for back-up Worker Drivers.

Administrative Functions

- Beginning work on the financial component of the annual NTD report.
- Led the Policy Committee meeting to present the proposed changes to MTA Sick Leave Policy
- Prepared materials for presentation at the All-MTA annual meeting, Presented employees with information on Washington Paid Family Leave and the impact to Shared Leave, upcoming changes to the MTA Sick Leave Policy, tenure recognition and the Wellness launch.
- In coordination with Maintenance staff, a total physical inventory was performed for vehicle parts on hand.

MAINTENANCE/FACILITIES – Marshall Krier

T-CC Facility:

- **Conference Room:** About 100 people utilized the conference room for various functions in January. Inclement weather once again had numbers down due to travel conditions. We hosted the MTA monthly board meeting that had 23 attendees, our monthly F.E.S.S. sponsored "Consider the Children" classes (20 students), NW Life Centers service attracted 27 participants, and we hosted a few small events that totaled 30 visitors.
- **Kitchen:** Kitchen use was very minimal due to the weather. We had 1 user from Taylor United utilize the kitchen and 2 technicians from *Powerclean* here to do our 5-year kitchen hood and ventilation cleaning.
- **Operations:** Successfully maintained winter schedules, clear bus lanes and sidewalks at the T-CC. Developed a snow plan for T-CC with operations, M. Morrison, and M. Krier. Took lead on the cypher lock project for M. Ringgenberg on the Operations office at the T-CC. Worked with T. Becht on developing a logistics plan/schedule for the MTA All-staff meeting in February. Attended procurement meeting at Johns Prairie on January 9, 2019.

Projects/Purchases

- Finalize paperwork on a new kitchen use agreement for a new sandwich vendor "How Clever!"
- Continue to help Scotti from S.S.D. with the Special Olympics Basketball program.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Continue to meet with WSTA for planning the Spring Maintenance meeting and forum held in Vancouver March 31-April 2.
- Completed yearly fire extinguisher inspections.

Vehicle Projects/Purchases/Maintenance:

- **Mini Cutaway:** Performed the in-service inspections and licensing. Expect the vehicle to be in active service the week of February 17th
- **Hybrid Buses:** Performed the in-service inspections and licensing. Conducted training with MTA staff, Kitsap Transit and local first responders. Buses to be inspected at PSNS February 20th and then placed in active service.
- **Cutaways (9):** We have completed factory specification confirmation and expect delivery by the middle of May.

OPERATIONS – Mike Ringgenberg

- **New bus shelter:** Maintenance installed a bus shelter at 6543 E. Grapeview Loop and it looks GREAT!
- **Outreach presentations:** During the month of January, Kathy conducted outreach events at: conducted a radio outreach broadcast for our February 3 shake up, Steamboat Island Community Club annual meeting, League of Women Voters, Veterans Memorial Hall, and a Veterans Stand Down Event. Kathy attended the following meetings: Moving Mason Forward, Mason County Chamber Gala, Opiate Stakeholders, and the TIP CAP monthly meeting.
- **Operations Supervisors:** Conducted 34 ride recovers and performed 69 driver assists.
- **Training:** Lisa trained four individuals in CPR/AED/FA. Lisa has conducted 2020 Defensive Driver/Pass refresher class for 25 of 39 drivers. Trina trained one Community Van driver.
- **Training Plan:** Lisa created a training memo to access Glacier West in the event of a power outage.
- **Vanpool:** Usage rate for January 2020 was 70%; 7 of 10 vans were in use.
- **Vehicles:** Bus 600, a new mini-DAR bus, has arrived at Johns Prairie and getting prepared for DAR in Belfair. Buses 860 and 861 have arrived at MTA are getting prepared to be a worker/driver bus for our PSNS routes. The two W/D buses will be inspected by the Shipyard on February 20 and we have scheduled driver training on February 29 and March 7 to get our 7 drivers qualified. Our goal is to put these two new buses into service on March 9.
- **WSTIP:** Lisa participated in a planning meeting for the WSTIP 2020 Trainer Showcase.

2020 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2020 Work Items	Completed as of 2/14/2020	Progress
Objective 1: Safe and Secure		
Quarterly Driver training and refresher training as required		4 CPR Trainings; all drivers did 8 hours of refresher training on ADA callouts, Mindful Driving and PASS(wheelchair) Training.
Complete CAD/AVL/GPS installation		Letter of Termination has been sent; waiting refund and starting the process over.
Change from flag stop to fixed stop in urban area of Shelton		
Curbs or bollards at Johns Prairie		
Purchase rain jackets		Working on logo to be placed on the jackets; will be using our WSTIP Safety Grant of \$2,500 to purchase the rain jackets.
Manager or supervisor on-duty during service - Move Ops office		In process of moving Ops to T-CC. Furniture has been ordered.
Ensure L & I safety compliance through training		
Review WSTIP Best Practices for Safety		
Define Safety Committee's purpose and direction		
Objective 2: Effective Transportation Services		
Review DAR services and hours for efficiency and availability		New DAR hours started February 3, 2020. Monitoring will take place throughout 2020. Report of first two weeks shows
Expand Zipper route time to 8:00am-5:00pm	√	Zipper route time has been expanded.
Seek Pilot opportunities and funding		Working on pilot route for Lakeland Village.
Continue review of Comp Service Review		
Conduct outreach for all service changes		We did outreach on our current service changes - public meetings, direct communication with riders and a radio spot.
Improve passenger amenities		Completed the information center at the T-CC
Plan for 2021 service adjustments due to impact of funding		
Benchmark route performance and monitor low-performing routes		
Objective 3: Financial Stewardship		
Procurement training for Public Works projects	√	Staff attended training. Policy has been updated. Processes and forms have been created. Finance staff trained department heads.
Prepare for I-976 impacts		We will begin to look at the financial impact as it appears the initiative will be upheld.
Create needed financial policies or manual		
Ensure compliance of grant contracts		
Review 5-year sustainability plan		We will be presenting an updated 5-year sustainability plan to the Board in March.
Prepare for Paid Family Medical Leave rollout	√	Policy has been created. Employees have been presented with information at the All-MTA Meeting.
Maintain Fair Labor Standard Act compliance through updated training		
Records Management - Network reorganization		The file structure has been planned and the IT Team is in the process of creating a new drive.
Objective 4: Community Partnerships and Responsibility		
Conduct Community Conversations to solicit input		
Participate in community events		Presentations: Radio spot, Steamboat Island Community Club, League of Women Voters, Veterans Memorial Hall, and Vetern's Stand Down Event.
Promote City and County partnerships		Working with City on T-CC Parking Lot project
Participate in outside committees, RTPD and boards		Kathy attended Moving Mason Forward, Opiate Stakeholder meeitn and TIP-CAP. Danette attended WSTIP Board Retreat (Vice-president), WSTA Board Meeting and the EDC Board meeting (Chair). Lisa Davis participating in the planning of WSTIP's 2020 Trainer Showcase.
Participate in mentorship programs		
Promote Volunteer Driver Program		Kathy is working on presentations to churches seeking VDP drivers
Park & Ride project (through 2023)		See Park & Ride informational page for update.
Brand vehicles		We have created new graphic design for W/D buses and are waiting for quotes to come back. Also working on a few other designs for cutaways.
Progression toward inclusion of electric vehicles		
Objective 5: Workplace Culture		
Improve communications through established methods		
Incorporate wellness program and encourage participation		Kick off of Wellness Program was done at the All-MTA Meeting with the first wellness challenge. The committee has several activities planned.
Promote skills and job knowledge		
Bargain contracts for drivers and Comm Center		
Employee Engagement committee		Committee continues to meet. A survey was prepared for the All-MTA meeting and we had 78% participation. The next project to work on is a communication flow chart.
Enhance meaningful employee recognition		We have revised the employee recognition policy; have incorporated a safety bonus for drivers; are being mindful of showing appreciation.
Provide more Belfair interaction and oversight		
Prepare a policy review schedule		