



AGENDA

Mason Transit Authority Board
Special Meeting
March 24, 2020, 4:00 p.m.
Mason Transit Authority
to be held at the following location:

*Administration Building
Johns Prairie Board Conference Room
790 East Johns Prairie Road
Shelton*

OPENING PROTOCOL

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

NEW BUSINESS:

1. Pg. 01: General Manager to Make Emergency Measures in Response to COVID-19 Pandemic – RESOLUTION NO. 2020-08 - *ACTIONABLE* (Danette)
2. Pg. 02: Approval to Waive Out of County Fare Box Collection during COVID-19 Pandemic – *ACTIONABLE* (Danette)

PUBLIC COMMENTS

BOARD COMMENTS

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting**
April 21, 2020 at 4:00 p.m.
**Mason Fire Protection District 1
Fire Hall Conference Room**
**331 North Finch Creek Road
Hoodspport**

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

Mason Transit Authority Special Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*

Subject: **Emergency Declaration**

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: March 24, 2020

Background:

The President of the United States has declared a National Emergency, and state and local officials have issued emergency proclamations across the nation. On February 29, 2020, Washington State Governor Jay Inslee issued Emergency Proclamation 20-05, as follows: “On January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington...I, Jay Inslee, Governor of the state of Washington, as a result of the above noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency exists in all counties in the state of Washington...”

Mason Transit Authority is closely monitoring the impacts of COVID-19 and the impacts to transit services and employees. Our ridership is nearing a decrease of 70% and we are showing signs of driver shortage causing routes to be canceled. This emergency is requiring our agency to make adjustments and beginning Monday, March 23, 2020, we will run on a reduced service schedule. We understand that we may need to reduce even more service due to local, state or federal directives, or staffing shortages.

Therefore, I am stating a Declaration of Emergency Status effective immediately as per our Collective Bargaining Agreements and in the best interest of the public. It is necessary to take any action when in a condition of emergency, regardless of prior commitments, to carry out the mission of the MTA. I am confident MTA is in a current state that meets these criteria and that it is essential for the General Manager to have the ability to make changes so that some dependable service remains in place to serve the community or to cancel service in its entirety should it be necessary.

Summary: Approve Declaration.

Fiscal Impact:

TBD



Staff Recommendation:

Approve Declaration.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-08 authorizing the General Manager to take action to ensure the health and safety of employees and the public.

RESOLUTION NO. 2020-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MASON COUNTY
PUBLIC TRANSPORTATION BENEFIT AREA (DBA MASON TRANSIT
AUTHORITY) AUTHORIZING THE GENERAL MANAGER TO TAKE ACTION
TO ENSURE THE HEALTH AND SAFETY OF EMPLOYEES AND THE PUBLIC.**

WHEREAS, on January 21, 2020, the U.S. Center for Disease Control and Prevention and the Washington State Department of Health announced the first case of 2019 Novel Coronavirus (COVID-19) in the United State and in Washington State; and

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) commencing January 27, 2020; and

WHEREAS, on February 29, 2020 Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, by Resolution No. 2020-27 approved on March 13, 2020 the Board of County Commissioners of Mason County declared a countywide state of emergency related to the public health threat from the Novel Coronavirus (COVID-19) pandemic in Mason County; and

WHEREAS, Mason Transit Authority provides an essential public service that is critical to public health, safety, and the local economy; and

WHEREAS, Mason Transit Authority's employees are its most important asset and Mason Transit Authority is not able to perform its essential public service without employees who are ready and available to perform their job duties; and

WHEREAS, Mason Transit Authority has experienced significant decreases in ridership and recognizes that the COVID-19 situation is rapidly changing and it is imperative that the General Manager be empowered to manage all transit services as well as its employees to protect the safety and welfare of its employees and the general public;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that, effective immediately, the General Manager is hereby authorized to, within applicable legal requirements:

1. Modify or eliminate existing services as deemed necessary to protect the safety and welfare of Mason Transit Authority employees and the public with the direction to give as much notice to the public as practicable.
2. Suspend any other policies or standard practices as needed to preserve the safety of staff, riders and the community at large.
3. Implement and execute any administrative policies and procedures deemed necessary and appropriate to take protective measures.
4. Direct when employees shall be sent home and not allowed to return to work until directed by the General Manager or designee, and manage those employees necessary to maintain critical business functions of PTBA; and

BE IT FURTHER RESOLVED pursuant to, and as authorized by RCW 39.04.280, the General Manager is hereby authorized to waive the competitive bidding requirements for Mason Transit Authority's purchase of essential materials, supplies, and public works required to operate the transit system, and the General Manager is directed and authorized to take all necessary and appropriate steps to ensure uninterrupted operation of the PTBA systems.

BE IT FURTHER RESOLVED that the foregoing authority extends for the duration of the emergency, or until the Board withdraws such authority; and the Board requests regular updates regarding the state of the emergency, no less frequently than monthly.

BE IT FURTHER RESOLVED that this resolution is not intended to establish a precedent for how similar emergency situations will be addressed in the future.

Adopted this 24th day of March, 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 Special Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: **Temporary Waiver of Fare Collection**
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: March 24, 2020

Background:

Due to management’s desire to add a buffer of protection around our drivers, I am requesting Board approval to waive out of county fares on Routes 3, 23, 6 and 26. Route 8 to Triton Cove has been canceled.

This will allow MTA drivers to have passengers that do not require the use of the ramp or lift to board and deboard through the back door. By using the back door, passengers will not be able to deposit fare in the box. The practice will allow social distancing between the drivers and passengers for the majority users.

Additionally, it will help with further risk of exposure for the maintenance and finance departments since both departments handle the fare box collection.

The loss of revenue will be approximately \$5,000 per month. I propose we stop collecting fares by way of fare box on Routes 3, 23, 6 and 26 until April 30, 2020 or until the COVID-19 threat ends and restrictions are removed, whichever date is latest.

Summary: Approve waiving fare box collection.

Fiscal Impact:

Estimated amount is \$5,000 per month.

Staff Recommendation:

Approve waiving fares.

Motion for Consideration:

Move that the Mason Transit Authority Board a temporary waiver of fare box collection for certain out-of-county fares.