



AGENDA

Mason Transit Authority Board
Regular Meeting
April 21, 2020, 4:00 p.m.
Mason Transit Authority

*Pursuant to Governor's Proclamation 20-05, the public meeting
to be held virtually using the following WebEx credentials*

1-408-418-9388

Meeting number (access code): 621 862 364

OPENING PROTOCOL

CALL TO ORDER

ROLL CALL AND DETERMINATION OF QUORUM

ACCEPTANCE OF AGENDA – *ACTION*

CONSENT AGENDA – ACTION

1. Pg. 03: Approval of Minutes: Approval of the minutes of the March 17, 2020 MTA regular Board meeting and special board meeting of March 24, 2020.
2. Pg. 08: Financial Reports: April, 2020
3. Pg. 17: Check Approval: March 12 – April 15, 2020

INFORMATIONAL PRESENTATION BY DR. KEVIN FRANKEBERGER

REGULAR AGENDA

UNFINISHED BUSINESS: [None]

NEW BUSINESS:

1. Pg. 52: 2020 Certifications and Assurances – *ACTIONABLE* (Danette)
2. Pg. 60: Families First Coronavirus Response Act Policy (POL-313) – Resolution No. 2020-09 – *ACTIONABLE* (Danette)
3. Pg. 69: Paid Administration Leave Authorization – *ACTIONABLE* (Danette)
4. Pg. 71: Change Order No. 6 – *INFORMATIONAL* (Danette)
5. Pg. 72: Board Committee Meetings Update – *INFORMATIONAL* (Danette)

INFORMATIONAL

Reports

1. Pg. 75: Park and Ride Update
2. Pg. 76: Management Reports
3. Pg. 86: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting
May 19, 2020 at 4:00 p.m.
MTA Transit-Community Center
601 West Franklin Street
Shelton**

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

DRAFT



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Wes Martin, Chair; Sharon Trask, Vice Chair; Kevin Dorcy, Matt Jewett and Deb Petersen. **Quorum met, including Board members present via WebEx telephone conference.**

Authority Voting Board Members Present via WebEx telephone conference: John Campbell, Randy Neatherlin and Kevin Shetty.

Authority Voting Board Members Not Present: Sandy Tarzwell

Authority Non-voting Board Member Not 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 and Danette Brannin, General Manager.

Others Present via WebEx telephone conference: Robert Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager and Mike Ringgenberg, Operations Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 17, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Petersen/Dorcy. Motion carried.**

PUBLIC COMMENT – [None. No public in attendance.]

CONSENT AGENDA

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

1. **Moved** to approve the draft minutes of the MTA regular Board meeting of February 18, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for February 2020 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of February 13 through March 11, 2020 financial obligations on checks #33798 through #33903, as presented for a total of \$2,155,836.50.

Dorcy/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None.]

NEW BUSINESS

1. **Mason Transit's Bus Cleaning Schedule in Response to COVID-19 –**
Danette Brannin, General Manager, informed the Board that the buses are being cleaned with more frequency as indicated in the agenda, as well as by mechanics and drivers between routes.
2. **Change Orders #3, 4 and 5 – Roundabout Project –** Ms. Brannin indicated to the Board that each of the change orders were under \$25,000. Change Order 3 related to the delay in the right-of-way transition and approval of the WSDOT Construction Agreement. Change Order 4 related to hydraulic comments received by WSDOT on a date after the contract had been awarded. The comments resulted in additional structures and upsizing of storm pipe. Change Order 5 is as a result of Belfair Water District requiring MTA to extend the existing water main 60 feet to the east to be outside the new pavement.
3. **Sustainability Examination and Options in Consideration of I-976 Budget Impacts –** Ms. Brannin described to the Board the sustainability options illustrated in the two projections of the I-976 budget impacts, the first including state dollars and the second excluding state dollars. The illustrations have been made using conservative revenue projections. She indicated that she did not anticipate I-976 impacts in the current biennium, but anticipates there will be impacts to the next biennium. Ms. Brannin indicated that she will want to meet with the Finance and Operations Committees soon to begin formulating recommendations by the Committees to the Board.
4. **Surplus IT Equipment –** Ms. Brannin shared with the Board that the items listed are no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-06 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Trask/Petersen. Motion carried.**
5. **COVID-19 Supplemental Leave Authorization Policy (POL-312) –** Ms. Brannin indicated to the Board the need for this supplemental leave policy and that it is exclusive to the current COVID-19 virus. This policy outlines circumstances in which an MTA employee may use the supplemental leave. This policy also describes the amount of paid leave and the option to extend the leave should the General Manager deem necessary. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-07 and the attached COVID-19 Supplemental Leave Authorization Policy (POL-312). **Campbell/Dorcy. Motion carried.**

6. **Ecolane Software License and Services Agreement for Scheduling Software –** Ms. Brannin brought the Board up-to-date regarding the Doublemap issues for the past two years and that the contract with Doublemap has been terminated due to breach of contract. As a part of the Doublemap bid, Ecolane was going to be the provider for the scheduling software as a third-party vendor. Since MTA was so far into the process of implementing Ecolane and the contract mirrors the original, it was decided that going out to bid was unnecessary in this particular instance. **Moved** that the Mason Transit Authority Board approve the General Manager to sign the Software License & Services Agreement with Ecolane. **Dorcy/Jewett. Motion carried.**

INFORMATIONAL

Ms. Brannin indicated that the Belfair Park and Ride construction bids will be opened on Friday, March 20 at 11:00 a.m.

GENERAL MANAGER'S REPORT – Ridership is down nearly 50%, so staff is working on reduced service strategies. Ms. Brannin requested that the Board conduct a performance review this year as it has been two years since her last review. The Chair and Board member Neatherlin will be conducting the review.

COMMENTS BY THE BOARD – Board member Neatherlin stated that the first positive testing of COVID-19 in Mason County had been confirmed.

PUBLIC COMMENT – [None].

Moved that the meeting be adjourned.

ADJOURNED 4:35 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

Mason Transit Authority Board
Regular Meeting
April 21, 2020 at 4:00 p.m.
Mason County Fire District #1
331 N. Finch Creek Road
Hoodsport

Mason Transit Authority
Minutes of the Special Board Meeting
March 24, 2020
Administration Building
Johns Prairie Board Conference Room
790 East Johns Prairie Road
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Wes Martin, Chair; Matt Jewett and Deb Petersen. **Quorum met, including Board members present via WebEx telephone conference.**

Authority Voting Board Members Present via WebEx telephone conference: Randy Neatherlin, Kevin Shutty, Kevin Dorcy, and Sandy Tarzwell

Authority Voting Board Members Not Present: John Campbell and Sharon Trask, Vice Chair

Authority Non-voting Board Member Not 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, Danette Brannin, General Manager and LeeAnn McNulty, Administrative Services Manager.

Others Present via WebEx telephone conference: Robert Johnson, Legal Counsel.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 24, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Petersen/Jewett. Motion carried.**

NEW BUSINESS

- 1. General Manager to Make Emergency Measures in Response to COVID-19 Pandemic** – Danette Brannin, General Manager, informed the Board that it is necessary for her to make a Declaration of Emergency Status. Things are changing rapidly with regard to the impacts of COVID-19, as well as impacts to ridership, transit services and MTA employees. As of March 23, 2020 it became necessary to run on a reduced service schedule as ridership had dropped 70%. **Moved** 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. **Tarzwell/Petersen. Motion carried.**

2. **Approval to Waive Out-of-County Fare Box Collection During COVID-19 Pandemic**
– Ms. Brannin indicated to the Board that she would like to see a temporary waiver of the collection of certain out-of-county fare boxes to protect MTA's drivers, maintenance and finance teams from potential exposure to COVID-19. The loss of revenue is approximately \$5,000 per month. **Moved** that the Mason Transit Authority Board approve a temporary waiver of fare box collection for certain out-of-county fares. **Jewett/Petersen. Motion carried.**

PUBLIC COMMENT – [None. No public in attendance.]

COMMENTS BY THE BOARD – [None].

Moved that the meeting be adjourned.

ADJOURNED 4:08 p.m.

UPCOMING MEETINGS

Mason Transit Authority Board
Regular Meeting
April 21, 2020 at 4:00 p.m.
Mason County Fire District #1
331 N. Finch Creek Road
Hoodsport

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – March 2020
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Summary for Discussion Purposes:

Included are the updated December 2019 and March 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 until audited by the State Auditor’s Office.

Highlights:

Sales Tax Revenue

Sales tax revenue for January 2020 (received March 31, 2020) was \$406,391, 8% higher than January 2019 and 62% higher than January 2020’s budgeted sales tax revenue.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 25% (3/12) of the budget through the end of the year. Total YTD Revenue is under budget at 21.08%. The percentage of Operating grant revenue is lower as we are catching up the match in Q1 2020 so there is no disruption to cash flow at the end of the biennium. Total YTD Operating Expenses are under budget at 20.33%.

Fiscal Impact:

March’s fiscal impact reflects total revenues of \$639,622 and operating expenses of \$555,968 for a net income of \$83,654.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Statement of Financial Activities

April 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	512,346	5,478,270	3,936,179	(1),(8)	139.18%
Operating Grants	129,428	3,447,207	3,189,554	(2)	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	4,453	245,560	199,233	(3)	123.25%
Total Revenue	703,677	9,865,153	7,881,693		125.17%
Expenses					
Wages and Benefits	221,320	5,168,296	5,919,743	(8)	87.31%
Contracted services	14,703	222,916	208,223		107.06%
Fuel	33,205	384,880	400,250	(4)	96.16%
Vehicle/Facility Repair & Maintenance	32,818	353,183	351,750	(5)	100.41%
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	11,394	127,036	139,781		90.88%
Supplies & Small Equipment	16,998	262,739	131,720	(5)	199.47%
Training & Meetings	774	37,271	74,705		49.89%
Other operating expenses	7,779	125,003	174,863	(6)	71.49%
(Less Operating Expenses Covered by Capital Grants)	-	(146,071)		(5)	
Total Operating Expenses	361,054	6,831,659	7,699,512		88.73%
Net Income (Deficit) from Operations	\$ 342,623	\$ 3,033,494	\$ 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) Two adjustments were made since the previous published financial statements. One was the adjustment to December's actual sales tax received on 2/29/2020. The other adjustment was to pension expense for the year, which was a reduction in expense by nearly \$400k.

Mason Transit Authority Statement of Financial Activities - TCC

April 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	14,636	135,191	132,383		102.12%	135,082	109
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	24,226	230,291	240,271		95.85%	206,517	23,774
Net Income (Deficit) from Operations	\$ (11,608)	\$ (74,094)	\$ (114,641)			\$ (50,320)	\$ (23,774)

- (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 Statement of Financial Activities

April 2020 Board Report

March Statement of Financial Activities

% through the year: 25.00%

	March Actual	2020 YTD Actual	2020 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 6,184	\$ 22,069	\$ 105,000		21.02%
PSNS Worker/Driver & Vanpool Fares	18,094	56,438	260,000		21.71%
Total Operating Revenue (Fares)	24,278	78,507	365,000		21.51%
Sales Tax	334,132	1,007,820	4,054,264	(1)	24.86%
Operating Grants	254,107	456,691	3,049,288	(2)	14.98%
Rental Income	12,542	40,930	179,520		22.80%
Investment Income	13,292	42,742	50,000		85.48%
Other Non-operating Revenue	1,271	9,144	61,510	(3)	14.87%
Total Revenue	639,622	1,635,834	7,759,582		21.08%
Expenses					
Wages and Benefits	447,995	1,236,961	6,223,621		19.88%
Contracted services	15,757	42,703	180,475		23.66%
Fuel	24,577	82,848	377,450	(4)	21.95%
Vehicle/Facility Repair & Maintenance	18,811	45,897	325,354		14.11%
Insurance	20,217	60,651	242,605		25.00%
Intergovernmental - Audit Fees	-	-	33,000		0.00%
Rent - Facilities and Park & Ride	2,440	7,320	32,500		22.52%
Utilities	10,791	33,132	137,508		24.09%
Supplies & Small Equipment	11,428	41,830	122,801	(5)	34.06%
Training & Meetings	(449)	4,283	47,035		9.11%
Other operating expenses	4,401	48,614	167,639	(6)	29.00%
Total Operating Expenses	555,968	1,604,239	7,889,988		20.33%
Net Income (Deficit) from Operations	\$ 83,654	\$ 31,595	\$ (130,406)		
Pooled Reserves	155,879	441,398		(7)	

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 and February's actual reimbursements and March's accrual.
- (3) Includes LMTAAA Volunteer program revenue - \$6,852, Volunteer Donations - \$277, Sale of Maintenance Services \$595, Community Van - \$553, and Insurance Recoveries - \$77.
- (4) Average diesel price per gallon year to date is \$1.99. Average gasoline price per gallon year to date is \$2.30
- (5) Printing jobs with a total cost of \$12,087; the TCC had cabinets, countertops, and lockers installed totaling \$5,541; and new furniture purchased for an Admin office. In addition cleaning/sanitation supplies have seen an increase due to Covid-19. Total cleaning/sanitation supplies expense for the year are \$4,639.
- (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 \$6,914, Advertising \$12,696, Merchant/credit card fees \$1,900 Office Equipment Lease \$1,282, Dues, Memberships, Subscriptions \$23,364, plus other misc. expenses.
- (7) Pooled Reserves is the amount of actual sales tax money received for 2020 in excess of the 2020 budgeted amount. The 2020 YTD Actual amount is not an expenditure and represents the amount put to cash reserves.

Mason Transit Authority Statement of Financial Activities - TCC

April 2020 Board Report

March Statement of Financial Activities

% through the year: 25.00%

	2020 March Actual	2020 YTD Actual	2020 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 11,098	\$ 35,964	\$ 158,020		22.76%	\$ 35,964	\$ -
Other Revenue	10	42	-			42	-
Total Revenue	11,108	36,006	158,020		22.79%	36,006	-
Expenses							
Wages and Benefits	10,948	29,764	140,365		21.20%	29,764	-
Contracted services	4,468	5,299	20,823		25.45%	4,700	599
Repair & Maintenance	419	5,073	15,354	(1)	33.04%	1,738	3,335
Insurance	1,347	4,040	16,161		25.00%	4,040	-
Utilities	4,508	13,244	49,684		26.66%	9,423	3,821
Supplies & Small Equipment	1,132	2,384	8,011	(2)	29.76%	1,325	1,059
Other Operating Expenses	-	598	2,112	(3)	28.31%	598	-
Total Operating Expenses	22,822	60,402	252,510		23.92%	51,588	8,814
Net Income (Deficit) from Operations	\$ (11,714)	\$ (24,396)	\$ (94,490)			\$ (15,582)	\$ (8,814)

- (1) The HVAC system received new filters and cleaning totaling \$1,157 bringing this line slightly over budget YTD. In addition to this, two new digital store front locks were purchased and installed totaling \$2,869.
- (2) Cleaning/sanitation supplies have seen an increase due to Covid-19. Total TCC-related cleaning/sanitation supplies expense for the year is \$1,202
- (3) 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 Cash and Investments

April 2020 Board Report

Cash Balances

	2/29/2020	3/31/2020	Change
Cash - MC Treasurer	\$ 1,320,221.79	\$ 634,172.63	\$ (686,049.16)
Investments - MC Treasurer	10,000,000.00	9,000,000.00	(1,000,000.00)
Payroll - ACH Columbia Bank	197,340.39	197,340.39	-
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 11,518,062.18	\$ 9,832,013.02	\$ (1,686,049.16)

*Investment change the result of transfer of funds while waiting for WSDOT/FTA reimbursement on 2 new Hybrid Coaches.

Cash Encumbrances

Grant Related:

Three (3) 35' Coaches, Six (6) Cutaways - 5339 Fed 25% Match	\$ 558,769
This encumbrance is dependent on grant application success.	
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	2,156,685

Reserves:

Total Grant Match	2,156,685
General Leave Liability	207,249
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Operating Grant Match Reserve	158,392
Future Operating Reserves	2,574,065
Capital Project Reserves ¹ /Belfair Roundabout	1,406,728
Fuel Reserves	120,000
IT Investments	40,000
Total Encumbered	\$ 8,913,119

Total of Cash	\$ 9,832,013.02
Less Encumbrances	8,913,119.00
Undesignated Cash Balance Total (Including Reserves)	918,894.02
Investments - MC Treasurer (Reserves)	9,000,000.00
Less Encumbrances	8,913,119.00
Undesignated Cash Reserves	\$ 86,881.00

Sales Tax Revenue received in excess of the budgeted amount is reserved in Future Operating Reserves to provide break-even for 5-yr. sustainability projections, with additional amounts reserved for Capital Project Reserves¹.

Mason Transit Authority Capital Budget

April 2020 Board Report
As of March 31, 2020

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	-	519,692	3,156,815	Construct Belfair P&R; upgrade other P&Rs
JP Copy Machine	7,000	-	7,000	-	5,412	5,412	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	-	-	37,161	68,057	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	562,265	3,235,899	
2 Worker Driver Coaches	1,779,228	1,482,690	296,538	-	1,542,503	1,542,503	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	1,623,266	1,623,266	
Total Capital Projects	\$ 11,354,745	\$ 8,973,242	\$ 1,933,132	\$ 695,000	\$ 2,185,531	\$ 4,859,165	

Cash encumbered for Granted Related MTA Match Portion - \$2,156,685.

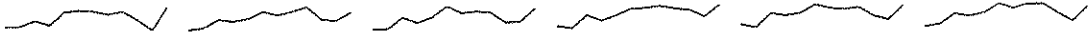
Capital Project Reserves - \$1,406,728 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority Sales Tax Receipts

April 2020 Board Report

Sales Tax Collected as of 2/29/2020 for 12/31/2019

Monthly Cash-Flow Trend (January - December)



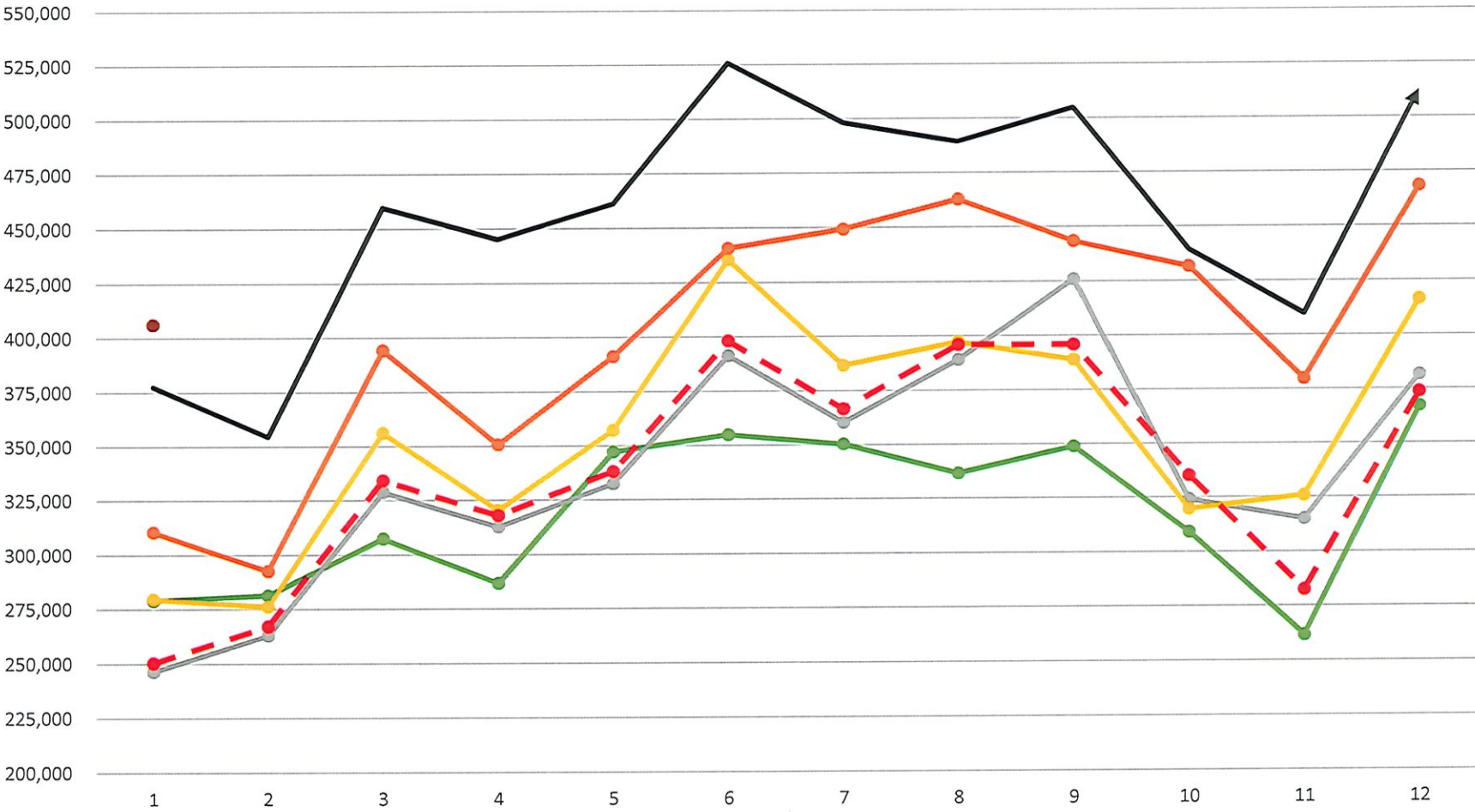
	2015	2016	2017	2018	2019	2020 Budget	2020 Actual	2019 Budget Variance	% Change 2019 - 2020 Actual
January	279,122	246,415	279,777	310,547	377,689	250,512	406,391	62%	8%
February	281,559	262,925	276,310	292,604	354,467	267,297			
March	307,482	328,665	356,214	394,293	459,822	334,132			
April	286,903	312,635	320,241	350,586	445,171	317,834			
May	347,236	332,428	357,049	391,052	461,236	337,957			
June	354,920	391,485	435,445	440,606	525,839	397,996			
July	350,290	360,375	386,531	449,080	498,248	366,369			
August	336,522	389,222	397,061	462,622	489,291	395,696			
September	348,805	426,039	388,845	443,327	504,696	395,670			
October	309,042	324,125	319,477	431,530	439,534	334,940			
November	261,713	314,996	325,586	379,605	409,930	282,327			
December	367,053	381,623	416,254	467,960	512,346	373,534			
	3,830,645	4,070,933	4,258,790	4,813,813	5,478,270	4,054,264	406,391		

Budget Variance Average - YTD 62%

% Change 2019 vs 2020 Actual Average - YTD 8%

Monthly Sales Tax Trend

● 2015
 ● 2016
 ● 2017
 ● 2018
 ➔ 2019
 - - 2020 Budget
 ● 2020 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: April 21, 2020

Summary for Discussion Purposes:

Disbursements:

- *Active Construction, Inc.
 - Check #33927 – \$302,302.69 – Park & Ride Project
- *SCJ Alliance
 - Check #33984 – \$37,590.32 – Park & Ride Project
 - Check #34023 – \$25,107.04 – Park & Ride Project
- *Belfair Water District #1
 - Check #33999 – \$44,949.82 – Park & Ride Project
- The Creative Office
 - Check #34003 – \$15,513.14 – Furniture for Admin & TCC
- *Fast Signs
 - Check #34005 – \$17,821.31 – Two Bus Wrap Vinyls
- Ricoh USA, Inc.
 - Check #34021 – \$5,411.97 – JP Copy Machine
- *US Transmissions, Inc.
 - Check #34028 – \$6,124.83 – Remanufactured Transmission

*Disbursements grant eligible.

March Fuel Prices: Diesel \$1.66 Unleaded \$2.00

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$996,070.09

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 12, 2020 through April 15, 2020 financial obligations on checks #33904 through #34032, as presented for a total of \$996,070.09.



Mason Transit Authority
 April 21, 2020 Disbursement Approval

The following checks for the period of March 12, 2020 through April 15, 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 33904 - 34032	Total Amount \$996,070.09
--	--------------------------------	------------------------------

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 3/20/2020	33926	173,370.72
Payroll & DRS – 4/3/2020	33957	166,084.38
Active Construction, Inc.	33927	302,302.69
SCJ Alliance	33984	37,590.32
Belfair Water District	33999	44,949.82
The Creative Office	34003	15,513.14
Fast Signs	34005	17,821.31
Ricoh USA, Inc.	34021	5,411.97
SCJ Alliance	34023	25,107.04
US Transmissions, Inc.	34028	6,124.83
<i>Mick Baker-Voided Check</i>	<i>33753</i>	<i>317.40</i>

Submitted by:  Date: 4/16/20
 Brian Phillips, Accounting Supervisor

Approved by:  Date: 4-16-2020
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority Check Register

April 2020 Board Report

Activity From 3/12/2020 Through 4/15/2020

Document Date	Check #	Vendor Name	Amount
3/24/2020	33753	Mick Baker - Void	\$ (317.40)
3/13/2020	33904	Judy Arms	\$ 285.20
3/13/2020	33905	Mick Baker	431.50
3/13/2020	33906	Fran Cavaille	312.23
3/13/2020	33907	Northwest Cascade Inc. DBA FloHawks	889.71
3/13/2020	33908	Carolyn Gravatt-Bowles	611.70
3/13/2020	33909	Robert W. Johnson, PLLC	1,600.00
3/13/2020	33910	Mason County Garbage, Inc.	678.86
3/13/2020	33911	Mason County PUD #3	101.30
3/13/2020	33912	Mason County Treasurer	128.47
3/13/2020	33913	Mason County Wood Recyclers	10.00
3/13/2020	33914	Cheryl Moore	328.90
3/13/2020	33915	Nancy C. Murphy	258.75
3/13/2020	33916	Judy Nicholson	316.83
3/13/2020	33917	Office Depot, inc.	106.78
3/13/2020	33918	Olympic Lock & Key	6.53
3/13/2020	33919	Peppard, David	41.40
3/13/2020	33920	Builders FirstSource	7.39
3/13/2020	33921	Julia Rene Roberts	98.33
3/13/2020	33922	Mason County Journal	39.00
3/13/2020	33923	Staples Business Advantage	362.33
3/13/2020	33924	Tozier Brothers, Inc.	19.40
3/16/2020	33925	District 160	2,357.14
3/17/2020	33926	Mason Transit Authority - ACH Account	173,370.72
3/25/2020	33927	Active Construction, Inc.	302,302.69
3/25/2020	33928	Advance Glass	115.60
3/25/2020	33929	Aflac	941.14
3/25/2020	33930	AIG Retirement	240.00
3/25/2020	33931	Associated Petroleum Products, Inc.	458.07
3/25/2020	33932	Aramark	155.70
3/25/2020	33933	Bridge Church	90.00
3/25/2020	33934	Berg Marketing Group	1,319.44
3/25/2020	33935	Black Star	260.40
3/25/2020	33936	Builders Exchange of Washington Inc	344.25
3/25/2020	33937	Cummins Northwest, LLC	232.75
3/25/2020	33938	Daily Journal of Commerce	636.30

Mason Transit Authority Check Register

April 2020 Board Report

Activity From 3/12/2020 Through 4/15/2020

Document Date	Check #	Vendor Name	Amount
3/25/2020	33939	EMC - Mason Transit	135.80
3/25/2020	33940	Northwest Cascade Inc. DBA FloHawks	1,774.17
3/25/2020	33941	Gillig, LLC	338.36
3/25/2020	33942	LegalShield	163.45
3/25/2020	33943	Mason County GIS	393.31
3/25/2020	33944	Mason County Utilities/Waste Management	96.00
3/25/2020	33945	Mountain Mist Water	55.81
3/25/2020	33946	Northridge Properties, LLC	1,500.00
3/25/2020	33947	Northwest Administrators	94,674.01
3/25/2020	33948	Builders FirstSource	11.96
3/25/2020	33949	Seattle Automotive Distributing	91.10
3/25/2020	33950	The Shoppers Weekly	168.02
3/25/2020	33951	South Sound Investment Properties, LLC	1,050.00
3/25/2020	33952	Spike's Hydraulics	131.13
3/25/2020	33953	Staples Business Advantage	819.89
3/25/2020	33954	United Way of Mason County	33.00
3/25/2020	33955	US Transmissions, Inc.	6,124.83
3/25/2020	33956	Westbay Auto Parts	223.00
4/1/2020	33957	Mason Transit Authority - ACH Account	166,084.38
4/8/2020	33958	AIG Retirement	240.00
4/8/2020	33959	Stanley Convergent Security Solutions	852.16
4/8/2020	33960	Allstream	170.55
4/8/2020	33961	Associated Petroleum Products, Inc.	15,451.19
4/8/2020	33962	Aramark	313.16
4/8/2020	33963	Mick Baker	317.40
4/8/2020	33964	City of Shelton	592.10
4/8/2020	33965	Cascade Natural Gas	296.53
4/8/2020	33966	Comcast	199.57
4/8/2020	33967	Cummins Northwest, LLC	8,300.37
4/8/2020	33968	Dept. of Retirement Systems	25.00
4/8/2020	33969	EMC - Mason Transit	135.80
4/8/2020	33970	Gillig, LLC	633.68
4/8/2020	33971	Hood Canal Communications	1,832.32
4/8/2020	33972	Jim's Auto Repair & Towing	487.76
4/8/2020	33973	Les Schwab	42.43
4/8/2020	33974	Mason County GIS	432.64
4/8/2020	33975	Mason County PUD #3	4,937.59
4/8/2020	33976	Eco Elite and Mathis Pest Management	146.48

Mason Transit Authority Check Register

April 2020 Board Report

Activity From 3/12/2020 Through 4/15/2020

Document Date	Check #	Vendor Name	Amount
4/8/2020	33977	Mountain Mist Water	164.89
4/8/2020	33978	Mood Media	113.77
4/8/2020	33979	Northwest Bus Sales, Inc.	1,813.90
4/8/2020	33980	Office Depot, inc.	73.22
4/8/2020	33981	Pacific Office Automation	136.45
4/8/2020	33982	Builders FirstSource	313.61
4/8/2020	33983	Schetky Northwest Sales, Inc.	366.80
4/8/2020	33984	SCJ Alliance	37,590.32
4/8/2020	33985	Seattle Automotive Distributing	584.84
4/8/2020	33986	Smarsh	95.25
4/8/2020	33987	Staples Business Advantage	785.26
4/8/2020	33988	ThyssenKrupp Elevator Corp.	3,232.45
4/8/2020	33989	Titus-Will	476.81
4/8/2020	33990	Total Battery & Automotive Supply	150.66
4/8/2020	33991	Tozier Brothers, Inc.	24.03
4/8/2020	33992	United Way of Mason County	78.40
4/8/2020	33993	Verizon Wireless	407.70
4/8/2020	33994	Westbay Auto Parts	250.20
4/8/2020	33995	Washington State Transit Association	150.00
4/8/2020	33996	ZEP Manufacturing Company	1,381.84
4/15/2020	33997	Aramark	327.47
4/15/2020	33998	Mick Baker	37.95
4/15/2020	33999	Belfair Water District #1	44,949.82
4/15/2020	34000	Berg Marketing Group	1,394.44
4/15/2020	34001	Fran Cavaille	135.70
4/15/2020	34002	Cascade Natural Gas	1,800.01
4/15/2020	34003	The Creative Office	15,513.14
4/15/2020	34004	Gene Currier	40.83
4/15/2020	34005	Fast Signs	17,821.31
4/15/2020	34006	Gillig, LLC	252.62
4/15/2020	34007	Carolyn Gravatt-Bowles	361.68
4/15/2020	34008	District 160	1,488.32
4/15/2020	34009	Robert W. Johnson, PLLC	1,600.00
4/15/2020	34010	Kitsap Transit	1,967.37
4/15/2020	34011	Les Schwab	470.23
4/15/2020	34012	Mason County Garbage, Inc.	669.75
4/15/2020	34013	Mason County PUD #3	99.98
4/15/2020	34014	Mason County Treasurer	8,705.63

Mason Transit Authority Check Register

April 2020 Board Report

Activity From 3/12/2020 Through 4/15/2020

Document Date	Check #	Vendor Name	Amount
4/15/2020	34015	Cheryl Moore	257.60
4/15/2020	34016	Judy Nicholson	127.08
4/15/2020	34017	Office Depot, inc.	46.54
4/15/2020	34018	O'Reilly Auto Parts	81.80
4/15/2020	34019	Pacific Office Automation	369.23
4/15/2020	34020	Peppard, David	74.18
4/15/2020	34021	Ricoh USA, Inc	5,411.97
4/15/2020	34022	Schetky Northwest Sales, Inc.	161.52
4/15/2020	34023	SCJ Alliance	25,107.04
4/15/2020	34024	Staples Business Advantage	1,527.83
4/15/2020	34025	ThyssenKrupp Elevator Corp.	650.97
4/15/2020	34026	Tozier Brothers, Inc.	4.35
4/15/2020	34027	U.S. Bank	3,442.40
4/15/2020	34028	US Transmissions, Inc.	6,124.83
4/15/2020	34029	Voyager Fleet Systems, Inc.	5,132.37
4/15/2020	34030	Westbay Auto Parts	759.94
4/15/2020	34031	Whisler Communications	1,931.03
4/15/2020	34032	AWorkSAFE Service, Inc.	299.00
		Total	<u>\$ 996,070.09</u>

Mason Transit Authority Credit Card Activity

April 2020 Board Report

March Activity

GL Title	Transaction Description	Expenses
Employee Recognition	Dollar Store - Driver appreciation	\$ 27.20
Employee Recognition	Etsy - Driver appreciation	2.25
Employee Recognition	Oriental Trading - Driver appreciation	36.71
Employee Recognition	Oriental Trading - Driver appreciation	136.28
Employee Recognition	Walmart - Driver appreciation	44.94
Facility Repair/Maintenance	AED - Replacement pads	268.00
Facility Repair/Maintenance	Amazon - Window blinds and light ballast	11.45
Facility Repair/Maintenance	Amazon - Window blinds and light ballast	28.03
Facility Repair/Maintenance	Amazon - Window blinds and light ballasts	243.70
Facility Repair/Maintenance	Honeybucket - Belfair maintenance	207.78
Facility Repair/Maintenance	McLendons Hardware - Batteries	17.35
Facility Repair/Maintenance	McLendons Hardware - Light switch hardware	22.57
Facility Repair/Maintenance	Olympic Millwork - Window sill	278.30
Facility Repair/Maintenance	Walmart - Vacuum	292.67
Operating Supplies	Uline - Items for TCC ops office	936.06
Office Supplies	Summit Law - FFCRA Policy template	50.00
Shop Supplies	Walmart - Dri-Z-air	26.98
Shop Supplies	Walmart - Fish eye lens	48.34
Cleaning/Sanitation Supplies	Walmart - Cleaning supplies	31.87
Cleaning/Sanitation Supplies	Walmart - Cleaning supplies	78.02
Software	Webex - Starter license	176.26
IT Equipment	Amazon - Audio conference speaker	455.69
IT Equipment	Amazon - Privacy screen	53.17
IT Equipment	Amazon - Surge protector	41.11
IT Equipment	Amazon - Surge protector	50.43
Small Tools & Equipment	Harbor Freight - Moving dollies	51.59
Veh License/Registration Fee	DOL - Transfer title to WSDOT	73.25
Dues, Memberships, Subscriptions	WAPRO - Recertification	50.00
Travel & Meeting Expense MTA	Best Western - CTANW Summit	241.56
Travel & Meeting Expense MTA	Disney Resort - Room refund (Danette)	(303.03)
Travel & Meeting Expense MTA	Disney Resort - Room refund (LeeAnn)	(303.03)
Travel & Meeting Expense MTA	Fred Meyer - Bottled water for board meeting	5.43
Travel & Meeting Expense MTA	Springhill Suites - WSTA Ops Cmte mtg	106.27
Conference Registration	IPMA - Refund conference registration (Danette)	(349.00)
Conference Registration	IPMA - Refund conference registration (LeeAnn)	(325.00)
Training / Seminars	Summit Law - Webinar	50.00 GM
Advertising/Promotion Media	Dollar Store - Outreach	29.20
Passenger Parking Facilities	Glacier Storage - Belfair parking	550.00
		<u>Total \$ 3,442.40</u>



PURCHASE LOG

Name: Danette Brannin Date Submitted: 4/2/2020
 Department: Admin
 Manager's Approval: _____

Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
3/24/20	Summit Law	Webinars	50	Y	Admin		

TOTAL \$ 50.00

Don't forget to attach original receipts

Signature: [Signature] Date: 4/2/2020

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.



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

Employment Security Department ■ P.O. Box 9046 ■ MS: 6000 ■ Olympia, Washington ■ 98507-9046

Olympia (360) 890-3778 ■ Toll Free Fax 844-935-3531 ■ Spokane (509) 482-3854

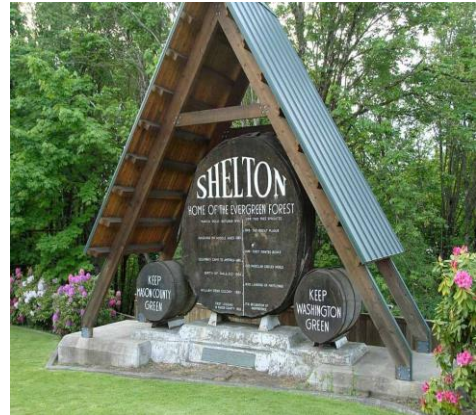
SHELTON AND MASON COUNTY OUTREACH SUMMARY

Introduction

The Community Outreach Subcommittee of the Governor's Committee on Disability Issues and Employment (GCDE) held two meetings in Shelton, Washington on February 27th and 28th, 2020. The meetings were held at the Mason County Public Utility District Office No. 3, located at 2621 E. John's Prairie Road in Shelton.

On behalf of the Governor's Committee on Disability Issues and Employment, we want to recognize and thank the following individuals who assisted us in the planning process for this outreach; Mason County Auditor Paddy McGuire and Haylee Dehning, Energy Efficiency Specialist with the Mason County PUD No. 3.

Special recognition needs to be given to Kevin Frankeberger, a newly appointed GCDE member, for sharing his vast connections with essential stakeholders in the community.



Welcome Sign for Shelton, WA

The following report is a summary of the issues identified and discussed during the two-day event. Action items recommended by meeting participants, local resources and promising practices are highlighted. A contact list of the meeting attendees is also included.

Shelton and Mason County Demographics

Mason County is in the western part of Washington State. Mason was first established as Sawamish County in 1854. In 1864, it was renamed Mason County after Charles Mason, the first Secretary of State for the Washington Territory. It encompasses the southern part of Hood Canal and many bays and inlets of south Puget Sound.

Forest products became the largest industry in the county until the 1980's, when the Forest Service eliminated most timber sales to protect the spotted owl. During this same time, the Washington Corrections Center in Shelton expanded, helping to offset job losses. Recreation as well as oyster and seafood production and processing also have increased in importance.

Mason County has become an important community for commuters to Thurston and Pierce counties. In 2018, 54.9% of earned income came from residents working outside the county.

Shelton and Mason County Outreach Summary

According to the July 2018 United States Census Data, Mason County has a total population of 65,507. The county's median age is 45.9 compared to the United States' median age of 37.9.

Shelton is the largest city and the county seat of Mason County. Its estimated population in 2020 is 10,364. Shelton is the westernmost city on Puget Sound. Individuals between 35 and 54 years of age make up 27% of the population, followed by those 65 years and over with nearly 16% of the population. Children under 5 is the smallest segment with only 7% of the population. Shelton's four top employment industries are: retail (15%), manufacturing (14%), healthcare (12%) and agriculture (10%). Shelton was the last city in Washington to use a mayor/commission form of government. In November 2017, Shelton adopted a manager/council form of municipal governance.

Scouting/Outreach

To encourage community attendance and leadership participation, a scouting team visited Shelton in early December to identify and confirm accessible meeting and lodging facilities. While in town, the team met with Paddy McGuire, the Mason County Auditor; Mason Transit Authority representatives and school district personnel.

Outreach activities were many. Invitation letters and Town Hall Forum flyers were sent to over 150 community contacts including elected officials, service providers and other stakeholders in the disability community. Service providers were asked to share the Town Hall flyer with their customers and to post it in their offices. GCDE Members made follow-up phone calls to key people encouraging their participation in the outreach meetings. A meeting announcement was included in the community calendar and an article was printed in the Shelton Mason County Journal.

Local Success Stories and Promising Practices

- **Mason County's Public Utility District No. 3** in Shelton was recognized as a best practice. They offer their beautiful and fully accessible meeting facilities free of charge to non-profits for public meetings.
- **People First** is a self-advocacy organization for individuals with intellectual disabilities. A local parent and son are taking the initial steps to establish a People First organization in Shelton.



Mason County PUD No. 3

Shelton and Mason County Outreach Summary

- **Property management firms, Gateway Property Management and Mell Property Management**, were recognized for their willingness to work with individuals with disabilities to find affordable housing.
- The county auditor, Paddy McGuire, along with County Commissioners and leaders in the disability community are working to establish a local **Accessible Community Advisory Committee (ACAC) for Mason County**. Establishing a county ACAC can lead to funding opportunities for programs and activities building awareness and inclusion for individuals with disabilities.
- **Moving Mason Forward Resource Coalition** is a community-wide initiative that resulted from a Mason County community health assessment. Moving Mason Forward facilitates better alignment of the community's work to more effectively address the seven health priorities and promote sustainable, lasting change. For information about the Moving Mason Forward Resource Coalition, contact Julie Waters, at 360.432.3271 ext. 28230.
- Mason Transit Authority (MTA) administers a **Volunteer Driver Program (VDP)** providing essential transportation for seniors (60+) who are unable to drive or use public transit to their medical appointments and other essential errands. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. For more information contact the coordinator at 360.432.5702 or 800.374.3747.

Town Hall Forum Summary

The Town Hall Forum was held at the Mason County PUD No 3, in the Skookum Room. Haylee Dehning, Energy Efficiency Specialist with Mason County PUD, was recognized for her assistance in getting approval for our use of their wonderful meeting facilities.

With over 45 people attending, a diverse cross-section of the community was represented, including people with disabilities, family members, service providers and several elected officials.



Town Hall Forum Participants

Discussion topics were broad with an emphasis on transportation, affordable housing, community services.

During the meeting, participants were open to possibilities and excited about making new connections. Action items were identified, and commitments were made to continue the discussion to improve programs and services for individuals with disabilities.

Shelton and Mason County Outreach Summary

Transportation

Participant Comments

Patty Perry, who owns and operates the Patty Wagon, is a contracted provider for Medicaid eligible trips and provides fee for service transportation trips. Medical trips can be long distances. For example, they have traveled to Portland, Bellingham and Forks.

Patty would like to expand her services to those on Medicare. Many Medicare recipients have very limited incomes. Patty tried calling several agencies and she can't find anything to help people on Medicare. Medicare recipients can hire the Patty Wagon, but to arrange a trip to Lacey, about 50 miles round trip, would cost about \$134. Patty explained the cost covers insurance, wages and operating expenses; it is not just the cost of gas. Patty would like to provide a service where people are not charged by the mile but by the seat. Her van can transport up to 14 people. If she could schedule a single trip of 14 people to Olympia and Lacey, the cost would be less than \$10.00 per person, making it more affordable.

Kevin Frankeberger is concerned about Mason Transit Authority's Dial-a-Ride program and its recent decision to stop service after 6:00 pm. He and his wife, who is also blind, no longer can go out to dinner, see a movie or socialize after 6:00 pm. He suggests Transit develop a different kind of matrix to measure success. Transit should evaluate the service on something different than the rides per mile. Seniors and persons with disabilities having no other choice are missing out and stuck in their homes.

Kevin suggested the Mason Transit Authority (MTA) consider reestablishing their citizen advisory board. He served on the board for over 13 years. The issue of eliminating evening service should have come before the citizen advisory board for input prior to implementation. Kevin also recommended transit drivers help educate the public, by having transit brochures available on the buses. When drivers meet people, who are not familiar with transit services, they can share information and encourage trying the bus out.

Mike Ringgenberg, Operations Manager for Mason Transit, shared Dial-a-Ride adjusted their service hours because requests for service after 6:00 pm were minimal. Drivers were being sent home early because there was nothing for them to do. We rescheduled the 4 evening drivers to daytime hours. They have seen an increase in daytime ridership between 30 to 40 riders per week. In June, MTA plans to evaluate the program again to see if they need to make another adjustment.

Kathy Geist, MTA Outreach and Transit Planner, shared their drivers are "angels in the outfield." Any time drivers see issues or have concerns, they bring them to her. For example, in Belfair, a gentleman's wheelchair needed repair. A driver was concerned about this person trying to use a walker because it did not appear to be safe; so, the driver alerted her. Kathy discovered it was difficult to find a larger wheelchair for rent. There were no providers in Mason County. She found a resource in Tumwater where people can get medical equipment

Shelton and Mason County Outreach Summary

on loan. It doesn't cost anything and there are no time limits on usage. The Belfair gentleman was able to use a loaned wheelchair while his wheelchair was getting repaired.

Drivers also contact her when riders' driveways need to be cleaned or the road to their homes is too bumpy, or there is low hanging brush. Kathy works with four different service organizations where people volunteer to help others. She shared there is a tremendous amount of community; people connecting with people. It is amazing and very heartwarming.

Councilmember Kathy McDowell noted her mother-in-law who is 95, typically drives herself everywhere until she broke her hand and was in a cast. She registered with Dial-a-Ride and used it for grocery shopping. Her mother was very pleased with the service. Drivers were friendly and helped her get on and off the bus. Mason Transit is a priceless asset for the community.

Rebecca Roadman with the Developmental Disabilities Administration, noted that service organizations providing transportation for their customers, find purchasing the extra insurance coverage to be prohibitive and a barrier to their programs. The service organizations are exploring if developing a co-op will lower the insurance costs for everyone.

Jim shared that he receives disability payments from the Social Security Administration. He owns a truck, but it costs a lot to run. He wondered if he would qualify for the Dial-a-Ride. An MTA representative explained the only qualifications to use the Dial-a-Ride are 1) living in Mason County and 2) wanting to travel within Mason County.

Mike Ringgenberg shared information on Initiative 976 (I-976). I-976 would lower state vehicle registration fees, strip local governments' authority to impose their own car tab fees and attempt to repeal or reduce Sound Transit taxes. State and local governments use car tab taxes to fund road and transit projects. Many people tonight have been talking about transportation challenges. One-third of Mason Transit's funding will be impacted by the implementation of I-976. MTA provides 460,000 rides annually. If this initiative passes, MTA would reduce their rides about 1/3 to 300,000 annually. Mike is concerned about how riders are going to get to their medical appointments and to dialysis. Reducing the car tab fees to \$30.00 sounds great, but the impact on our neighbors may be catastrophic.

Note: As of 2020, Medicare Advantage plans are authorized to offer innovative benefits, including Medicare transportation to doctor's appointments. Medicare Advantage is one way to get your Medicare Part A and Part B benefits through a private insurance company approved by Medicare.

Resources

Statewide Health Insurance Benefits Advisors (SHIBA) is part of the Washington State Insurance Commissioner's consumer protection services. SHIBA provides free, unbiased and confidential assistance with Medicare and healthcare choices. They can answer questions about Medicare Advantage Plans that offer transportation services in your area. The SHIBA

Shelton and Mason County Outreach Summary

provider for Mason County is **Senior Services for South Sound**, which is in Olympia. The SHIBA contact number is 360.586.6181 ext. 134.

Senior Services for South Sound provides seniors with rides to medical appointments, important senior services programs and other essential errands such as grocery shopping, visits to the pharmacy or other professional appointments! Rides are available Monday – Friday, 8:00 am – 5:00 pm. To inquire about eligibility or to arrange an appointment, please call 360.586.6181, ext. 128. To ensure they can schedule a driver for your appointment, please give them as much advance notice as possible.

Senior Services for South Sound
222 Columbia St. NW
Olympia, WA 98501
Website: (Full URL: <https://www.southsoundseniors.org>)

Michael Corona, Transportation Director
Phone: 360.586.6181 ext. 128
Email: transportation@southsoundseniors.org

Thurston County Medical Equipment Bank provides free medical equipment and supplies for those who cannot afford to purchase their own. All equipment is lent on a temporary basis to any person in need, for as long as they need it. Borrowers are asked to return the equipment when it is no longer needed.

Wheelchairs	Transfer Benches
Portable Commodes	Shower Benches
Walkers	Hospital Beds
Crutches	Canes
C-Pap machines	...and so much more!

Thurston County Medical Equipment
5930 Mullen Rd. SE
Lacey, WA 98503
Phone: 360.456.8810
Website: (Full URL: <https://medicalequipmentbank.org/>)

Dial-A-Ride is a fare-free accessible door-to-door service operated by Mason Transit Authority. The service operates on a demand-response basis. It is a non-fixed route requiring advance scheduling by the customer. It is a shared ride where trips are generated by calls from customers. For more information, call 360.426.9434.

Mason Transit Authority
790 E. Johns Prairie Rd.
Shelton WA 98584
Email: mta@masontransit.org
Website: (Full URL: www.masontransit.org)

Shelton and Mason County Outreach Summary

Promising Practices

Van Grant Program - Mason Transit Authority operates a Surplus Vehicle Grant Program. Up to two (2) 12-passenger vehicles can be made available to eligible non-profit or government organizations, community agencies, and organizations with 501(c)(3) status to enhance transportation service provided within Mason County. For more information or to request an application contact: Kathy Geist, Outreach & Transit Planner, at 360.432.5754 or by email at kgeist@masontransit.org.

Community Van Program - Mason Transit Authority (MTA) provides ready-to-go passenger vans for lease to qualifying nonprofit and government agencies. The program was developed to provide alternative transportation options for groups that work to enhance economic development or for social service functions. Groups pay a low per mile and per day fee. MTA fuels and maintains the vans. For more information or to request an application contact: Kathy Geist, Outreach & Transit Planner, at 360.432.5754 or by email at kgeist@masontransit.org.

Supplemental Nutrition Assistance Program (SNAP)

Participant Comments

Megan Fiess, Shelton City Councilmember, shared her concern about a recent change in the SNAP program which tightens the work requirements. States with high unemployment rates or a demonstrable lack of enough jobs, can have the work requirement waived. This ruling does not apply to children and their parents, those over 50, individuals with a disability or pregnant women. There are approximately 10,812 individuals in Mason County who depend on SNAP. **Note:** The Able Bodied Adults without Dependents (ABAWD) ruling, which would have taken effect on April 1, 2020, has been delayed due to the COVID-19 pandemic.

Megan explained the new rule makes 6% the minimum unemployment rate for a county to receive a waiver. Mason County is on the cusp; their unemployment rate from September 2019 thru December 2019 has been 6.0%, 6.1%, 6.1% and 5.8% respectively. If Mason County's waiver is removed, many people will lose their food stamps and will only qualify if they work 20 hours a week. The work requirement will impact many of our support services such as WorkSource and food banks. Shelton's WorkSource has a staff of 8 wonderful people; this change will increase their workload. Megan is concerned for the people who will lose their food stamps and wonders where they will find all these part-time jobs.

Note: Congress approved supplemental funding for Basic Food recipients in March and April 2020 due to the impacts of the COVID-19 pandemic. You can learn more about these here: [Full URL: https://www.dshs.wa.gov/sites/default/files/BasicFoodEmergencySupplementsApril2020.pdf](https://www.dshs.wa.gov/sites/default/files/BasicFoodEmergencySupplementsApril2020.pdf)

Shelton and Mason County Outreach Summary

Kevin suggested Mason County develop a food delivery program in conjunction with the food bank services. People who are homeless don't have phones to call Dial-a-Ride for services. They don't have cars and there is a large homeless community living in the woods. Kevin recommends developing a program that brings food items to where the people are.

Resources

SNAP-Ed Nutrition Program - SNAP-Ed Nutrition Programs focus on improving dietary quality, physical activity and food resource management for adults and youth in Mason County. The Adult Program offers a hands-on approach to nutrition education lessons for food stamp eligible adults. Participants discover the importance of daily physical activity as part of a healthy lifestyle and learn how to choose a variety of nutrient-dense foods in appropriate portion sizes. These two approaches support health and well-being. For more information, contact Julie Guyton, SNAP-Ed Manager at 360.427.9670 ext. 684 or by email at jguyton@wsu.edu.

WSU Extension Mason County
Interim County Director: Dan Teuteberg
303 N. 4th Street
Shelton, WA 98584-3417
Phone: 360.427.9670 ext. 680
Belfair: 360.275.4467 ext. 680
Website: (Full URL: <https://extension.wsu.edu/mason/>)

Washington State's Supplemental Nutrition Assistance Program (SNAP) - You can apply online for SNAP through the [Washington Connection](https://www.washingtonconnection.org/home/) website. The Full URL is <https://www.washingtonconnection.org/home/>. You can also apply through the mail. You will need to download the application and complete it. You will find mailing instructions on the application forms. The application form is in PDF format. Make sure you have Adobe Reader or another PDF file viewing program to read/print the file.

Guardianship

Participant Comments

Dick Stigall with the Developmental Disabilities Administration works with 75 individuals in supported living. He is concerned about the cost for a professional guardian. His customers pay between 5% and 7% of their fixed income to a professional guardianship company. The company providing guardianship is based in Olympia. They visit each individual monthly and sign papers on an annual basis. Their involvement is very limited. He also believes many people with guardians may not need the service. Dick recommends legislation be drafted requiring the state to cover the annual costs for guardianship services for individuals receiving disability benefits from the Social Security Administration.

Shelton and Mason County Outreach Summary

Another person shared her father-in-law had a guardian when he lived in Arizona and the fees were \$10,000 annually. When he moved to Shelton and began living with her, she successfully petitioned the court and the Veterans Administration and became his guardian.

Resources

Articles on Guardianship by Disability Rights Washington

- How to Avoid Guardianship Pitfalls – Full URL: <https://www.disabilityrightswa.org/publications/how-avoid-guardianship-pitfalls/>
- How To Modify, Terminate, or Complain About a Guardianship – Full URL: <https://www.disabilityrightswa.org/publications/how-modify-terminate-or-complain-about-guardianship-0/>

Disability Rights Washington provides free services to people with disabilities. They are a private non-profit organization that protects the rights of people with disabilities statewide. Their mission is to advance the dignity, equality, and self-determination of people with disabilities. For more information, call 800.562.2702 or 206.324.1521; Language interpreters are available upon request. Please use 711 for Washington Relay Service (TTY). **Note:** they have modified phone hours and there may be delays in reaching someone as they are working remotely during the COVID-19 pandemic. Phone hours are 9:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Monday – Friday. Disability Rights Washington does not respond to voicemails requesting information and referrals or other assistance.

Disability Rights Washington
315 5th Ave S, Ste 850
Seattle, WA 98104
Phone: 206.324.1521 or 800.562.2702
Website: (Full URL: <https://www.disabilityrightswa.org/>)

Accessible Communities

Participant Comments

Commissioner Randy Neatherlin is often surprised by the individual dedication of the advocates in the community. Generally, it is the work of one or two people, who carry the load to make positive change. The process for change is never easy.

Time after time, community people identify issues that have never come to the Commissioners' attention. For example, a long-time member of Mason County's Voter Access Committee who happens to be blind, never knew there was an elevator in the building where they meet. The Braille signage was literally over the Commissioner's head. During tonight's meeting, a person let the Commissioner know the form you are required to fill out for Mason County's court system does not allow you to request an interpreter. Commissioner

Shelton and Mason County Outreach Summary

Neatherlin is sure if an accessibility assessment was conducted on county processes and buildings, other issues would be identified. He is excited about the possibility of having an Accessible Community Advisory Committee established in Mason County. He described the initial process Mason County has taken to develop an ACAC. With leadership coming from Paddy McGuire and Kevin Frankeberger, they are very close to establishing the ACAC. Over 14 people with disabilities met and are interested in making this Committee a reality.

Warren Weissman noted twelve of the thirty-nine counties in Washington State have an ACAC. One of the benefits of establishing an ACAC is the ability to request funding. The amount of funding available is limited. GCDE receives \$100 of the \$450 fine people pay for parking illegally in the disability parking spots. GCDE uses that money to fund small projects in the counties around the state. Fixing the accessibility of an elevator in a public space would be a good project and something GCDE could fund.

Resources

The Accessible Community Act was created by the Legislature to help communities be more welcoming and inclusive for persons with disabilities and to promote and provide equal access to opportunities within the community. The Act provides funding to Washington State counties to promote disability awareness and increase access for people with disabilities. A county must have an Accessible Community Advisory Committee (ACAC) to be eligible for funding.

For more information on how to create a local Accessible Community Advisory Committee contact Marilyn Crandall, Chairperson of the Accessible Community Subcommittee. Her phone number is 360.387.4868. Elaine Stefanowicz, Program Coordinator with the Governor's Committee on Disability Issues and Employment provides staff support and is a resource for information as well. Elaine can be reached by calling 360.890.3774 or by email at estefanowicz@esd.wa.gov.

Affordable Housing and Homelessness

Participant Comments

Dick Stigall with the Developmental Disabilities Administration commented on the lack of affordable housing. Individuals living on a fixed income, like Social Security, have a difficult time finding housing. The housing shortage is across the state. It doesn't matter if you live in an urban or rural community, finding affordable housing is difficult. If you are fortunate to find housing, after you pay your bills for heat, water, and lights, you are in the red. He would like to see more support in Mason County to engage and support individuals with disabilities. Providing more employment opportunities would ensure more self-sufficiency. He would like to see a tax rebate program for people/agencies who want to work with individuals with disabilities. The tax incentive could be at the local level or a provision in state government.

Shelton and Mason County Outreach Summary

Dick complimented a couple of local property management companies. Gateway Property Management and Mell Property Management have a great reputation for assisting individuals with disabilities find affordable housing.

Barbara Weza, Director of Community Lifeline, shared they recently received some results from the yearly **Point-in-Time** (PIT) count. They counted 111 individuals who were homeless, of which 44 individuals had physical disabilities, 21 had developmental disabilities and 64 had mental health conditions. Barbara works with people who have barriers to employment and housing. She used to work in the developmental disability arena and experienced the success of supported employment and supported housing. These programs are very effective and would also be successful for people experiencing homelessness. She encouraged service providers to be mindful when doing job development that there are many kinds of disabilities and people with disabilities are found everywhere even in the homeless community.

Mary Johnson is a care provider for her aunt with developmental disabilities. She is also a parent of a child on the Spectrum, a special education teacher and principal at Mountain View Elementary in Shelton. The Shelton School District has 4,300 students; 500 of those students are homeless. The school definition of homeless does not mean they have nowhere to live. It means they are living in a car, a shelter or they are living with another family. They have a hundred teenagers who are couch surfing. They have no families; they are considered undocumented minors. In her elementary school building, she had 57 students, about 10%, who qualify for the McKinney-Vento program which means they are living in a homeless situation.

Note: The McKinney-Vento Act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first become homeless) regardless of what district the family now resides. McKinney-Vento subgrant funds can integrate homeless with non-homeless youth providing a homeless student with uniforms or gear for an extra-curricular activity; paying a fee for a lab or other class that requires a fee; or supporting homeless students in accessing existing academic enrichment activities.

Resources

Crossroads Housing moves homeless families and individuals forward by helping them achieve greater self-sufficiency and stability through permanent affordable housing. They assist people who are experiencing setbacks possibly due to job loss, loss of income, catastrophic medical bills, or family break-ups. Services include housing, case management, guidance, referrals, education in life and parenting skills, employment counseling, and medical advice. For more information call Kaylee Hoyos at 360.427.6919 ext. 206 or by email at khoyos@hcc.net or call Jessica Metro at 360.427.6919 ext. 205 or by email at jmetro@hcc.net.

Shelton and Mason County Outreach Summary

Crossroads Housing
71 Sarigison Loop
P.O. Box 1777
Shelton, WA 98584
Phone: 360.427.6919

Housing Authority of Mason County is a public housing agency that helps provide decent and safe rental housing for eligible low-income families, the elderly and persons with disabilities. It manages several funded programs and has a total of 60 subsidized affordable housing units for rental assistance. It administers a total of 50 Section 8 Vouchers. For more information about coverage area and program availability call 360.479.3694.

Housing Authority of Mason County
807 Railroad Avenue
Shelton, WA 98584
Phone: 360.479.3694

Exceptional Foresters Inc's Residential Services provides 24-hour support and assists with living accommodations for people with disabilities in Mason and Thurston counties. Skilled staff provide individualized supports in their clients' homes, ensuring their safety and independence. They offer two residential programs; Supported Living and Independent Living services. For more information contact Brittany Griese at 360.426.0077 or by email at BrittanyGriese@team-efi.org.

Exceptional Foresters Inc.
Kimbel Building, Shelton
2009 W. Railroad Ave.
Shelton, WA 98584
Phone: 360.426.0077
Website: (Full URL: <https://www.team-efi.org/contact-us/>)

Community Lifeline is a nonprofit social service organization that provides job training, and basic services of food, emergency shelter and showers. They collaborate with many community partners to come alongside people providing resources, educational programs and mentoring to move toward self-sufficiency. They also have a Homeless Advocate/Case Manager on staff who can assess and assist with housing needs and community resource referrals.

Community Lifeline
PO Box 698
218 N. 3rd Street
Shelton, WA 98584
Phone: 360.462.4439
Email: director@cllshelton.org
Website: (Full URL: <https://cllshelton.org/contact-us/>)

Shelton and Mason County Outreach Summary

Promising Practices

The Arc of Spokane's Home Ownership Opportunities Program helps individuals with intellectual or developmental disabilities and their families to navigate the complex process of buying a home. Since 2004, they have helped more than 200 individuals and families purchase safe and affordable housing. For more information contact the Arc of Spokane:

Arc of Spokane
320 E. 2nd Avenue
Spokane, WA 99202
Attn: Theresa Griffith
Phone: 509.328.6326 ext. 8326
Email: tgriffith@arc-spokane.org.
Arc of Spokane Home Ownership Program website:
(Full URL: http://www.arc-spokane.org/home_ownership_opportunities)
Arc of Spokane website: (Full URL: <http://www.arc-spokane.org>)

HomeChoice Downpayment Assistance Loan Program is offered through the Washington State Housing Finance Commission. It is a down payment assistance and second mortgage loan program for qualified borrowers who have a disability or who have a family member with a disability living with them. It funds up to \$15,000. HomeChoice combines with House Key and Home Advantage first mortgage loan programs. One-on-one counseling is required. Contact:

Downpayment Assistance Loan Programs
Attn: Dietrich Schmitz
1000 2nd Avenue #2700
Seattle, WA 98104
Phone: 206.287.4459
Email: dietrich.schmitz@wshfc.org.
WA State Housing Finance Commission website: (Full URL: <http://www.wshfc.org/buyers/downpayment.htm>)

Substance Abuse

Participant Comments

Kevin Frankeberger explained individuals needing methadone to assist in their drug recovery travel daily to Lacey and back. Not only is this service costly, but it is time-consuming. With the \$35 million hospital expansion, he is wondering why a methadone center was not included. New Directions Counseling rents half of the building for outpatient drug and alcohol recovery. Mason County has a substance abuse problem and no one wants to talk about it. He met a woman who was in recovery. Her children were in state custody. She had been living in a tent for over 3 months before there was a sober living bed available. Kevin

Shelton and Mason County Outreach Summary

encourages people to get their morning coffee at Safeway and see the many people who are struggling daily to survive in Shelton.

Commissioner Neatherlin complimented the members of the Opioid Stakeholders group that started about 2 years ago. Their work has had a huge impact on the community. Prior to their work, Mason County had no local providers for Suboxone. Suboxone is used to treat opiate addiction and Mason County has several providers now.

Resources

Mason County Opioid Stakeholders group combines resources to battle the opioid crisis in the community and is beginning its second year. It is comprised of county officials and government, private, and non-profit agencies dedicated to proactively addressing the opiate issue. **Note:** could not find contact information on-line.

South Sound Clinic, Evergreen Treatment Services (ETS) offers medication-assisted treatment for opioid use disorders to patients in Thurston County and surrounding areas. Their services combine the daily dispensing of methadone or buprenorphine with important wrap-around services like counseling and engagement with a medical provider. For more information call 360.413.6910.

South Sound Clinic, Evergreen Treatment Services (ETS)
6700 Martin Way East, Suite 117
Olympia, WA 98516-5586
Phone: 360.413.6910
Phone: 888.764.7243
Website: (Full URL: <https://www.evergreentx.org/south-sound-clinic/>)

New Directions Counseling, LLC is state-certified and provides the highest quality addiction treatment in a safe and caring environment. They provide solutions for people who have a problem with alcohol or drugs by offering evaluations, group therapy, individual therapy and informational classes relating to alcohol, drugs and chemical dependency treatments.

New Directions Counseling, LLC
506 W. Franklin St.
Shelton, WA 98584
Phone: 360.427.5232
Email: admin@newdirectionswa.com
Website: (Full URL: <http://www.newdirectionswa.com/#page-nav-Section-3>)

Shelton and Mason County Outreach Summary

Educational Services

Participant Comments

Mary Johnson, Principal with Mountain View Elementary, explained students and families are having difficulty accessing services. Many children entering school are dealing with significant Adverse Childhood Experiences (ACEs) which are traumatic events occurring before age 18. ACEs include all types of abuse and neglect as well as parental mental illness, substance use, divorce, incarceration, and domestic violence. These are children who may not have had prenatal care, were not able to bond with their mothers, experienced domestic violence or other trauma. These are children with social emotional disabilities. In Mary's school she has 116 kindergarten students and 27% are receiving special education services. The good news is most of these students received services in the preschool program. Students who were not enrolled in preschool are on a waiting list for services. Some students have waited between 9 and 18 months for a medical evaluation. Shelton is a rural community and the services are not available in the community.

Mary complemented Mason General Hospital's pediatric outpatient occupational therapy department; it is outstanding. Conversely, there is only one child psychiatrist available and he only accepts appointments once a week. He doesn't accept Medicaid which is another limiting factor.

Resources

Mason General Hospital - has excellent physical therapists, occupational therapists and speech language pathologists who collaborate to help children achieve the highest functional level possible. The therapists are experienced with helping children to develop their motor and language skills so they function with the highest degree of independence, maximizing and improving their quality of life. For more information call 360.426.1611.

Mason General Hospital
907 Mountain View Drive
Shelton, WA 98584
Phone: 360.426.1611
Website: (Full URL: <https://www.masongeneral.com/visit-us>)

PAVE (Partnerships for Action, Voices for Empowerment) provides support, training information and resources to empower and give voice to individuals, youth and families impacted by disabilities.

PAVE
6316 S. 12th St.
Tacoma, WA 98465
Phone: 800.5parent or 253.565.2266
Email: pave@wapave.org

Shelton and Mason County Outreach Summary

Washington State Governor's Office of the Education Ombuds helps to advance educational equity in three ways:

- 1) Providing information and informal, impartial, and collaborative conflict resolution for families, educators, and community professionals to support students in our state's K-12 public schools.
- 2) Offering free trainings and outreach on a variety of topics to advance educational equity in public K-12 education
- 3) Partnering with policymakers to tackle opportunity gaps

Washington State Governor's Office of the Education Ombuds
3518 Fremont Avenue North, #349
Seattle, WA 98103
Toll-free phone: 1.866.297.2597
Phone interpreter services available
Website: (Full URL: <https://oeo.wa.gov/>)

Promising Practices

ACHIEVE is a comprehensive program partially funded as one of the Transition and Postsecondary Programs for Students with Intellectual Disabilities (TPSID) through the Office of Postsecondary Education. **ACHIEVE** is a model demonstration program for Washington. For more information or to schedule an informational meeting, call 206.592.3526. **ACHIEVE** is located east of the main Highline College campus at 23835 Pacific Highway S. in Kent Washington.

DO-IT Scholars prepares Washington State high school students with disabilities for success in college and careers. Scholars attend Summer Study sessions, held during three consecutive summers at the University of Washington campus. This allows students to experience college life and work on self-advocacy skills. Throughout the school year, Scholars connect with program staff, DO-IT Mentors and each other using email and e-lists. They also meet in-person at DO-IT events, and complete individual and group projects. They receive valuable information and support for the transition to college. Washington State high school students with disabilities may apply. Priority is given to students in their sophomore year in high school, followed by students in their junior year. For more information and to find an application visit <https://www.washington.edu/doi/do-it-scholars>.

Youth Leadership Forum (YLF) is a unique leadership training program for high school juniors and seniors with disabilities. The program is in its 20th year of operation. Students serve as delegates from their communities at this six-day, five-night event. Young people with disabilities cultivates their potential leadership, citizenship and social skills. There is no cost to attend. GCDE pays for lodging, meals, transportation and all accommodations. For more information, contact Elaine Stefanowicz.

Shelton and Mason County Outreach Summary

Elaine Stefanowicz, Program Coordinator
GCDE
PO Box 9046
Olympia, WA 98507-9046
Phone: 360.890.3774
Email: estefanowicz@esd.wa.gov

Employment

Participant Comments

Jim Deel shared he takes medication as a result of an injury that prevents him from driving. His work history is in physical labor which he is unable to do. His last job was with Fish and Wildlife and he is unable to do the physical work required. He applies for jobs but never hears back. They don't say no, you just never hear from them. He recently moved in with his mother and is going bankrupt. He worked with an employment agency and he is eligible for the Ticket to Work Program. He needs a good job not just a minimum wage because if he works, he will lose his Social Security Benefits and food stamps.

Daniel Ledgett, a member with GCDE, works for the WorkSource in Longview. He encouraged Jim to try WorkSource again. He encouraged Jim to let staff know he needs somebody to help him. Daniel has confidence the WorkSource staff will be responsive. Daniel gave Jim his business card and told him call him if he was unable to get help.

Pat Bauccio suggested Jim consider volunteering. Being out of the work force and not having current references may be impacting his hiring. She suggests he volunteer at an organization or agency he would like to work for. Often, volunteer work turns into a real job. Also, it helps build your work habits, like getting to work on time, being dependable and working in a team. These are the skills employers look for and having recent history will be helpful.

Megan Fiess explained the Shelton WorkSource is encouraging businesses to hire workers with disabilities. The staff developed a workshop, "Unlocking the Hidden Talent Pipeline," bringing businesses together to talk about what WorkSource is and the benefits of engaging with WorkSource. One of the workshop exercises talks about disabilities. It uses a self-reflection process to broaden the understanding of hidden disabilities and how disability touches all our lives. Staff also explained the advantages of hiring workers with disabilities and the Work Opportunity Tax Credit.

Mary Halterman is the Library Manager at the North Mason Timberland Library in Belfair. She wanted to let people know about the Washington Assistive Technology Act Program (WATAP). The Timberland Regional Library is a partner with the WATAP. The library has a collection of assistive devices that are available on loan from the library for a period of three weeks. It is a free program available to anyone with a library card. The intent is to give

Shelton and Mason County Outreach Summary

people a chance to try out different assistive devices without having to invest in what can be a substantial amount of money. She encouraged people to share this information with others who might need assistive technology. They have everything including an assistive Xbox controller, rose-colored glasses that help those of us with migraines and large keyboards. Library staff can also help you find low-interest loans to purchase your equipment through the Northwest Access Fund.

Resources

Northwest Access Fund offers financial products and services designed to meet the unique needs of people with disabilities and seniors in Washington and Oregon. Their mission is to provide funding for people with disabilities to purchase assistive technology and achieve greater independence. Washington and Oregon residents of all ages with disabilities of all types, including seniors with age-related functional limitations, are eligible. For more information call 877.428.5116.

Northwest Access Fund
PO Box 55759
Shoreline, WA 98133
Phone: 1.877.428.5116
Email: info@nwaccessfund.org
Website: (Full URL: (<https://www.nwaccessfund.org/contact/>))

Plan to Work is a free and voluntary service available to individuals in the state of Washington (except southern counties Pacific, Lewis, Wahkiakum, Cowlitz, Clark, Skamania, Klickitat, Benton, Franklin, and Walla Walla) who are currently receiving disability benefits from the Social Security Administration and want to work. They answer questions about how work affects benefits and identify work incentives to support career goals.

Plan to Work
2001 N Division St, Ste. 130
Spokane, WA 99201
Phone: 1.866.497.9443
Website: (Full URL: plantowork.org)

WorkSource is a statewide partnership of state, local and nonprofit agencies that provides an array of employment and training services to job seekers and employers in Washington. Customers access services electronically through WorkSourceWA.com or by visiting your local office.

Shelton and Mason County Outreach Summary

WorkSource
Olympics Gateway Center
2505 Olympic Hwy N
Shelton, WA 98584
Phone: 360.427.2174
Website: (Full URL: <https://seeker.worksourcewa.com>)

Work Opportunity Tax Credit (WOTC) is a federal government initiative designed to increase employment opportunities for people who typically experience certain barriers to employment, such as veterans, Supplemental Security Income recipients, vocational rehabilitation program participants, public assistance recipients and others. The credit amount for WOTC can be up to \$2,400 for each qualified new hire with a disability. Veterans with a service-connected disability who have been unemployed for at least 6 months in the past year qualify for \$9,600. The credit is equal to a percentage of the eligible employee's wages, and the employee must work at least 120 hours for the employer to receive credit. For more information on WOTC call 800.669.9271 or email ESDGPWOTC@esd.wa.gov.

Division of Vocational Rehabilitation (DVR) is a statewide resource assisting people with disabilities to prepare for, secure, maintain, advance in, or regain employment. DVR partners with organizations and businesses to develop employment opportunities. DVR serves people who seek meaningful, secure employment but whose disabilities may result in one or more barriers to achieving an employment goal. **Note:** DSHS offices are closed to the public in response to Governor Inslee's Stay Home, Stay Healthy directive and in a continued effort to curb the spread of COVID-19 virus. These closures will remain in place until further notice. You can apply for services online at washingtonconnection.org or call 877.501.2233.

Division of Vocational Rehabilitation
Olympics Gateway Center
2505 Olympic Hwy N #420
Shelton, WA 98584
Phone: 360.427.2037
Website: (Full URL: <https://www.dshs.wa.gov/location/dshs-dvr-shelton>)

Developmental Disabilities Administration (DDA) is the main entry point to services for individuals with intellectual/developmental disabilities in Washington State. It's where people go to get help for in-home, out-of-home and community-based services. Most services are not an entitlement, which means that being eligible for DDA does not automatically result in enrollment for services. There can be a long wait, but it's important to take the first step, which is applying for a determination of DDA eligibility.

Shelton and Mason County Outreach Summary

Developmental Disabilities Administration
2505 Olympic Hwy N, Suite 440
Shelton, WA 98584
Phone: 360.462.2151
Website: (Full URL: <https://www.dshs.wa.gov/dda>)

Department of Services for the Blind (DSB) provides services for people of all ages who are blind or have low vision in the state of Washington. The agency provides services to more than 2,800 Washington State residents to help them gain or retain employment. Their mission is “Independence, Inclusion, and Economic Vitality for individuals with a visual disability.” For more information call 360.725.3846.

Department of Services for the Blind
4565 7th Avenue SE, Fourth Floor
Lacey, WA 98503
Phone: 360.725.3846
Website: (Full URL: <https://dsb.wa.gov/contact-us/olympia-lacey-office>)

Ticket to Work Program – is a free and voluntary program that can help Social Security beneficiaries go to work, get a good job that may lead to a career and become financially independent, all while they keep their Medicare or Medicaid. Individuals who receive Social Security benefits because of a disability and are age 18 through 64 probably already qualify for the program. Visit <https://choosework.ssa.gov/mycall/> to sign up for free information. Or contact one of our representatives through the Ticket to Work Help Line at 1.866.968.7842 or 1.866.833.2967 (TTY).

Promising Practices

The Governor’s Employer Awards Program is an annual event honoring public, non-profit, and private employers statewide for their exemplary work to recruit, hire, retain, and advance workers with disabilities. Two individual awards are also presented: the Direct Support Professional and the Governor’s Trophy *in Memory of Carolyn Blair Brown*. The Direct Support Professional award recognizes a job developer/coach who has shown extraordinary ingenuity and drive to create and sustain supported employment opportunities. The Governor’s Trophy is presented to an individual with a disability who has developed or influenced programs, services, legislation etc. resulting in positive outcomes dramatically enhancing the empowerment of individuals with disabilities. For more information on the Awards Program, visit the GCDE Website: (Full URL: <http://esd.wa.gov/gcde>), call Emily Heike at 360.890.3776 or email her at ehеike@esd.wa.gov.

Shelton and Mason County Outreach Summary

Local Resources

Participant Comments

Tom Davis works with veterans in the criminal justice system. He works within a structure that is key to their success. At Memorial Hall, they make people feel welcome and at home. Everyone has a common bond; they are all veterans. They advocate for their patrons and there is a lot of passion in this organization. There are a lot of services available in Mason County, but passion and advocacy are missing. People use these services, but it is at a distance. The workers are siloed and can't do wrap-around services. They do what they can and send the person to another organization. People get discouraged.

Patty Osier and her son, Cameron, are starting a **People First** Chapter in Mason County. People First is a self-advocacy organization for individuals with intellectual disabilities. There are around 35 chapters in the state. The mission for People First is to teach people how to advocate for themselves. They have an annual advocacy day at the legislature. It is also a social organization. Many years ago, Shelton had a chapter. Cameron currently attends meetings in Thurston County. There are a lot of people in their thirties in Shelton who would be interested in having their own chapter again. Their first meeting has not been scheduled. Patty is looking for community support and encouraged anyone interested in helping this initiative move forward to contact her at 360.463.4813.

Kevin Frankeberger explained as the population ages, people gather disabilities. Baby boomers are the largest segment of the population. As people age, their bodies change. Age-related macular degeneration (AMD) can impact the severity of vision loss due to aging. It is the leading cause of severe vision loss in adults over 60.

Damiana Harper serves as Chairperson for the Outreach Subcommittee, but in her day job, she is the East Region Manager for the Department of Services for the Blind in Spokane. DSB offers an Independent Living Older Blind (ILOB) program for people who are 55 and older who are not able to work. This program is not funded in the same way DSB vocational programs are. There is funding for small things like canes, magnifiers, and bigger light bulbs. It's just a matter of getting connected with the service providers.

Leadership Breakfast Exercise

The following morning, 34 people attended the Leadership Breakfast, representing elected officials, service providers and leaders in the disability community, to brainstorm solutions for the issues discussed at the Town Hall Meeting held the previous night. The outreach team reviewed and rated the topics discussed and identified the top three issues:

Shelton and Mason County Outreach Summary



Leadership Breakfast Participants

- 1) Restore evening hours for the Dial-a-Ride service and how to address the impact of I-976
- 2) Establish a centralized resource and service network
- 3) Homelessness and the barriers unique to the disability community

Participants were led through a modified “Gallery Walk”; a group exercise requiring participants to be actively engaged in a problem-solving process using three corresponding questions. The exercise provides opportunities to share ideas; review comments from other participants; prioritize issues and work towards possible solutions. This discussion summary has the following elements:

- 1) The question being addressed
- 2) A list of brainstorm ideas
- 3) Pathways for Change - a report out of the group’s ideas and action plans

Question # 1 What are the first steps to developing a marketing campaign to increase ridership and service hours for the Dial-a-Ride?

List of Brainstorming Ideas

- Dial-a-Ride stops after 6 pm
- Can use this service for any reason
- Patty Wagon – medical transport
- Medicaid trip, travels long distances
- Needs to expand medical transport for Medicare recipients
- Dial-a-Ride has no riders at night, staff goes home early because of no work
- Ridership increased with more service available during the daytime hours
- Disability community needs to build awareness and encourage people to use it or lose it
- Relatively small need for evening service; buses were operating empty
- Seasonal adjustments to the Dial-a-Ride, in summer months service hours are longer
- Friday and Saturday evening service
- Transit can change program if need exists in June
- Marketing campaign to encourage ridership
- Hold town hall meetings in the rural communities

Shelton and Mason County Outreach Summary

- Partnering with local businesses for discounts on movies and restaurants
- Buy one get one free
- I-976 campaign to educate what will happen if I-976 is passed
- Passing of I-976 will mean 1/3 drop in service hours
- Educate the community on how transportation funding works
- Make sure you tell the story
- Develop a co-op between transit and service providers like the Patty Wagon
- Partner with the Chamber of Commerce
- Encourage more person-to-person marketing
- Social workers encouraged to provide bus information when working with customers
- Merchant Coupons
- Work with service clubs, sport events, summer concert organizers, concerts and plays at the high school and religious organizations
- Contract with the Patty Wagon to fill gaps in the system
- Offer it, they will come
- Promote subscription rides
- Online access for scheduling rides
- Preset trips to Walmart, Fred Meyer and casino
- Lack of communication from transit
- Promote ridership in senior newsletters

Pathways for Change

Group Report Out - Mason Transit Authority (MTA) is collecting data through the end of March to see how many riders are requesting service after 6:00 pm. MTA will create a survey with questions about the change in service hours and how it has impacted riders to get to where they need/want to go. The survey will be sent out to their existing ridership and they will expand distribution within the community. They plan to have the survey completed by April 30th.

The group is interested in developing a marketing campaign to promote using the bus for special events such as the Oyster Rama and the Matlock Old Timers Historical Fair. The Dial-a Ride hours could be expanded during these events to allow for more participation. Partnering with local businesses to develop a program to increase ridership using incentives like 2 for 1 dinners or 2 for 1 movie tickets are being considered. People who take the bus would be eligible for the discount. The marketing campaign will take more time to develop and the target deadline is June 30th. The MTA outreach planner will start contacting local businesses to identify those who are willing to partner with them.

It was also recommended to focus on the 55 and older crowd to start using the bus more often, especially in the evening hours. Ridership has fallen off in the evenings. MTA believes darker hours and wanting to be home at night is the cause.

Shelton and Mason County Outreach Summary

Question #2: How might the Shelton/Mason County community design and implement a centralized resource and service network?

List of Brainstorming Ideas

- United Way 211 information and referral
- Ombuds, where are they - direct people to services
- Mason Matters and Community Action
- Mason County resource for drivers
- Get everyone together
- More marketing on what is available
- Funding is a barrier
- Combine resources
- Identify roles and responsibilities
- Attend Resource Provider Meetings
- Identify what is available in the community



Leadership Breakfast Participants

Pathways for Change

Group Report Out - Commissioner Trask wants to gather the local community resources to figure out what is currently being offered in the community and identify the gaps in services. Sharon is going to lead the process with Karin Leaf and Councilmember Megan Fiess. They will assemble the representatives of the community resources to hold a resource provider meeting in the next 30 days.

Local service providers need to connect with the United Way's 211 information system. The group asked Ted Jackson, the Executive Director of United Way, to increase local marketing so people in Mason County are more aware of 211. Information about local resources needs to be provided electronically and in brochures. Brochures can be available on the buses and in provider offices and at schools.

Question #3: What steps might be taken to identify and mitigate additional barriers faced by people with disabilities who are experience homelessness?

Shelton and Mason County Outreach Summary

List of Brainstorming Ideas

- Allocate funds and resources to individuals who accept and benefit from assistance
- Increase collaboration of resources and agencies in the community
- Identification of abuses of resources
- Address core reasons for homelessness such as drug use, financial burden, domestic violence, mental health
- Meet and talk to people who are homeless to identify the why
- Tell their stories
- Tiny homes for veterans
- Differentiate individuals that choose to be homeless vs forced to be homeless
- Need more volunteers
- Fill service gaps with other resources like the Patty Wagon
- Accessibility of the current shelters
- Offer a mobile food bank - convert bus/van to serve people living in the woods
- Myth buster, substance abuse is not the majority
- Mason Matters
- City Homeless Coordinator (new)
- Develop a rapid response network
- Warming shelter (guests – rule)

Pathways for Change

Note: When meeting participants were asked to select the concern, they were most passionate about or had skills to help resolve, the homelessness topic was not selected.

Personal Commitment Statements

Please write down the one action step you will complete in the next 30 days to help address the issues identified today to improve the lives of individuals with disabilities.

- JML will relay the top 3 questions to Shelton School District Superintendent's cabinet.

Continue personal research study on disability resource collaboration at colleges/technical schools.

- Karin Leaf will assist United Way and Mason Matters or a new group in requesting all our area resources to provide a list of their services to 211 and coordinate a group with Councilmember Fiess and Commissioner Sharon Trask.

Shelton and Mason County Outreach Summary

- Councilmember Fiess will work with the city council, city management, county officials and the business community for the establishment of a thriving community model with an action team who are able to leverage resources and drive change and build capacity for a social service network.
- JF will attend the next possible organizing meeting for an Accessible Community Advisory Committee, hopefully before the next 30 days are up.
- Commissioner Sharon Trask will meet with other key players in addition to Megan and Karin, to formulate an action plan in the next 30 days to build/enhance a social service network.
- Ted Jackson, Executive Director of the United Way of Mason County, will reach out to the various groups and develop partnerships.
- Kevin Frankeberger will 1) present a marketing plan etc. to Mason Transit Authority Board regarding evening Dial-a-Ride services; and 2) he will make himself known to the Mason Transit Authority Board and will encourage board members to be more involved in the change process.
- Patricia Perry will partner with Mason Transit next week to explore opportunities on how to work together to improve the lives of individuals with disabilities.
- Danette Brannin, General Manager for Mason Transit Authority, will
 - 1) Review Dial-a-Ride evening requests to see how many rides have been turned away
 - 2) Survey Dial-a-Ride customers to identify what the evening ridership needs are. The survey will be completed by April 30
 - 3) Data Gathering in Feb & March
 - 4) Survey Creation: March
 - 5) Survey 3 weeks - done by mid-April
 - 6) Results – April 30
 - 7) Marketing campaign to businesses and special events in community
 - 8) Identify businesses such as movie theater, restaurants and the casino, who will participate in the 2 for 1's promotions
- JF will work with Mason County Transit to provide support for outreach to help increase ridership.

Shelton and Mason County Outreach Summary



Paddy McGuire, Mason County Auditor

- Paddy McGuire will 1) participate in the resource provider meetings; and 2) continue to explore developing an Accessible Community Advisory Committee in Mason County in 2021.
- Sarah Kerwin will 1) attend more public community meetings to tackle these issues; 2) will try to become more aware; and 3) meet with Blake Chard, Chief Executive Officer to see how Exceptional Foresters Inc. can become more involved in advocacy.

Mason Transit Authority Special Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Certifications and Assurances
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Background:

In order to receive Federal grant assistance for either capital or operating, it is required by the Federal Transit Administration (FTA) that Mason Transit Authority (MTA) complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all Federal statutes, regulations, Executive Orders and administrative requirements applicable to applications made to and grants received from the Washington State Department of Transportation (WSDOT).

Attached are the required forms to be signed and submitted to WSDOT.

Summary: Approve and authorize Board Chair to sign FTA Fiscal Year 2020 Certifications and Assurances

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2020 Certifications and Assurances to acknowledge compliance as required.



April 21, 2020

Tina Rea
Business Analyst
Washington State Department of Transportation
Public Transportation Office
P. O. Box 47387
Olympia, WA 98504-7387

Dear Ms. Rea:

Mason Transit Authority hereby certifies that it will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to its application made to and grants received from the Washington State Department of Transportation under 49 U.S.C. Sections 5309, 5311, and 5339.

In addition, Mason Transit Authority hereby accepts all the provisions of the Department of Labor's Special Section 5333(b) Warranty for Applications to the Small Urban and Rural Program. Mason Transit Authority's transportation employees are represented by IAM and AW District 160, 2121-70th Avenue West, Suite A, University Place, WA 98466.

The provisions of 49 U.S.C. Section 5333(b), 290 CFR Part 215, and Section 1001 of Title 18, U.S.C., apply to all certifications and submissions in connection with applications made to and grants received from 49 U.S.C. Sections 5309, 5311 and 5339.

Mason Transit Authority certifies or affirms the truthfulness and accuracy of the contents of the statements and understands that the provisions of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Sincerely,

Wes Martin
Chair of the Authority Board
Mason Transit Authority

WM:tb

FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–20. [see below](#)

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Construction Hiring Preferences

20 Cybersecurity Certification for Rail Rolling Stock and Operations

FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
	Mason Transit Authority	International Association of Machinists and Aerospace Workers, Lodge 160	Intercity Transit	International Association of Machinists and Aerospace Workers, Lodge 160
	Danette Brannin 790 E Johns Prairie Rd Shelton, WA 98584	Greg Heidal 9135-15th Pl. S., 2nd Floor Seattle, WA 98108	Heather Stafford-Smith 526 Pattison Street NE Olympia, Wa 98501	Greg Heidal 9135-15th Pl. S., 2nd Floor Seattle, WA 98108
	360-432-5750	253-468-6873	360-705-5861	253-468-6873
	dbrannin@masontransit.org	greg@iam160.com	hsmith@intercitytransit.com	greg@iam160.com
			Intercity Transit (continued)	Amalgamated Transit Union Local 1765 Ed Bricker 906 Columbia Street SW Olympia, WA 98501 (360) 584-6156 edatu1765@comcast.net
			Kitsap Transit	Amalamated Transit Union Local 587 Nancy Venard Representing ACCESS and Routed Operators 60 Washington Avenue, Suite 200 Bremerton, WA 98337 Seattle, WA 98121 Michael Shea, President (360) 478-5852 (206) 448-8588 (206) 448-4482 (fax) nancyv@kitsaptransit.com mshea.president@atu587.org

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			Kitsap Transit (<i>continued</i>)	International Association of Machinists and Aerospace Lodge 160, Local Lodge 282 Representing Maintenance Greg Heidal 9135-15th Pl. S., 2nd Floor Seattle, WA 98108 253-468-6873 greg@iam160.com
			Kitsap Transit (<i>continued</i>)	Teamsters, Local 589 Representing Preventive Maint. Techs, Service Helpers, Worker/Drivers Mark Fuller, Secretary-Treas. 11871 Silverdale Way NW Suite 111 Silverdale, WA 98383 (360) 613-4062 (360) 698-0629 fax markf@teamsters589.org
			Jefferson Transit	Amalgamated Transit Union Local 587
			Tammi Rubert	Representing Dial-A-Ride and Route Operators

Washington State Department of Transportation				
FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339				
SUBRECIPIENT SERVICE AREA INFORMATION				
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			634 Corners Road	2815 Second Ave., Suite 230
			Port Townsend, WA 98368	Seattle, WA 98121
				Ken Price, President
			(360) 385-3020, ext. 107	(206) 448-8588
				(206) 448-4482 (fax)
			Trubert@jeffersontransit.com	kprice.president@aut587.org

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Families First Coronavirus Response Act Policy (POL-313)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Background:

The purpose of this new policy is to address the federal Families First Coronavirus Response Act (FFCRA), which takes effect April 1, 2020 to provide additional leave coverage for those impacted by COVID-19. This policy is distinct from and in addition to other types of leave pursuant to MTA policy.

The FFCRA provides for two categories of leave. The first expands existing Family and Medical Leave Act (FMLA) coverage to provide up to 12 weeks of partially-paid Public Health Emergency Leave (“PHEL/FMLA”) for eligible employees forced to miss work due to closure of their child’s school or the unavailability of the child’s childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Sick Leave for various reasons related to the COVID-19 outbreak.

This policy outlines the circumstances in which an employee may use the supplemental leave and expires on December 31, 2020.

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

Summary: Approve Families First Coronavirus Response Act Policy (POL-313)

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-09 and the attached Families First Coronavirus Response Act Policy (POL-313).



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
 Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

POL-313 – FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Purpose

This policy provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA). The benefits available under this policy are available beginning on April 1, 2020. This policy will be administered in accordance with the FFCRA statute, regulations, and guidance.

The FFCRA provides for two categories of leave. The first expands existing Family and Medical Leave Act (FMLA) coverage to provide up to 12 weeks of partially-paid Public Health Emergency Leave (“PHEL/FMLA”) for eligible employees forced to miss work due to closure of their child’s school or the unavailability of the child’s childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Sick Leave for various reasons related to the COVID-19 outbreak. Details regarding each category of leave are provided in the sections below.

2.0 Public Health Emergency Leave (PHEL/FMLA)

2.1 Eligibility. Employees who have worked for MTA at least 30 calendar days are eligible for PHEL/FMLA leave. An employee need not meet the eligibility requirements for regular FMLA (12 months of employment and 1250 hours worked in the prior year) to be eligible for PHEL/FMLA.

2.2 Leave Entitlement. An eligible employee may take up to 12 weeks of protected leave if the employee is unable to work, or telework, based on a need to care for the employee’s child under age 18 because the child’s school or place of care has been closed, or the child’s child care provider is unavailable due to a public health emergency. A public health emergency means an emergency with respect to COVID-19 declared by a federal, state, or local authority. Per federal regulations, this leave is not available if another suitable individual is available to provide care. PHEL/FMLA may be taken intermittently only if approved by General Manager.

See Also: POL-309, POL-310, POL-312

Page 1 of 6



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

PHEL/FMLA is part of an employee's regular FMLA leave entitlement. Accordingly, if an employee has already used FMLA for other purposes during the FMLA leave year, the amount of available PHEL/FMLA will be reduced by the amount of FMLA leave already taken. PHEL/FMLA leave will be available through December 31, 2020.

2.3 Partial Pay Entitlement. The first 10 days of PHEL/FMLA will be unpaid, although employees may elect to use accrued leave or Emergency Sick Leave during this period. For leave beyond the first 10 days, MTA will pay two-thirds of the employee's regular pay, up to a maximum of \$200 per day or \$10,000 in the aggregate. Pay is calculated based on the number of hours an employee would otherwise have been scheduled to work. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Employees may elect to supplement the PHEL/FMLA paid benefit with their accrued leave.

2.4 Notification; Verification. Employees who need to take PHEL/FMLA leave should notify Human Resources as soon as practicable after the need for leave arises. Under the law, an employee seeking PHEL/FMLA leave must provide the following:

1. the employee's name;
2. the date(s) for which leave is requested;
3. qualifying reasons for the leave;
4. the name of the child(ren) being cared for;
5. the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and
6. a representation that no other suitable person will be caring for the child while PHEL-FMLA leave is being used.

2.5 Other. This policy will be administered consistent with MTA's existing Family and Medical Leave (FMLA) policy, except as modified by the FFCRA.



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

3.0 Emergency Paid Sick Leave

3.1 Eligibility. All employees of MTA are eligible for up to 80 hours of Emergency Sick Leave. Emergency Sick Leave may be fully paid or partially paid, depending on the reason for taking leave (see below).

3.2 Covered Reasons for Using Emergency Sick Leave: Employees are entitled to use Emergency Sick Leave when they are unable to work, or telework, for any of the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. This includes a shelter-in-place or stay-at-home order issued by federal, state or local government if the order precludes the employee from working; an employee who is able to telework or who is not covered by the order (e.g., those performing essential services as defined by the applicable order) would not be eligible to take leave for this reason.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. To care for an individual who is self-isolating for one of the reasons described in (1) or (2) above. The individual needing care must be the employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.
5. To care for the employee's child under age 18 due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19 precautions. A "child" is defined the same as under the FMLA; i.e., a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.

See Also: POL-309, POL-310, POL-312

Page 3 of 6



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3.3 Paid Leave Entitlement. Full-time employees are entitled to up to 80 hours of Emergency Sick Leave. Part-time employees are entitled to the Emergency Sick Leave equal to number of hours they typically work over a two-week period. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Any Emergency Sick Leave available under this policy is in addition to accrued leave to which an employee was already entitled under existing MTA policies or labor agreements.

3.4 Reduced Benefit for Certain Leaves; Cap on Sick Leave Amount. Where Emergency Sick Leave is taken for reasons (1), (2), or (3) above (which cover leave due to the employee's own health or quarantine), the paid sick leave benefit is equal to the employee's regular rate of pay for the missed work time, provided that Emergency Sick Leave is capped at \$511 per day and \$5,110 in the aggregate when leave is taken for these reasons. Where leave is taken for reasons (4), (5), or (6) above (to care for another, to care for a child due to a school closure or unavailability of childcare, or where the employee is experiencing a substantially similar condition), the paid sick leave benefit is two-thirds of the employee's regular rate of pay, provided that Emergency Sick Leave is capped at \$200 per day and \$2,000 in the aggregate when leave is taken for one of these reasons.

3.5 Use of Paid Sick Leave; Sequencing with Other Leave; Intermittent Use. Employees may access Emergency Sick Leave for a covered reason before exhausting other accrued leaves. If an absence is covered by this Emergency Sick Leave policy and the PHEL/FMLA policy above, the employee may elect to use Emergency Sick Leave during the first 10 days of PHEL/FMLA in order to remain in paid status.

If an employee is using Emergency Sick Leave intermittently due to a closure of a child's school or unavailability of the childcare provider, the employee may take leave



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

intermittently only with the General Manager’s approval. An employee may also use Emergency Sick Leave intermittently with General Manager approval if unable to telework his/her normal schedule of hours due to a qualifying reason (for example, if an employee can telework in the morning, but needs to care for a child in the afternoon due to a school closure). Per Department of Labor guidance, where an employee is not teleworking, intermittent use of Emergency Sick Leave is not permitted when leave is taken for reasons (1), (2), (3), (4), or (6) of Section 3.2 above. In such cases, Emergency Sick Leave must be taken in full-day increments and once leave is initiated for one of these reasons, the employee must continue to use Emergency Sick Leave until either (i) the full amount of Emergency Sick Leave has been used; or (ii) the employee no longer has a qualifying reason for taking Emergency Sick Leave. The Department of Labor has explained that this requirement is imposed because if an employee is actually or possibly sick with COVID-19, or is caring for someone who is sick or possibly sick with COVID-19, the intent of the law is to provide paid leave to prevent the spread of the virus.

3.6 Carryover/Termination of Benefit. The Emergency Sick Leave Benefit expires on December 31, 2020; any unused Emergency Sick Leave will not be carried over to the next calendar year or merged into other leave banks. Additionally, the entitlement to Emergency Sick Leave ceases beginning with the employee’s next scheduled work shift immediately following the termination of the need for paid sick leave. However, to the extent an employee subsequently needed additional time off for another covered reason prior to December 31, 2020, the employee could use any remaining Emergency Sick Leave available.

3.7 Notification. An employee who needs to take Emergency Sick Leave should notify the Administrative Services Manager as soon as practicable. After the first workday (or portion thereof) that an employee takes Emergency Sick Leave, the employee must follow the notice requirements required for use of regular sick leave.

3.8 Verification. An employee requesting Emergency Sick Leave must: specify the qualifying reason for requesting leave; state that the employee is unable to work or telework, for that specified reason; and provide the date(s) for which leave is requested. Depending on the type of leave taken, the Department of Labor requires



Title:	Families First Coronavirus Response Act Policy
Number:	313
Effective:	April 21, 2020
Cancels:	N/A
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2020-09

that an employee provide the following additional information to substantiate the leave request:

1. Where leave is taken due to a quarantine or isolation order, the name of the government entity issuing the order;
2. Where leave is taken due to the recommendation of a health care provider to self-quarantine, the name of the health care provider making the recommendation; or
3. Where leave is taken due to a school closure or unavailability of a childcare provider: (a) the name of the child(ren) being cared for; (b) the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and (c) a representation that no other suitable person will be caring for the child while EPSL is being used.

4.0 Compliance.

This policy was developed to comply with the Families First Coronavirus Response Act. As the Department of Labor issues regulations and/or interpretations of the Act, such regulations and interpretations shall take precedence over the provisions of this policy.

5.0 Expiration of Policy.

This policy will expire on December 31, 2020.

RESOLUTION NO. 2020-09

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY
(POL-313).**

WHEREAS, the Mason Transit Authority Board desires to provide MTA employees with a temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA) supplemental leave that is distinct from and in addition to other types of leave pursuant to MTA policy; and

WHEREAS, the benefits under the FFCRA were available beginning on April 1, 2020; and

WHEREAS, MTA's intent in providing this supplemental leave is to provide another temporary leave available to its eligible employees until the expiration of the policy on December 31, 2020;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Families First Coronavirus Response Act Policy (POL-313), which is attached hereto and incorporated herein, be established and adopted;

BE IT FURTHER RESOLVED that this Families First Coronavirus Response Act Policy (POL-313) shall automatically expire on December 31, 2020, unless the expiration date of the FFCRA is extended.

Adopted this 21st day of April, 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: Paid Administration Leave Authorization
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Background:

During this time of the COVID-19 crisis, MTA ridership has decreased approximately 85% and along with supporting the Governor's Stay at Home order to the extent possible, MTA has made significant cuts in service. We have reduced our service hours approximately 66% and this is causing a shortfall of available hours for drivers and other staff.

Management believes it is important to keep our current staff employed and paid as we have invested time and money into them. A driver costs between \$12,000 and \$15,000 to train and it takes approximately eight weeks to get a driver on the road from the date of hire. Additionally, when we are able to ramp service back up, we will need our trained staff and should we lose people during this time, it will make it difficult to provide normal service for some time after the order is lifted.

We have other key positions such as Operations Supervisors that are working reduced schedules as well. Other staff are working 32 hours a week and we are requiring them to stay at home one day of week to help with social distancing where needed.

MTA has an Administrative Leave option per the approved Employee Handbook. The handbook describes it as "when an employee is temporarily relieved of normal responsibilities, continues to receive regular pay and benefits and is normally required to stay at home during regular work hours. Administrative Leave is not a category of leave, like sick or annual leave, but describes a person's work status." The General Manager has the authority to authorize Administrative Leave for different reasons.

The Attorney General has declared in an Opinion Letter that the use of Administrative Leave to pay employees during the COVID-19 crisis would not be considered a gift of public funds.

Under current circumstances, the General Manager is authorizing paid Administrative Leave for employees that are working reduced schedules. For full transparency, the General Manager is seeking the Board's authorization for such action.

Summary: Authorize the use of paid Administrative Leave as related to the COVID-19 crisis.

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorizes the General Manager to authorize paid Administrative Leave for employees that are working reduced schedules.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Informational*
Subject: Change Order 6 – Roundabout Project
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Background:

The following describes Change Order 6 pertaining to the Log Yard Road/SR 3 Roundabout: Provide colored concrete per RFI-019. Colored concrete would encompass stamped concrete, truck apron and splitter island sections.

This Change Order is a result of the plans not specifying colored concrete clearly, which caused the Contractor to not bid accordingly. The colored concrete is a WSDOT requirement and the cost must be incurred. The original bid should have reflected the cost.

Summary: Information provided regarding Change Order 6.

Fiscal Impact:

Not to Exceed \$78,492.15



Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Informational*
Subject: Finance and Operations/Maintenance Committees Update
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Background:

The General Manager asked the Board Chair for the use of the Finance and the Operations/Maintenance Board Committees to provide recommendations to the full board regarding the approach the Board would like to take concerning I-976 potential impacts. Staff would like the Board to provide input on the direction as the outcome of I-976 could impact the agency's financial outlook as well as service to the community.

Committee Reports:

The Finance Committee held a WebEx meeting on Tuesday, April 7, and was attended by Wes Martin, Sharon Trask, LeeAnn McNulty and Danette Brannin. The following are items discussed:

- The process for service reductions and timing service reductions to bid shake ups.
- Still many unknowns regarding funding impacts.
- Should reductions be phased or all at once?
- Should we place a hiring freeze now, using attrition as one method of reduction with the understanding if we are short drivers, we may not be able to fulfill our current service level and the freeze would not apply to positions where replacement was necessary.
- Looking at all positions in the agency to ensure we are lean and as efficient as possible.
- Increase sales tax is an option but takes a public vote to be approved. MTA is currently at 6/10 of 1% and by vote can go to 9/10 of 1%.

Recommendations from the Committee:

- Place a hiring freeze as noted above.
- Review all positions for efficiency.

Recommendations from Staff:

- Staff agrees with committee and will begin a review of all positions for efficiency. Staff will look at workload and efficiency of tasks as well as the needs of the agency. A hiring freeze will be implemented with the

understanding that if a position becomes vacant, filling the position will be evaluated as to whether it is essential to replace.

The Operations/Maintenance Committee met on Tuesday, April 14 via WebEx. The meeting was attended by Matt Jewett, John Piety (Citizen Advisor to the Board), Mike Ringgenberg, Marshall Krier and Danette Brannin. The following was discussed regarding Operations:

- Should we reduce service gradually over the next year or all at once? Possible driver shortage may cause reduction naturally.
- Process for service reductions and timing service reductions to when we have bid shake ups.
- Should we put a hiring freeze now as described above?

Recommendations from the Committee:

- Slow reduction was recommended by Matt; All at once was recommended by John.
- Place a hiring freeze – sooner the better.
- Review routes and DAR for performance and ridership.

Recommendations from Staff:

- Staff suggest service be reviewed as we revamp service back to pre-COVID-19 levels and adjust routes and service hours availability over the next year. We anticipate small reductions will occur during the Oct 2020 and Feb 2021 bid shake ups based on staff availability. Staff will create a June 2021 service reduction plan based on an analysis should I-976 funding impacts hit at the end of the 2019-2021 biennium. The analysis will look at route usage, efficiency, hours of availability and equality for ADA compliance. To solicit community input, staff will conduct Community Conversations during the analysis time and present the reduction plan in public hearings.
- A hiring freeze will be implemented in Operations with the same caveat above.

The following was discussed regarding Maintenance:

- We discussed whether to install an electric vehicle charger in the T-CC Parking Lot. Installing an EV charger was not part of the original project and is not grant eligible. MTA partnered with PUD#3 whereas MTA would be responsible for the installation and maintenance and PUD#3 would purchase the charger. At the time of the agreement, some cost was unknown other than a quote given for a charger. Since then (2016), MTA opted to complete the Volunteer Cleanup Program through Department of Ecology to receive a No Further Action opinion. There has been additional cost to that process as well as additional cost for soil testing and soil removal.

- MTA's cost to install the electrical infrastructure is \$23k and the maintenance for 5-years is \$26k.

Recommendations for the Committee:

- John thought it was a good idea and we should install; Matt would like to see the money go toward our mission of providing transit services, especially with cuts to service being consider, he felt it was more fiscally responsible.

Recommendations from Staff:

- Staff's opinion is installing the electric charger at the T-CC is not necessary since the plan is to install electric chargers at some of the park & ride lots. At the most, staff is suggesting installing the conduit so the electrical infrastructure and charger could be installed later if desired. Staff has asked the contractor for a price and if it is reasonable will move forward with installing conduit only.

Summary: Information relating to Finance and Operations/Maintenance Committee discussions.

Fiscal Impact:

TBD

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: April 21, 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 were approved 4/8/20. MTA is providing checks to finalize the permit process.

Plans were also submitted to Belfair Water District for review 1/3/20. Final plans will be shipped to BWD 4/21/20 for acceptance. MTA is providing a check for applicable water and development fees.

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

Log Yard Road/SR 3 Roundabout Project:

- **Construction**
 - ACI is progressing construction
 - Upcoming construction includes:
 - Shifting traffic to construct west side of roundabout.
 - West side truck aprons and pavement.

Belfair Park and Ride Project Advertisement: The project was advertised for construction 2/24/20. This date will allow incorporating of Mason County permit comments as an addendum. Bid open date has been changed to 3/20/2020. Active Construction was the apparent low bid at \$2,960,960. Due to the cost of the building and conversations with WSDOT regarding building funding, the project may be re-bid with the building as an alternate.

Pear Orchard Construction: The City provided direction about possible manhole abandonment. SCJ is communicating with Scarsella to determine costs and possible next steps forward.

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. A Local Agency Participating Agreement for Work by WSDOT is currently in review at WSDOT. MTA Legal has reviewed.

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: April 21, 2020

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 21, 2020

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 21, 2020

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Bids for the North Mason Park & Ride site were opened March 20 at 11:00am at Johns Prairie. The lowest, responsible bidder was Active Construction Inc. ACI is our current contractor on the roundabout project. Contract is on-hold while I work through funding timing and scope changes.
- Phone meeting with WSDOT regarding Belfair project.
- I reached out to the city of Shelton regarding progress on the Pear Orchard Site. The City Administrator replied with some details regarding the issues on the site with the manhole. We are working with the contractor to get a price and will talk further with the City.
- Please see Park & Ride Informational page for more details.

T-CC Parking Lot:

- Construction on the T-CC parking lot began March 2, with an expected time frame of completion by April 30.
- We have encountered some communication challenges with the City being the Project Manager (with a consultant handling the project) and MTA owning the property when it related to the Voluntary Cleanup Program requirements, but I believe most issues are resolved.
- The project is temporarily shut down due to material availability caused by COVID-19.

EDC: Attended monthly EDC Board Meeting, virtually.

PRTPO: Attended PRTPO meeting, virtually.

WSTIP:

Attended the following meetings:

- Monthly Executive Committee
- Quarterly Board meeting.
- Governance Policy Committee.

Grant Application for Vehicles: Compiled application and submitted to WSDOT.

Training:

- Reasonable Suspicion.
- Summit Law/WSTIP webinar on workforce management.

External Activities:

- Notified the Governor's Committee on Disability Issues and Employment that due to the COVID-19 crisis, MTA would need to put the DAR survey on hold until further notice. We committed to tracking DAR evening request and survey our current DAR riders to see if MTA is meeting their needs.
- External activities have been very limited.

Internal Activities:

- COVID-19, COVID-19 and COVID-19. Basically, this situation has taken much of my time and many meetings.
- Prepared for Special Board meeting.
- Met with Marshall on the T-CC Parking Lot project for coordination.
- Met with Board Finance and Operations/Maintenance Committee. A report is included in the Board packet.
- Administrated annual reviews of my direct reports; provided input on other managers' reviews.
- Reviewed Annual Report.
- Reviewed different sustainability outlooks with Finance.
- FTA phone conference calls for updates on COVID-19; webinar with FTA on CARE funding for Transit.
- Participate in weekly SMTA Roundtable calls; Roundtable phone call with Rep Kilmer.

- Various staff meetings for planning different phases of service.
- Finalized graphics for cutaways. Worked on marketing materials and standardizing forms.

Board Assistance, Awareness and Support:

Thank you, Board Members, for your assistance during the COVID-19 crisis. I appreciate your support of the employees to ensure they are covered financially through Supplemental and Administrative Leave as well as protecting their health and well-being. I know all are grateful.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Worked closely throughout the month with managers to develop strategies in how to apply the Supplemental Leave Policy, the FFCRA Act and CARES Act for the needs of our employees and the agency.
- Provided much support to the 19 employees who are out of medical leave related to vulnerabilities and exposure to the COVID-19 virus. 39% of the drivers are out on COVID-19 related leave. Working through each situation took a large portion of my time this past month.
- Provided timely employer response to Employment Security for those employees who have filed for standby unemployment.
- Attended WSTIP/Summit Law webinar reviewing best practices for workforce management.
- Attended Summit Law Update on COVID-19 Employment Issues, including FFCRA.
- Participated in WSTA HR Committee virtual meeting. This meeting provided the opportunity to understand pandemic response plans from transit agencies across the state from the HR perspective.
- Attended multiple webinars with payroll vendor to apply FFCRA implications properly to our setup.
- Provided access to Reasonable Suspicion refresher training to 8 supervisors/dispatchers/managers.
- Performed annual performance reviews for my staff, as well as reviewed the reviews prepared by supervisors and managers for their staff.
- Assisting former worker driver with re-employment and onboarding.

Wellness

- Attended two webinars provided by AWC following the cancellation of the annual Healthy Worksite Summit. Training is part of the standards needed to achieve WellCity designation.
- We have pressed pause on the wellness program while our employees manage the stresses of the current situation.

Recruiting

- We have said goodbye to one of our long-term Worker Drivers as he prepares to relocate to Japan. We have filled this vacancy by welcoming back a former Worker Driver.

Administrative Functions

- Received word from WSDOT that the NTD was accepted as submitted.
- Arranged for training with Systems Administrator and Executive Assistant pertaining to HB1071 Data Breach Notification regulations.
- Brian has completed the Annual Report. It is under review by me and Danette before submission to the State Auditor's Office in the coming days.
- Attended FTA Briefing Update on the CARES Act and how they relate to transit.
- Attended MRSC webinar titled Preparing for the Fiscal Implications of the Coronavirus Outbreak.
- Attended WSTA Finance Committee virtual meeting. A common list of questions had been submitted to WSTA from transit agencies across the state. This meeting allowed finance leaders to come together to learn and share strategies. WSTA has been instrumental in collecting and sharing information from each transit agency, as well as providing a central location to find resources.
- Attended Policy Committee meeting for the review of the drafted FFCRA Policy.

MAINTENANCE/FACILITIES – Marshall Krier

T-CC Facility:

- **Gym:** March events in at the T-CC this month before the COVID-19 shutdown were at 480 visitors. CHOICE PE attendance came in at 328 students for March classes. 152 Pickle ball players braved the crisis in the Shelton Parks and Recreations program this March.
- **Conference Room:** About 67 people utilized the conference room for various functions in March. We hosted the MTA monthly board meeting that had 8 attendees in person, our monthly F.E.S.S. sponsored “Consider the Children” classes (20 students), and NW Life Centers services attracted 36 worshippers.
- **Kitchen:** Kitchen numbers in March were at 22 people. Shelton School District cooking class welcomed 20 eager students. Taylor Seafood had two employees use the kitchen for training.

T-CC Building Projects/Purchases/Maintenance

Projects/Purchases

- Continuing the procurement education process with Marshall, LeeAnn, and Christina.
- Ace Fire & Security completed our annual Fire Alarm & Sprinkler inspection on 03/18. Everything passed.
- 5-year L&I Elevator maintenance was completed on 03/06 by Thyssenkrupp. Everything passed.
- Johnson Controls Fire completed our annual 5-year L&I fire sprinkler corrections. Everything passed.
- Knight Fire completed our annual Backflow and Fire Extinguisher inspections on 03/24. Everything passed.
- Parking lot project was under way until the Governor’s mandate shut them down on 03/27.
- Assisting with janitorial and bus cleaning duties at the JP facility.
- Completed painting interior walls of T-CC gym.
- Getting up to speed on the T-CC parking lot construction project.
- COVID, COVID, COVID.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Completed painting and reorganizing offices in the Administration area.
- Prepping for the Unite GPS equipment installation for fixed route bus tracking and scheduling.
- Mini cutaway: The graphics have been installed and look great!
- Hybrid buses: Completed the graphics installation. The buses look great and are performing well.
- Cutaways (9): The cutaways are currently being in-serviced at Schetky in Lakewood. We are wrapping up the graphics layouts and will begin inspecting them the week of April 20.
- COVID, COVID, COVID

OPERATIONS – Mike Ringgenberg

- **COVID-19:** This bug has changed the landscape for MTA and our ridership. We have seen a reduction of approximately 85% at MTA overnight due to the “Stay at Home” order. We reduced our service on March 23 and again on April 13 due to low ridership and driver availability. We conducted two driver shake-ups with route changes. The events that normally take our SRC team a few months to plan/map out the routing to being completed in a few days. These actions were completed at the speed of light to keep up with the pace as changes needed to happen. Thanks to all the Drivers/Comm Center staff for understanding the needs of the community and rolling with the changes!!
- **Emergency Support Function:** Operations attends a daily “Zoom meeting” with Mason County Emergency Management to provide updates and stay abreast of changing information and the needs of Mason County.
- **Meals on Wheels:** South Sound Senior Center requested our help with the delivery of Meals on Wheels program. They lost many of their volunteer drivers due to the stay at home order. So far in April, we have delivered 504 meals to Mason County residents. Thanks Kathy and Dan S. for the hard work on these two events!

- **Commodity Boxes:** Faith in Action of West Sound requested our help on April 14 to deliver 63 commodity boxes of food/supplies and 63 bags of groceries for clients in Mason County. Thanks to Kathy and James K. for the heavy lifting and long hours to accomplish this herculean task in one day!
- **Operations Office at the T-CC:** The new Operations Supervisor office and driver's break area at the T-CC is operational, and it looks great. Thanks to everyone who helped bring this project together!
- **Training:** Lisa trained 6 individuals in CPR/AED/FA in March 2020 and is currently working on coach training with drivers who have not driven one in a while. Lisa is also CDL training a new back up worker/driver. Ecolane tablet training has been completed by 17 drivers completed. Trina trained one new Volunteer driver.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Vanpool:** Usage rate for March 2020 was 70%; 7 of 10 vans were in use.

2020 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2020 Work Items	Completed as of 4/17/2020	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required	✓	First Quarter Training included: 10 CPR/AED/FA Trainings; all drivers did 8 hours of refresher training on ADA callouts, Mindful Driving, G.O.A.L., Safety Incentives and PASS(wheelchair) Training. One Vol. Driver trained and one new Worker/Driver; 57 of Operations staff participated in a 90 minute presentation by the National Alliance of Mental Illness; retrained one driver on a coach; and training on the new Hybrid bus with Worker/Drivers.
2nd Quarter Driver training and refresher training as required		
Complete CAD/AVL/GPS installation		Letter of Termination has been sent; waiting refund and starting the process over. Testing with UniteGPS for CAD/AVL and working on contract with Ecolane for scheduling software. Have almost completed training on new scheduling software. Testing of Unite GPS is going well. Currently testing passenger counting.
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	✓	Operations office at T-CC is complete. Operations Supervisors are now available while service is operating.
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 month shows an increase of 8%. Will be conducting a survey on DAR.
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	✓	We have completed looking at recommendations from the Comp. Service Review. However, we will continue to use this document as a reference.
Conduct outreach for all service changes		We did outreach on our current service changes - public meetings, direct communication with riders and a radio spot. Outreach has/is being conducted during the COVID-19 crisis through press releases and rider alerts; keeping website up-to-date with current information and route changes.
Improve passenger amenities		Completed the information center at the T-CC; working on new scheduling software that has an app for scheduling a ride and knowing where the bus is.
Plan for 2021 service adjustments due to impact of funding		Discussion with Board Finance and Operations Committee seeking recommendations on how the Board would like staff to move forward. Report will be given at the Board meeting in April. Staff will begin creating different scenarios.
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	√ The 5-year sustainability plan has been updated. Staff will be seeking input from the Board.
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	Delivering meals to seniors during the COVID-19 crisis. Participating in the County-wide emergency response team.
Promote City and County partnerships	Working with City on T-CC Parking Lot project
Participate in outside committees, RTPO and boards	Danette: PRTPO, EDC, WSTIP. Kathy: Moving Mason Forward, TIP CAP, Opiate Stakeholders. LeeAnn: WSTIP. Marshall: Centralia College Diesel Advisory Committee.
Participate in mentorship programs	No activities this month.
Promote Volunteer Driver Program	Kathy is working on presentations to churches seeking VDP drivers. Staff talked to Patty Wagon to discuss forming a partnership so if we are short drivers we can get some assistance from them.
Park & Ride project (through 2023)	See Park & Ride informational page for update.
Brand vehicles	√ Standard design for branding buses is complete; some of the new cutaways will have taglines on them promoting MTA.
Progression toward inclusion of electric vehicles	

Objective 5: Workplace Culture

Improve communications through established methods	The Employee Engagement Committee is working through a communication plan.
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	Bargaining has been opened for the Drivers' CBA. We are working on how to accommodate bargaining under the current circumstances.
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. Last committee meeting was canceled due to coronavirus. Will reschedule in May.
Enhance meaningful employee recognition	We have revised the employee recognition policy; have incorporated a safety bonus for drivers; are being mindful of showing appreciation. Transit Driver Appreciation Day is March 18. Continue to post recognition on monitors. Will be preparing the National Transportation Week in May.
Provide more Belfair interaction and oversight	
Prepare a policy review schedule	

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 3 – *Informational*
Subject: Operational Reports
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: April 21, 2020

Summary for Discussion/Informational Purposes:

The Operations Statistic report highlights the performance of each major operational category through Q1-2020. This information reflects the number of passengers per mile travelled, the cost of each passenger per service type, the number of miles travelled per hour, the cost of those miles, the number of passengers transported in an hour, and the cost per hour to operate. The costs reflected are those that directly contribute to service delivery and do not include administrative costs.

The data reflects a 5.7% increase to total ridership when comparing the most recent rolling twelve-month* period to the prior rolling twelve-month** period. This is a big win! The charted information shows a nice increase to Demand Response and In-County ridership in February 2020 after the implementation of the much-anticipated service changes that took effect February 3rd. Direct operational expenses have remained essentially flat over the last 24-month period, with a 0.1% decline in total direct project expenses.

Unfortunately the ridership progress didn't last long with the rapidly declining ridership in March due to the COVID-19 pandemic and the Governor's Stay Home, Stay Safe Proclamation. Once things return to a more normal environment, we look forward to seeing the continuing improvements to ridership that we expect from the service changes that will be put back in place as we return to normal operations.

Graph:

*Rolling 12 mos = Q1-2020, Q4-2019, Q3-2019, Q2-2019

**Rolling Prev 12 mos = Q1-2019, Q4-2018, Q3-2018, Q2-2018

Operations Statistics

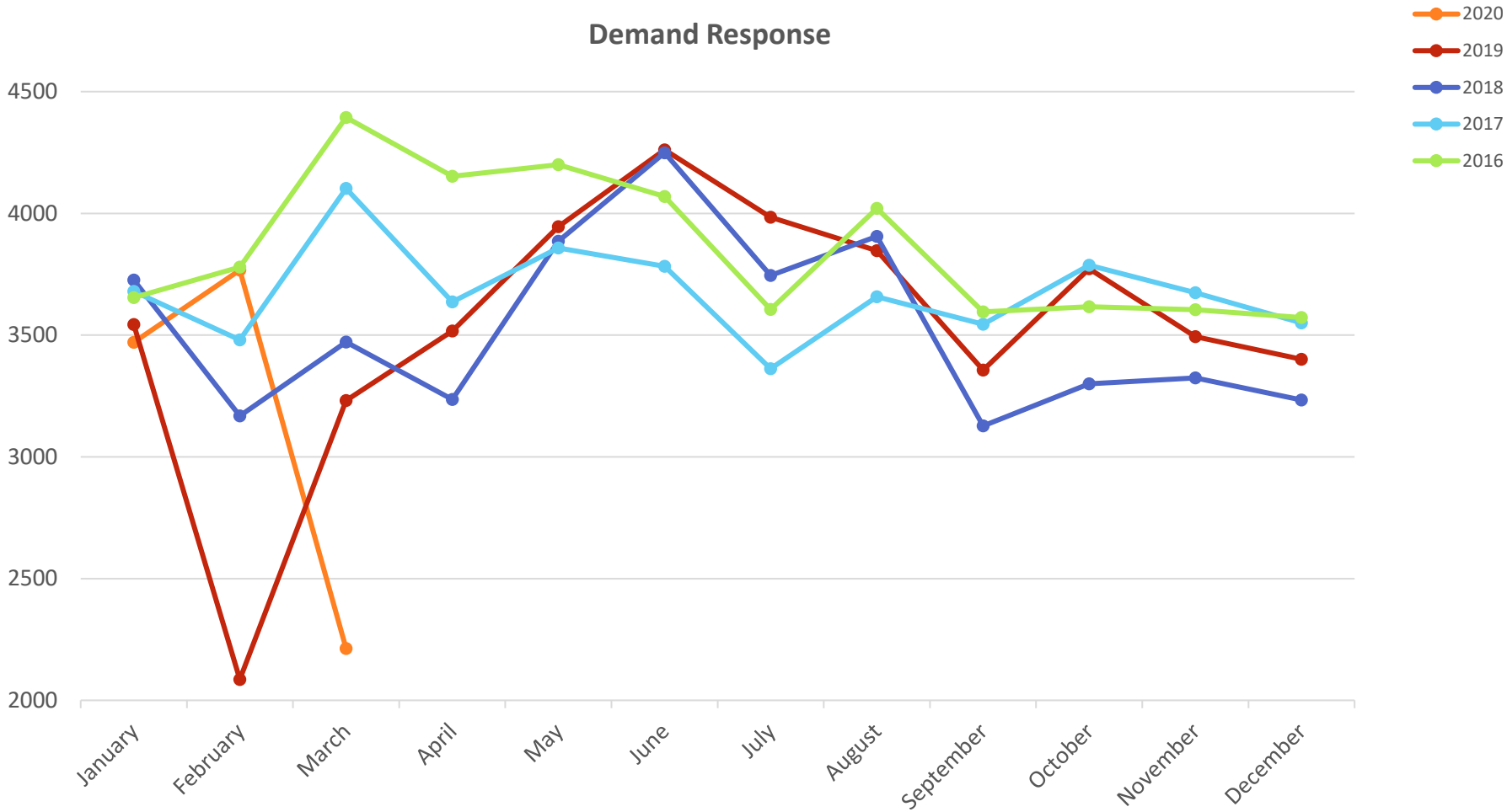
Fixed Route (in county)	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	39,737	44,253	190,041	170,894	11.2%
Total Vehicle Miles	36,904	39,299	163,713	157,767	3.8%
Total Vehicle Hours	2,851	3,239	13,169	13,304	-1.0%
Direct Project Expenses	\$ 195,959	\$ 215,839	\$ 900,241	\$ 855,269	5.3%
Trips/Mile	1.08	1.13	1.16	1.08	7.2%
Cost/Trip	\$ 4.93	\$ 4.88	\$ 4.74	\$ 5.00	-5.3%
Miles Per Hour	12.95	12.13	12.43	11.86	4.8%
Cost/Mile	\$ 5.31	\$ 5.49	\$ 5.50	\$ 5.42	1.4%
Trips/Hour	13.94	13.66	14.43	12.85	12.3%
Cost/Hour	\$ 68.75	\$ 66.64	\$ 68.36	\$ 64.29	6.3%
Fixed Route (out of county)	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	28,696	29,471	136,371	133,351	2.3%
Total Vehicle Miles	85,824	88,149	386,291	383,731	0.7%
Total Vehicle Hours	3,939	4,007	17,589	18,051	-2.6%
Direct Project Expenses	\$ 487,097	\$ 484,134	\$ 2,162,978	\$ 2,238,805	-3.4%
Trips/Mile	0.33	0.33	0.35	0.35	1.6%
Cost/Trip	\$ 16.97	\$ 16.43	\$ 15.86	\$ 16.79	-5.5%
Miles Per Hour	21.79	22.00	21.96	21.26	3.3%
Cost/Mile	\$ 5.68	\$ 5.49	\$ 5.60	\$ 5.83	-4.0%
Trips/Hour	7.28	7.36	7.75	7.39	5.0%
Cost/Hour	\$ 123.66	\$ 120.83	\$ 122.98	\$ 124.03	-0.8%
Demand Response	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	8,860	9,450	43,028	40,864	5.3%
Total Vehicle Miles	64,918	71,101	309,060	287,753	7.4%
Total Vehicle Hours	4,936	5,832	23,918	21,594	10.8%
Direct Project Expenses	\$ 368,444	\$ 390,502	\$ 1,728,623	\$ 1,663,692	3.9%
Trips/Mile	0.14	0.13	0.14	0.14	-2.0%
Cost/Trip	\$ 41.59	\$ 41.32	\$ 40.17	\$ 40.71	-1.3%
Miles Per Hour	13.15	12.19	12.92	13.33	-3.0%
Cost/Mile	\$ 5.68	\$ 5.49	\$ 5.59	\$ 5.78	-3.3%
Trips/Hour	1.80	1.62	1.80	1.89	-4.9%
Cost/Hour	\$ 74.65	\$ 66.96	\$ 72.27	\$ 77.05	-6.2%

Operations Statistics

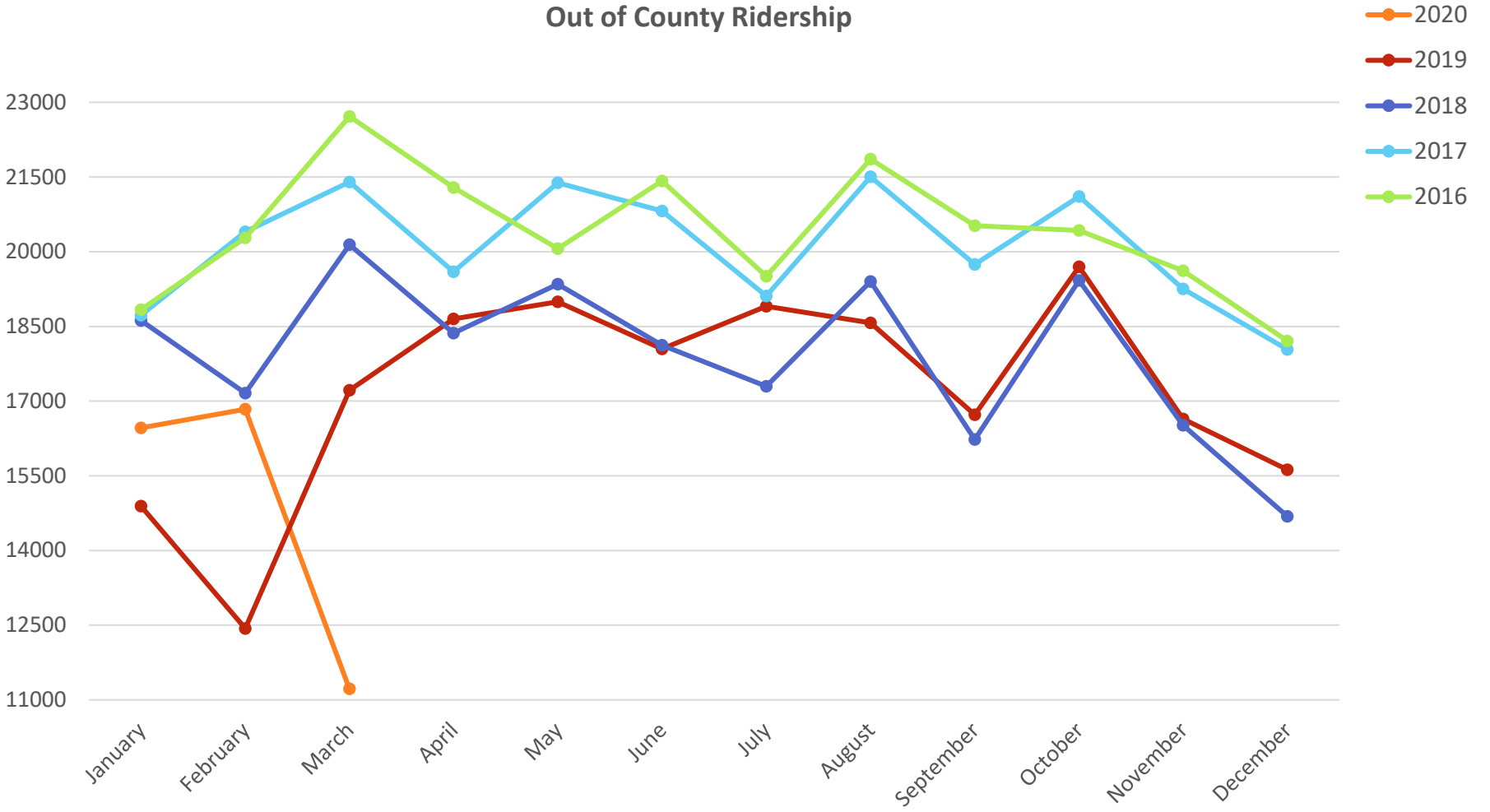
Worker Driver	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	9,910	10,471	46,249	44,365	4.2%
Total Vehicle Miles	14,669	15,027	60,400	59,632	1.3%
Total Vehicle Hours	604	617	2,475	2,457	0.7%
Direct Project Expenses	40,824	\$ 40,832	\$ 194,917	\$ 199,874	-2.5%
Trips/Mile	0.68	0.70	0.77	0.74	2.9%
Cost/Trip	\$ 4.12	\$ 3.90	\$ 4.21	\$ 4.51	-6.5%
Miles Per Hour	24.29	24.35	24.41	24.27	0.6%
Cost/Mile	\$ 2.78	\$ 2.72	\$ 3.23	\$ 3.35	-3.7%
Trips/Hour	16.41	16.97	18.69	18.05	3.5%
Cost/Hour	\$ 67.61	\$ 66.17	\$ 78.77	\$ 81.34	-3.2%
Express Routes	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	5,936	4,577	23,761	26,209	-9.3%
Total Vehicle Miles	22,426	22,470	95,748	94,815	1.0%
Total Vehicle Hours	999	931	3,779	4,041	-6.5%
Direct Project Expenses	\$ 140,770	\$ 123,410	\$ 550,900	\$ 583,240	-5.5%
Trips/Mile	0.26	0.20	0.25	0.28	-10.2%
Cost/Trip	\$ 23.71	\$ 26.96	\$ 23.19	\$ 22.25	4.2%
Miles Per Hour	22.46	24.14	25.34	23.47	8.0%
Cost/Mile	\$ 6.28	\$ 5.49	\$ 5.75	\$ 6.15	-6.5%
Trips/Hour	5.94	4.92	6.29	6.49	-3.1%
Cost/Hour	\$ 140.95	\$ 132.60	\$ 145.79	\$ 144.35	1.0%
Total Service	Jan - Mar 2019	Jan - Mar 2020	Rolling 12 Months	Rolling Prev. 12 mos.	Rolling Variance
Passenger Trips (one-way boardings)	93,139	98,222	439,450	415,683	5.7%
Total Vehicle Miles	224,741	236,046	1,015,212	983,698	3.2%
Total Vehicle Hours	13,328	14,625	60,929	59,447	2.5%
Direct Project Expenses	\$ 1,233,094	\$ 1,254,717	\$ 5,537,660	\$ 5,540,881	-0.1%
Trips/Mile	0.41	0.42	0.43	0.42	2.4%
Cost/Trip	\$ 13.24	\$ 12.77	\$ 12.60	\$ 13.33	-5.5%
Miles Per Hour	16.86	16.14	16.66	16.55	0.7%
Cost/Mile	\$ 5.49	\$ 5.32	\$ 5.45	\$ 5.63	-3.2%
Trips/Hour	6.99	6.72	7.21	6.99	3.1%
Cost/Hour	\$ 92.52	\$ 85.79	\$ 90.89	\$ 93.21	-2.5%

**Direct Project Expenses include only those costs to support Operations, Dispatch, Worker Drivers, Drivers, Maintenance, & Belfair, not including administrative costs. Costs are allocated by % of miles for each service type. *Total Service does not include Vanpool, Volunteer Driver, Squaxin, Radich or T-CC.*

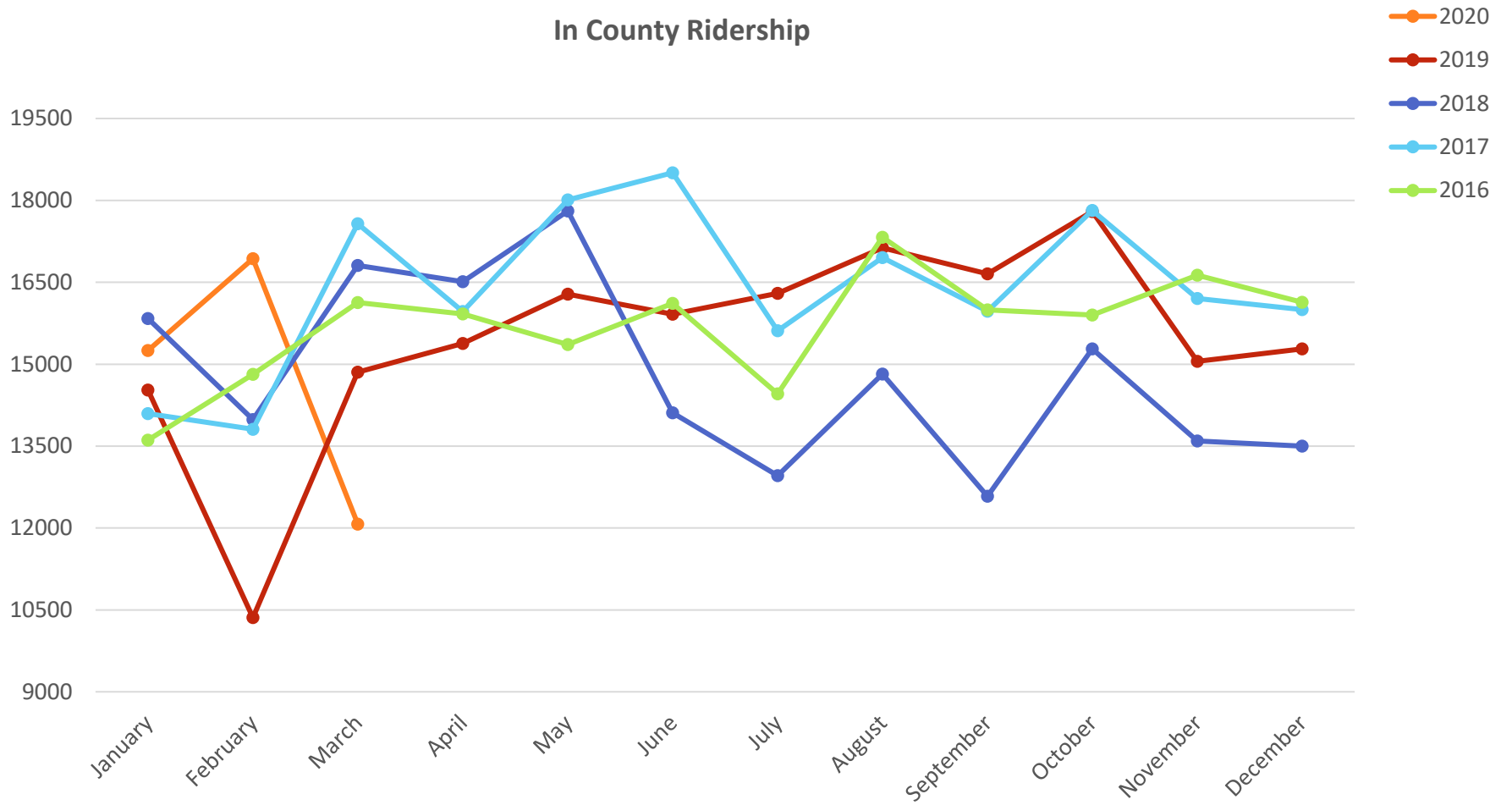
Demand Response



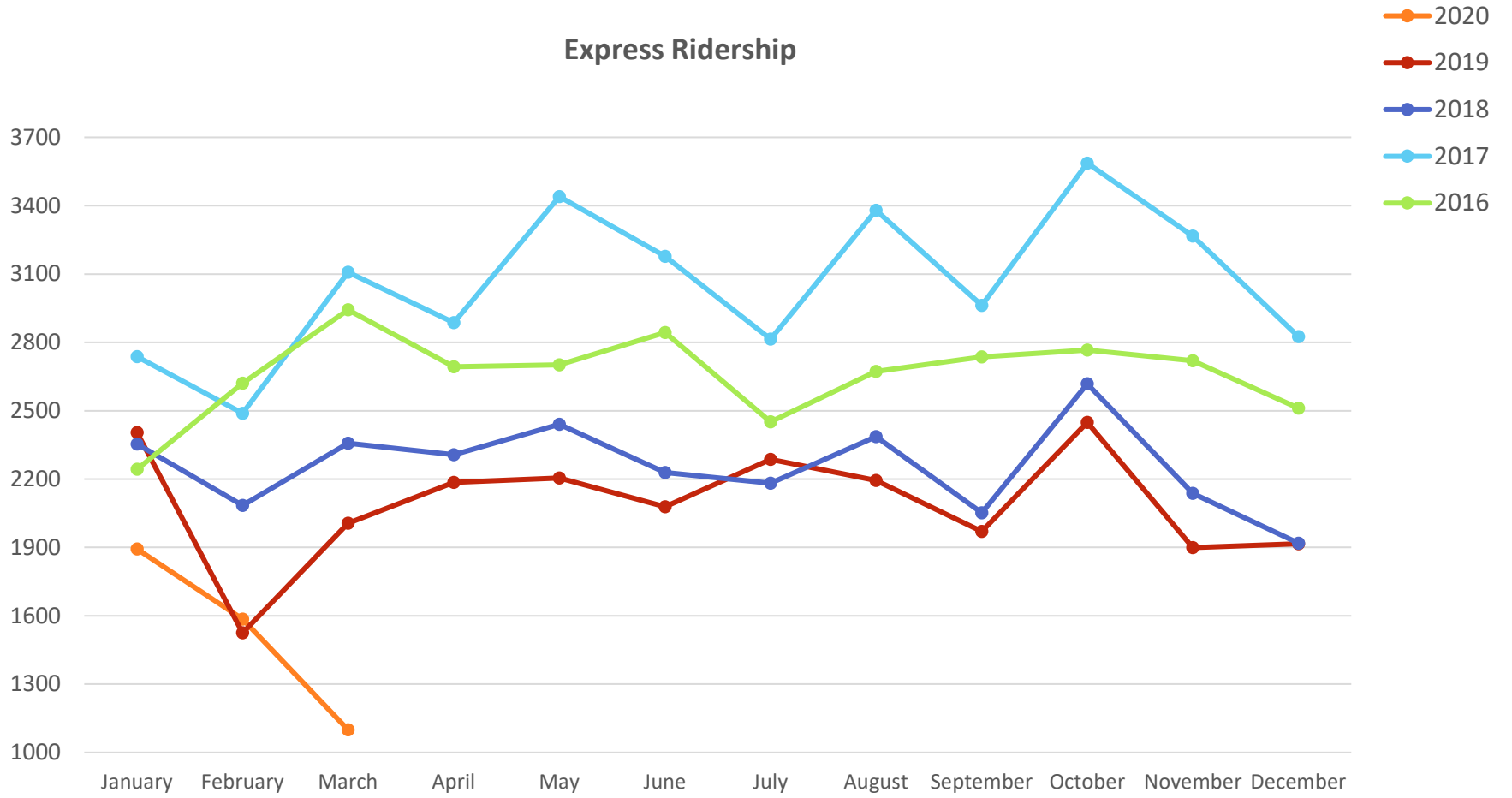
Out of County Ridership



In County Ridership



Express Ridership



Total Ridership

