



AGENDA

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

OR

Pursuant to Governor's Proclamation 20-28.8, the public meeting held virtually using the following WebEx credentials

To join by phone: 1-408-418-9388

Meeting number (access code): 126 966 0387 (Password) 0790

Mason County is currently in Stage 3, therefore members of the public may also attend in person.

OPENING PROTOCOL

CALL TO ORDER

ROLL CALL AND DETERMINATION OF QUORUM

ACCEPTANCE OF AGENDA – *ACTION*

RECOGNITION OF BOARD MEMBER PETERSEN

CONSENT AGENDA – ACTION

1. Pg. 003: Approval of Minutes: Approval of the minutes of the July 21, 2020 MTA regular Board meeting.
2. Pg. 007: Financial Reports: July, 2020
3. Pg. 014: Check Approval: July 16 – August 11, 2020

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 020: Transit Development Plan (TDP) – *ACTIONABLE* (Danette)

NEW BUSINESS:

1. Pg. 046: Approval of WSDOT Local Agency Participating Agreement No. GCB3332 (Shelton Matlock Road Park & Ride Project) Resolution No. 2020-16 - *ACTIONABLE* (Danette)
2. Pg. 077: Statewide Transportation Improvement Program (STIP) – *ACTIONABLE* (Danette)
3. Pg. 091: Update of Determining Responsibility for Policies (POL-100) – Resolution No. 2020-17 – *ACTIONABLE* (Danette)
4. Pg. 098: Update of Numbering and Indexing Policies, Procedures and Task Outlines (POL-101) – Resolution No. 2020-18 – *ACTIONABLE* (Danette)
5. Pg. 111: Update of Distributing and Implementing Policies, Procedures and Task Outlines (POL-102) – Resolution No. 2020-19 – *ACTIONABLE* (Danette)
6. Pg. 118: Update of Credit Card Use Policy (POL-401) – Resolution No. 2020-20 – *ACTIONABLE* (Danette)
7. Pg. 129: Update of Coffee and Light Refreshments Policy (POL-403) – Resolution No. 2020-21 – *ACTIONABLE* (Danette)
8. Pg. 136: Approval of First Amendment to Agreement PTD0044 - Resolution No. 2020-22 - *ACTIONABLE* (Danette)
9. Pg. 143: Approval of Contract with Rognlin's on MTA Park and Ride Construction Projects - Resolution No. 2020-23 - *ACTIONABLE* (Danette)

INFORMATIONAL

Reports

1. Pg. 164: Park and Ride Update
2. Pg. 165: Management Reports
3. Pg. 174: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting**
September 15, 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.

**Mason Transit Authority
Minutes of the Regular Board Meeting
July 21, 2020
Transit-Community Center
601 West Franklin Street
Shelton**



Pursuant to Governor's Proclamation 20-28.7, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 4:04 p.m.

Authority Voting Board Members Present: Wes Martin, Chair; Sharon Trask, Vice Chair; John Campbell, Kevin Dorcy, Matt Jewett, Kevin Shutty and Sandy Tarzwell. **Quorum met, Wes Martin and Matt Jewett attended in person and all other named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Deb Petersen, Randy Neatherlin.

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

Citizen Advisor to the Board Present: John Piety

Others Present in Person: Danette Brannin, General Manager, Tracy Becht, Clerk of the Board

Others Present via WebEx: LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Ringgenberg, Operations Manager; Shannon Phillips, Legal Counsel for Union negotiation and Elizabeth Safsten, WSDOT Community Liaison to Mason Transit Authority.

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

ACCEPTANCE OF AGENDA

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

CONSENT AGENDA

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

1. **Moved** to approve the minutes of the MTA regular Board meeting of May 19, 2020.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for June, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 14, 2020 through July 13, 2020 financial obligations on checks #34127 through #34308, as presented for a total of \$2,836,205.41.

Trask/Tarzwell. Motion carried.

(Board member Neatherlin arrived at 4:12 pm)

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Pear Orchard Cooperative Agreement** – Danette Brannin, General Manager, brought the Board up-to-date by sharing the initial developments from a year ago when MTA began work on the Pear Orchard Park and Ride project. It was thought that there was potential contamination near a manhole cover. Since then there has been sample testing done and no contaminants were found in the soil. The Cooperative Agreement is needed to provide an understanding of the responsibilities of each party and terms of the agreement. The City of Shelton has already approved the form of the Cooperative Agreement that is now being provided to the Board for approval. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-12 approving the Cooperative Agreement between Mason Transit Authority and the City of Shelton for the purpose of the Pear Orchard Park & Ride and authorizing the General Manager to sign the Cooperative Agreement. **Shutty/Trask. Motion carried.**

NEW BUSINESS

1. **Union Contract for Drivers** – Ms. Brannin described to the Board that a tentative agreement had been reached between MTA and the International Association of Machinists and Aerospace Workers (IAM&AW) for MTA's drivers. Shannon Phillips, of Summit Law, had assisted with the negotiations and was present during the Board meeting should the Board have any questions. Ms. Brannin briefly went over the highlights and indicated that the first two years of wages were negotiated, and the contract now has a payout of sick leave if separating from MTA on good terms. Additionally, the union had ratified the tentative agreement. Ms. Brannin also indicated that MTA's legal counsel, as well Board members Jewett of the Operation and Maintenance Committee and Deb Petersen of the Human Resources Committee were kept apprised during the negotiation process. The fiscal impact for 2020 is \$131,077 in wages. **Moved** that the Mason Transit Authority Board approve the agreement for the drivers between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period June 1, 2020 to May 31, 2023 (the "Agreement") and approve Resolution No. 2020-13 authorizing the General Manager to sign the Agreement. **Campbell/Jewett. Motion carried.**
2. **First View of Transit Development Plan (TDP)** – Ms. Brannin shared with the Board that the TDP is required to be updated annually, as well as the dates and locations of the

upcoming public hearings. She also shared that the TDP is in a slightly different format and updated much of the same information. The estimated forecast is that 2021 will be similar to 2020; 2022 will have a significant impact, estimated to be 30% reduction in revenue and 2023 will still contain challenges for MTA. Board member Campbell expressed an interest in attending one of the public hearings. Ms. Brannin informed the Board that she will be bringing the TDP back in August for final approval.

3. **Revised Drug & Alcohol Policy (POL-301)** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the policy is being updated required by the USDOT and FTA. She also shared that MTA’s legal counsel had reviewed the updated policy. **Moved** that the Mason Transit Authority Board Resolution No. 2020-14 and the attached Drug and Alcohol Policy (POL-301). **Jewett/Neatherlin. Motion carried.**
4. **WSTIP Risk Profile** – Ms. Brannin went over highlights of information pertaining to MTA.
5. **Surplus Vehicles** – Marshall Krier, Maintenance and Facilities Manager, shared that the vehicles being requested for surplus are beyond their useful life and are being replaced with the nine new cutaways that MTA has placed into service. A Board member asked whether or not another transit agency may be able to use the vehicles being surplus. Mr. Krier indicated that he would put out a state-wide ASK to see if any other agencies would be interested. Moved that the Mason Transit Authority Board adopt Resolution No. 2020-15 declaring and approving the surplus and disposal of vehicles as set forth therein. **Campbell/Tarzwell. Motion carried.**
6. **Change Order 1 - Radich Building Parking Lot** – Ms. Brannin described the need for the change order and the high cost of disposing the contaminated soils between two facilities. **Moved** that the Mason Transit Authority Board approve Change Order No. 1 expenditure increase of \$80,244 relating to the February 25, 2016 contract between the City of Shelton and MTA. **Campbell/Neatherlin. Motion carried.**
7. **Change Order 7 and 8 - Roundabout Project** – Ms. Brannin shared that these two changes orders were as a result of the closeout of the project.
8. **Change Order 2 - Pear Orchard** – Ms. Brannin informed the Board that these costs are associated with resuming work after a 13-month shut down due to potential contamination at the site. **Moved** that the Mason Transit Authority Board approve Change Order #2 not to exceed \$68,352.50 to resume work on the Pear Orchard Park & Ride. **Tarzwell/Trask. Motion carried.**

INFORMATIONAL – No further additions.

GENERAL MANAGER’S REPORT –No further additions.

COMMENTS BY THE BOARD – Board Chair Martin said the staff is doing a positive and amazing job. Board member Campbell stated he was impressed with the TDP and that MTA has a strong and tight rein on public funds.

Moved that the meeting be adjourned.

ADJOURNED 5:00 p.m.

UPCOMING MEETING

**Mason Transit Authority
Regular Meeting**
August 18, 2020 at 4:00 p.m.
On-line via WebEx and in person at
MTA Transit-Community Center
601 West Franklin Street
Shelton

DRAFT

Mason Transit Authority Regular Board Meeting

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

Summary for Discussion Purposes:

Included is the July 2020 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for May 2020 (received July 31, 2020) was \$531,711, 15% above May 2019 and 57% higher than the budgeted sales tax revenue for May 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 58% (7/12) of the budget through the end of the year. Total YTD Revenue is over budget at 68.12%. The percentage of Total YTD Operating Expenses are under budget at 49.11%.

- Operating grant revenue is increased due to Q2 operating expenses charged against the federal CARES Act 5311 Operating Grant which is funded at 100%, no match.
- Year-to-date sales tax revenue remains up 2% through May 2020 and 42% above the budgeted amount.
- MTA has spent \$53,153 in Covid related safety supplies, training, and public messaging.
- MTA continues to reserve sales tax revenues in excess of budget to capital project reserves as the park and ride projects progress.

Fiscal Impact:

The July fiscal impact reflects total revenues of \$652,361 and operating expenses of \$543,686 for a net income of \$108,675.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Statement of Financial Activities

August 2020 Board Report

% through the year: 58%

July Statement of Financial Activities

| | July Actual | 2020 YTD Actual | 2020 Budget | Notes | Percentage of Budget Used |
|---------------------------------------|-------------|-----------------|--------------|-------|---------------------------|
| Revenue | | | | | |
| Passenger Fares | \$ 350 | \$ 25,456 | \$ 105,000 | | 24.24% |
| PSNS Worker/Driver & Vanpool Fares | 13,058 | 101,686 | 260,000 | | 39.11% |
| Total Operating Revenue (Fares) | 13,408 | 127,142 | 365,000 | | 34.83% |
| Sales Tax | 366,369 | 2,893,437 | 4,054,264 | (1) | 71.37% |
| Operating Grants | 254,107 | 2,094,179 | 3,049,288 | (2) | 68.68% |
| Rental Income | 13,044 | 87,975 | 179,520 | | 49.01% |
| Investment Income | 2,535 | 64,693 | 50,000 | | 129.39% |
| Other Non-operating Revenue | 2,898 | 18,696 | 61,510 | (3) | 30.40% |
| Total Revenue | 652,361 | 5,286,122 | 7,759,582 | | 68.12% |
| Expenses | | | | | |
| Wages and Benefits | 413,483 | 3,082,403 | 6,223,621 | | 49.53% |
| Contracted services | 18,900 | 143,070 | 180,475 | | 79.27% |
| Fuel | 14,913 | 129,630 | 377,450 | (4) | 34.34% |
| Vehicle/Facility Repair & Maintenance | 18,083 | 94,148 | 325,354 | | 28.94% |
| Insurance | 20,217 | 141,520 | 242,605 | | 58.33% |
| Intergovernmental - Audit Fees | - | - | 33,000 | | 0.00% |
| Rent - Facilities and Park & Ride | 2,440 | 17,080 | 32,500 | | 52.55% |
| Utilities | 9,760 | 72,573 | 137,508 | | 52.78% |
| Supplies & Small Equipment | 39,819 | 119,622 | 122,801 | (5) | 97.41% |
| Training & Meetings | 281 | 6,614 | 47,035 | | 14.06% |
| Other operating expenses | 5,790 | 68,438 | 167,639 | (6) | 40.82% |
| Total Operating Expenses | 543,686 | 3,875,097 | 7,889,988 | | 49.11% |
| Net Income (Deficit) from Operations | \$ 108,675 | \$ 1,411,025 | \$ (130,406) | | |

NOTES

- (1) Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
- (2) Operating grant revenue equals Q1 & Q2-2020 actuals, plus July accrual.
- (3) Includes LMTAAA Volunteer program revenue - \$11,559, Volunteer Donations - \$367, Sale of Maintenance Services \$1,227, Community Van - \$912, Sales Tax Interest Income - \$3,105 and Insurance Recoveries - \$77, \$1,400 credit card rebate and other misc. supplies.
- (4) Average diesel price per gallon year to date is \$1.78. Average gasoline price per gallon year to date is \$2.27
- (5) Printing jobs with a total cost of \$15,407; TCC Ops Office cabinets, countertops, and lockers totaling \$9,747; furniture Admin office \$3,632; Tablets for Ecolane totaling \$9,687; Cleaning/sanitation/safety supplies totaling \$45,549; Bulk advertising - pandemic related public messaging - \$1,800. SMALL Equipment: Lawn mower bagger & blades, disinfecting equipment for fleet and other misc small equipment totaling \$2,322.
- (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 \$11,068, Advertising \$20,927, Merchant/credit card fees \$3,178, Rent-Equipment \$642, Office Equipment Lease \$2,195, Dues, Memberships, Subscriptions \$25,250, plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities - TCC

August 2020 Board Report
 July Statement of Financial Activities

% through the year: 58.00%

| | 2020 Combined July Actual | 2020 YTD Actual | 2020 Budget | Notes | % of Budget Used | YTD - Community Center | YTD - Transit Operations |
|---|------------------------------|--------------------|--------------------|-------|------------------------|---------------------------|-----------------------------|
| Revenue | | | | | | | |
| T-CC Rental | \$ 11,389 | \$ 76,387 | \$ 158,020 | (3) | 48.34% | \$ 76,387 | \$ - |
| Other Revenue | 2 | 44 | - | | | 44 | - |
| Total Revenue | 11,391 | 76,431 | 158,020 | | 48.37% | 76,431 | - |
| Expenses | | | | | | | |
| Wages and Benefits | 9,926 | 73,050 | 140,365 | | 52.04% | 73,050 | - |
| Contracted services | 741 | 7,643 | 20,823 | | 36.70% | 6,741 | 901 |
| Repair & Maintenance | 1,634 | 10,645 | 15,354 | (1) | 69.33% | 6,129 | 4,516 |
| Insurance | 1,347 | 9,427 | 16,161 | | 58.33% | 9,427 | - |
| Utilities | 3,776 | 27,377 | 49,684 | | 55.10% | 19,477 | 7,900 |
| Supplies & Small Equipment | 119 | 6,318 | 8,011 | (2) | 78.86% | 4,380 | 1,938 |
| Other Operating Expenses | - | 1,136 | 2,112 | | 53.80% | 1,136 | - |
| Total Operating Expenses | 17,542 | 135,596 | 252,510 | | 53.70% | 120,341 | 15,255 |
| Net Income (Deficit) from Operations | \$ (6,151) | \$ (59,164) | \$ (94,490) | | | \$ (43,910) | \$ (15,255) |

- (1) HVAC repairs - \$710, HVAC Filters - \$975 ; Three digital store front locks totaling \$3,756; 5-yr comprehensive fire suppression inspection - \$3,068, Kitchen exhaust hood cleaning - \$707 plus other misc. repairs.
- (2) Office supplies - \$1,326; Pandemic related cleaning/sanitation/safety supplies ytd totaling \$4,497; plus other misc. supplies & small equipment.
- (3) T-CC Event rental revenue has been reduced due to cancelled event rentals during the pandemic.

Mason Transit Authority Cash and Investments

August 2020 Board Report

Cash Balances

| | 6/30/2020 | 7/31/2020 | Change |
|-----------------------------|-------------------------|-------------------------|--------------------------|
| Cash - MC Treasurer | \$ 2,596,298.89 | \$ 1,561,694.30 | \$ (1,034,604.59) |
| Investments - MC Treasurer | 8,500,000.00 | 8,500,000.00 | - |
| Payroll - ACH Columbia Bank | 194,513.50 | \$ 188,928.29 | \$ (5,585.21) |
| Petty Cash/Cash Drawers | 500.00 | 500.00 | - |
| TOTAL | \$ 11,291,312.39 | \$ 10,251,122.59 | \$ (1,040,189.80) |

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. | |
| Park & Ride Development Project RMG 2015-2019 Match | 950,000 |
| Parking Lot (DOE Grant) | 177,500 |
| Total Grant Match | 1,686,269 |

Reserves:

| | |
|---|---------------------|
| Total Grant Match | 1,686,269 |
| 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 | 84,875 |
| Future Operating Reserves | 2,600,000 |
| Capital Project Reserves ¹ /Park and Ride Projects | 1,500,000 |
| Fuel Reserves | 120,000 |
| IT Investments | 40,000 |
| Total Encumbered | \$ 8,488,393 |

| | |
|---|---------------------|
| Total of Cash | \$ 10,251,122.59 |
| Less Encumbrances | 8,488,393.00 |
| Undesignated Cash Balance Total (Including Reserves) | 1,762,729.59 |
| Investments - MC Treasurer (Reserves) | 8,500,000.00 |
| Less Encumbrances | 8,488,393.00 |
| Undesignated Cash Reserves | \$ 11,607.00 |

Future Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves while we await the status of park and ride grant funding for the 2021-2023 biennium.

Mason Transit Authority Capital Budget

August 2020 Board Report

As of July 31, 2020

| Capital Projects | Budget | Grants | MTA Funding | Contingent Projects | YTD | Project Costs to Date | Purpose |
|---|----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---|
| T-CC Parking Lot | 302,500 | 250,000 | 177,500 | - | - | 5,615 | Parking lot behind TCC |
| Park & Ride Development - 2015-2019 RMG Funds | 6,371,134 | 5,617,000 | 950,000 | - | 2,166,890 | 4,116,954 | 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 | - | - | 82,559 | 113,455 | 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 | 1,165,415 | 185,000 | 2,254,861 | 4,241,436 | |
| 2 Worker Driver Coaches | 1,779,228 | 1,285,419 | 257,084 | - | 1,542,503 | 1,542,503 | Replace low SGR ranking coaches |
| 9 Cutaways | 932,157 | 699,118 | 294,492 | - | 993,610 | 993,610 | Replace low SGR ranking Cutaways |
| 2 40' Coaches, | 970,579 | 727,934 | 298,374 | - | 1,026,308 | 1,026,308 | Replace low SGR ranking Coaches |
| Mini Cutaway | 80,000 | 80,000 | 5,374 | - | 85,374 | 85,374 | 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 | 4,271,964 | 2,792,471 | 855,324 | 510,000 | 3,647,795 | 3,647,795 | |
| Total Capital Projects | \$ 11,285,013 | \$ 8,775,971 | \$ 2,020,739 | \$ 695,000 | \$ 5,902,656 | \$ 7,889,231 | |

Capital Project Reserves - \$1,500,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

August 2020 Board Report
 Sales Tax Collected as of 7/31/2020 for 05/31/2020

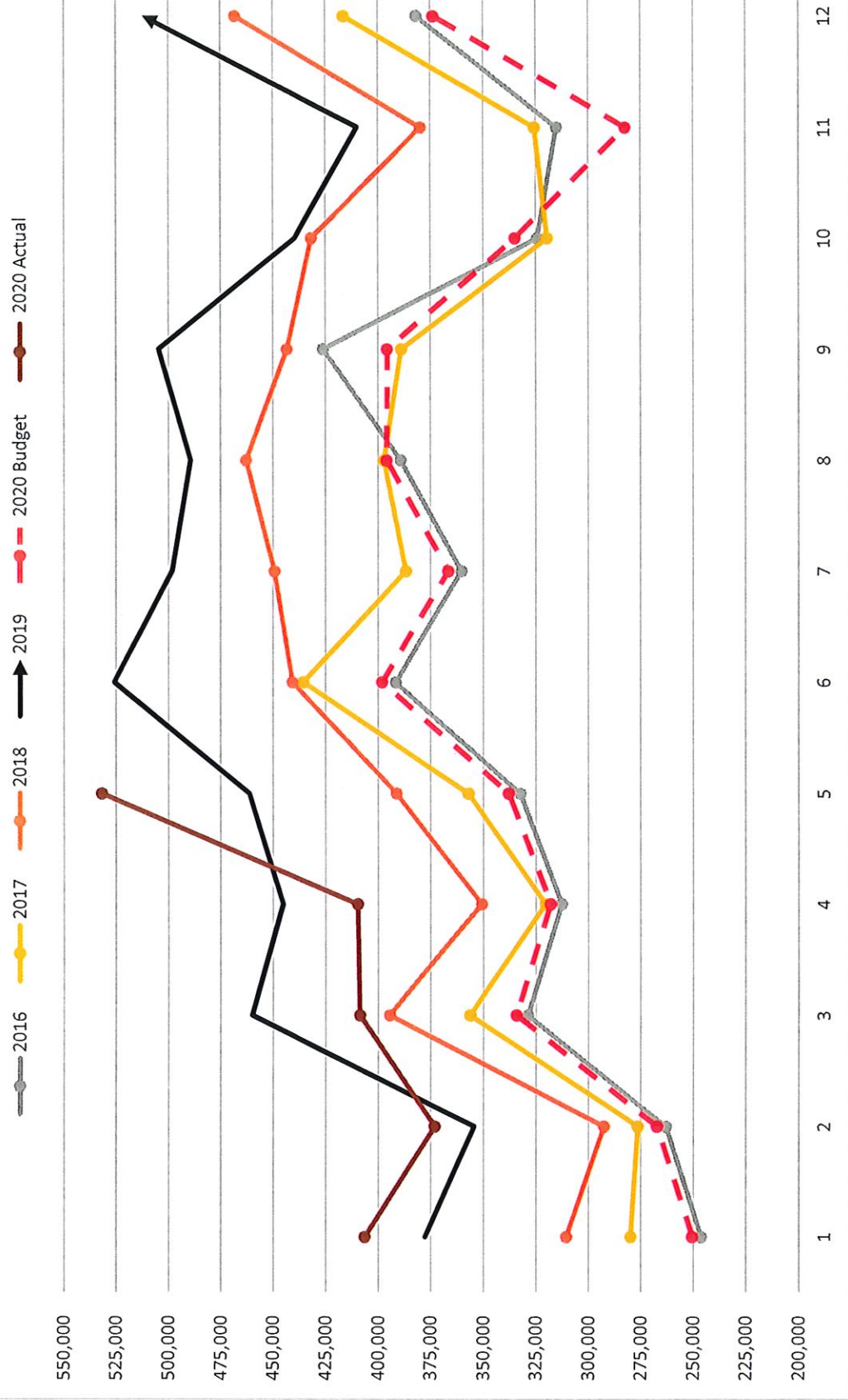
Monthly Cash-Flow Trend (January - December)

| | 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 | 372,932 | 40% | 5% |
| March | 307,482 | 328,665 | 356,214 | 394,293 | 459,822 | 334,132 | 408,506 | 22% | -11% |
| April | 286,903 | 312,635 | 320,241 | 350,586 | 445,171 | 317,834 | 409,532 | 29% | -8% |
| May | 347,236 | 332,428 | 357,049 | 391,052 | 461,236 | 337,957 | 531,711 | 57% | 15% |
| 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 | 2,129,072 | | |

Budget Variance Average - YTD 42%

% Change 2019 vs 2020 Actual Average - YTD 2%

Monthly Sales Tax Trend



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Summary for Discussion Purposes:

Disbursements:

- *SCJ Alliance
 - Check #34333 – \$24,278.63 – Park & Ride Projects
- Office Depot.
 - Check #34330 – \$21,778.15 – Bulk face mask purchase
- *Gillig, LLC
 - Check #34321 – \$1,016,365.87 – 2 40' Diesel Coaches
- Black Star
 - Check #34357 – \$6,919.05 – Graphics on 9 new Cutaways
- Summit Law
 - Check #34339 – \$6,303.00 – Labor Negotiations
- *US Transmissions, Inc.
 - Check #34345 – \$6,016.33 – Transmission Rebuild Bus 300

*Disbursements capital grant eligible.

July Fuel Prices: Diesel \$1.46, Unleaded \$2.35

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$1,591,764.83

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of July 16, 2020 through August 11, 2020 financial obligations on checks #34309 through #34395, as presented for a total of \$1,591,764.83.



Mason Transit Authority
 August 18, 2020 Disbursement Approval

The following checks for the period of July 16, 2020 through August 11, 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 | Check Numbers | Total Amount |
|-------------------------|---------------|----------------|
| Accounts Payable Checks | 34309-34395 | \$1,591,764.83 |

| Included within the checks were: | | |
|----------------------------------|---------|--------------|
| | Check # | Amount |
| Payroll & DRS – 7/22/2020 | 34310 | 157,440.28 |
| Payroll & DRS – 8/05/2020 | 34349 | 181,010.73 |
| Gillig, LLC | 34321 | 1,016,365.87 |
| Office Depot | 34330 | 21,778.15 |
| SCJ Alliance | 34333 | 24,278.63 |
| Black Star | 34357 | 6,919.05 |
| US Transmissions, Inc | 34345 | 6,016.33 |
| Summit Law | 34339 | 6,303.00 |
| <i>Check Spoilage</i> | 34347 | - |

Submitted by: LeeAnn McNulty Date: 8-11-2020
 LeeAnn McNulty, Administrative Services Manager

Approved by: Danette Brannin Date: 8/11/2020
 Danette Brannin, General Manager

Mason Transit Authority Check Register

August 2020 Board Report

Activity From 7/16/2020 Through 8/11/2020

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|---|--------------|
| 7/21/2020 | 34309 | District 160 | \$ 1,979.84 |
| 7/22/2020 | 34310 | Mason Transit Authority - ACH Account | 157,440.28 |
| 7/30/2020 | 34311 | Aflac | 941.14 |
| 7/30/2020 | 34312 | AIG Retirement | 240.00 |
| 7/30/2020 | 34313 | Associated Petroleum Products, Inc. | 1,187.16 |
| 7/30/2020 | 34314 | Aramark | 468.27 |
| 7/30/2020 | 34315 | Bridge Church | 90.00 |
| 7/30/2020 | 34316 | Berg Marketing Group | 1,015.00 |
| 7/30/2020 | 34317 | Cummins Northwest, LLC | 641.99 |
| 7/30/2020 | 34318 | Dept. of Labor & Industries - Right to Know | 157.50 |
| 7/30/2020 | 34319 | EMC - Mason Transit | 119.65 |
| 7/30/2020 | 34320 | 5th Wave Mobile Technologies | 9,398.22 |
| 7/30/2020 | 34321 | Gillig, LLC | 1,016,365.87 |
| 7/30/2020 | 34322 | District 160 | 3.00 |
| 7/30/2020 | 34323 | Kirk's Automotive, Inc. | 1,350.00 |
| 7/30/2020 | 34324 | LegalShield | 163.45 |
| 7/30/2020 | 34325 | Les Schwab | 1,160.02 |
| 7/30/2020 | 34326 | Mason County PUD #3 | 1,619.32 |
| 7/30/2020 | 34327 | Mountain Mist Water | 198.49 |
| 7/30/2020 | 34328 | Mood Media | 118.77 |
| 7/30/2020 | 34329 | Northridge Properties, LLC | 1,500.00 |
| 7/30/2020 | 34330 | Office Depot, inc. | 21,778.15 |
| 7/30/2020 | 34331 | O'Reilly Auto Parts | 2.21 |
| 7/30/2020 | 34332 | Builders FirstSource | 213.69 |
| 7/30/2020 | 34333 | SCJ Alliance | 24,278.63 |
| 7/30/2020 | 34334 | Shelton Mason County Chamber of Commerce | 975.00 |
| 7/30/2020 | 34335 | Mason County Journal | 338.00 |
| 7/30/2020 | 34336 | The Shoppers Weekly | 360.49 |
| 7/30/2020 | 34337 | South Sound Investment Properties, LLC | 300.00 |
| 7/30/2020 | 34338 | Staples Business Advantage | 667.54 |
| 7/30/2020 | 34339 | Summit Law Group | 6,303.00 |
| 7/30/2020 | 34340 | Super Bee Alignment | 153.16 |
| 7/30/2020 | 34341 | ThyssenKrupp Elevator Corp. | 650.97 |
| 7/30/2020 | 34342 | Tozier Brothers, Inc. | 221.47 |
| 7/30/2020 | 34343 | ULINE | 159.96 |
| 7/30/2020 | 34344 | United Way of Mason County | 33.00 |
| 7/30/2020 | 34345 | US Transmissions, Inc. | 6,016.33 |
| 7/30/2020 | 34346 | AWC Employee Benefit Trust | 90,939.74 |

Mason Transit Authority Check Register

August 2020 Board Report

Activity From 7/16/2020 Through 8/11/2020

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|---------------------------------------|------------|
| 7/30/2020 | 34347 | <i>Spoilage</i> | 0.00 |
| 7/30/2020 | 34348 | Westbay Auto Parts | 27.30 |
| 8/5/2020 | 34349 | Mason Transit Authority - ACH Account | 181,010.73 |
| 8/11/2020 | 34350 | Advance Glass | 316.06 |
| 8/11/2020 | 34351 | AIG Retirement | 240.00 |
| 8/11/2020 | 34352 | Allstream | 125.70 |
| 8/11/2020 | 34353 | Associated Petroleum Products, Inc. | 19,087.68 |
| 8/11/2020 | 34354 | Aramark | 155.70 |
| 8/11/2020 | 34355 | Mick Baker | 178.25 |
| 8/11/2020 | 34356 | Belfair Water District #1 | 172.82 |
| 8/11/2020 | 34357 | Black Star | 6,919.05 |
| 8/11/2020 | 34358 | City of Shelton | 1,152.07 |
| 8/11/2020 | 34359 | Cascade Natural Gas | 1,523.81 |
| 8/11/2020 | 34360 | Comcast | 209.57 |
| 8/11/2020 | 34361 | Cummins Northwest, LLC | 2,587.08 |
| 8/11/2020 | 34362 | Gene Currier | 668.23 |
| 8/11/2020 | 34363 | Daily Journal of Commerce | 926.10 |
| 8/11/2020 | 34364 | EMC - Mason Transit | 122.15 |
| 8/11/2020 | 34365 | 5th Wave Mobile Technologies | 288.59 |
| 8/11/2020 | 34366 | Gillig, LLC | 1,781.04 |
| 8/11/2020 | 34367 | Carolyn Gravatt-Bowles | 694.28 |
| 8/11/2020 | 34368 | Hood Canal Communications | 1,846.20 |
| 8/11/2020 | 34369 | Robert W. Johnson, PLLC | 1,600.00 |
| 8/11/2020 | 34370 | Kitsap Transit | 1,406.47 |
| 8/11/2020 | 34371 | Les Schwab | 1,027.07 |
| 8/11/2020 | 34372 | Mason County PUD #3 | 2,410.41 |
| 8/11/2020 | 34373 | Eco Elite and Mathis Pest Management | 146.48 |
| 8/11/2020 | 34374 | Mountain Mist Water | 95.89 |
| 8/11/2020 | 34375 | Office Depot, inc. | 324.96 |
| 8/11/2020 | 34376 | Olympic Lock & Key | 886.72 |
| 8/11/2020 | 34377 | O'Reilly Auto Parts | 26.84 |
| 8/11/2020 | 34378 | Builders FirstSource | 14.12 |
| 8/11/2020 | 34379 | Rexus Corporation | 102.00 |
| 8/11/2020 | 34380 | Seattle Automotive Distributing | 489.58 |
| 8/11/2020 | 34381 | Mason County Journal | 156.00 |
| 8/11/2020 | 34382 | Staples Business Advantage | 20.84 |
| 8/11/2020 | 34383 | Titus-Will | 24.97 |
| 8/11/2020 | 34384 | Total Battery & Automotive Supply | 13.75 |

Mason Transit Authority Check Register

August 2020 Board Report

Activity From 7/16/2020 Through 8/11/2020

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|-----------------------------|------------------------|
| 8/11/2020 | 34385 | Tozier Brothers, Inc. | 115.48 |
| 8/11/2020 | 34386 | ULINE | 304.93 |
| 8/11/2020 | 34387 | United Way of Mason County | 78.40 |
| 8/11/2020 | 34388 | U.S. Bank | 5,305.42 |
| 8/11/2020 | 34389 | Verizon Wireless | 923.45 |
| 8/11/2020 | 34390 | Voyager Fleet Systems, Inc. | 3,903.54 |
| 8/11/2020 | 34391 | Westbay Auto Parts | 148.64 |
| 8/11/2020 | 34392 | Westcare Clinic, Inc. | 444.00 |
| 8/11/2020 | 34393 | Whisler Communications | 1,776.42 |
| 8/11/2020 | 34394 | Robert Williams | 47.73 |
| 8/11/2020 | 34395 | AWorkSAFE Service, Inc. | 389.00 |
| | | | <u>\$ 1,591,764.83</u> |

Mason Transit Authority Credit Card Activity
 August 2020 Board Report

July Activity

| GL Title | Transaction Description | Expenses |
|----------------------------------|---|-----------------|
| Security Services | Checkr - Background check | \$ 45.64 |
| Facility Repair/Maintenance | Amazon - mailbox locks | 12.69 |
| Facility Repair/Maintenance | Amazon - Tenant mailboxes | 212.10 |
| Facility Repair/Maintenance | Home Depot - Landscape irrigation | 20.64 |
| Facility Repair/Maintenance | Schoolfix - Gym door security lock | 84.67 |
| Facility Repair/Maintenance | Walmart - Landscaping, moss out | 15.17 |
| Facility Repair/Maintenance | Walmart - Landscaping, shrubs | 22.50 |
| Operating Supplies | Fred Meyer - Water bottles, ice | 27.76 |
| Operating Supplies | Toziers - Ops Radio Move | 34.55 |
| Operating Supplies | Walmart - Coolers for Belfair/JP | 61.48 |
| Office Supplies | Walmart - Paint Marker for cases | 2.87 |
| Cleaning/Sanitation Supplies | Amazon - Toilet brush | 21.53 |
| Shelter Supplies | McLendons - Shelter supply | 6.50 |
| IT Equipment | Amazon - Remote Meetings Webcam | 73.77 |
| Small Tools & Equipment | Amazon - Tire pump | 21.75 |
| Small Tools & Equipment | Home Depot - Additional Fogger | 107.32 |
| Small Tools & Equipment | Home Depot - Fogger | 214.63 |
| Small Tools & Equipment | Nothern Tool - Additional Fogger | 530.02 |
| Safety Supplies | Amazon - Anti-fog wipes | 216.88 |
| Safety Supplies | Amazon - Covid face shields | 433.92 |
| Safety Supplies | Amazon - Face shields | 216.90 |
| Safety Supplies | Amazon - Hearing protection | 44.09 |
| Safety Supplies | McLendons - Ear plugs, safety glasses | 11.48 |
| Safety Supplies | Shop4Ties - Cloth Masks | 1,027.50 |
| Small Equipment & Furniture | Amazon - Generator | 729.09 |
| Small Equipment & Furniture | Walmart - Shredder | 38.04 |
| Veh License/Registration Fee | DOL - Vehicle licensing 870 & 871 | 126.18 |
| Dues, Memberships, Subscriptions | Evergreen Safety Council - FA/CPR Renewal | 20.00 |
| Conference Registration | WSTA - Online State Conference | 75.00 |
| Travel Tolls | WSDOT - Good to go fee | 0.75 |
| Advertising/Promotion Media | Shelton High Booster Club - Annual Banner | 300.00 |
| Passenger Parking Facilities | Glacier - Belfair Parking | 550.00 |
| | Total | <u>5,305.42</u> |

Mason Transit Authority Regular Board Meeting

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

Subject: Transit Development Plan (TDP)

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: August 18, 2020

Background:

The initial draft of the attached proposed Transit Development Plan (TDP) for Mason Transit Authority was provided for first viewing at the July 21, 2020 Board meeting. Since that viewing, MTA has conducted public meetings on July 29 and August 6. The period seeking input, comments or questions from the public was open until 4:00 PM on Friday, August 14, 2020.

No changes were made to the TDP since the July Board meeting.

Citizen Advisor to the Board, John Piety, attended the both public hearings and had no additional changes to the TDP. No other citizens attended either public hearing.

Summary: Approve Transit Development Plan (TDP)

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2020-2025 with the 2019 Annual Report for submission to the Washington State Department of Transportation by September 1, 2020.

2020-2025

TRANSIT DEVELOPMENT PLAN

and

2019 Annual Report

**Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584**



Date of Public Hearings:

July 29, 2020 and August 6, 2020

Adopted on: August 18, 2020

Prepared by Mason Transit Authority Staff

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Plan Adoption, Public Hearing and Distribution

Plan Adoption

Mason Transit Authority (MTA) Board of Directors adopted the 2020 Transit Development Plan on August 18, 2020

Public Participation Process

Public Comment Period: July 21, 2020 – August 13, 2020

Comments Submitted to: MTA@masontransit.org
Mason Transit Authority
General Manager
790 E Johns Prairie Rd
Shelton, WA 98584

Public Hearing: Mason Transit Authority held two public hearings on the Transit Development Plan on July 29, 2020 at 5:30pm at the Port of Allyn 18560 E State Route 3, Allyn, WA 98524 and August 6, 2020 at 5:30 pm at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

Notice Posted to Website: MTA posted a notice of the hearing on the Transit Development Plan to its website at www.masontransit.org on July 17, 2020.

Notice Published in Local Paper: The Shelton Journal published a notice of the hearing on the Transit Development Plan on July 23, 2020.

Requests for Paper or Digital Copies: MTA allowed the public to request a paper or digital copy of the Transit Development Plan on and after July 17, 2020 by emailing MTA@masontransit.org. or by calling (360) 426-9434.

Available to the Public for Review: MTA allow the public to view a copy of the draft Transit Development Plan at the Mason Transit Authority Business Office, 790 E Johns Prairie Rd, Shelton, WA 98584 and at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

Plan Distribution

On August 19, 2020, Mason Transit Authority distributed the adopted Transit Development Plan to:

- PTDPlans@wsdot.wa.gov
- The agency's assigned WSDOT Community Liaison.

- The Transportation Improvement Board via:
 - Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov
 - Chris Workman, Engineering Manager at chrisw@tib.wa.gov
- All cities, counties and regional transportation planning organizations within which Mason Transit Authority operates.

Description of Service Area, Operations and Facilities

Service Area

Mason Transit Authority serves the general public throughout Mason County and provides regional connections with other transits and modes of transportation.

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules and maps can be found on MTA's website at <http://www.masontransit.org/>

Operations

At time of publication of the Transit Development Plan, MTA was running reduced service due to COVID-19. Days of operations were Monday – Friday, with limited emergency Dial-a-Ride on Saturday. Beginning August 22, 2020 MTA will resume some additional service on Saturday.

MTA provides services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars under the Volunteer Driver Program that serves those over the age of 60 needing out-of-county services.

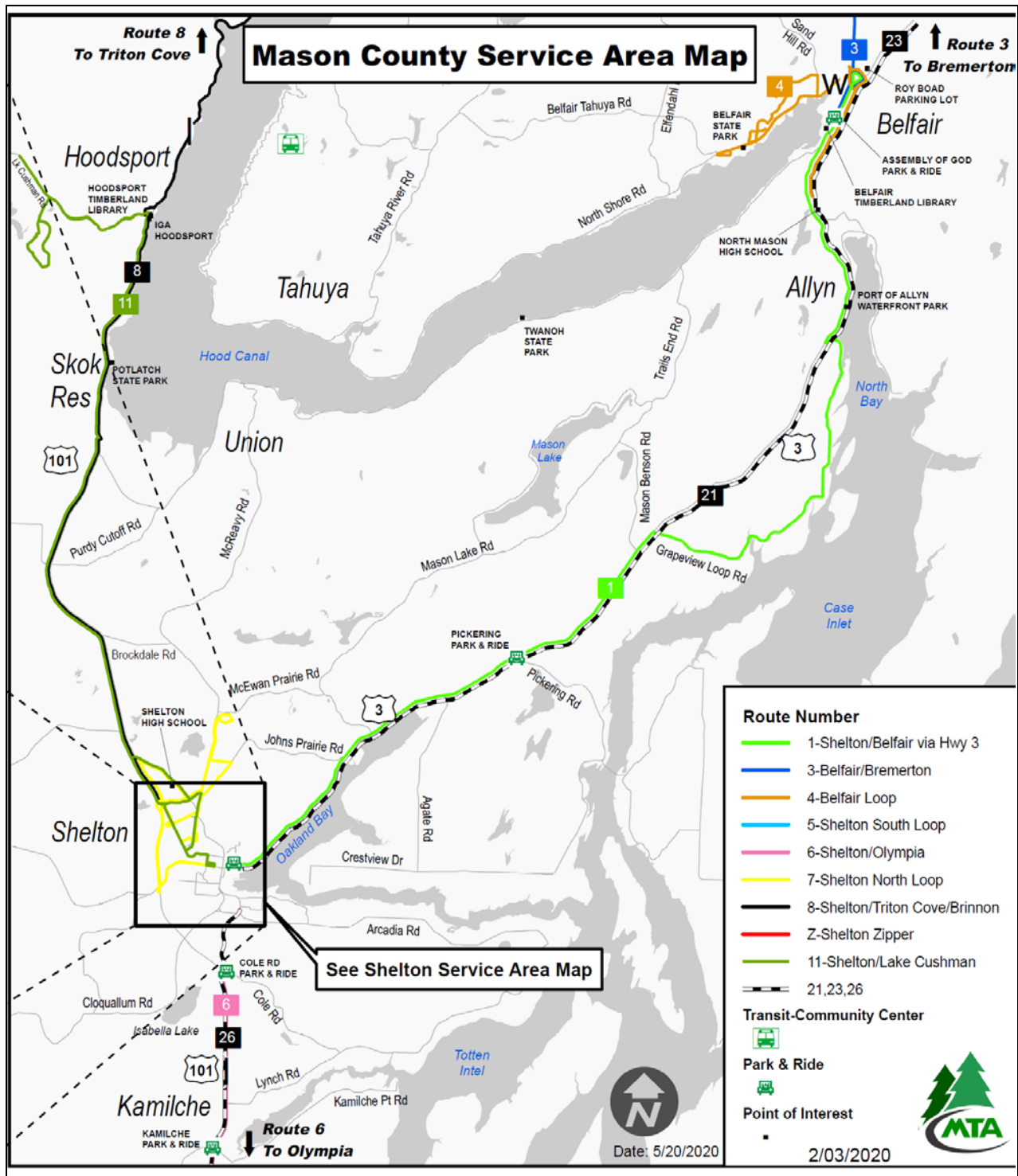
Hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 8:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates nine (9) Fixed Routes on weekdays and eight (8) routes on Saturdays that allow deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) hours before to two (2) weeks prior to the preferred pick-up time but may request a ride at anytime if there is availability. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamaliche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential services. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2019, the Volunteer Driver Program served 149 clients and covered 1,354 rides, 60,463 miles and 2,726 volunteer hours.

MTA's vanpool program started in 2005. At time of publication, MTA has a fleet of 12 vanpool vans to promote statewide ridesharing goals and benefits to commuters living or working in Mason County. This program complements Mason Transit Authority's network of local and express services, providing commute alternatives to destinations that cannot be effectively served by Fixed Route services. In 2019, Mason Transit Authority Vanpools provided over 20,222 rides, 5.5% of the agency's fixed route ridership. 2019 ended with 8 active vanpools.

Map 1 – Service Area



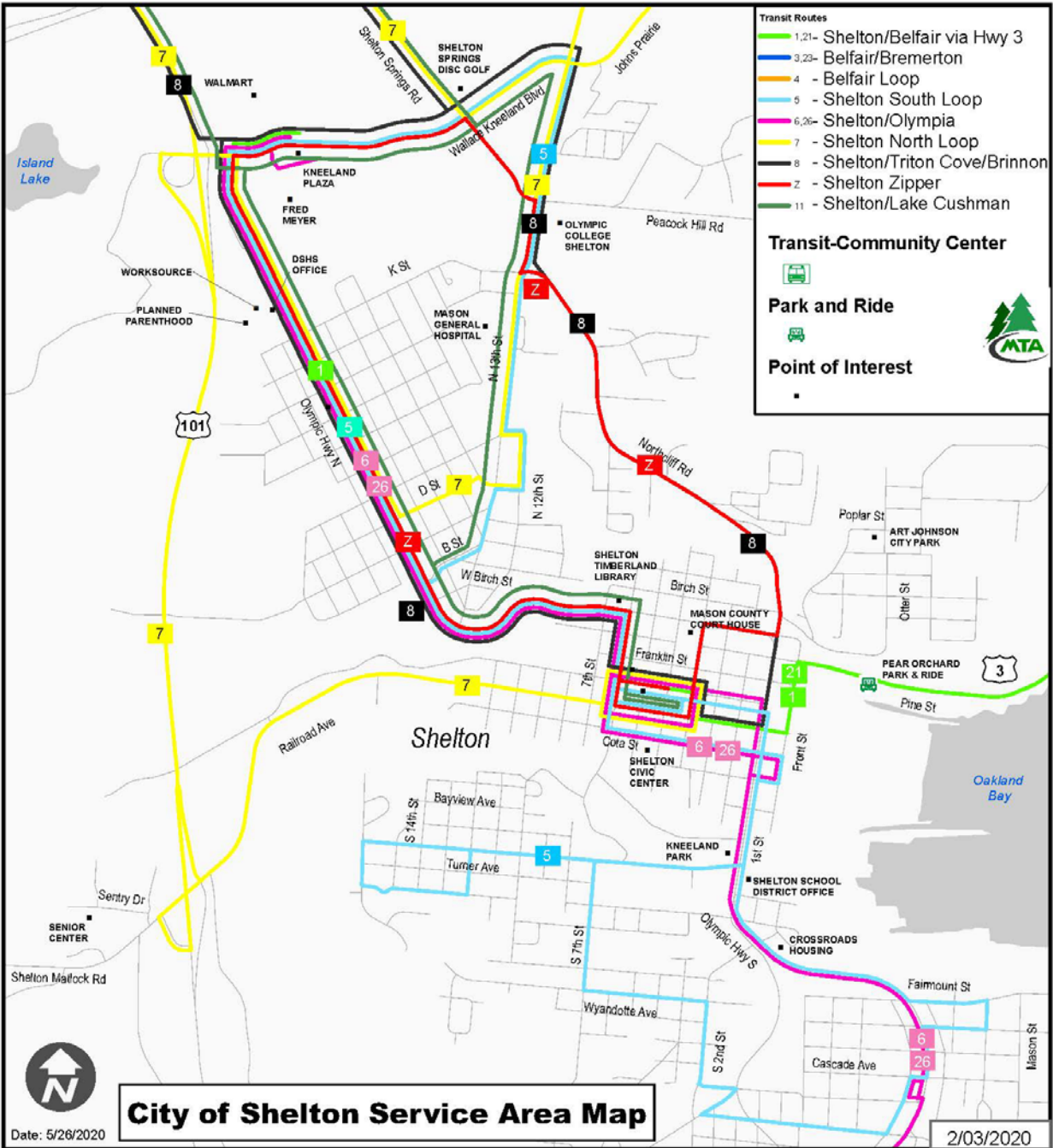


Table 1 - Fares

| | |
|---|------------------|
| <i>Travel within Mason County and Active Military</i> | <i>Fare Free</i> |
| Out of County Travel: | |
| Cash Fares | |
| Adults and Youth (one way) | \$1.50 |
| Seniors and Persons with Disabilities | \$.50 |
| Transportation Incentive Program (PSNS) | \$ 2.50 |
| Children under six | No Charge |
| Monthly Pass | |
| Adults | \$ 30.00 |
| Seniors and Persons with Disabilities | \$ 10.00 |
| Youth (ages 6-17 years) | \$ 18.00 |
| Summer Youth Adventure Pass | \$ 20.00 |
| Transportation Incentive Program (PSNS) | \$110.00 |

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP.

Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through funds provided in the Transportation budget.

Facilities

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the Glacier West Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950's to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

A seven-acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen, breakroom and future customer service area. The Park and Ride is slated to open in fall of 2020 with the building to open in early 2022.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 255 parking spaces are provided at facilities owned and operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 37 percent of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retrofit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also includes the construction of one new Park and Ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but will now be relocated due to the Coffee Creek Fish Passage project. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next biennium budget periods. In April of 2016, MTA selected SCJ Alliance of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in 2022.

State and Agency Goals, Objectives and Strategies

From 2020-2025, Mason Transit Authority will focus on the five key priorities in Table 2 below. The table shows how MTA's local priorities align with state goals established in the Washington State Transportation Plan.

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

The state’s six policy goals are:

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Table 2: 2020 – 2025 Goals, Objectives, and Strategies, and Alignment with State Goal

| Goals, Objectives and Strategies | State Goal Areas | | | | | |
|--|-------------------|--------------|--------|----------|-------------|-------------|
| | Economic Vitality | Preservation | Safety | Mobility | Environment | Stewardship |
| Goal I: Safe and Secure | | | | | | |
| Objective 1.1 - Emphasize safety of MTA riders, citizens and employees in all aspects of MTA operations | | | | | | |
| Strategic Work Plan 1.1.1 Define Safety Committee's purpose and direction | | | X | | X | |
| Strategic Work Plan 1.1.2 Place curbs or bollards in parking area next to building at Johns Prairie | | | X | | | |
| Strategic Work Plan 1.1.3 Review WSTIP's Best Practices in the area of safety | | | X | X | | X |
| Strategic Work Plan 1.1.4 Purchase rain jackets for employee safety | | | X | | | |
| Strategic Work Plan 1.1.5 Replace vehicles to comply with State of Good Repair goals | | x | X | | | |

| | | | | | | |
|--|---|---|---|---|--|---|
| Objective 1.2 - Ensure training for a safe and secure experience for all and to eliminate preventable accidents | | | | | | |
| Strategic Work Plan 1.2.1 Quarterly Driver training and refresher training as required | | X | X | | | |
| Strategic Work Plan 1.2.2 Ensure L&I safety compliance through training. | | | X | | | |
| Objective 1.3 - Provide technology and resources to support secure movement of buses | | | | | | |
| Strategic Work Plan 1.3.1 Complete CAD/AVL/GPS installation | | | | X | | X |
| Objective 1.4 - Proactive approach to safety throughout the agency to increase and improve security throughout the service area | | | | | | |
| Strategic Work Plan 1.4.1 Change from flag stops to fixed stops in urban area of Shelton | | | X | X | | X |
| Objective 1.5 - Enforce transit rules and establish consistency of service to riders in a safe, accessible manner | | | | | | |
| Strategic Work Plan 1.5.1 Have a manager or supervisor on duty during service hours by moving the Ops office to the T-CC | | | X | X | | X |
| Goal 2: Effective Transportation Services | | | | | | |
| Objective 2.1 - Creating a positive transportation experience within all modes of MTA services that is reliable, accessible, equitable, safe, secure and comfortable for all users | | | | | | |
| Strategic Work Plan 2.1.1 Continue review of the Comprehensive Service Review suggestions to improve services | | | | | | X |
| Strategic Work Plan 2.1.2 Plan for 2021 service changes and ensure each mode meets the goals of creating a positive transportation experience for all | | X | X | X | | X |
| Objective 2.2 - Establish a culture of customer service and deliver services that are responsive to community needs. | | | | | | |
| Strategic Work Plan 2.2.1 Benchmark route performance and discontinue or adjust low performing routes | | | | | | X |
| Objective 2.3 - Strive to look for ways to improve service through a variety of tools including outreach, community meetings, service review and passenger amenities | | | | | | |
| Strategic Work Plan 2.3.1 Review Dial-a-Ride services and hours to ensure efficiency and availability of resources | | | | X | | X |
| Strategic Work Plan 2.3.2 Conduct outreach for all service changes | X | | | | | X |

| | | | | | | |
|--|---|---|---|---|--|---|
| Strategic Work Plan 2.3.3 Improve passenger amenities by providing apps and on-line scheduling | | | X | X | | X |
| Objective 2.4 - Seek new opportunities to enhance the riders' experience through better route planning and additional services when feasible | | | | | | |
| Strategic Work Plan 2.4.1 Seek pilot route opportunities to reach more riders | X | | | | | X |
| Strategic Work Plan 2.4.2 Expand Zipper route time to 8:00am - 5:00 pm | | X | | X | | X |
| Strategic Work Plan 2.4.3 Allyn Transit Parking Lot planning | | X | | | | |
| Goal 3: Financial Stewardship | | | | | | |
| Objective 3.1 - Operate an efficient, cost-effective system | | | | | | |
| Strategic Work Plan 3.1.1 Prepare for potential revenue impacts | | | | | | X |
| Objective 3.2 - Maintain internal controls and compliance over public resources | | | | | | |
| Strategic Work Plan 3.2.1 Ensure compliance of 2019-2021 grant contracts | | | | | | X |
| Strategic Work Plan 3.2.2 Review and renew leases for T-CC and Johns Prairie tenants | | X | | | | X |
| Strategic Work Plan 3.2.3 Continued work in records management cleanup | | | | | | X |
| Objective 3.3 - Provide current, accurate and transparent financial data | | | | | | |
| Strategic Work Plan 3.3.1 Provide accurate, timely financial reports to the Board and the public | | | | | | X |
| Objective 3.4 - Strive for a 5-year sustainability plan | | | | | | |
| Strategic Work Plan 3.4.1 Review 5-year sustainability plan and adjust as needed | | | | | | X |
| Objective 3.5 - Plan for future operational and capital needs through maintaining financial reserves | | | | | | |
| Strategic Work Plan 3.5.1 Transferring excess revenue to reserves for future operating and capital needs. | | X | | | | X |
| Objective 3.6 - Proficiency in regulatory requirements through continuing education | | | | | | |
| Strategic Work Plan 3.6.1 Procurement training for Public Works projects, prevailing wage requirements and FTA compliance | | | | | | X |
| Strategic Work Plan 3.6.2 Complete the competitive purchases analysis for FTA compliance | | | | | | X |
| Objective 3.7 - Manage key financial indicators | | | | | | |

| | | | | | | |
|--|---|---|---|---|---|---|
| Strategic Work Plan 3.7.1 Identify needed financial policies or manual to outline financial objectives | | | | | | X |
| Goal 4: Community Partnerships | | | | | | |
| Objective 4.1 - Cultivate partnerships throughout the community | | | | | | |
| Strategic Work Plan 3.1.1 Prepare for potential revenue impacts | | X | | X | | X |
| Objective 4.2 - Participate in outside committees, regional planning organizations and boards | | | | | | |
| Strategic Work Plan 3.2.1 Ensure compliance of 2019-2021 grant contracts | | | | | | X |
| Strategic Work Plan 3.2.2 Review and renew leases for T-CC and Johns Prairie tenants | | | | | | X |
| Strategic Work Plan 3.2.3 Continued work in records management cleanup | | | | | | X |
| Objective 4.3 - Participate in mentorship programs at local schools and colleges | | | | | | |
| Strategic Work Plan 4.3.1 Staff share knowledge of the transit industry and job opportunities through mentorship programs and job fairs. | X | X | | | | |
| Objective 4.4 - Exemplify exceptional customer service that goes above and beyond | | | | | | |
| Strategic Work Plan 4.4.1 Training throughout the agency to ensure highest standards of customer service. | | X | | X | | X |
| Objective 4.5 - Provide transportation choices and support travel that uses less energy, produces fewer pollutants and reduces greenhouse gases in the region | | | | | | |
| Strategic Work Plan 4.5.2 Seek opportunity through federal and state grants for electric or hybrid service vehicles | | | | | X | |
| Strategic Work Plan 4.5.1 Continue seeking opportunities to add electric infrastructure to MTA facilities | | | | | X | |
| Objective 4.6 - Support efforts to mitigate traffic congestion throughout the region | | | | | | |
| Strategic Work Plan 4.6.1 Support groups like the PRTPO as well as partnering with other entities to help mitigate traffic. This includes using MTA's park & ride project for transit rider option to single occupant travel. | X | | X | X | X | |
| Objective 4.7 - Cooperative relationships with T-CC tenants and events | | | | | | |

| | | | | | | |
|--|---|---|---|---|--|---|
| Strategic Work Plan 4.7.1 Continue support to the tenants and promotion of events. | X | | | | | X |
| Goal 5: Workplace Culture of Excellence | | | | | | |
| Objective 5.1 - Provide an atmosphere where employees are valued and respected | | | | | | |
| Strategic Work Plan 5.1.1 Enhance meaningful employee recognition. | | | | | | X |
| Strategic Work Plan 5.1.2 Ensure policies are up-to-date and current through a regular review cycle. | | | | | | X |
| Objective 5.2 - Develop and empower employees | | | | | | |
| Strategic Work Plan 5.2.1 Promote skills and job knowledge through webinars, conferences and training. | | X | X | | | X |
| Objective 5.3 - Support the philosophy of team culture | | | | | | |
| Strategic Work Plan 5.3.1 Bargain contracts | | X | | X | | X |
| Objective 5.4 - Promote healthy dialogue on important issues | | | | | | |
| Strategic Work Plan 5.4.1 Improve communications through established methods and monitor outcome through a survey. | | X | | | | X |
| Objective 5.5 - Encourage an active and engaged environment including Board of Directors | | | | | | |
| Strategic Work Plan 5.5.1 Provide more Belfair interaction and oversight. | | | | | | |
| Strategic Work Plan 5.5.2 Board participation through designated committees. | X | X | X | X | | X |
| Objective 5.6 - Be an employer of choice in Mason County | | | | | | |
| Strategic Work Plan 5.6.1 Continue the Employee Engagement Committee for seeking opportunities to improve the work environment. | | X | | | | X |
| Strategic Work Plan 5.6.2 Incorporate strategies for work/life balance in MTA's wellness program and encourage participation. | | | | | | X |

Local Performance Measures and Targets

MTA uses various tools to measure performance by looking for key issues and opportunities that may impact the goals of the Agency. Performance indicators may relate to such things as funding, demographic changes, ridership decline or employee shortage. Measuring performance allows the agency leadership team to

look for ways to minimize the impact of shortfalls and strategize ways to meet the strategic goals and objectives.

Transit Asset Management plan is used as a method to maintain and guide decisions on the agency’s assets, most importantly, rolling stock.

Table 3: 2020 – 2025 Performance Measurements and Targets

| Performance Measure | Target |
|------------------------------|--|
| Technology Amenities | Install CAD/AVL in all revenue vehicles Install tablets on all revenue vehicles Provide apps and icons on the MTA website for customers to schedule |
| Passenger Amenities | Install lighting in all shelters Construct or improve park and ride lots throughout Mason County to create convenient, safe locations for riders to park that will then increase ridership. |
| Collisions | Collisions per 100,00 revenue miles less than or equal to 1. |
| Alternative Fuels | Convert 10% of fleet to green, environmentally friendly alternative by 2025. |
| Transit Productivity | Benchmark of 8 passengers per service hour; 39,000 rides per month. |
| Vehicle State of Good Repair | Maintain 80% of the rolling stock within a state of good repair. |
| Service Hours | To maintain current levels of service hours at 1,300 per week. |

Plan Consistency

Mason Transit Authority is a voting member of the Peninsula Regional Transportation Planning Organization (PRTPO) and participates in the planning of regional project, policies and program decisions. Information regarding MTA is submitted to the PRTPO’s Coordinated Public Transit-Human Services Transportation Plan to align the with region’s goals. Projects are submitted to the Regional Transportation Improvement Program.

Within Mason County, the Mason County Comprehensive Plan is used to coordinate consistency. MTA submits information to the Plan as required.

Throughout the region, MTA coordinates with other connecting transits as well as efforts to align with the ferry systems, Amtrak and Greyhound.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Annually, we review the work plan to create projects to meet the goals of constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning

and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

Planned Capital Expenses

The table below reflects planned capital expenses for 2020-2025.

Table 4 – Planned Capital Expenses

| Year Received/Expensed | Type | Preservation/Replacement (quantity) | Expansion/Improvement (quantity) |
|--------------------------------------|--|-------------------------------------|----------------------------------|
| Rolling Stock | | | |
| 2020 | Light-duty Cutaways | 9 | |
| 2020 | 40 ' Coaches | 2 | |
| 2020 | Mini-cutaway | | 1 |
| 2021 | Light-duty Cutaways | 6 | |
| 2021 | 35' Coaches | 4 | |
| 2022 | N/A | | |
| 2023 | N/A | | |
| 2024 | 35' Coaches | 2 | |
| 2025 | N/A | | |
| Equipment | | | |
| 2020 | Copy Machine | 1 | |
| 2021 | Scissor lift for T-CC | | 1 |
| 2021 | Generator to power Johns Prairie | | 1 |
| 2022 | Generator to power T-CC | | 1 |
| Facilities and Infrastructure | | | |
| 2021 | North Mason Base | | 1 |
| 2021 | Radich building roof repair | 1 | |
| 2023 | Allyn Park & Ride | | 1 |
| 2024 | Bus Wash | | 1 |
| 2025 | Administration building upgrade or replacement | | 1 |

Planned Operating Changes

At the time of preparing MTA's Transit Development Plan, the agency is uncertain of the ability to plan expansion due to the pandemic and the unknown outcome of I-976, both of which have the potential to reduce revenue to the system, which would result in a reduction of service. The agency is planning for a reduction in 2021 due to I-976 but is taking the approach of looking for ways to improve the system. This approach will include looking for new areas for potential routes, increasing frequency on popular routes, lining up time points with major employers and exploring more efficient ways to deliver service.

Table 5 outlines Mason Transit's planned operating changes for 2020-2025.

Table 5 – Planned Operating Changes

| Year | Type | Reduction | Expansion/Improvement |
|------|--|-----------|-----------------------|
| 2020 | Implement service changes that include more Zipper hours of service and adjusted DAR hours | | X |
| 2020 | Add a route to a high use area that is now served by DAR | | X |
| 2020 | Adjust express routes to better fit needs of riders | | X |
| 2021 | Adjust route to serve new park & ride facility opening | | X |
| 2021 | Revise service hours based on impact of I-976 | X | |
| 2022 | No service changes planned | | |
| 2023 | Add service previously cut back as funding allows | | X |
| 2024 | No service changes planned | | |
| 2025 | Conduct an assessment of current service and adjust as needed | | X |

Multiyear Financial Plan

Capital Improvement:

- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Additional vehicle replacements are expected to be funded at 80% with a 20% match from local funds.

Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

Table 6 – Capital Purchases

| Capital Expenditure | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Cutaways | 990,000 | 660,000 | | | | |
| Coaches | 1,020,000 | 4,080,000 | | | 1,020,000 | |
| Mini cutaway | 82,000 | | | | | |
| Copy Machine | 7,000 | | | | | |
| Scissor Lift | | 15,000 | | | | |
| Generators | | 100,000 | 100,000 | | | |
| North Mason Base | | 1,750,000 | | | | |
| Radich Roof Repair | | 35,000 | | | | |
| Allyn Park & Ride | | | | 1,000,000 | | |
| Bus Wash facility | | | | | 500,000 | |
| Park & Ride Development | 3,847,379 | 1,992,612 | 1,542,500 | 771,250 | | |
| Administration building upgrade or replacement | | | | | | 2,500,000 |
| Total Capital Expenditures | 5,946,379 | 8,632,612 | 1,642,500 | 1,771,250 | 1,520,000 | 2,500,000 |
| Capital Revenue | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| Federal Competitive | 1,507,500 | 3,555,000 | | 800,000 | 1,216,000 | 2,000,000 |
| State Grants | 3,646,147 | 2,521,250 | 1,542,500 | 771,250 | | |
| Local Funds | 792,732 | 1,335,000 | 100,000 | 200,000 | 304,000 | 500,000 |
| Total Revenue | 5,946,379 | 7,411,250 | 1,642,500 | 1,771,250 | 1,520,000 | 2,500,000 |

Operating Financial Assumptions through 2025

- ❖ Local Sales Tax –While the average growth rate of sales tax revenue has been 8% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2025.
- ❖ Operating Grants – State grant funds are anticipated to be reduce due to impact of I-976. At time of preparing the TDP, MTA has not included state funds in revenue projects beginning July 1, 2021.
- ❖ Fares – Assumed 1% growth beginning in 2022.
- ❖ Expended Reserves – Based on current projections expended reserves are deemed necessary to meet current service levels. Services designated for operating will expend in early 2022.
- ❖ Salaries and Benefits – Based on union contracts through 2021 and non-represented compensation assumptions, then assumed 2.5% growth through 2025.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – 2.5% growth for expenses other than wages and benefits through 2025.
- ❖ Other Goods and Services – Assumed 2.5% growth.

Table 7 – Operating

| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Operating Revenues | Budget | Projected | Projected | Projected | Projected | Projected |
| Sales Tax | 4,054,264 | 3,973,179 | 4,092,374 | 4,215,145 | 4,341,600 | 4,471,848 |
| Farebox | 105,000 | 105,000 | 106,050 | 107,111 | 108,182 | 109,263 |
| Worker/Driver - Vanpool | 260,000 | 260,000 | 262,600 | 265,226 | 267,878 | 270,557 |
| State Operating Grants | 1,390,600 | 695,304 | | | | |
| Federal Operating Grants | 1,658,688 | 1,436,854 | 1,465,027 | 1,494,328 | 1,524,215 | 1,554,699 |
| Other | 291,030 | 348,597 | 359,055 | 369,827 | 380,921 | 392,349 |
| Transfers from Reserves | 130,406 | 1,639,011 | 830,583 | | | |
| Total Operating Revenues | 7,889,988 | 8,457,945 | 7,115,689 | 6,451,636 | 6,622,795 | 6,798,716 |
| Annual % Change | | 7% | -16% | -9% | 3% | 3% |
| | | | | | | |
| | | | | | | |
| Operating and Maintenance Expenses | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| Fixed Route Preservation and Maintenance | 4,650,463 | 5,024,681 | 3,894,128 | 3,991,481 | 4,091,268 | 4,193,550 |
| Demand Response (DAR) Preservation and Maintenance | 1,953,583 | 2,109,870 | 1,635,149 | 1,676,028 | 1,717,928 | 1,760,877 |
| Worker/Driver Preservation and Maintenance | 1,046,043 | 1,077,424 | 1,104,360 | 1,131,969 | 1,160,268 | 1,189,275 |
| Vanpool Preservation and Maintenance | 71,240 | 72,665 | 74,481 | 76,343 | 78,252 | 80,208 |
| Other | 166,639 | 173,305 | 177,638 | 182,079 | 186,630 | 191,296 |
| Total Operating Expenses | 7,889,988 | 8,457,945 | 6,885,756 | 7,057,900 | 7,234,347 | 7,415,206 |
| | | | | | | |
| Profit (Loss) | - | - | 229,933 | (606,263) | (611,552) | (616,490) |

MTA designates reserves for future capital and operating expenditures, emergency funds, grant match obligations and general liabilities. At the end of 2019, the cash reserve balance invested was \$10,000,000, which was an increase of approximately 48% over the balance at the end of 2018. It is anticipated operating reserves currently set aside will be exhausted by the end of 2022 and require additional service reductions. This outcome is the result of the anticipated loss of state funds due to I-976 impacts.

Projects of Regional Significance

Mason Transit Authority has one major project of regional significance. In 2014, MTA was awarded funds to construct new park & ride lots and upgrade existing lots with security enhancements, passenger amenities and increased stalls.

Agency History, Organizational Structure, Accomplishments, Outlook and Outreach Coordination

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;

- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Wes Martin, Grapeview School District (Chair)
- Sharon Trask, Mason County Commissioner (Vice Chair)
- Randy Neatherlin, Mason County Commissioner
- Kevin Shutty, Mason County Commissioner
- Kevin Dorcy, City of Shelton Council Member
- John Campbell, North Mason School District
- Deborah Petersen, Hood Canal School District
- Sandy Tarzwell, Shelton School District
- Matt Jewett, Southside School District
- Greg Heidel, Bargaining Unit Representative

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Public Outreach:

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff

participate in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations
- Website improvements

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Conducting Community Conversations to give the public opportunity to give input, suggestions and ask questions about MTA.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: mta@masontransit.org

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

2019 Accomplishments:

The following chart lists major accomplishments by MTA during 2019.

Table 9 – 2019 Accomplishments

| 2019 Accomplishments toward State Goal Areas | State Goal Areas | | | | | |
|---|-------------------|--------------|--------|----------|-------------|-------------|
| | Economic Vitality | Preservation | Safety | Mobility | Environment | Stewardship |
| Administration | | | | | | |
| Updated server, installed new desktops and other IT upgrades | | | | | | X |
| Reorganized records vault and began records management | | | | | | X |
| Wage analysis on non-represented employees, maintenance and drivers | | | | | | X |
| Restructured finance department for better efficiency | | | | | | X |
| Improved on-boarding process for drivers | | | X | | | X |
| Lowered turn-over rate | | | | | | X |
| Updated 18 policies; created 6 new policies | | | | | | X |
| Created Employee Engagement Committee; re-established Wellness Committee | | | | | | X |
| Outreach | | | | | | |
| Staff participation on outside committees to promote transit | X | | | | | |
| Participated in local events | X | | | | | |
| Presentations on Transit to community organizations | | X | | X | | |
| Community Conversations with public | X | X | | X | | X |
| Public Meetings for service changes, roundabout project and North Mason Park & Ride | X | X | | X | | |
| Outreach to major employers in the region to coordinate work and bus schedules | X | | | X | | |
| T-CC | | | | | | |
| Passenger information Kiosk installed with monitor, charging station, electronic sign for passenger information and one for estimated arrival times | | X | | | | X |
| Parking lot proposal released; soil testing completed | X | X | | | | |
| Operations | | | | | | |

| | | | | | | |
|--|---|---|---|---|---|---|
| Reviewed recommendations from the Comprehensive Service Review | X | X | X | X | | X |
| Eliminated non-productive routes | X | X | | X | | X |
| Created the Zipper route to provide a shorter, more frequent route | X | | | X | | |
| Addressed frequency of fixed route as requested in the survey done during the Comprehensive Service Review | | | | X | | |
| Lined up fixed route times in Olympia and Bremerton to better serve large employers | | | | X | | |
| Begin pilot route planning | X | | | X | | |
| Added another Operations Supervisor to make sure coverage is available during hours of operation | | | X | | | |
| Outlined supervisor training to ensure success of the operations team | | | X | | | X |
| Consistent driver training - lowered rate of accidents per 100k miles | | | X | | | |
| Semi-annual driver evaluations | | | X | | | |
| Upgraded cameras on coaches for safety and to expand storage for footage | | | X | | | |
| Maintenance | | | | | | |
| Installed LED lighting in shop | | X | X | | X | |
| New roofs on building 1 and 2 | | X | | | | |
| Installed new door hoods | | X | X | | | |
| Created separate work/break areas | | | | | | X |
| Installed solar lighting in additional shelters | | | X | | | |
| Purchased coolers for shop | | X | X | | | X |
| Replaced gate to bus lot for safety | | | X | | | |
| Chip sealed bus parking lot and driveway | | X | | | | |
| L&I Training and tech training | | | X | | | X |
| Bus replacement builds for 9 cutaways, 4 coaches and mini cutaway | | X | X | | | |
| Major Projects | | | | | | |
| Bus Technology - continue progress in installing tablets, CAD/AVL, new scheduling software, passenger counters | | X | X | X | | |
| Park & Ride Development - continued with new construction of park & ride lots and retro-fitting, upgrading existing lots | X | X | X | X | | X |
| T-CC Parking Lot - released RFP and continued work with Department of Ecology for the Voluntary Cleanup Program | X | X | X | | X | |
| New bus shelters add in 5 locations | | | X | | X | |

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Shelton Matlock Road Park & Ride Project - GCB 3332
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

As part of the original scope of the US 101 Coffee Creek Fish Barrier Removal project as described in Contract 009018, the contractor was required to move the existing park and ride to another location of MTA's choice and perform in-kind work to restore the 30-stall park & ride. In MTA's Park & Ride Development project, Shelton-Matlock was to include additional stall, lighting, security cameras and a bus shelter. MTA believes it is in the best interest of both parties that WSDOT perform additional construction improvements in connection with the park and ride with the following additions:

- Increase stalls from 30 (required in-kind) to 65 stalls;
- Construction pavement;
- Sidewalk;
- ADA facilities;
- Pads for bus shelter;
- Stormwater facilities;
- Signing;
- Striping,
- Illumination bases and conduit stubs only;
- Service cabinet base and conduit stubs only; and
- Other miscellaneous items as listed in Exhibit A to the agreement.

This contract has been reviewed by Legal Counsel.

Summary: Approve Agreement No. GCB3332 and authorize General Manager to sign agreement.

Fiscal Impact:

\$557,449.13

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-16 that approves Agreement No. GCB3332 and authorizes the General Manager to sign that Agreement.



| | | | |
|---|----------------------------------|--|---|
| Local Agency Participating Agreement Work by WSDOT — Actual Cost | | Local Agency Name & Address Mason Transit Authority 790 E Johns Prairie Rd Shelton, WA 98584 | |
| Agreement Number GCB 3332 | | Section/Location US 101 Shelton Matlock Interchange T20N.,T04W, Section 24 | |
| State Route 101 | Control Section Number 230100 | Plans, Specifications and Cost Estimates (PS&E) for the Local Agency Work by Local Agency? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Region Olympic | | PS&E Due Date: | |
| Advance Payment Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Description of Work: Construction of a relocated park and ride near the interchange of US 101 and Shelton Matlock road will include new park and ride construction pavement, sidewalk, ADA facilities, bus shelters - pads only, stormwater facilities, signing, striping, illumination bases and conduit stubs only, service cabinet base and conduit stubs only, and other work as detailed in exhibit A. | |
| Advance Payment Amount N/A | | | |
| WSDOT | | LOCAL AGENCY | |
| State Agency Representatives: Tumwater Project Office | | Local Agency Representatives: Mason Transit Authority | |
| Name: John Romero | | Name: Danette Brannin | |
| Title: Construction Project Engineer Tumwater | | Title: General Manager | |
| Address: 821 Airport Cr SE Tumwater, WA 98501 | | Address: 790 E Johns Prairie Rd Shelton, WA 98584 | |
| Email Address: ROMEROJ@wsdot.wa.gov | | Email Address: dbrannin@masontransit.org | |
| Phone: 360-570-6750 | | Phone: 360-432-5750 | |

This Agreement is made and entered into between the Washington State Department of Transportation (WSDOT) and the above named governmental entity (Local Agency), hereinafter collectively referred to as the "Parties" and individually as the "Party".

Recitals

1. WSDOT is planning the construction or improvement of a section of the state route as shown above, and in connection therewith, the Local Agency has requested that WSDOT perform certain work for the Local Agency as described above under Description of Work and/or further described in Exhibit B, (Work).
2. It is deemed to be in the public's best interest for WSDOT to include the requested Work in WSDOT's construction contract for the state route improvement.
3. The Local Agency is obligated for the cost of the Work described herein.

Now, Therefore, pursuant to RCW 47.28.140 and/or chapter 39.34 RCW and in consideration of the terms, conditions, and performances contained herein, the recitals as stated above, and the attached Exhibits which are incorporated and made a part hereof,

It Is Mutually Agreed As Follows:

1. Plans, Specifications, and Cost Estimates

- 1.1 WSDOT, on behalf of the Local Agency, agrees to perform the Work, as further provided herein and pursuant to the attached exhibits. Exhibit A is the Cost Estimate and Exhibit B, if included as an attachment, further defines the Work to be constructed for the Local Agency. The combination of the Local Agency's Work and WSDOT's improvements hereinafter constitute the Project.
- 1.2 If indicated in the above heading, the Local Agency shall provide WSDOT with plans, specifications and cost estimates (PS&E) for the Work.
 - 1.2.1 The PS&E shall be in accordance with the state of Washington Standard Specifications for Road, Bridge and Municipal Construction, and its amendments thereto (Standard Specifications), current at the time of Project advertisement, mutually acceptable design standards, or the Local Agency's standards, if applicable and specified by the Local Agency. Backup calculations for quantities and breakdowns for lump sum items shall be included with the PS&E for the Work.
 - 1.2.2 If the PS&E for the Work, with backup calculations and breakdowns, is not delivered by the above PS&E due date, WSDOT, at its sole discretion, may proceed without the Local Agency Work included with WSDOT's improvements. The Local Agency agrees to reimburse all WSDOT costs incurred up to and as a result of the Local Agency's failure to timely provide the PS&E. This Agreement shall terminate upon receipt of all reimbursement payments in accordance with Section 6.
- 1.3 WSDOT will incorporate the Local Agency's Work or Work PS&E into WSDOT's PS&E for WSDOT's improvements to produce a combined advertisement (Ad) ready PS&E for the Project. WSDOT will document WSDOT performed engineering design work required to incorporate the Work or Work PS&E into WSDOT's PS&E (Design Documentation). WSDOT shall provide up to two intermediate review sets of the PS&E and Design Documentation at mutually agreeable milestones. WSDOT will provide the Local Agency with one (1) reproducible copy of the stamped final Design Documentation prior to the proposed Ad date.
- 1.4 WSDOT will provide the Local Agency with one (1) reproducible copy of the Ad ready PS&E for the Project a minimum of thirty (30) working days prior to the proposed Ad date. The Local Agency will have fifteen (15) working days to review the Ad ready PS&E for the Project, resolve any concerns, and provide WSDOT with written approval, conditional approval, or rejection of the Ad ready PS&E for the Work portion of the Project. In the event the Work portion of the Ad ready PS&E is conditionally approved or rejected, the Local Agency shall include the reasons for conditional approval or rejection. The Local Agency may request an extension of time in writing, provided that WSDOT receives the written request not later than fifteen (15) working days after the Local Agency has received the Ad ready PS&E. WSDOT shall provide a written response, indicating the number of working days extended, if any.
- 1.5 If WSDOT does not receive the Local Agency's written approval, conditional approval or rejection of the Work portion of the Ad ready PS&E within fifteen (15) working days and any approved extension of time pursuant to Section 1.4, or if WSDOT cannot accept the Local Agency's condition(s) of approval, or if the Local Agency has not acquired all right of way and permits required to construct, maintain, and operate the Work, WSDOT may, at its sole discretion, delete the Work from the Project and advertise WSDOT's improvements. The Local Agency agrees to reimburse WSDOT for engineering costs and actual direct and related indirect costs incurred by WSDOT associated with either WSDOT or Local Agency deleting the Work from the Project. This Agreement shall then terminate upon receipt of all reimbursement payments in accordance with Section 6.

2. Bid, Award, and Cost Adjustments

- 2.1 WSDOT will advertise the Project for bids. WSDOT will be the Local Agency's representative during the Ad and Project contract award period. When requested by WSDOT, the Local Agency shall timely assist WSDOT in answering bid questions and resolving any design issues that may arise that are associated with the Work. All comments and clarifications must go through WSDOT.
- 2.2 If the Local Agency is responsible for preparing the Work PS&E, the Local Agency agrees to provide WSDOT with any addenda required for the Work during the Ad period, to the Parties' mutual satisfaction.
- 2.3 WSDOT shall provide the Local Agency with written notification of the bid price for the Work. The Local Agency shall have five (5) working days from the date of written notification to provide WSDOT written approval of the bid price for the Work, or request the Work be deleted from the Project. The Local Agency may request an extension of time in writing, provided that WSDOT receives the written request not later than five (5) working days after the Local Agency has received the written notification. WSDOT shall provide a written response indicating the number of working days extended, if any.
- 2.4 The Local Agency acknowledges that if it fails to provide WSDOT with written approval of the bid price for the Work or request that the Work be deleted from the Project within five (5) working days and any approved extension of time pursuant to Section 2.3, WSDOT shall delete the Work from the Project. In this event, the Local Agency agrees to reimburse WSDOT for engineering costs and actual direct and related indirect costs incurred by WSDOT associated with deleting the Work from the Project. The Local Agency understands that deleting the Work from the Project may require an equitable adjustment to the Project contract and agrees to reimburse WSDOT for costs associated with the equitable adjustment. This Agreement shall then terminate upon receipt of all reimbursement and equitable adjustment payments in accordance with Section 6.
- 2.5 If the Local Agency approves the bid price for the Work and WSDOT does not award or execute the Project contract, but thereafter re-advertises the Project for bids, WSDOT agrees to pay all WSDOT costs to re-advertise the Project. The Local Agency agrees that WSDOT is not responsible for increased bid prices or delay to the Work or other impacts to the Local Agency resulting from re-advertising the Project.
- 2.6 If the Local Agency approves the bid price for the Work and WSDOT does not award or execute the Project contract and does not re-advertise the Project for bids, this Agreement shall terminate upon receipt of all reimbursement payments in accordance with Section 6. The Local Agency agrees that WSDOT is not responsible for potential increased costs for the Work, delay to the Work or other impacts to the Local Agency resulting from not awarding the Project.

3. Construction

- 3.1 WSDOT will be the Local Agency's representative during construction and will act as owner in the administration of the contract for the Work. WSDOT will designate a WSDOT Project Engineer to provide all services and tools, including but not limited to construction administration, inspection, materials testing, and representation, necessary to administer and manage the contract to ensure that the Work is constructed in accordance with the contract.
- 3.2 The Local Agency may consult with and inquire of WSDOT Project Engineer, attend all meetings, and have access to all documentation concerning the Work. The Local Agency shall not provide direction, directly or indirectly, to WSDOT's contractor. All formal contacts between the Local Agency and the contractor shall be through WSDOT's representative.
- 3.3 When it becomes known that quantities for a unit bid item will exceed plan quantity for the Work by ten (10) percent or result in a cost increase for the Work exceeding the total amount by the percentage listed under Section 6.5, WSDOT shall consult with the Local Agency on possible courses of action within three (3) working days in accordance with Section 4.
- 3.4 The Local Agency may inspect the Work. Any costs for such inspection shall be borne solely by the Local Agency. All contact between said inspector and the contractor shall be only through WSDOT's inspector or WSDOT's representative.

- 3.5 WSDOT will prepare the final construction documentation in general conformance with WSDOT's Construction Manual. WSDOT will maintain one set of plans as the official "as-built" set, then make notations in red ink of all plan revisions typically recorded per standard WSDOT practices, as directed by WSDOT's Construction Manual. Once the Local Agency has accepted the Work per Section 5, WSDOT will provide one reproducible set of as-built plans to the Local Agency within Twenty (20) working days.

4. Contract Changes

- 4.1 Changes to the Project contract will be documented by change order in accordance with the Standard Specifications. WSDOT shall process change orders for all changes affecting the Work in the manner set forth in subsection SS 1-04.4, Approval of Changes/Checklist, WSDOT Construction Manual, current edition.
- 4.2 Required changes involve such changes in quantities or alterations to the Work as are necessary to satisfactorily complete the Project. All other changes affecting the Work shall be considered elective changes.
- 4.3 The Local Agency authorizes WSDOT to initiate all required changes affecting the Work and to negotiate, document and execute the associated change orders. The Local Agency agrees to pay for the increases in cost, if any, for the required changes affecting the Work in accordance with Section 6.
- 4.4 WSDOT will advise the Local Agency of any proposed required changes affecting the Work as soon as possible and provide it with an opportunity, if time permits, to review the change before implementation. WSDOT will determine the length of the review time based upon the need to expedite the change to avoid delay to the contractor.
- 4.5 The Local Agency may request additions to the Work through WSDOT in writing. WSDOT will implement the requested changes as elective changes, provided that a change does not negatively impact WSDOT's transportation system and complies with the Standard Specifications, Project permits, state and/or federal law, applicable rules and/or regulations, and/or WSDOT design policies, and does not unreasonably delay critically scheduled Project contract activities.
- 4.6 All elective changes to the Work shall be approved in writing by the Local Agency before WSDOT directs the contractor to implement the changes, even if an executed change order is not required by the Project contract. The Local Agency agrees to pay for the increases in cost, if any, for such elective changes in accordance with Section 6.
- 4.7 WSDOT will make available to the Local Agency all change order documentation related to the Work.
- 4.8 In the event it is determined that the Local Agency does not have sufficient funds to complete the Work, WSDOT and the Local Agency shall negotiate to determine the future of the Work. If it is determined that the Work cannot proceed, the Work shall be brought to a level that is safe for public use and WSDOT will terminate the remainder of the Work from the Project contract. In the event the Work is terminated, Section 5 shall apply for that portion of the Work completed up to the time of termination. The Local Agency agrees to pay all costs associated with termination, including contractor claims, in accordance with Section 6.

5. Acceptance

- 5.1 Prior to Work acceptance, WSDOT and Local Agency will perform a joint final inspection. The Local Agency agrees, upon satisfactory completion of the Work and receipt of a Notice of Physical Completion of the Work, as determined by WSDOT, to deliver a letter of acceptance to WSDOT which shall include a release of WSDOT from all future claims or demands of any nature resulting from the performance of the Work and WSDOT administration thereof, outside WSDOT right of way, subject to any contractor claims (Section 8) caused by the negligent acts or omissions of WSDOT in administering the Work.

5.2 If a letter of acceptance is not received by WSDOT within ninety (90) days following delivery of a Notice of Physical Completion of the Work to the Local Agency, the Work and WSDOT administration thereof shall be considered accepted by the Local Agency, and WSDOT shall be released from all future claims and demands of any nature resulting from the performance of the Work and WSDOT's administration thereof, outside WSDOT right of way, subject to any contractor claims (Section 8) caused by the negligent acts or omissions of WSDOT in administering the Work.

5.3 The Local Agency may withhold its acceptance of the Work by submitting written notification to WSDOT within Twenty Working Calendar (20) days following delivery of a Notice of Physical Completion of the Work. This notification shall include the reason(s) for withholding acceptance.

6. Payment

6.1 The Local Agency, in consideration of the faithful performance of the Work performed by WSDOT and its contractor, agrees to reimburse WSDOT for the actual direct and related indirect costs of the Work, as estimated in Exhibit A.

6.2 WSDOT shall provide detailed invoices to the Local Agency for the Work performed by WSDOT and its contractor or for costs incurred as provided in Sections 1.2.2, 1.5, 2.4, 4.8 or 8.1.4, and the Local Agency agrees to make payment within thirty (30) days from receipt of an invoice. A payment will not constitute agreement as to the appropriateness of any item. At the time of the final invoice, the Parties will resolve any discrepancies.

6.3 The Local Agency agrees that if it does not make payment within ninety (90) days after receipt of an invoice, WSDOT may deduct and expend any monies to which the Local Agency is entitled to receive from the Motor Vehicle Fund.

6.4 Advance Payment: If an advance payment is required, the Local Agency agrees to pay WSDOT the "Advance Payment Amount," shown above, within twenty (20) days after receipt of Project contract award notification. The advance payment represents approximately fifteen percent (15%) of the cost estimate and covers costs incurred by WSDOT in the initial stages of the Work. The advance payment will be carried throughout the life of the Local Agency's cost obligations, with final adjustment made in the final invoice.

6.5 Increase in Cost: In the event unforeseen conditions require an increase in the cost of the Work above the cost estimate (including sales tax, engineering, and contingencies) by more than Ten (10) percent, the Parties agree to modify this Agreement by executing a written amendment to address the increase pursuant to Section 10.1, or implement Section 4.8.

7. Right of Entry

7.1 The Local Agency hereby grants to WSDOT and its authorized agents, contractors, subcontractors, and employees, a right of entry upon all land in which the Local Agency has an interest for the purpose of constructing the Project.

7.2 Where applicable, the Local Agency hereby grants to WSDOT and its authorized agents, contractors, subcontractors, and employees, a right of entry upon all land in which the Local Agency has an interest for WSDOT to construct, operate, maintain and/or reconstruct signal loop detectors and appurtenances for signals belonging to WSDOT, if any, that are constructed within the Local Agency's right of way. The terms of this Section 7.2 shall survive the termination of this Agreement.

8. Claims

8.1 Claims for Additional Payment

8.1.1 In the event the contractor makes claims for additional payment associated with the Work, WSDOT will immediately notify the Local Agency of such claims. Such claims shall be made in the manner and form as provided for in the Standard Specifications.

- 8.1.2 The Local Agency shall not be obligated to pay such claims or their cost of defense to the extent that the claims are caused by the negligent acts or omissions of WSDOT in administering the Work.
- 8.1.3 The Local Agency shall have the right to review and comment on any settlement for claims associated with the Work. However, WSDOT shall have the ultimate right to settle such claims. In the event the Local Agency does not agree with the claim settlement as negotiated by WSDOT, the Local Agency shall reserve the right to not financially participate in the negotiated claim settlement. If agreement cannot be reached between the Local Agency and WSDOT on a claim settlement, the Parties agree to follow the dispute resolution procedure in Section 10.7.
- 8.1.4 If WSDOT agrees, the Local Agency may defend contractor claims associated with the Work at its own cost, and in doing so, the Local Agency agrees to pay any resulting settlement, court judgment or arbitration award. WSDOT will cooperate with the Local Agency in the Local Agency's defense of the claims. The Local Agency agrees to reimburse any WSDOT costs, including attorneys fees, incurred in providing such assistance in accordance with Section 6.
- 8.2 Claims for Damages: After Work acceptance, in the event of claims for damages or loss attributable to bodily injury, sickness, death, or injury to or destruction of property that occurs within the limits of the Work located on the Local Agency's right of way, the Local Agency shall defend such claims and hold harmless WSDOT therefrom, and WSDOT shall not be obligated to pay any claim, judgment or cost of defense. Nothing in this Section, however, shall remove from WSDOT any responsibility defined by the current laws of the state of Washington or from any liability for damages caused by WSDOT's own negligent acts or omissions independent of the Work performed pursuant to this Agreement.
- 9. Ownership, Operation, and Maintenance**
- 9.1 Upon acceptance of the Work as provided in Section 5, the Local Agency shall be the sole owner of that portion of the Work located within the Local Agency's right of way, and the Local Agency shall be solely responsible for ownership and all future operation and maintenance of the Work at its sole cost, without expense, cost, or liability to WSDOT.
- 9.2 WSDOT facilities constructed on Local Agency right of way, if any, as identified in Section 7.2 shall be owned by WSDOT, and WSDOT shall be responsible for the operation and maintenance of such facilities at WSDOT's sole cost, until removed. The terms of this Section shall survive the termination of this Agreement.
- 10. General Provisions**
- 10.1 Amendment: This Agreement may be amended or modified only by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.
- 10.2 Termination: Neither WSDOT nor the Local Agency may terminate this Agreement without the written concurrence of the other Party, except as otherwise provided under Sections 1.2.2, 1.5, 2.4, and 2.6.
- 10.2.1 If this Agreement is terminated prior to the fulfillment of the terms stated herein, the Local Agency agrees to reimburse WSDOT for the actual direct and related indirect expenses and costs it has incurred for the Work up to the date of termination, as well as the costs of non-cancelable obligations.
- 10.2.2 Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
- 10.3 Independent contractor: WSDOT shall be deemed an independent contractor for all purposes, and the employees of WSDOT or any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be employees of the Local Agency.

- 10.4 Indemnification: The Parties shall protect, defend, indemnify, and hold harmless each other and their employees, authorized agents, and/or contractors, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each Party's obligations to be performed pursuant to the provisions of this Agreement. The Parties shall not be required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party; provided that, if such claims, suits, or actions result from the concurrent negligence of (a) WSDOT, its employees, authorized agents, or contractors and (b) the Local Agency, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of each Party, its employees, authorized agents, and/or contractors.
- 10.5 Acceptance of Liability: The Local Agency agrees and accepts full liability for (1) the PS&E provided for the Work to WSDOT, if any; and (2) for any Work the Local Agency has provided direction to WSDOT to design and/or construct outside WSDOT's right of way and/or WSDOT's jurisdiction that does not meet WSDOT standards.
- 10.6 Survivability: Sections 10.4 and 10.5 shall survive the termination of this Agreement.
- 10.7 Disputes: In the event that a dispute arises under this Agreement, it shall be resolved as follows: WSDOT and the Local Agency shall each appoint a member to a disputes board, these two members shall select a third board member not affiliated with either Party. The three-member board shall conduct a dispute resolution hearing that shall be informal and unrecorded. An attempt at such dispute resolution in compliance with aforesaid process shall be a prerequisite to the filing of any litigation concerning the dispute. The Parties shall equally share in the cost of the third disputes board member; however, each Party shall be responsible for its own costs and fees.
- 10.8 Venue: In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in the superior court situated in Thurston County, Washington unless filing in another county is required under any provision of the Revised Code of Washington. Further, the Parties agree that each shall be responsible for its own attorneys' fees and costs..
- 10.9 Audits/Records: All Project records for the Work in support of all costs incurred shall be maintained by WSDOT for a period of six (6) years. The Local Agency shall have full access to and right to examine said records, during normal business hours and as often as it deems necessary. Should the Local Agency require copies of any records, it agrees to pay the costs thereof. The Parties agree that the Work performed herein is subject to audit by either or both Parties and/or their designated representatives, and/or state of Washington and/or the federal government.
- 10.10 Term of Agreement: Unless otherwise provided herein, the term of this Agreement shall commence as of the date this Agreement is fully executed and shall continue until the Work is accepted by the Local Agency pursuant to Section 5, or as otherwise provided herein, and all obligations for payment have been met.
- 10.11 Working Days: Working days for this Agreement are defined as Monday through Friday, excluding Washington State holidays per RCW 1.16.050.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

| Local Agency | Washington State Department of Transportation |
|-------------------------|--|
| Signature: _____ | Signature: _____ |
| By: _____ Print Name | By: _____ Print Name |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |

GCB 3332

EXHIBIT A

| | | |
|--------------------------------|-------------|----------------------------|
| Total Cost of New Construction | | \$587,427.00 |
| Remaining in Contract 009018 | | \$73,649.00 |
| Sub Total | | \$513,778.00 |
| Sales Tax | Rate: 8.50% | \$43,671.13 |
| Total due to WSDOT | | <u>\$557,449.13</u> |



10-JUN-2020

MASON TRANSIT AUTHORITY
QUOTE - SHELTON MATLOCK ROAD PARK AND RIDE DEVELOPMENT

65 Stall Park & Ride based on SCJ Alliance plans dated Jan 2020

| ITEM DESCRIPTION | UNIT | QUANT | PRICE | EXT |
|---|------|-------|-----------|-------------------|
| 1 Mobilization | LS | 1 | 8,625.00 | 8,625.00 |
| 2 Clearing and Grubbing | AC | 1.6 | 5,520.00 | 8,832.00 |
| 3 Removal of Asphalt Concrete Pavement | SY | 150 | 16.10 | 2,415.00 |
| 4 Sawcut | LF | 80 | 8.00 | 640.00 |
| 5 Removing Existing Gravel Driveway | SY | 2,500 | 8.30 | 20,750.00 |
| 6 Pond Excavation | CY | 2,000 | 45.40 | 90,804.00 |
| 7 Bioretention Pond Excavation | CY | 900 | 45.40 | 40,861.80 |
| 8 Amended Soil | CY | 350 | 74.75 | 26,162.50 |
| 9 Gravel Backfill for Drain | CY | 379 | 83.50 | 31,646.50 |
| 10 Catch Basin Type 1 | EA | 4 | 1,782.50 | 7,130.00 |
| 11 Schedule A Stormsewer Pipe 6" Diam. | LF | 30 | 48.90 | 1,467.00 |
| 12 Schedule A Stormsewer Pipe 12" Diam. | LF | 260 | 69.00 | 17,940.00 |
| 13 Crushed Surfacing Base Course | TON | 700 | 43.40 | 30,380.00 |
| 14 Commercial HMA | TON | 850 | 132.25 | 112,412.50 |
| 15 ESC Lead | DAY | 25 | 253.00 | 6,325.00 |
| 16 Silt Fence | LF | 1,060 | 5.75 | 6,095.00 |
| 17 Stabilized Construction Entrance | SY | 250 | 27.60 | 6,900.00 |
| 18 Inlet Protection | EA | 4 | 161.00 | 644.00 |
| 19 Hand Seeding | SY | 750 | 2.65 | 1,983.75 |
| 20 Top Soil | SY | 750 | 12.65 | 9,487.50 |
| 21 Cement Concrete Curb Ramp | SY | 10 | 758.00 | 7,580.00 |
| 22 Cement Concrete Sidewalk | SY | 255.0 | 69.00 | 17,595.00 |
| 23 Cement Concrete Curb and Gutter | LF | 230 | 29.90 | 6,877.00 |
| 24 Cement Conc. Traffic Curb | LF | 490 | 28.75 | 14,087.50 |
| 25 Crosswalk | LF | 80 | 6.50 | 519.80 |
| 26 Extruded Curb | LF | 900 | 16.70 | 15,030.00 |
| 27 Paint Line | LF | 1,400 | 2.30 | 3,220.00 |
| 28 Painted Access Parking Space Symbol | EA | 3 | 149.50 | 448.50 |
| 29 Plastic Stop Line | LF | 30 | 13.80 | 414.00 |
| 30 Bus Shelter (Install 10' x 5' Shelter Slab Only) | EA | 2 | 1,150.01 | 2,300.02 |
| 31 Wheel Stop | EA | 44 | 138.00 | 6,072.00 |
| 32 Signs | SF | 35.75 | 28.75 | 1,027.81 |
| 33 Illumination System/ Conduit for Security Camera | LS | 1.00 | 73,114.70 | 73,114.70 |
| 34 Survey | LS | 1.00 | 5,750.00 | 5,750.00 |
| 35 Quarry Spalls for Curb Cuts | CY | 6 | 75.27 | 451.62 |
| 36 Mirafi 140N for Curb Cuts | SY | 500 | 2.88 | 1,437.50 |
| NEW CONSTRUCTION | | | | 587,427.00 |

GCB 3332

Exhibit B

The Parsons-Scarsella Joint Venture (PSJV) collaborated with the Mason Transit Authority (MTA) for the replacement of the existing 30-stall park and ride facility located next to US 101 along Shelton-Matlock Road. This replacement is required due to the realignment of the new US 101 southbound off-ramp. The final configuration and location of the Shelton-Matlock Road Park and Ride has been coordinated with and approved by the MTA.

The PSJV is contractually obligated to provide replacement of a 30-stall park and ride facility as part of the original scope of the US 101 Coffee Creek Fish Barrier Removal project, Contract 009018. The MTA has since prepared a PS&E package for a 65-stall park and ride facility with additional upgrades. The MTA has provided approval and has grant funding available to pay for the additional work required to construct their ultimate 65-stall park and ride facility.

The additional work required to construct the ultimate 65-stall park and ride facility includes, but is not limited to: grading, surfacing, HMA paving, drainage structures, stormwater conveyance and treatment facilities, erosion control, cement concrete traffic curb and gutter, concrete wheel stops, pavement markings, landscaping, permanent signing, and illumination.

The following work items are shown in the Plans, but are not to be included in PSJV's portion of the Work, and are to be completed by others at a later date:

- All security equipment – security cameras, cable, security cabinet
- Bus shelters
- Light poles, mast arms, luminaires
- Service cabinet
- Wire
- PUD service

The MTA shall incorporate the additional work required to construct a 65-stall park and ride facility into existing WSDOT Contract 009018. MTA shall reimburse WSDOT the cost difference to construct the 65-stall park and ride facility.

| | | | |
|----|--|-----------------------------------|---|
| 1 | | GCB 3332 | |
| 2 | | EXHIBIT C | |
| 3 | | CONTENTS | |
| 4 | | DIVISION 2 | |
| | | EARTHWORK | |
| 5 | REMOVAL OF STRUCTURES AND OBSTRUCTIONS ----- | | 1 |
| 6 | Removal of Obstructions ----- | | 1 |
| 7 | Removal of Pavement, Sidewalks, Curbs, and Gutters ----- | | 1 |
| 8 | Measurement----- | | 1 |
| 9 | Payment----- | | 1 |
| 10 | | DIVISION 8 | |
| 11 | | MISCELLANEOUS CONSTRUCTION | |
| 12 | ROADSIDE RESTORATION ----- | | 1 |
| 13 | Materials----- | | 1 |
| 14 | Topsoil ----- | | 2 |
| 15 | Soil Amendments----- | | 2 |
| 16 | WHEEL STOP ----- | | 4 |
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| 20 | Construction Requirements----- | | 4 |
| 21 | Measurement----- | | 4 |
| 22 | Payment----- | | 4 |
| 23 | | | |

1 **Division 2**
2 **Earthwork**

3
4 **Removal of Structures and Obstructions**

5
6 Section 2-02.3 is supplemented with the following:

7
8 **(February 17, 1998)**

9 **Removal of Obstructions**

10 ***

11 Gravel Removal 292 cubic yards

12 Relocate PUD 3 Power Pole 1 each

13
14 ***

15
16 **Removal of Pavement, Sidewalks, Curbs, and Gutters**

17
18 Section 2-02.3(3) is supplemented with the following:

19
20 (September 8, 1997)

21 The approximate thickness of the *** asphalt *** pavement is *** 4 inches ***.

22
23 **Measurement**

24
25 Section 2-02.4 is supplemented with the following:

26
27 (September 8, 1997)

28 Pavement removal will be measured by the square yard.

29
30 **Payment**

31
32 Section 2-02.5 is revised by the following:

33
34 (September 30, 1996)

35 "Removing *** Asphalt *** Pavement", per square yard.

36
37 **Division 8**
38 **Miscellaneous Construction**

39
40 **Roadside Restoration**

41
42 **Materials**

43
44 Section 8-02.2 is supplemented with the following:

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46 **Erosion Control and Roadside Planting**

47
48 Section 9-14 is supplemented with the following:

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Topsoil

Topsoil Type A

Section 9-14.2(1) is supplemented with the following:

(August 7, 2017)

Topsoil Type A shall meet the following requirements:

- 1. Cation exchange capacity (CEC) of Topsoil Type A shall be a minimum of 5 milliequivalents CEC/100 g dry soil (U.S. EPA Method 9081).
- 2. Organic content greater than 8-percent but less than 15-percent as measured on a dry weight basis using AASHTO T 267 Determination of Organic Content in Soils by Loss on Ignition.

Topsoil Type A shall be 60-percent to 70-percent *** 60 %*** Loam and 40-percent to 30-percent *** 40% Fine *** Compost by volume. *** 60% *** Loam shall be as defined by the US Department of Agriculture Soil Classification System.

The Contractor shall submit a Particle Size Analysis as a Type 1 Working Drawing from an independent accredited soils testing laboratory indicating the Material source and compliance with all Topsoil Type A specifications. The laboratory analysis shall be with a sample size of no less than 2 pounds.

The *** 40% Fine *** Compost shall conform to the requirements of Section 9-14.4(8).

Topsoil

Topsoil Type A

Section 8-02.3(4)A is supplemented with the following:

(August 3, 2015)

Topsoil Type A shall be placed to a non-compacted depth of *** 18 *** inches. The topsoil shall be thoroughly blended prior to placement.

The Contractor shall submit a Type 1 Working Drawing consisting of independent test results from an accredited laboratory demonstrating the Topsoil Type A meets the requirements of Section 9-14.1(1). The Type 1 Working Drawing shall also include the Request for Approval of Material in accordance with Section 1-06.1(2).

Soil Amendments

Fertilizers

Section 8-02.3(6)B is supplemented with the following:

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(September 3, 2019)
Fertilizer shall be a commercially prepared mix of 10-20-20 and shall be applied at the rate of 10 pounds per 1000 square feet.

Seeding and Fertilizing

(September 3, 2019)
Seed of the following mix, rate, and analysis shall be applied at the rates shown below on all areas requiring ***hydro*** seeding within the project:

| Seed by Common Name, (Botanical Name), and <u>"Source Identification"</u> | Pounds Pure Live Seed <u>(PLS) Per Acre</u> |
|---|--|
| *** 40% Jaguar Tall Fescue | 70 |
| 30% Barclay Perennial Ryegrass | 52 |
| 25% Red Creeping Fescue | 44 |
| 5% Highland Colonial Bentgrass | 9 |
| Total | 175 *** |

Source Identified seed shall be generation four or less. Non-Source Identified seed shall meet or exceed Washington State Department of Agriculture Certified Seed Standards and be from within the appropriate genetic zones of the *** 7.0 *** Ecoregion(s) as defined by the US Environmental Protection Agency (EPA).

The seed certification class shall be Certified (blue tag) in accordance with WAC 16-302 and meet the following requirements:

| | |
|-----------------|------------|
| Prohibited Weed | 0% max. |
| Noxious Weed | 0% max. |
| Other Weed | 0.20% max. |
| Other Crop | 0.40% max. |

The Contractor shall document all Source Identified seed by providing the Association of Official Seed Certifying Agents (AOSCA) yellow seed label for each species in the mix. Site Identification Logs can be supplied for collections where the AOSCA yellow label is not available.

(September 3, 2019)
Grass seed shall be a commercially prepared mix, made up of low growing species which will grow without irrigation at the project location, and accepted by the Engineer. The application rate shall be two pounds per 1000 square feet.

1 **Replace 8-19 vacant with**

2

3 **(WSF August 29, 2014)**

4 **Wheel Stop**

5

6 **Description**

7 This Work shall consist of furnishing and installing concrete precast wheel stops as shown on
8 the Plans or approved equal and as staked by the Engineer.

9

10 **Materials**

11 Wheel stops shall be cast of Commercial concrete. Each wheel stop shall be cast as shown
12 on the Plans.

13

14 Minimum reinforcement for each wheel stop shall be 2 No. 4 bars placed longitudinally.
15 Reinforcing steel shall conform to Section 9-07.2.

16

17 Dowels for anchoring the wheel stop in place shall be 1 foot long No. 5 reinforcing bars,
18 conforming to Section 9-07.2.

19

20 ***Submittals***

21 If the Contractor elects to use a precast wheel stop that differs from the details in the
22 Plans, a Type 2 Working Drawing consisting of a catalog cut of the product shall be
23 submitted.

24

25 **Construction Requirements**

26 The precast wheel stop shall be set in place on top of the pavement with both ends bearing
27 evenly on the same as shown on the Plans and as staked by the Engineer. A steel dowel shall
28 be driven into the underlying pavement through the pre-drilled hole at each end of the wheel
29 stop.

30

31 **Measurement**

32 Wheel stops will be measured per each.

33

34 **Payment**

35 Payment will be made in accordance with Section 1-09.3 for the following bid item:

36

37 "Wheel Stop," per Each.

38

GCB 3332 EXHIBIT D

T. 20 N., R. 03 W., S 20, W.M. MATLOCK ROAD PARK AND RIDE DEVELOPMENT

SHELTON, WASHINGTON
MASON COUNTY

| Sheet List Table | | |
|------------------|-------------|---------------------------------------|
| SHEET NO. | DRAWING NO. | DESCRIPTION |
| 1 | CV-1 | COVER SHEET |
| 2 | EC-1 | REMOVAL AND TESC PLAN |
| 3 | EC-2 | REMOVAL AND TESC DETAILS |
| 4 | SP-1 | SITE PLAN AND HORIZONTAL CONTROL PLAN |
| 5 | SP-2 | SITE PLAN DETAILS |
| 6 | SP-3 | SITE PLAN DETAILS |
| 7 | SD-1 | GRADING AND STORMWATER PLAN |
| 8 | SD-2 | DRAINAGE DETAILS |
| 9 | SD-3 | DRAINAGE DETAILS |
| 10 | IL-1 | LIGHTING PLAN |
| 11 | IL-2 | LIGHTING AND SECURITY DETAILS |

OWNER/APPLICANT

MASON TRANSIT AUTHORITY
601 WEST FRANKLIN ST
SHELTON, WA 98584
(360) 426-9434
CONTACT: DANETTE BRANNIN, GENERAL MANAGER

CONSULTANTS

SCJ ALLIANCE
8730 TALLON LANE NE, STE 200
LACEY, WA 98516
(360) 352-1465
CONTACT: PATRICK HOLM, P.E.

SURVEY:
MTN2COAST, LLC
1506 FAIRVIEW ST SE
OLYMPIA, WA 98501
(360) 239-1497
CONTACT: BLAIR PRIGGE, P.L.S., E.I.T.

UTILITIES

POWER:
PUD3
(360) 426-8255 EXT. 5268
CONTACT: TOM JOHNSON

PHONE:
CENTURYLINK
(360) 956-7692
CONTACT: MICHELLE PALMER

STORMWATER:
MASON COUNTY
(360) 427-9670 EXT. 769
CONTACT: LORETTA SWANSON

DATUM

HORIZONTAL – NAD 83/2007
HORIZONTAL CONTROLS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 ***NAD 83/2007*** AND VERTICAL CONTROLS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988(NAVD88). BEING N 4°52'04" W BETWEEN THE WSDOT CONTROL MONUMENTS "LOCK" AND "LOCK AZ" TOPOGRAPHIC SURVEY DATA IS IN PROJECT DATUM COORDINATES CONVERTED FROM STATE PLANE COORDINATES USING A COMBINED FACTOR OF ***0.99997038***. THE FOLLOWING PRIMARY CONTROL MONUMENTS CAN BE FOUND AT THE FOLLOWING WEBSITE
WWW.WSDOT.WA.GOV/MONUMENT.

VERTICAL – NAVD 88
PRIMARY BENCH MARK BEING WSDOT CONTROL MONUMENT "LOCK" HAVING A RECORD ELEVATION OF 108.22 FEET.

SURVEY NOTES

1. INSTRUMENT USED: LIECA 5" ROBOTIC TOTAL STATION AND LIECA RTK GPS RECEIVER IN CONJUNCTION WITH W.S.R.N.
2. SURVEY COMPLETED 9/10/2019

UTILITIES SHOWN HEREON ARE FROM MAPPING VISIBLE SURFACE APPURTENANCES, REFERRING TO AS-BUILT RECORDS AND MAPPING UTILITY PAINT MARKS FROM A UTILITY LOCATING SERVICE. BURIED UTILITIES ARE ONLY SHOWN AS APPROXIMATE AND SHOULD BE VERIFIED BEFORE CONSTRUCTION.

SITE DATA

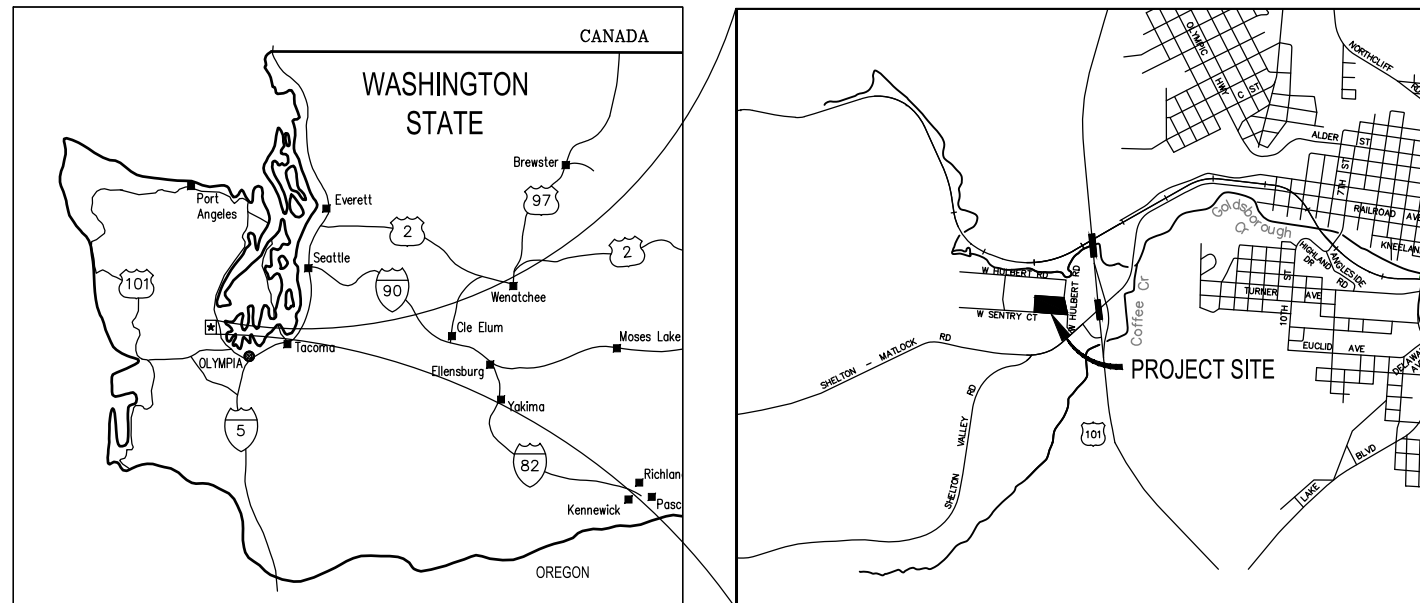
SITE ADDRESS (APPROX.): 60 W HULBERT RD, SHELTON WA, 98584
PARCEL NUMBER: 420243100380

NOTES

1. WORK FOR THIS PROJECT SHALL MEET OR EXCEED THE PROJECT SPECIFICATIONS AND THE 2020 WSDOT STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION WHICH ARE HEREBY REFERENCED AS A PART OF THESE PLANS.
2. THE DESIGN SHOWN IS BASED UPON THE ENGINEER'S UNDERSTANDING OF THE EXISTING CONDITIONS. THE EXISTING CONDITIONS SHOWN ON THIS PLAN SET ARE BASED UPON SURVEY, PREPARED BY MTN 2 COAST LLC. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING FIELD CONDITIONS PRIOR TO BIDDING THE PROPOSED WORK IMPROVEMENTS. IF CONFLICTS ARE DISCOVERED, THE CONTRACTOR SHALL NOTIFY THE OWNER OR ENGINEER PRIOR TO INSTALLATION OF ANY PORTION OF THE WORK WHICH WOULD BE AFFECTED.

CAUTION – NOTICE TO CONTRACTOR

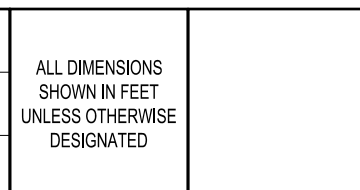
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON THE PROJECT SURVEY AND OTHER RECORDS OF UTILITIES. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL CALL 1-800-424-5555 (OR 811) 48 HOURS PRIOR TO PLANNED EXCAVATION.
TO REQUEST UTILITY LOCATES, CALL 1-800-424-5555 (OR 811).



Jan 10, 2020 11:50:00am - User: modis.knecht
K:\PROJECTS\0238 MASON TRANSIT AUTHORITY\0238.05 MTA PARK AND RIDE DEVELOPMENT\CADD\MATLOCK ROAD\0738.E-CV-1-M.DWG

| REVISIONS | DATE | BY | DESIGNED BY: | ISSUE DATE: |
|-----------|------|----|--------------|-------------------|
| △ | | | M. KNECHT | JAN 2020 |
| △ | | | DRAWN BY: | JOB No.: |
| | | | M. KNECHT | 0738.05 |
| | | | CHECKED BY: | DRAWING FILE No.: |
| | | | P. HOLM | 0738.5-CV-1-M |

ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED



MASON TRANSIT AUTHORITY
MATLOCK ROAD
PARK AND RIDE DEVELOPMENT

PROJECT NAME:
MASON TRANSIT AUTHORITY
MATLOCK ROAD
PARK AND RIDE DEVELOPMENT

DRAWING No.: CV-1
SHEET No.: 1 OF 11

T. 20 N., R. 03 W., S 20, W.M.

LEGEND

- XX- - - - - EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- - - - - PROPERTY LINE
- □ - □ - SILT FENCE
(SEE DETAIL ON SHEET EC-2)
- - - - - SAWCUT LINE
- SD - SCHEDULE A STORM SEWER PIPE
12 IN. DIAM.

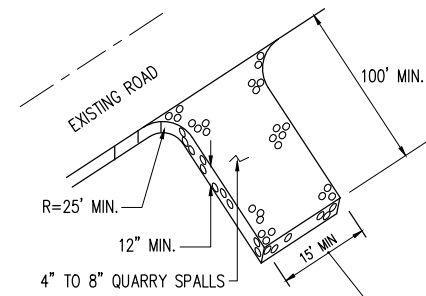
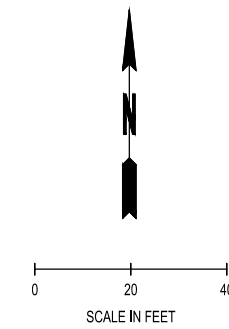
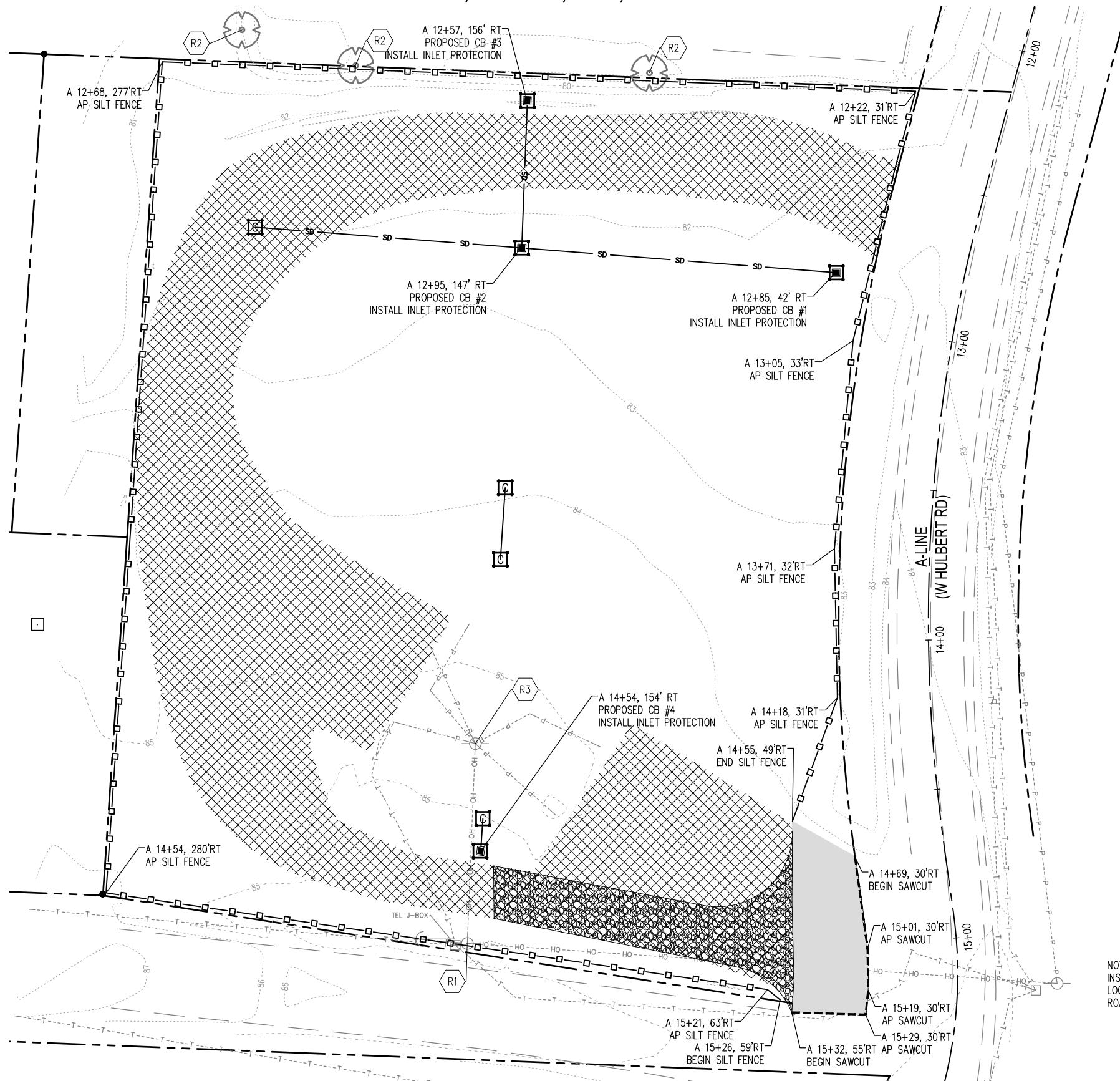
- ▒ ASPHALT CONC. REMOVAL
- ▒ GRAVEL REMOVAL
- ▒ STABILIZED CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION
- CULVERT PROTECTION

REMOVAL KEY NOTES

- R1 PROTECT AND PRESERVE UTILITY POLE
- R2 PROTECT AND PRESERVE TREE
- R3 MASON PUD3 TO RELOCATE/ADJUST UTILITY POLES.
CONTRACTOR TO NOTIFY PUD3 THREE WEEKS IN
ADVANCE OF ANTICIPATED RELOCATION.

EXISTING UTILITY LEGEND

- ▲ STREET SIGN
- TELEPHONE J-BOX OR PEDESTAL
- POWER POLE
- ⊥ GUY ANCHOR
- - - - T - - - - T - - - - T - - - - T - - - - T - UNDERGROUND TELEPHONE LINE
- - - - OH - - - - OH - - - - OH - - - - OH - - - - OVERHEAD POWER LINE
- - - - P - - - - P - - - - P - - - - P - - - - P - UNDERGROUND POWER LINE



NOTE:
INSTALL CONSTRUCTION ENTRANCE AT
LOCATION WHERE ACCESS OFF OF A PAVED
ROADWAY BEGINS.
PROVIDE FULL WIDTH OF
INGRESS/EGRESS AREA

CONSTRUCTION ENTRANCE
NTS

Jan 10, 2020 3:11:37pm - User: maddalenaec...
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| REVISIONS | DATE | BY | DESIGNED BY: | ISSUE DATE: |
|-----------|------|----|--------------|---------------|
| △ | | | M. KNECHT | JAN 2020 |
| △ | | | M. KNECHT | 0738.05 |
| | | | P. HOLM | 0738.S-EC-1-M |

ALL DIMENSIONS
SHOWN IN FEET
UNLESS OTHERWISE
DESIGNATED

SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WASHINGTON 98516
P: 360-352-1465 F: 360-352-1509
SCJALLIANCE.COM

PROJECT NAME:
MTA

MASON TRANSIT AUTHORITY
MATLOCK ROAD
PARK AND RIDE DEVELOPMENT

| | |
|--------------|---------|
| DRAWING No.: | EC-1 |
| SHEET No.: | 2 OF 11 |

MASON EROSION CONTROL NOTES:

XIII. EROSION AND SEDIMENT CONTROL

XIII.A. GENERAL

THE CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLANS APPROVED BY THE DISTRICT. THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS, ORDINANCES, RULES AND REGULATIONS PERTAINING TO EROSION AND SEDIMENT CONTROL, INCLUDING THOSE PROMULGATED BY THE WASHINGTON STATE DEPARTMENT OF ECOLOGY'S CONSTRUCTION STORMWATER GENERAL PERMIT.

XIII.B. EROSION AND SEDIMENT CONTROL MEASURES

ALL MEASURES SHALL BE TAKEN TO CONTROL EROSION AND SEDIMENTATION AT THE CONSTRUCTION SITE, INCLUDING BORROW AND WASTE AREAS AND TEMPORARY ACCESS ROADS, AND AT OFF-SITE AREAS ESPECIALLY VULNERABLE TO DAMAGE FROM EROSION AND SEDIMENTATION. ALL EROSION AND SEDIMENT CONTROL MEASURES WILL BE SUBJECT TO APPROVAL BY THE DISTRICT.

1. CRITICAL AREAS:

CRITICAL AREAS TO BE PROTECTED FROM DAMAGE DUE TO SEVERE EROSION AND SEDIMENTATION ARE AS FOLLOWS: A. EXPOSED AND DISTURBED AREAS.

- a. STEEP CUTS AND FILLS.
- b. OPEN PILES OF UNSTABLE EXCAVATED MATERIAL.
- c. EXISTING SLOPES.

2. EXPOSED AREAS:

WORK SHALL BE SCHEDULED SO THAT AREAS SUBJECT TO EROSION ARE EXPOSED FOR THE SHORTEST POSSIBLE TIME. ONLY THOSE TREES, SHRUBS AND GRASSES SHALL BE REMOVED THAT ARE NECESSARY FOR CONSTRUCTION; THOSE REMAINING SHALL BE PROTECTED TO PRESERVE THE AESTHETIC AND EROSION CONTROL VALUES. TEMPORARY ON-SITE STRUCTURES AND BUILDINGS SHALL BE LOCATED TO PRESERVE THE EXISTING LANDSCAPE AND TO MINIMIZE EROSION, INCLUDING THAT FROM CONSTRUCTION TRAFFIC. IF PRACTICABLE, WORK SHALL BE SCHEDULED IN SEASONS WHEN EROSION IS LESS OF A HAZARD, PARTICULARLY FOR SITES WITH STEEP SLOPES AND ERODIBLE SOILS.

3. DISTURBED AREAS:

TEMPORARY PROTECTION SHALL BE REQUIRED FOR DISTURBED AREAS UNTIL FINAL GRADING IS COMPLETED AND PERMANENT VEGETATION IS ESTABLISHED, AND SHALL CONSIST OF PLANTING TEMPORARY GRASS COVER OR OTHER VEGETATION WHEN FEASIBLE. OTHER SHORT TERM PROTECTION SHALL INCLUDE COVERING DISTURBED AREAS AND TOPSOIL PILES WITH A MULCH OF HAY, STRAW OR WOOD CHIPS, STABILIZING WITH NETTING OR COVERING WITH PLASTIC SHEETS. GRADED SLOPES AND FILLS SHALL BE LIMITED TO AN ANGLE AND TO LENGTHS THAT WILL MAINTAIN STABILITY AND ALLOW EASY MAINTENANCE.

CONSTRUCTION EQUIPMENT SHALL NOT BE OPERATED IN A WAY TO MAKE THE LAND MORE SUSCEPTIBLE TO EROSION, SUCH AS LEAVING TRACKS UP AND DOWN SLOPES. ACCESS ROADS SHALL BE LOCATED AND CONSTRUCTED SO AS TO PREVENT EROSION.

4. SURFACE WATER RUNOFF:

CONTROLS FOR SURFACE WATER RUNOFF SHALL BE CONSTRUCTED AS EARLY AS POSSIBLE TO PREVENT THE FORMATION OF GULLIES OR HILLS. THESE CONTROLS SHALL BE MAINTAINED DURING THE ENTIRE CONSTRUCTION PERIOD OR UNTIL PERMANENT STORM DRAINS ARE COMPLETED. RUNOFF SHALL BE CONTROLLED BY DIVERSION CHANNELS OR BERMS, SLOPE DRAINS, FLOW BARRIERS, DIKES OR OTHER STRUCTURES WHICH RETARD OR SPREAD ITS FLOW. COMPACTED EMBANKMENTS, DITCHES, FURROWS OR TEMPORARY DIVERSIONS ACROSS SLOPES SHALL BE PROVIDED TO INTERCEPT RUNOFF BEFORE IT REACHES ERODIBLE AREAS. DIVERSIONS AND DRAINS SHALL BE DIRECTED INTO STABILIZED AREAS WHERE THE DISCHARGE CAN BE SPREAD OUT AND DISSIPATED.

5. SEDIMENT:

BARRIERS AND SETTLING BASINS SHALL BE CONSTRUCTED TO TRAP SEDIMENT BEFORE DISTURBING THE LAND THAT DRAINS INTO THEM. DAMS, EARTH EMBANKMENTS OR TEMPORARY BARRIERS SUCH AS SMALL DIKES CONSISTING OF SEMI-PERMEABLE MATERIALS OR QUICKLY COMPACTED SOILS, SHALL BE PROVIDED TO TRAP SEDIMENT. SEMIPERMEABLE MATERIALS SHALL BE SAND OR GRAVEL AND SHALL ACT AS A FILTER, ALLOWING WATER TO FLOW THROUGH BUT RETAINING MOST OF THE SEDIMENT. SEDIMENT BASINS SHALL BE CLEANED OUT PERIODICALLY AS REQUIRED TO MAINTAIN THEIR CAPACITY.

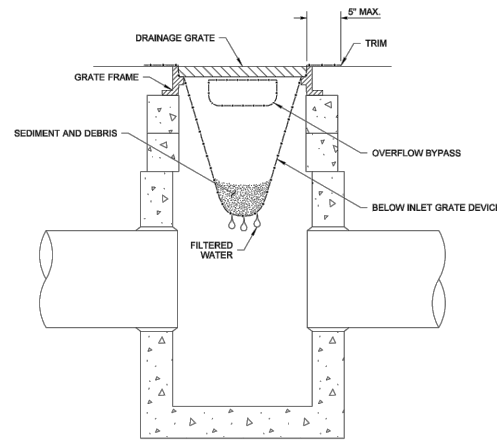
6. PROTECTION OF SLOPES:

WITHIN SEVEN (7) WORKING DAYS OF THE COMPLETION OF ANY PHASE OF GRADING, ALL SLOPES LEFT EXPOSED SHALL BE PROVIDED WITH TEMPORARY GRASS COVER OR OTHER SUITABLE GROUND COVER, DEVICES OR STRUCTURES SUFFICIENT TO CONTROL EROSION.

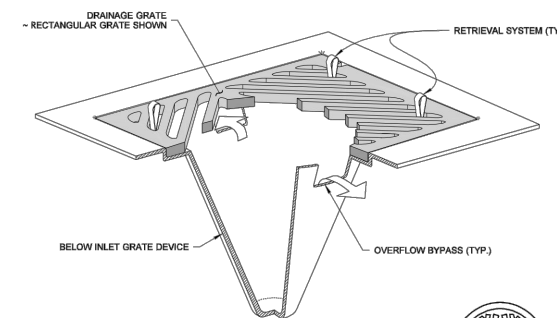
XIII.A. EMERGENCY CONDITIONS

IF UNUSUALLY INTENSE STORMS CAUSE PLANNED CONTROL MEASURES TO FAIL, PROMPT RESTORATION AND CLEANUP OF SEDIMENT DEPOSITS SHALL BE MADE, INCLUDING DAMAGE TO ADJACENT PROPERTY. IF CONSTRUCTION IS DELAYED OR SHUT DOWN, TEMPORARY COVER OF EXPOSED AND DISTURBED AREAS SHALL BE PROVIDED.

DRAWN BY: LISA CYFORB



SECTION VIEW
NOT TO SCALE



ISOMETRIC VIEW

- NOTES**
1. Size the Below Inlet Grate Device (BIGD) for the storm water structure it will service.
 2. The BIGD shall have a built-in high-flow relief system (overflow bypass).
 3. The retrieval system must allow removal of the BIGD without spilling the collected material.
 4. Perform maintenance in accordance with Standard Specification 8-01.3(15).

STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT
MARK W. MAURER
 CERTIFICATE NO. 000598

STORM DRAIN INLET PROTECTION
STANDARD PLAN I-40.20-00
 SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION
Pasco Bakotich III 09-20-07
 STATE DESIGN ENGINEER DATE
 Washington State Department of Transportation

SILT FENCE DESIGN

SECTION A

NOTE
 Perform maintenance in accordance with Standard Specification 8-01.3(9)(A) and 8-01.3(15).

COMPOST BERM DESIGN

NOTE
 Perform maintenance in accordance with Standard Specification 8-01.3(9)(A) and 8-01.3(15).

STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT
MARK W. MAURER
 CERTIFICATE NO. 000598

EROSION CONTROL AT CULVERT ENDS
STANDARD PLAN I-30.20-00
 SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION
Pasco Bakotich III 09-20-07
 STATE DESIGN ENGINEER DATE
 Washington State Department of Transportation

DRAWN BY: BILL BERENS

TYPICAL INSTALLATION DETAIL (STEEL POSTS SHOWN)

TYPICAL SILT FENCE WITHOUT BACKUP SUPPORT ISOMETRIC (STEEL POSTS SHOWN)

NOTE
 DURING EXCAVATION, MINIMIZE DISTURBING THE GROUND AROUND TRENCH AS MUCH AS IS FEASIBLE. AND SMOOTH SURFACE FOLLOWING EXCAVATION TO AVOID CONCENTRATING FLOWS. COMPACTION MUST BE ADEQUATE TO PREVENT UNDERCUTTING FLOWS.

NOTE
 1. Install the ends of the silt fence to point slightly upslope to prevent sediment from flowing around the ends of the fence.
 2. Perform maintenance in accordance with Standard Specifications 8-01.3(9)(A) and 8-01.3(15).
 3. Splices shall never be placed in low spots or sump locations. If splices are located in low or sump areas, the fence may need to be reinstalled unless the Project Engineer approves the installation.
 4. Install silt fencing parallel to mapped contour lines.

STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT
SANDRA L. SALISBURY
 CERTIFICATE NO. 000860

SILT FENCE
STANDARD PLAN I-30.15-02
 SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION
Pasco Bakotich III 3/22/13
 STATE DESIGN ENGINEER DATE
 Washington State Department of Transportation

Jan 10, 2020 11:06:57pm - User: modis.knecht
 K:\PROJECTS\0238 MASON TRANSIT AUTHORITY\0238.05 MTA PARK AND RIDE DEVELOPMENT\CADD\MATLOCK ROAD\0728-EC-2-MIDWG

| REVISIONS | DATE | BY | DESIGNED BY: | ISSUE DATE: |
|-----------|------|----|--------------|-------------------|
| | | | M. KNECHT | JAN 2020 |
| | | | DRAWN BY: | JOB No.: |
| | | | M. KNECHT | 0738.05 |
| | | | CHECKED BY: | DRAWING FILE No.: |
| | | | P. HOLM | 0738.5-EC-2M |

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SCJ ALLIANCE
 CONSULTING SERVICES
 8730 TALLON LANE NE, SUITE 200, LACEY, WASHINGTON 98516
 P: 360-352-1465 F: 360-352-1509
 SCJALLIANCE.COM



MASON TRANSIT AUTHORITY
 MATLOCK ROAD
 PARK AND RIDE DEVELOPMENT

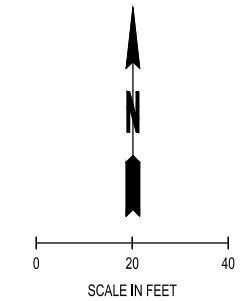
REMOVED TO BE USED FOR DETAIL SHEET
 Standard Mtg. Pg. 66

| | |
|--------------|---------|
| DRAWING No.: | EC-2 |
| SHEET No.: | 3 OF 11 |

T. 20 N., R. 03 W., S 20, W.M.

STALL COUNT SUMMARY

SHELTON MATLOCK PARKING LOT
 EXISTING: 0 STALLS
 PROPOSED STALLS: 65 STALLS TO BE CONSTRUCTED



LEGEND

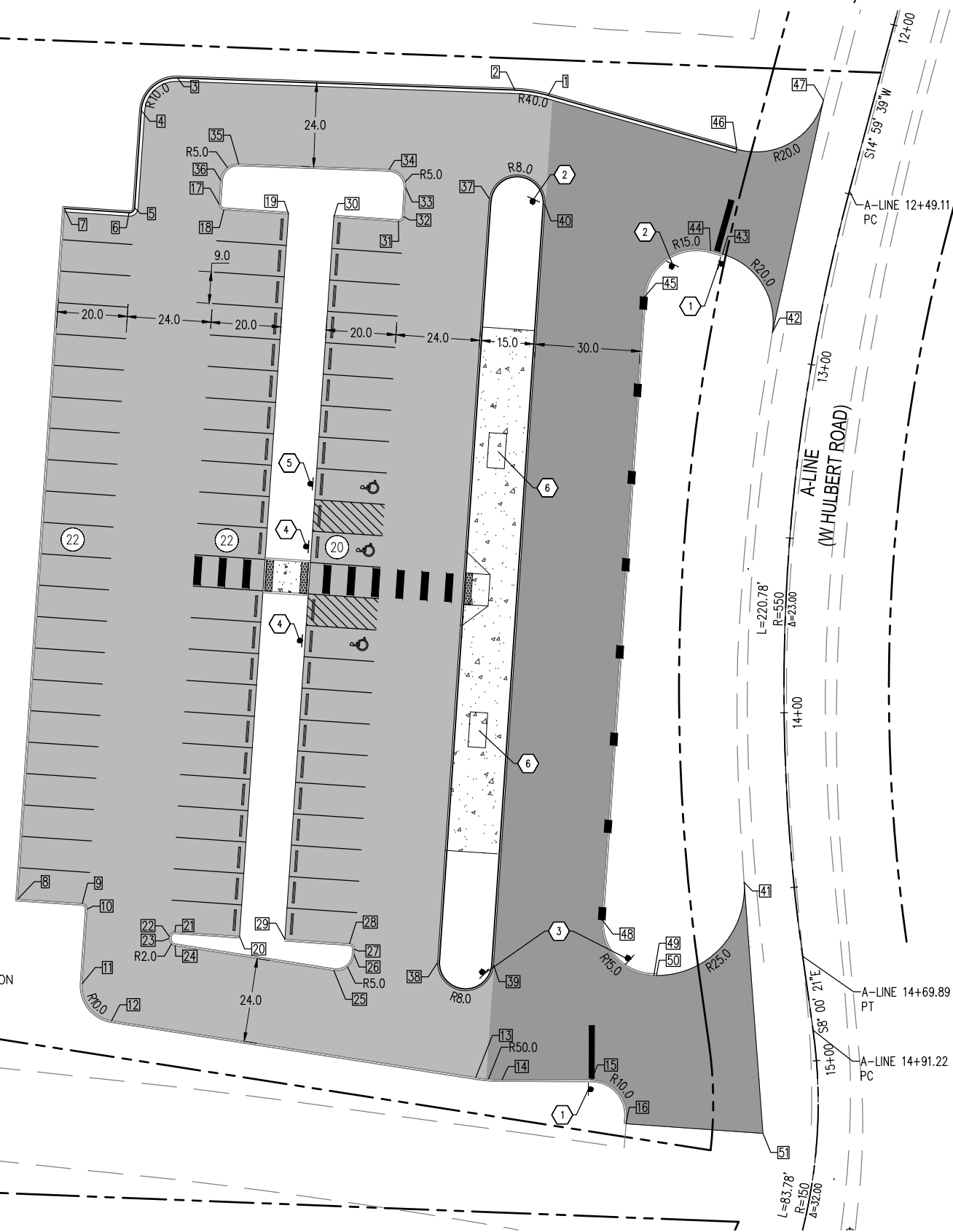
- PROPERTY LINE
- FOUND MONUMENT
- ACCESSIBLE PARKING (SEE DETAIL ON SHEET SP-3)
- WHEEL STOP PER DETAIL (SEE DETAIL ON SHEET SP-3)
- EXTRUDED CURB (SEE DETAIL ON SHEET SP-2)
- CEMENT CONC. TRAFFIC CURB AND GUTTER (SEE DETAIL ON SHEET SP-2)
- CEMENT CONC. TRAFFIC CURB (SEE DETAIL ON SHEET SP-2)
- CURB CUT
- STALL COUNT
- CONCRETE SIDEWALK (SEE DETAIL ON SHEET SP-2)
- BUS SHELTER (SEE CONSTRUCTION NOTE 5)
- ASPHALT PAVING (SEE DETAIL ON SHEET SP-3)
- HEAVY DUTY ASPHALT PAVING (SEE DETAIL ON SHEET SP-3)
- CROSSWALK LAYOUT (PER WSDOT STD. PLAN M-15.10)
- PAINTED EDGE LINE (PER WSDOT STD. PLAN M-20.10)
- PAINTED STOP LINE (PER WSDOT STD. PLAN M-24.60)

CONSTRUCTION NOTES

- 1 INSTALL STOP SIGN (SEE DETAIL ON SHEET SP-3)
- 2 INSTALL DO NOT ENTER SIGN AND TRANSIT ONLY SIGN (SEE DETAIL ON SHEET SP-3)
- 3 INSTALL DO NOT ENTER SIGN (SEE DETAIL ON SHEET SP-3)
- 4 INSTALL ACCESSIBLE PARKING SIGN AND VAN ACCESSIBLE SIGN (SEE DETAIL ON SHEET SP-3)
- 5 INSTALL ACCESSIBLE PARKING SIGN (SEE DETAIL ON SHEET SP-3)
- 6 HANDI HUT MODEL #4-2R BUS SHELTER. CONTRACTOR SHALL COORDINATE SHELTER ORDER WITH MTA AND PERMIT WITH CITY OF SHELTON. CONTRACTOR TO INSTALL.

NOTES

- 1. PARKING LOT STRIPING SHALL BE PAINT PER WSDOT STANDARD SPECIFICATION.
- 2. REMOVE EXISTING STRIPING WHERE CONFLICTING WITH NEW STRIPING.
- 3. PARKING LOT CURB RADIUS IS 1.5' (MEASURED AT FACE OF CURB) UNLESS OTHERWISE NOTED.



| POINT # | NORTHING | EASTING |
|---------|------------|------------|
| 1 | 1022253.30 | 1314964.98 |
| 2 | 1022254.81 | 1314955.45 |
| 3 | 1022258.32 | 1314858.96 |
| 4 | 1022249.00 | 1314848.62 |
| 5 | 1022221.14 | 1314846.74 |
| 6 | 1022219.74 | 1314845.14 |
| 7 | 1022220.99 | 1314826.68 |
| 8 | 1022023.45 | 1314813.30 |
| 9 | 1022022.20 | 1314831.76 |
| 10 | 1022020.60 | 1314833.15 |
| 11 | 1021999.24 | 1314831.71 |
| 12 | 1021988.68 | 1314840.14 |
| 13 | 1021972.42 | 1314944.26 |
| 14 | 1021971.82 | 1314951.78 |
| 15 | 1021971.71 | 1314977.41 |
| 16 | 1021959.23 | 1314987.22 |
| 17 | 1022222.21 | 1314870.86 |
| 18 | 1022220.61 | 1314872.26 |
| 19 | 1022219.36 | 1314890.72 |
| 20 | 1022012.83 | 1314876.73 |

| POINT # | NORTHING | EASTING |
|---------|------------|------------|
| 21 | 1022014.08 | 1314858.27 |
| 22 | 1022012.69 | 1314856.67 |
| 23 | 1022012.24 | 1314856.64 |
| 24 | 1022010.13 | 1314858.33 |
| 25 | 1022003.04 | 1314903.69 |
| 26 | 1022007.65 | 1314909.45 |
| 27 | 1022009.11 | 1314909.55 |
| 28 | 1022010.70 | 1314908.16 |
| 29 | 1022011.95 | 1314889.70 |
| 30 | 1022218.48 | 1314903.69 |
| 31 | 1022217.23 | 1314922.14 |
| 32 | 1022218.63 | 1314923.74 |
| 33 | 1022226.77 | 1314924.29 |
| 34 | 1022232.10 | 1314919.49 |
| 35 | 1022233.66 | 1314876.49 |
| 36 | 1022229.00 | 1314871.32 |
| 37 | 1022223.72 | 1314948.14 |
| 38 | 1022005.34 | 1314933.35 |
| 39 | 1022004.72 | 1314949.35 |
| 40 | 1022222.02 | 1314964.06 |

| POINT # | NORTHING | EASTING |
|---------|------------|------------|
| 41 | 1022028.27 | 1315021.00 |
| 42 | 1022185.53 | 1315029.08 |
| 43 | 1022207.87 | 1315014.82 |
| 44 | 1022208.84 | 1315011.41 |
| 45 | 1022195.43 | 1314992.33 |
| 46 | 1022237.91 | 1315018.88 |
| 47 | 1022251.97 | 1315043.69 |
| 48 | 1022017.66 | 1314980.29 |
| 49 | 1022001.64 | 1314995.20 |
| 50 | 1022001.64 | 1314995.95 |
| 51 | 1021956.46 | 1315026.40 |

Jan 10, 2020 1:22:11pm - User: modak.knecht
 K:\PROJECTS\0238 MASON TRANSIT AUTHORITY\0238.05 MTA PARK AND RIDE DEVELOPMENT\CADD\MATLOCK ROAD\0738.5-SP-1-H.DWG

| REVISIONS | DATE | BY | DESIGNED BY: | ISSUE DATE: |
|-----------|------|----|--------------|-------------------|
| | | | M. KNECHT | JAN 2020 |
| | | | DRAWN BY: | JOB No.: |
| | | | M. KNECHT | 0738.05 |
| | | | CHECKED BY: | DRAWING FILE No.: |
| | | | P. HOLM | 0738.5-SP-1-M |

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 P: 360-352-1465 F: 360-352-1509
 SCJALLIANCE.COM

PROJECT NAME:

MTA

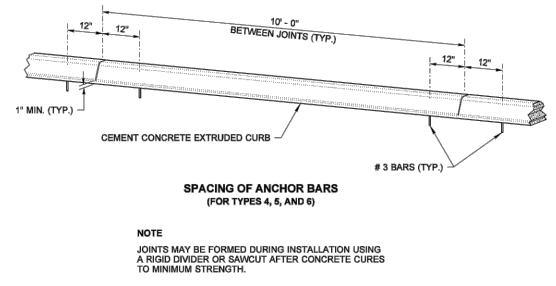
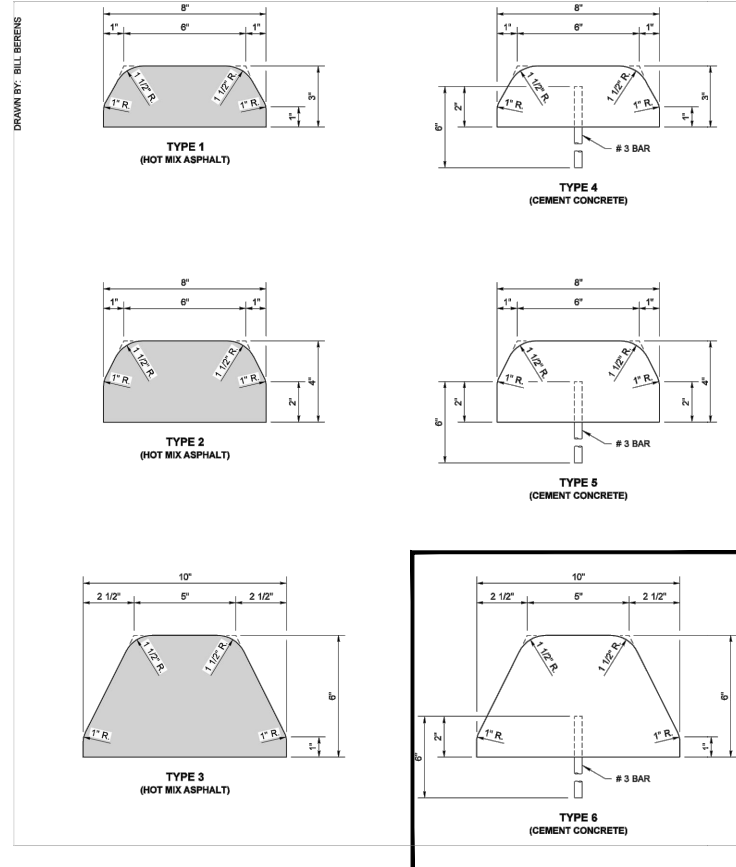
MASON TRANSIT AUTHORITY
MATLOCK ROAD
PARK AND RIDE DEVELOPMENT

DRAWING No.: SP-1

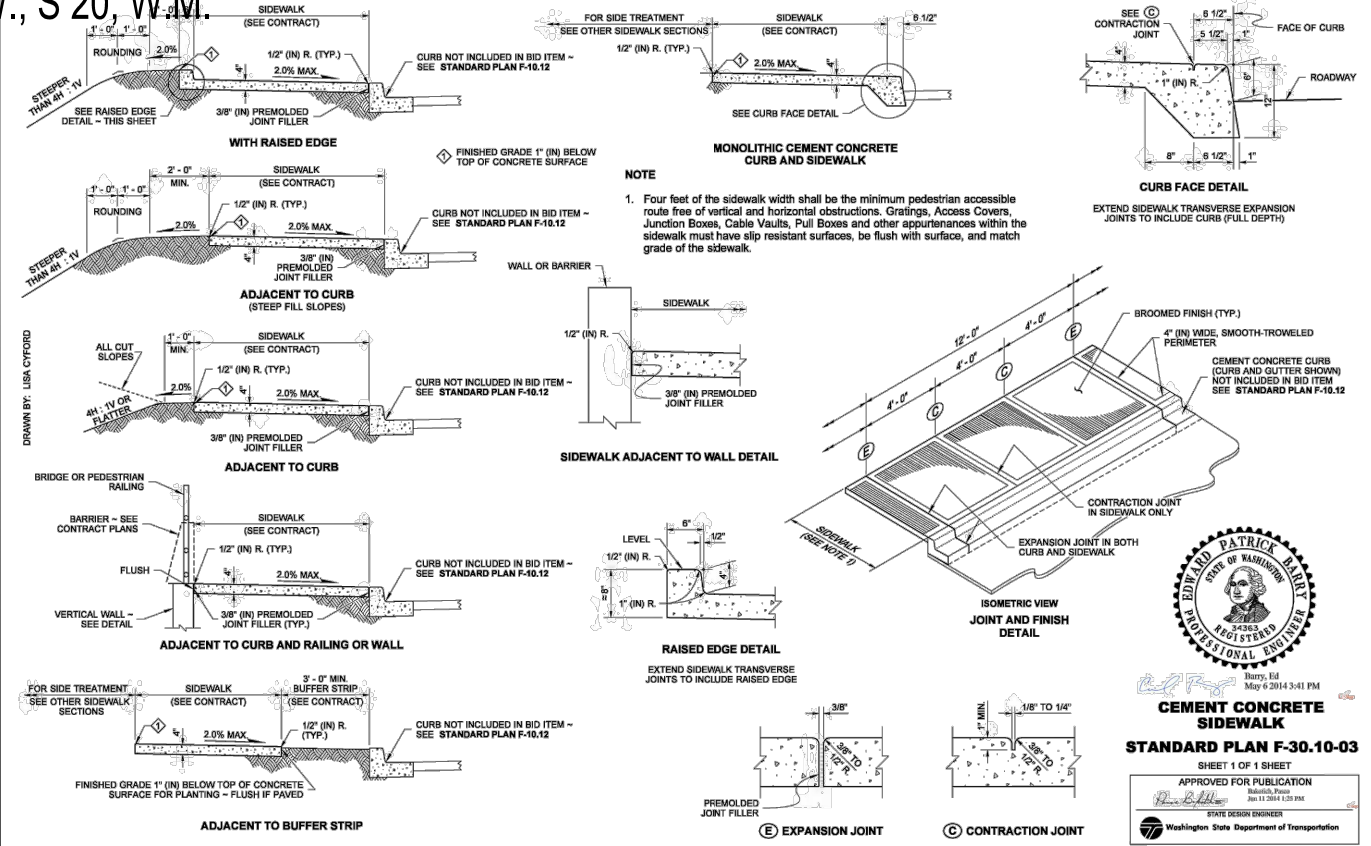
SHEET No.: 4 OF 11

SITE PLAN AND HORIZONTAL CONTROL PLAN Pg. 67

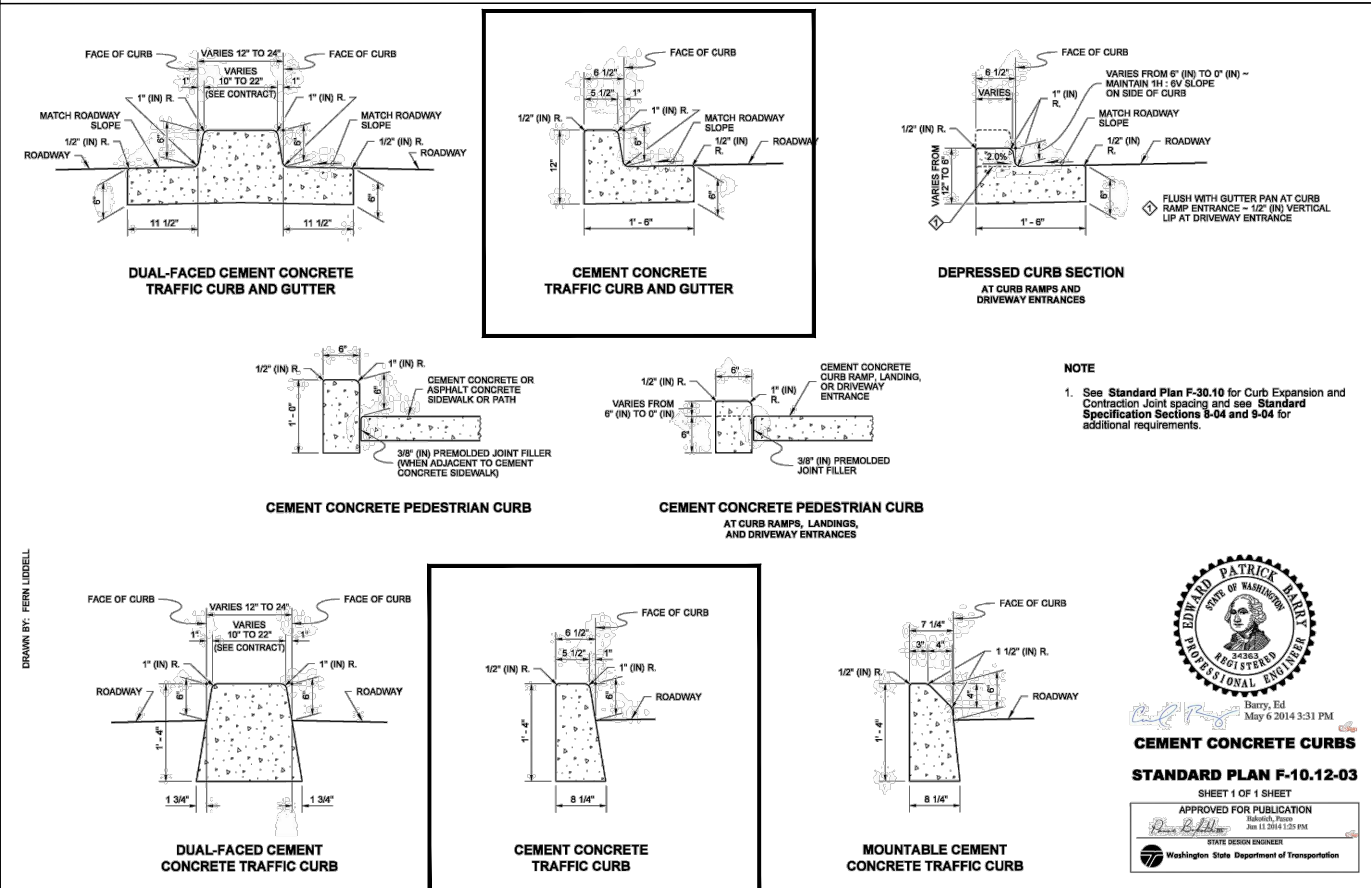
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EXTRUDED CURB
STANDARD PLAN F-10.42-00
 SHEET 1 OF 1 SHEET
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CEMENT CONCRETE SIDEWALK
STANDARD PLAN F-30.10-03
 SHEET 1 OF 1 SHEET
 APPROVED FOR PUBLICATION
 Barry Ed 01-23-07
 STATE DESIGN ENGINEER
 Washington State Department of Transportation



CEMENT CONCRETE CURBS
STANDARD PLAN F-10.12-03
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 STATE DESIGN ENGINEER
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| REVISIONS | DATE | BY | DESIGNED BY: | ISSUE DATE: |
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| | | | M. KNECHT | JAN 2020 |
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| | | | M. KNECHT | 0738.05 |
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| | | | P. HOLM | 0738.5-SP-2-M |

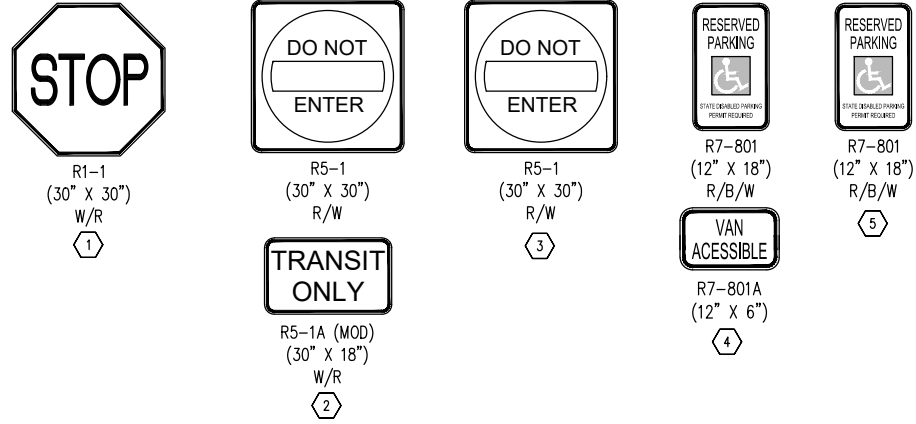
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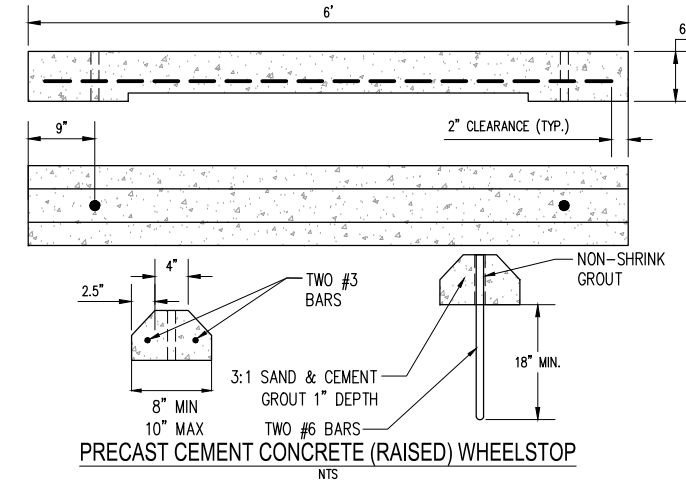
MASON TRANSIT AUTHORITY
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 PARK AND RIDE DEVELOPMENT

SHEET No.: SP-2
 5 OF 11

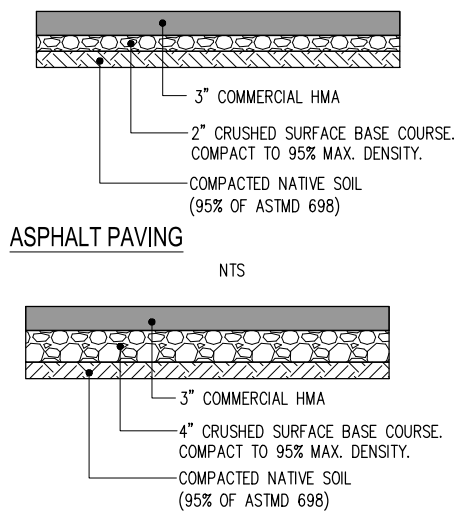


SIGNING DETAIL
NTS

SIGN NOTE:
ALL SIGNS SHALL BE 2" SOLID GROUTED STEEL AND MANUFACTURED AND INSTALLED PER 2018 WSDOT STANDARD SPECIFICATIONS IN ACCORDANCE WITH THE STATE OF WASHINGTON SIGN FABRICATION MANUAL AND/OR THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, 2009 EDITION. ALL SIGN SUPPORTS SHALL BE PER WSDOT STANDARD PLAN G-24.50.



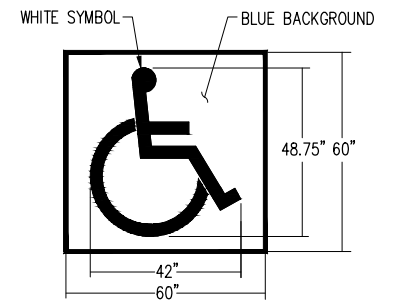
PRECAST CEMENT CONCRETE (RAISED) WHEELSTOP
NTS



ASPHALT PAVING
NTS

HEAVY DUTY ASPHALT PAVING
NTS

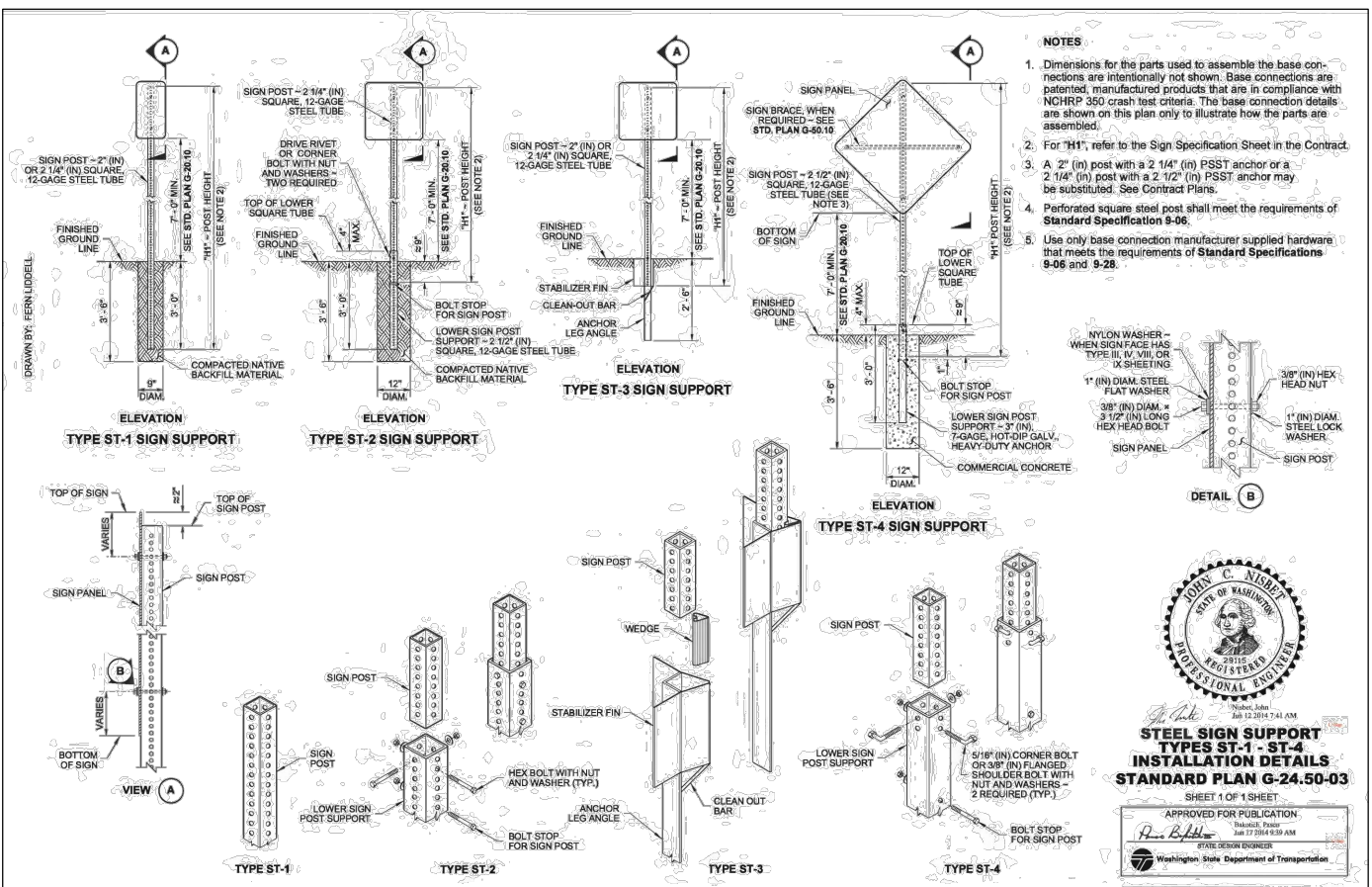
- NOTES:**
- MATERIAL COMPACTION SHALL BE PER WSDOT STANDARD SPECIFICATIONS.
 - STRUCTURAL FILL SHALL BE PER LANDAU ASSOCIATES GEOTECHNICAL INVESTIGATION REPORT.
 - SUBGRADE PREPARATION SHALL BE PER LANDAU ASSOCIATES GEOTECHNICAL INVESTIGATION REPORT.
 - THE CONTRACTOR SHALL BE AWARE THAT SOME OF THE NEAR SURFACE SOILS CONTAIN SIGNIFICANT FINES. WHEN THE MOISTURE CONTENT OF THE SOIL IS MORE THAN A FEW PERCENT ABOVE THE OPTIMUM MOISTURE CONTENT, THE SOIL WILL BECOME UNSTABLE AND IT MAY BECOME DIFFICULT OR IMPOSSIBLE TO MEET THE REQUIRED COMPACTION CRITERIA. DISTURBANCE OF NEAR SURFACE SOILS SHOULD BE EXPECTED IF EARTHWORK IS COMPLETED DURING PERIODS OF WET WEATHER. THE CONTRACTOR SHALL REVIEW LANDAU ASSOCIATES GEOTECHNICAL INVESTIGATION REPORT FOR ADDITIONAL INFORMATION.



ACCESSIBLE PARKING SYMBOL
LOCATE AT EDGE OF PARKING SPACE

- NOTES:**
- SEE SITE PLAN FOR COMPLETE LAYOUT.
 - THESE DETAILS ARE FOR REFERENCE AND DIMENSION CONTROL ONLY.
 - ALL DIMENSIONS ARE TO CENTER OF STRIPE UNLESS OTHERWISE INDICATED.

STRIPING AND SYMBOL (PAINT)
NTS

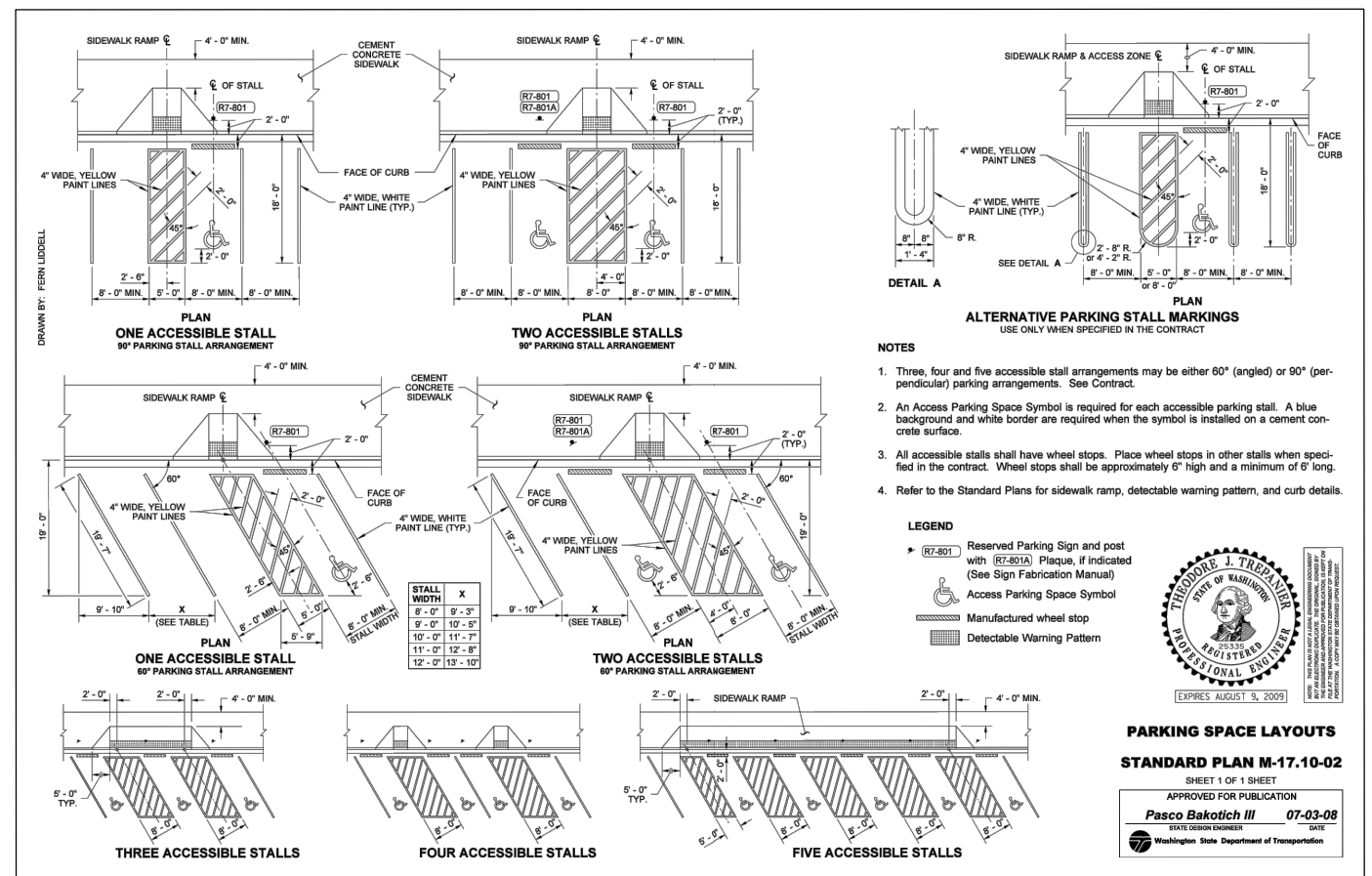


- NOTES:**
- Dimensions for the parts used to assemble the base connections are intentionally not shown. Base connections are patented, manufactured products that are in compliance with NCHRP 350 crash test criteria. The base connection details are shown on this plan only to illustrate how the parts are assembled.
 - For "H1", refer to the Sign Specification Sheet in the Contract.
 - A 2" (in) post with a 2 1/4" (in) PSST anchor or a 2 1/4" (in) post with a 2 1/2" (in) PSST anchor may be substituted. See Contract Plans.
 - Perforated square steel post shall meet the requirements of Standard Specification 9-06.
 - Use only base connection manufacturer supplied hardware that meets the requirements of Standard Specifications 9-06 and 9-28.

JOHN C. NISHER
SEAL OF WASHINGTON
PROFESSIONAL ENGINEER
29115
EXPIRES 12/31/2024

STEEL SIGN SUPPORT TYPES ST-1 - ST-4 INSTALLATION DETAILS
STANDARD PLAN G-24.50-03
SHEET 1 OF 1 SHEET

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STATE DESIGN ENGINEER
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- NOTES:**
- Three, four and five accessible stall arrangements may be either 60° (angled) or 90° (perpendicular) parking arrangements. See Contract.
 - An Access Parking Space Symbol is required for each accessible parking stall. A blue background and white border are required when the symbol is installed on a cement concrete surface.
 - All accessible stalls shall have wheel stops. Place wheel stops in other stalls when specified in the contract. Wheel stops shall be approximately 6" high and a minimum of 6' long.
 - Refer to the Standard Plans for sidewalk ramp, detectable warning pattern, and curb details.

LEGEND

- (R7-801) Reserved Parking Sign and post with (R7-801A) Plaque, if indicated (See Sign Fabrication Manual)
- Access Parking Space Symbol
- Manufactured wheel stop
- Detectable Warning Pattern

THOMAS J. TRERIK
SEAL OF WASHINGTON
PROFESSIONAL ENGINEER
22515
EXPIRES AUGUST 9, 2009

PARKING SPACE LAYOUTS
STANDARD PLAN M-17.10-02
SHEET 1 OF 1 SHEET

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| 3 | | | P. HOLM | 0738.5-SP-3-M |

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STATE DESIGN ENGINEER
Washington State Department of Transportation

DRAWING No.: SP-3
SHEET No.: 6 OF 11

T. 20 N., R. 03 W., S 20, W.M.

LEGEND

- XX--- EXISTING MAJOR CONTOUR
- ...XX... EXISTING MINOR CONTOUR
- XX- PROPOSED MAJOR CONTOUR
- XX- PROPOSED MINOR CONTOUR
- - - - - PROPOSED UTILITY EASEMENT (WATER, SEWER, STORM)
- [Hatched Box] BIORETENTION AREA
- SD SCHEDULE A STORM SEWER PIPE 12 IN. DIAM.
- XXX.XX SPOT ELEVATION
- 0.00% SLOPE LABEL
- [Symbol] CATCH BASIN TYPE 1 & 2 (PER WSDOT STD. DETAIL ON SD-3)
- [Symbol] 5'x6'x1' DEEP HAND PLACED RIPRAP
- [Symbol] CURB CUT (PER DETAIL ON SP-3)

NOTE:

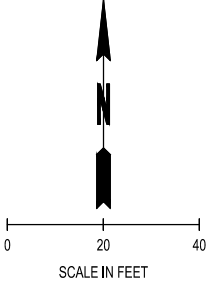
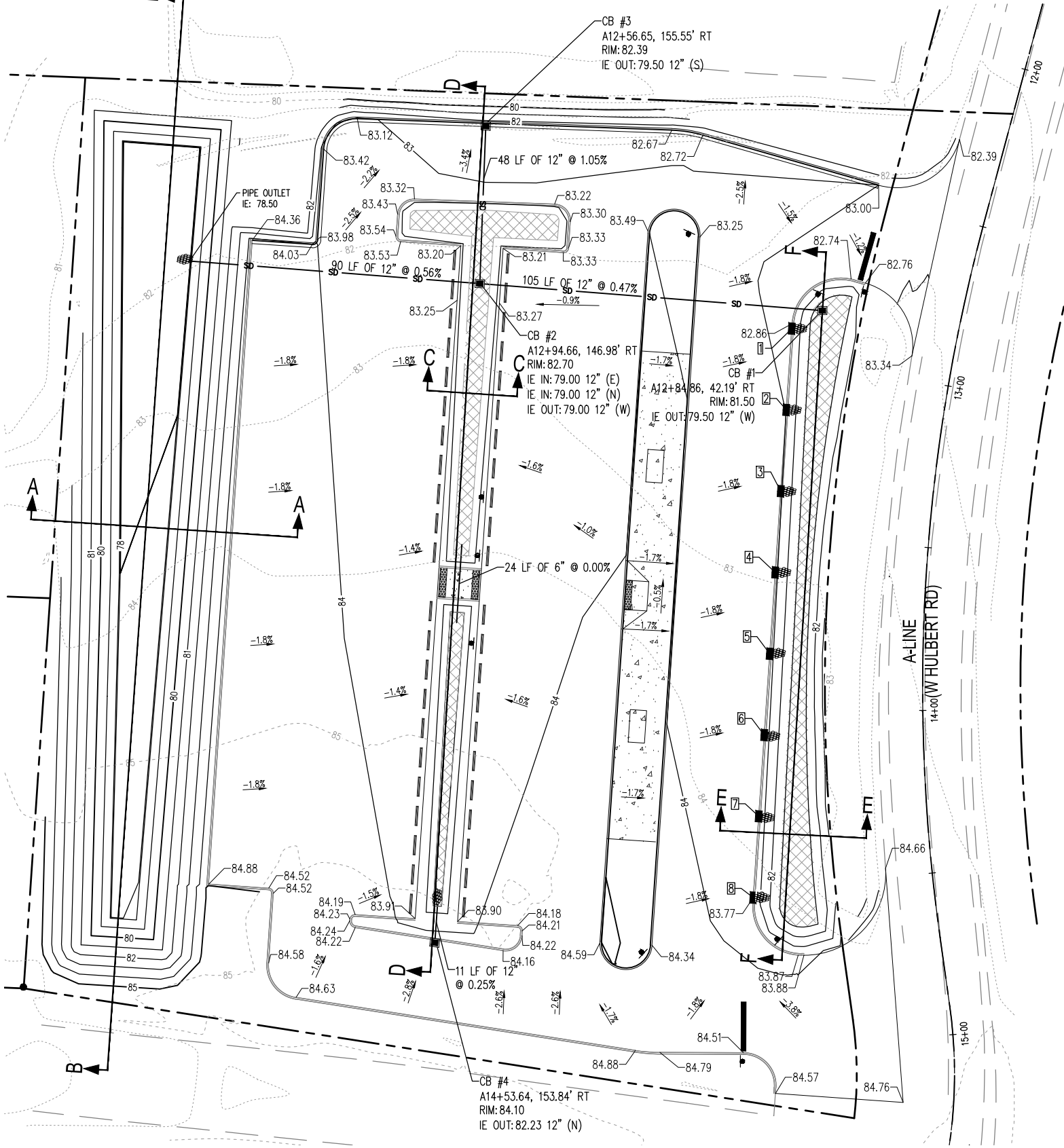
1. SPOT ELEVATIONS ARE TO FLOWLINE UNLESS NOTED OTHERWISE.
2. CONTRACTOR SHALL FIELD VERIFY ALL CATCH BASIN RIM AND INVERT ELEVATIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. CONTRACTOR SHALL CONTACT CIVIL ENGINEER IF THE ELEVATIONS ARE DIFFERENT THAN THOSE INDICATED ON THIS SHEET.

NOTES AND TABLE

[X] CENTERLINE OF CURB CUT

| POINT TABLE | | |
|-------------|------------|------------|
| POINT # | NORTHING | EASTING |
| 1 | 1022193.90 | 1314992.23 |
| 2 | 1022168.96 | 1314990.54 |
| 3 | 1022144.01 | 1314988.85 |
| 4 | 1022119.07 | 1314987.16 |
| 5 | 1022094.13 | 1314985.47 |
| 6 | 1022069.18 | 1314983.78 |
| 7 | 1022044.24 | 1314982.09 |
| 8 | 1022019.30 | 1314980.40 |


SEE CURB CUT DETAIL SHEET SD-4



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 IN: PRODUCTS\0738 MASON TRANSIT AUTHORITY\0738.05 MTR PARK AND RIDE DEVELOPMENT\CADD\MATLOCK ROAD\0738.5-SD-1-MDING

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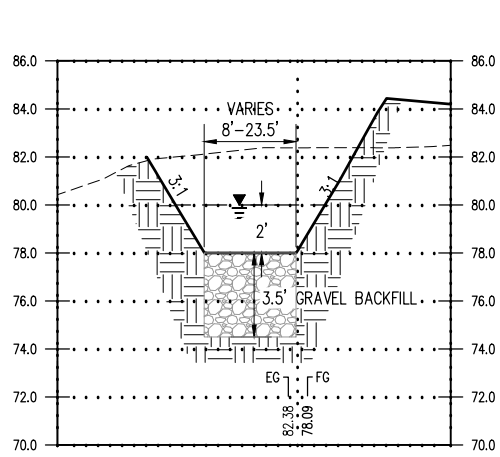
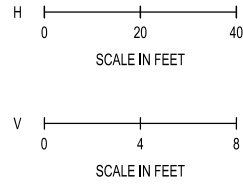

MASON TRANSIT AUTHORITY
 MATLOCK ROAD
 PARK AND RIDE DEVELOPMENT

GRADING AND STORM WATER PLAN Mtg. Pg. 70

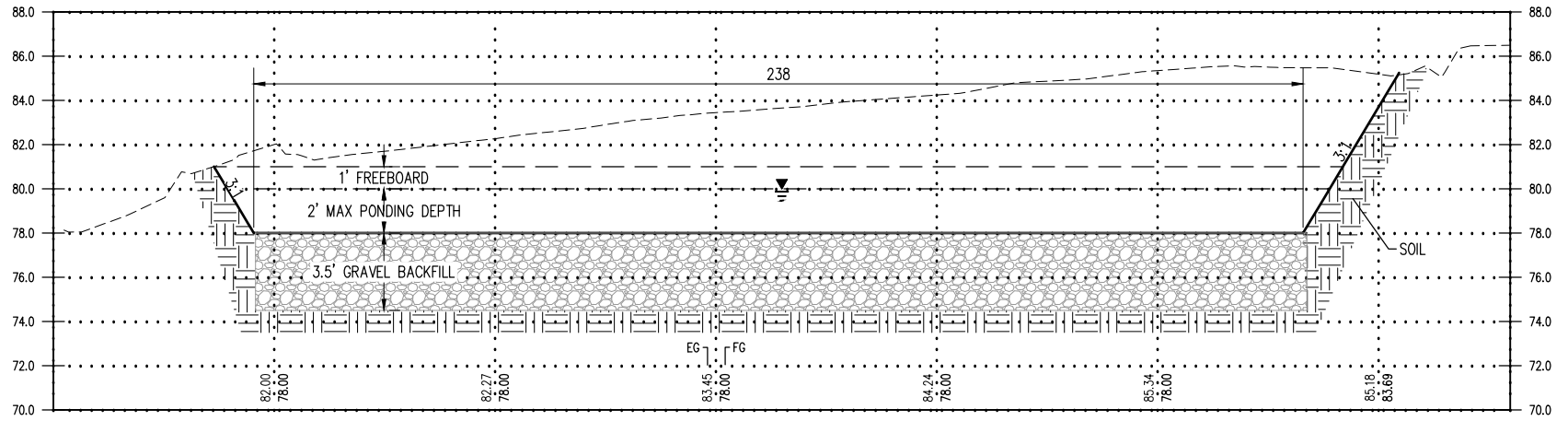
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SHEET No.: 7 OF 11

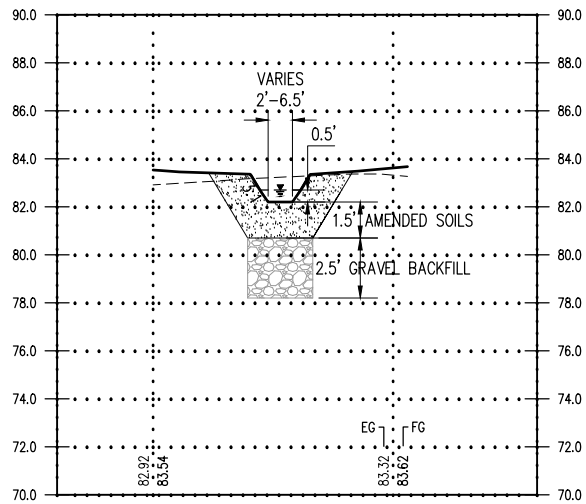
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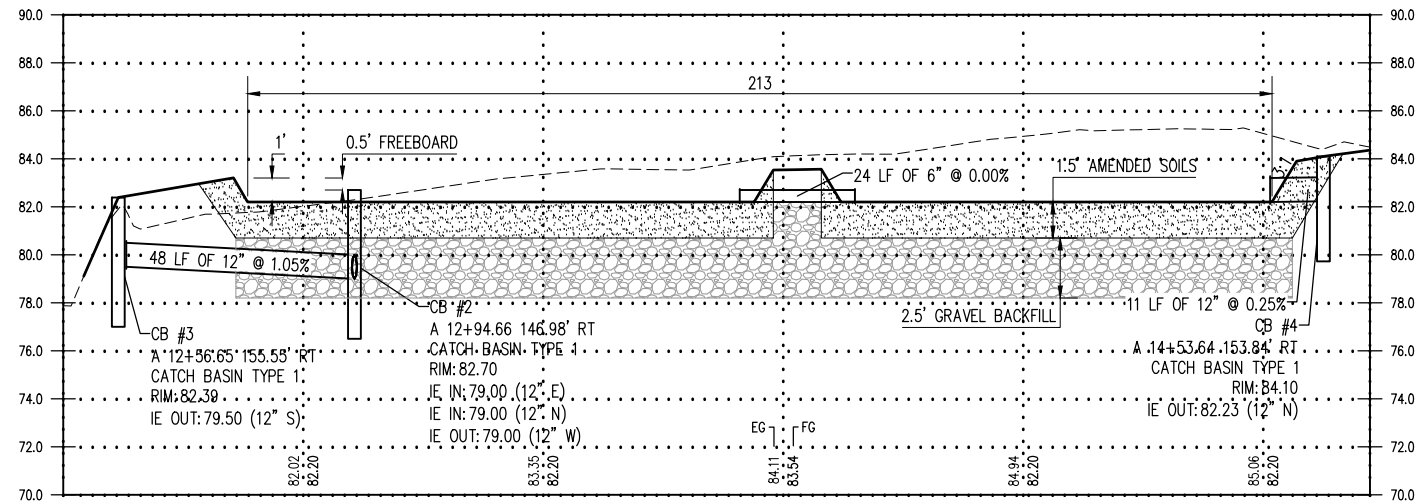
A-A POND



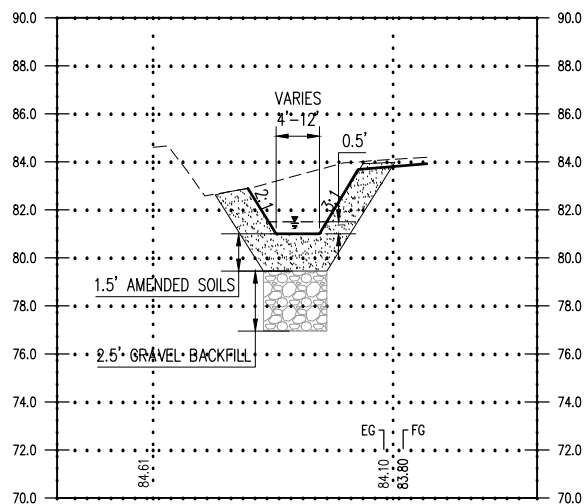
B-B POND



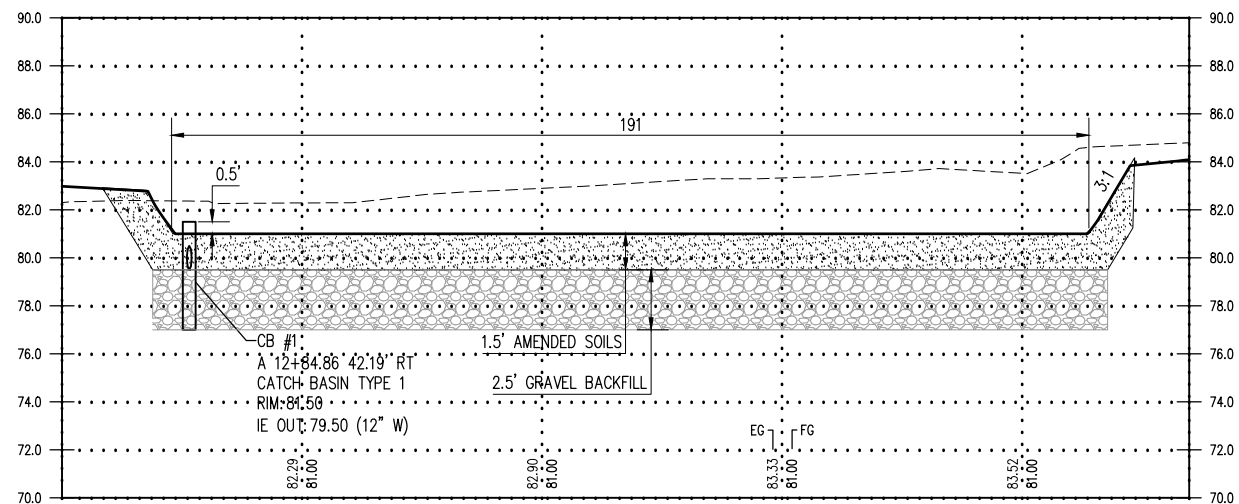
C-C-BIORETENTION



D-D-BIORETENTION



E-E-BIORETENTION



F-F-BIORETENTION

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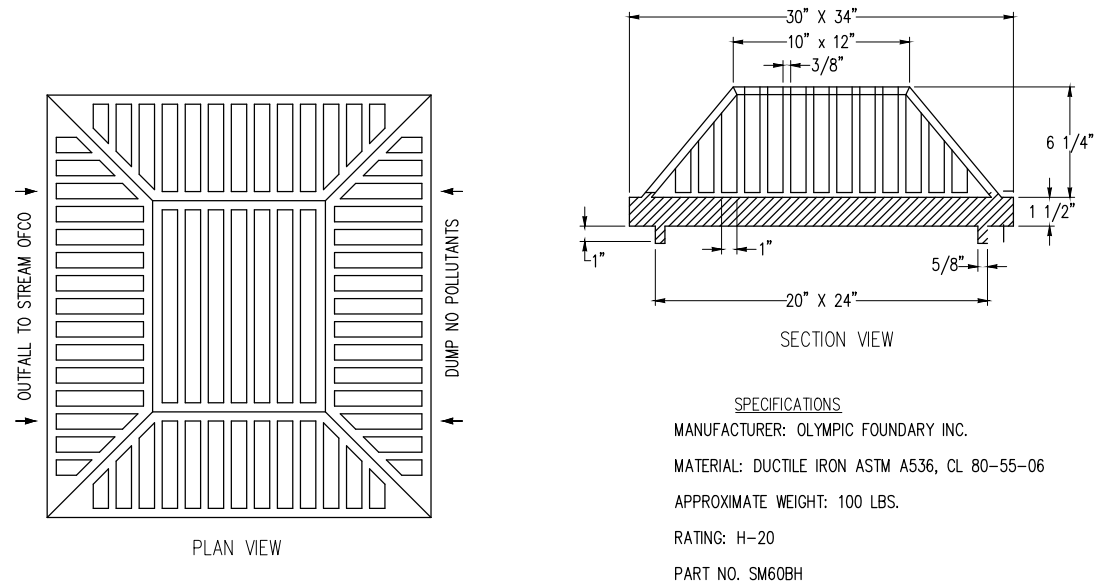
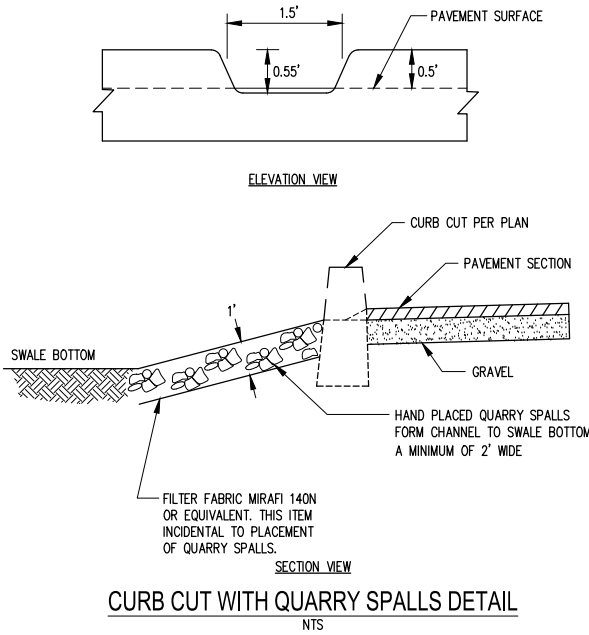
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 BOARD OF DIRECTORS Board Mtg. Pg. 71

DRAWING No.: SD-2
 SHEET No.: 8 OF 11



BEEHIVE GRATE FOR USE WITH SM60 30\"/>X34\"/> REV FRAME
NTS

DRAWN BY: USA CYFORD

RECTANGULAR ADJUSTMENT SECTION

ONE #3 BAR FOR 6\"/> (IN) HEIGHT INCREMENT (SPACED EQUALLY)

2\"/> 4\"/> 6\"/> 12\"/> OR 24\"/>

| PIPE ALLOWANCES | |
|--|----------------------------------|
| PIPE MATERIAL | MAXIMUM INSIDE DIAMETER (INCHES) |
| REINFORCED OR PLAIN CONCRETE | 12\"/> |
| ALL METAL PIPE | 15\"/> |
| CRISP * (STD. SPEC. SECT. 9-05.26) | 12\"/> |
| SOLID WALL PVC (STD. SPEC. SECT. 9-05.12(1)) | 15\"/> |
| PROFILE WALL PVC (STD. SPEC. SECT. 9-05.12(2)) | 15\"/> |

* CORRUGATED POLYETHYLENE STORM SEWER PIPE

NOTES

- As acceptable alternatives to the rebar shown in the PRECAST BASE SECTION, fibers (placed according to the Standard Specifications), or wire mesh having a minimum area of 0.12 square inches per foot shall be used with the minimum required rebar shown in the ALTERNATIVE PRECAST BASE SECTION. Wire mesh shall not be placed in the knockouts.
- The knockout diameter shall not be greater than 20\"/> (in). Knockouts shall have a wall thickness of 2\"/> (in) minimum to 2.5\"/> (in) maximum. Provide a 1.5\"/> (in) minimum gap between the knockout wall and the outside of the pipe. After the pipe is installed, fill the gap with joint mortar in accordance with Standard Specification Section 9-04.3.
- The maximum depth from the finished grate to the lowest pipe invert shall be 5\"/> (ft).
- The frame and grate may be installed with the flange down, or integrally cast into the adjustment section with flange up.
- The Precast Base Section may have a rounded floor, and the walls may be sloped at a rate of 1 : .24 or steeper.
- The opening shall be measured at the top of the Precast Base Section.
- All pickup holes shall be grouted full after the basin has been placed.

PRECAST BASE SECTION

#3 BAR EACH CORNER
#3 BAR HOOP
#3 BAR EACH WAY

ALTERNATIVE PRECAST BASE SECTION
(SEE NOTE 1)

#3 BAR EACH CORNER 18\"/> (IN) MIN.
#3 BAR HOOP

STANDARD PLAN B-5.20-02
SHEET 1 OF 1 SHEET
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Capital JET
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STATE DESIGN ENGINEER
Washington State Department of Transportation

Julie Heilman
Professional Engineer
Jan 25 2017 2:53 PM

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| | | | M. KNECHT | 0738.05 |
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PROJECT NAME:

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MATLOCK ROAD
PARK AND RIDE DEVELOPMENT

DRAINAGE DETAILS Board Mtg. Pg. 72

DRAWING No.: SD-3
SHEET No.: 9 OF 11

| LIGHTING SCHEDULE | | | | | | | | |
|-------------------|-------------|-------------|---------------------------|---------------|---------------------|---------------|------------|---------------------|
| LUM NO. | SERVICE NO. | CIRCUIT NO. | TYPE-DISTRIBUTION-WATTAGE | MTG. HT. (H1) | MAST ARM LENGTH(FT) | MAST ARM TYPE | BASE STYLE | LOCATION |
| 1 | 1 | A | LED-MC III-72 * | 25 | 12 | SINGLE - 1 | FIXED | A 14+02.4, 222.1 RT |
| 2 | 1 | A | LED-V-72 * | 25 | 12 | SINGLE - 1 | FIXED | A 14+20.5, 147.5 RT |
| 3 | 1 | A | LED-V-72 * | 25 | 12 | DOUBLE - 1 | FIXED | A 14+34.4, 92.2 RT |
| 4 | 1 | A | LED-MC III-72 * | 25 | 12 | SINGLE - 1 | FIXED | A 13+69.4, 43.5 RT |
| 5 | 1 | A | LED-V-72 * | 25 | 12 | DOUBLE - 1 | FIXED | A 12+96.4, 90.3 RT |
| 6 | 1 | A | LED-V-72 * | 25 | 12 | SINGLE - 1 | FIXED | A 13+03.8, 145.0 RT |
| 7 | 1 | A | LED-MC III-72 * | 25 | 12 | SINGLE - 1 | FIXED | A 13+11.7, 222.1 RT |

*SEE SPECIAL PROVISIONS

| WIRING SCHEDULE | | | | | | |
|-----------------|--------------|------------|--------|--------------|--------|------------------------|
| RUN NO. | CONDUIT SIZE | WIRE/CABLE | | | | REMARKS |
| | | #2 AWG | #6 AWG | #8 AWG GRND. | #8 AWG | |
| 1 | 2" PVC | | | 1 | 2 | ILLUMINATION |
| 2 | 1" PVC | | | 1 | 2 | ILLUMINATION |
| 3 | 2" PVC * | | | 1 | | SECURITY CAMERA SYSTEM |
| | 3" RGS | 3 | | | | SERVICE |
| | 2" PVC * | | | 1 | 1 | SECURITY CAMERA SYSTEM |

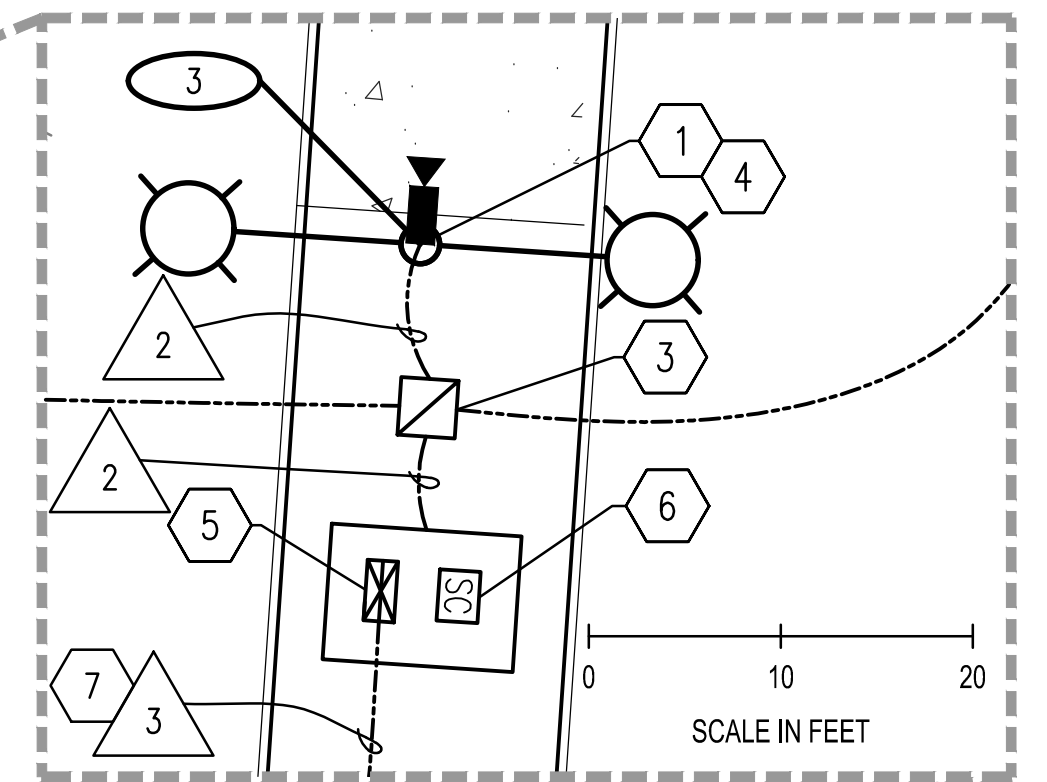
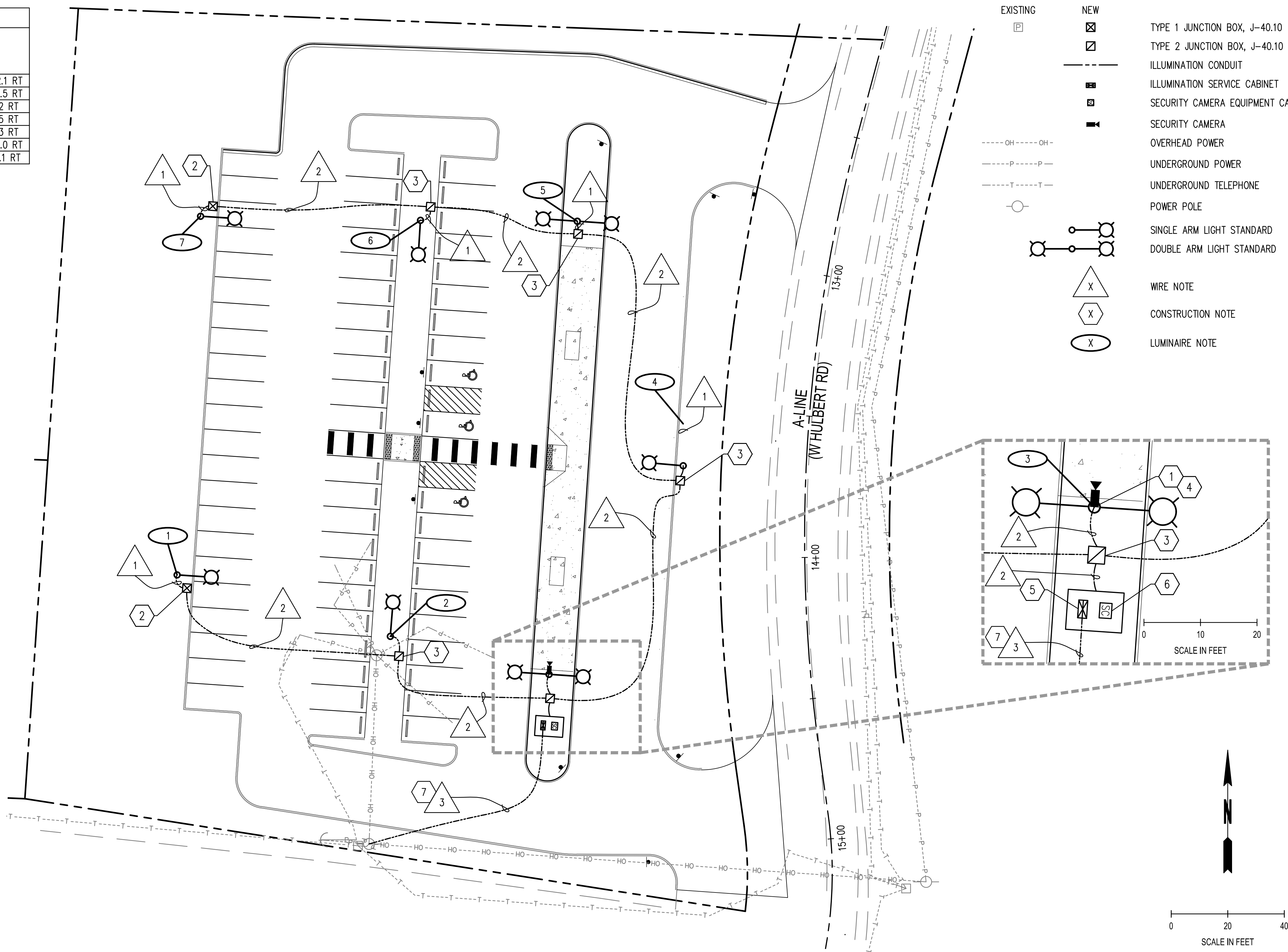
- NOTES:**
- ALL CONDUIT SYSTEMS SHALL HAVE CONTINUOUS GREEN GROUND WIRE PER WSDOT STANDARD SPECIFICATIONS. SEE ALSO WSDOT STANDARD PLAN J-60.05.
 - PVC SHALL BE SCHEDULE 80.
 - RGS = RIGID GALVANIZED STEEL
 - * INSTALL PULL STRING FOR FUTURE USE PER WSDOT STANDARD SPECIFICATION 8-20.3(5)A

CONSTRUCTION NOTES

- INSTALL TYPE B FOUNDATION (METHOD 2) PER WSDOT STANDARD PLAN J-28.30. INSTALL NEW LIGHT STANDARD AND ASSOCIATED HARDWARE PER APPLICABLE WSDOT J-SERIES STANDARD PLANS. SEE LIGHTING SCHEDULE THIS SHEET. LIGHT STANDARD PLACEMENT CASE L PER STD. PLAN J-28.26.
- INSTALL TYPE 1 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
- INSTALL TYPE 2 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
- SECURITY CAMERA AND CABLE TO BE INSTALLED BY HOOD CANAL COMMUNICATIONS.
- INSTALL SERVICE CABINET PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY MASON COUNTY PUD 3.
- INSTALL SECURITY CAMERA EQUIPMENT PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY HOOD CANAL COMMUNICATIONS.
- SERVICE CONNECTION TO BE INSTALLED BY MASON COUNTY PUD 3.

LEGEND

| | | |
|----------|-----|-----------------------------------|
| EXISTING | NEW | |
| | | TYPE 1 JUNCTION BOX, J-40.10 |
| | | TYPE 2 JUNCTION BOX, J-40.10 |
| | | ILLUMINATION CONDUIT |
| | | ILLUMINATION SERVICE CABINET |
| | | SECURITY CAMERA EQUIPMENT CABINET |
| | | SECURITY CAMERA |
| | | OVERHEAD POWER |
| | | UNDERGROUND POWER |
| | | UNDERGROUND TELEPHONE |
| | | POWER POLE |
| | | SINGLE ARM LIGHT STANDARD |
| | | DOUBLE ARM LIGHT STANDARD |
| | | WIRE NOTE |
| | | CONSTRUCTION NOTE |
| | | LUMINAIRE NOTE |



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| | | | M. KNECHT | JAN 2020 |
| | | | DRAWN BY: | JOB No.: |
| | | | M. KNECHT | 0738.05 |
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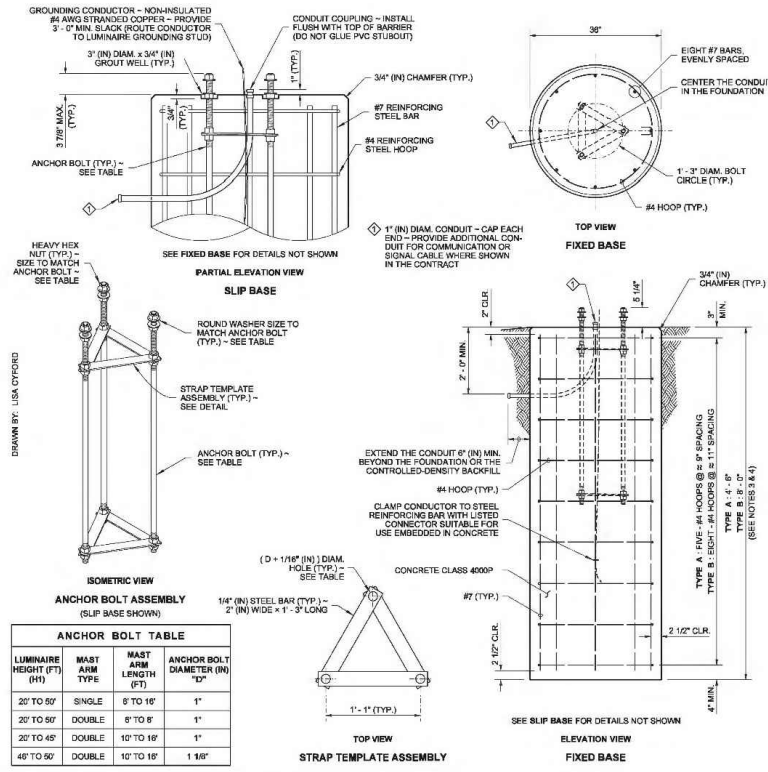
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PARK AND RIDE DEVELOPMENT

LIGHTING PLAN

| | |
|--------------|----------|
| DRAWING No.: | IL-1 |
| SHEET No.: | 10 OF 11 |

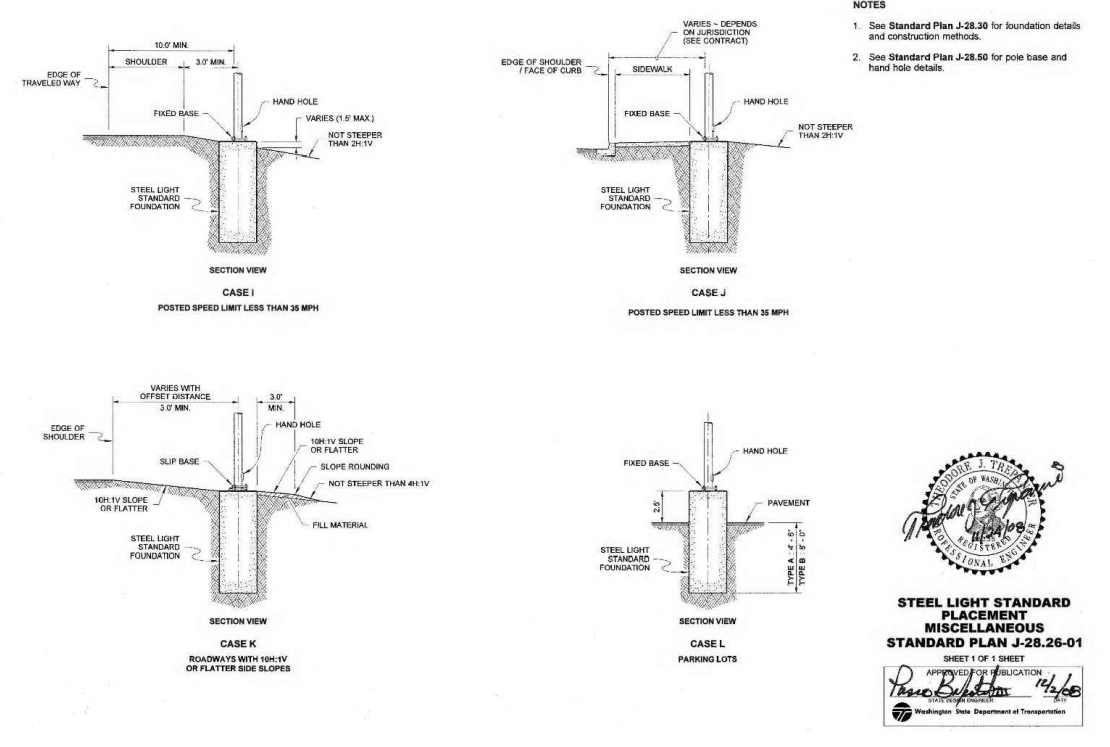


NOTES

- See Standard Plan J-28.40 for Luminaire Pole base mounting details.
- The Strap Template shall be held in place by nuts, 6" (in) from the top of the foundation and 3" (in) from the bottom of the anchor bolts. Eighteen heavy duty hex nuts and six round washers are required for a slip base assembly. Eighteen heavy duty hex nuts and six plate washers are required for a fixed base assembly.
- Use Steel Light Standard Foundation Type A on level ground or slopes not exceeding 4H : 1V. Use Type B for slopes steeper than 4H : 1V, but not exceeding 2H : 1V. Slopes steeper than 2H : 1V shall require a special design.
- These foundations are designed for a minimum of 2000 PSF (TYPE A) or 1500 PSF (TYPE B) allowable lateral bearing pressure for the soil. A special foundation shall be required for soil with allowable lateral bearing pressure lower than 1500 PSF.
- The Luminaire Pole height shall not exceed 50' (ft) (H).
- Slip bases shall not be installed on 50' (ft) (H) poles with Double Mast Arms, nor on poles installed behind traffic barrier that are within the traffic barrier deflection zone.
- Foundations constructed within Media Filter Drains shall be increased in depth by the depth of the Media Filter Drain.
- Exposed portions of the foundation shall be formed to create a Class 2 surface finish. All forming shall be removed upon completion of foundation construction.
- For excavation, concrete placement, and backfill options, see METHOD 1 and METHOD 2 on Sheet 2 of 2.
- The anchor bolts shall be high-strength steel, manufactured from ASTM F1554 Grade 105, with heavy hex nuts and hardened washers. Galvanize the anchor bolts according to ASTM F2325.
- The foundation shall be grounded in accordance with the requirements of Standard Specification 8-20.3(4).
- See Standard Plans C-8b and C-85.14 for steel light standards on traffic barrier.

STEEL LIGHT STANDARD FOUNDATION TYPES A & B
STANDARD PLAN J-28.30-03
 SHEET 1 OF 2 SHEETS
 APPROVED FOR PUBLICATION
 Richard P. Zeldman, P.E.
 PROFESSIONAL ENGINEER
 No. 11364-133 PM
 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

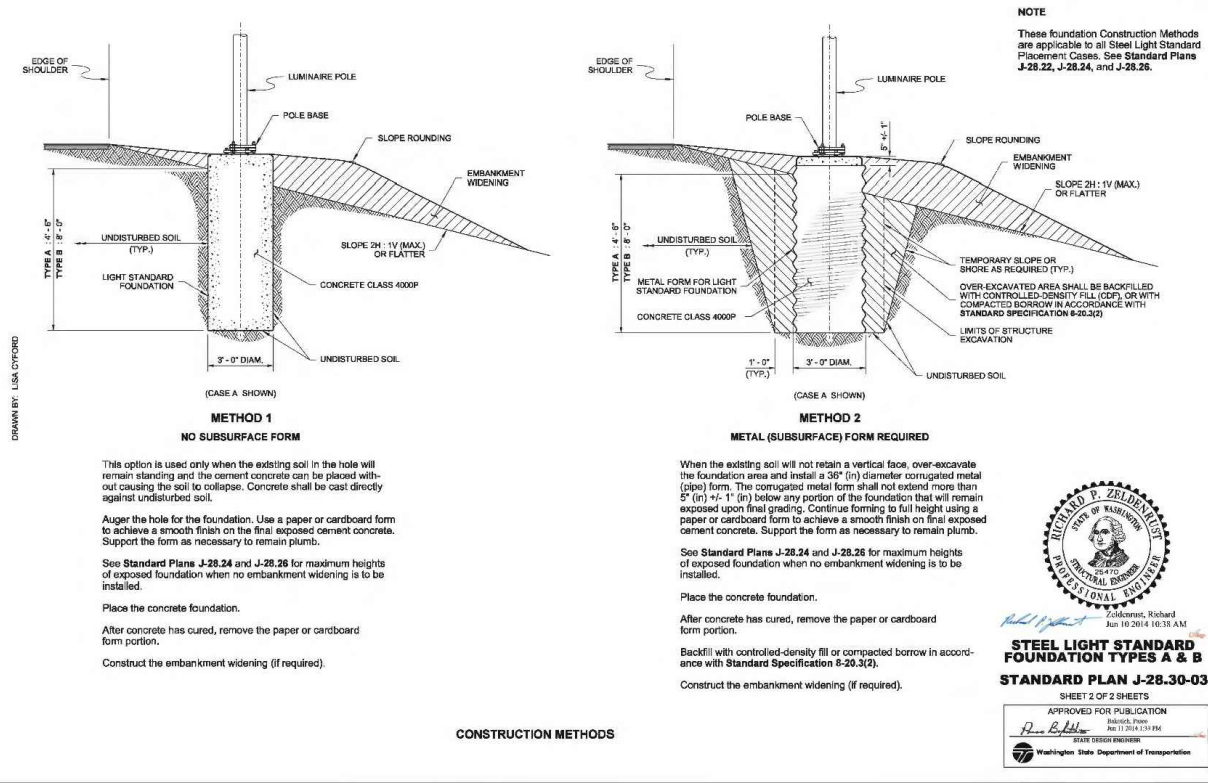
DRAWN BY: BILL BEHNS



NOTES

- See Standard Plan J-28.30 for foundation details and construction methods.
- See Standard Plan J-28.50 for pole base and hand hole details.

STEEL LIGHT STANDARD MISCELLANEOUS STANDARD PLAN J-28.26-01
 SHEET 1 OF 1 SHEET
 APPROVED FOR PUBLICATION
 Richard P. Zeldman, P.E.
 PROFESSIONAL ENGINEER
 No. 11364-133 PM
 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION



NOTE

These Foundation Construction Methods are applicable to all Steel Light Standard Placement Cases. See Standard Plans J-28.22, J-28.24, and J-28.25.

CONSTRUCTION METHODS

METHOD 1 NO SUBSURFACE FORM

This option is used only when the existing soil in the hole will remain standing and the cement concrete can be placed without causing the soil to collapse. Concrete shall be cast directly against undisturbed soil.

Auger the hole for the foundation. Use a paper or cardboard form to achieve a smooth finish on the final exposed cement concrete. Support the form as necessary to remain plumb.

See Standard Plans J-28.24 and J-28.26 for maximum heights of exposed foundation when no embankment widening is to be installed.

Place the concrete foundation.

After concrete has cured, remove the paper or cardboard form portion.

Construct the embankment widening (if required).

METHOD 2 METAL (SUBSURFACE) FORM REQUIRED

When the existing soil will not retain a vertical face, over-excavate the foundation area and install a 36" (in) diameter corrugated metal (pipe) form. The corrugated metal shall not extend more than 5" (in) +/- 1" (in) below any portion of the foundation that will remain exposed upon final grading. Continue forming to full height using a paper or cardboard form to achieve a smooth finish on final exposed cement concrete. Support the form as necessary to remain plumb.

See Standard Plans J-28.24 and J-28.26 for maximum heights of exposed foundation when no embankment widening is to be installed.

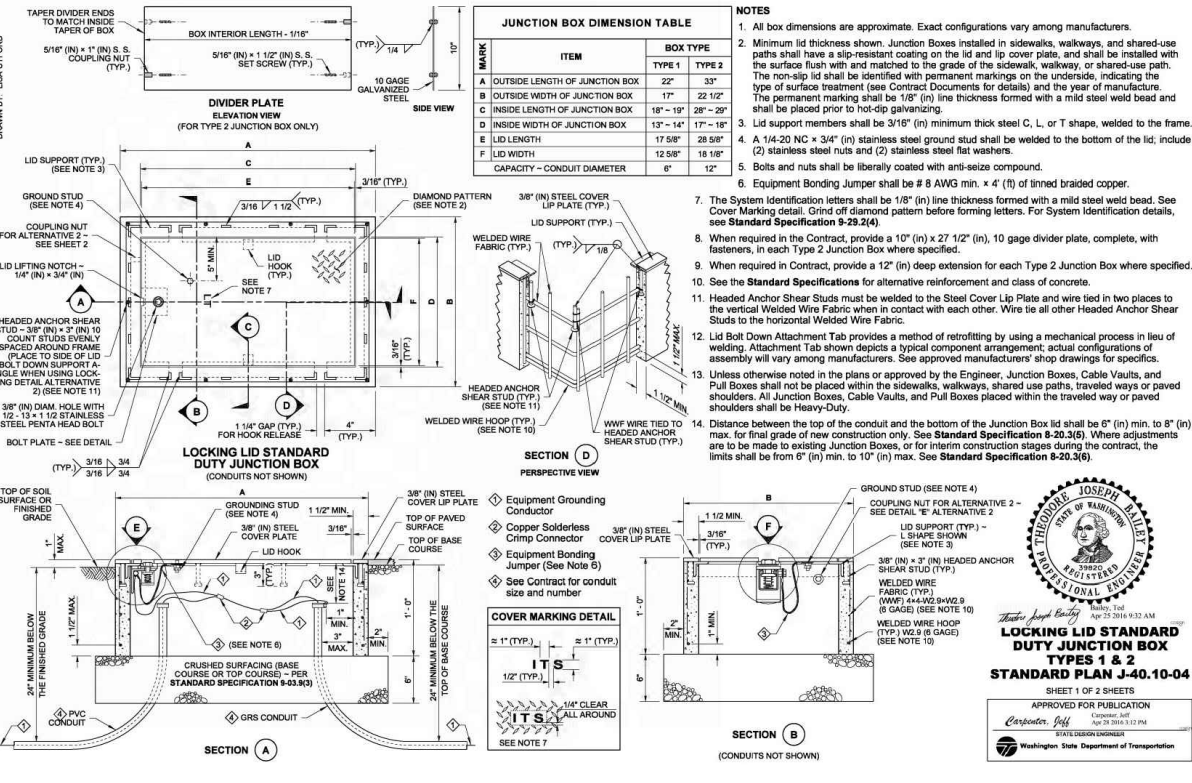
Place the concrete foundation.

After concrete has cured, remove the paper or cardboard form portion.

Backfill with controlled-density fill or compacted borrow in accordance with Standard Specification 8-20.3(2).

Construct the embankment widening (if required).

STEEL LIGHT STANDARD FOUNDATION TYPES A & B
STANDARD PLAN J-28.30-03
 SHEET 2 OF 2 SHEETS
 APPROVED FOR PUBLICATION
 Richard P. Zeldman, P.E.
 PROFESSIONAL ENGINEER
 No. 11364-133 PM
 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION



JUNCTION BOX DIMENSION TABLE

| ITEM | TYPE 1 | TYPE 2 |
|----------------------------------|-----------|-----------|
| A OUTSIDE LENGTH OF JUNCTION BOX | 22" | 33" |
| B OUTSIDE WIDTH OF JUNCTION BOX | 17" | 22 1/2" |
| C INSIDE LENGTH OF JUNCTION BOX | 18" - 19" | 28" - 29" |
| D INSIDE WIDTH OF JUNCTION BOX | 13" - 14" | 17" - 18" |
| E LID LENGTH | 17.58" | 28.58" |
| F LID WIDTH | 12.58" | 18.18" |
| G CAPACITY - CONDUIT DIAMETER | 6" | 12" |

NOTES

- All box dimensions are approximate. Exact configurations vary among manufacturers.
- Minimum lid thickness shown. Junction Boxes installed in sidewalks, walkways, and shared-use paths shall have a slip-resistant coating on the lid and lip cover plate, and shall be installed with the surface flush with and matched to the grade of the sidewalk, walkway, or shared-use path. The non-slip lid shall be identified with permanent markings on the underside, indicating the type of surface treatment (see Contract Documents for details) and the year of manufacture. The permanent marking shall be 1/8" (in) line thickness formed with a mild steel weld bead and shall be placed prior to hot-dip galvanizing.
- Lid support members shall be 3/16" (in) minimum thick steel C, L, or T shape, welded to the frame.
- A 1/4-20 NC x 3/4" (in) stainless steel ground stud shall be welded to the bottom of the lid, include (2) stainless steel nuts and (2) stainless steel flat washers.
- Bolts and nuts shall be liberally coated with anti-seize compound.
- Equipment Bonding Jumper shall be # 8 AWG min. x 4' (ft) of braided copper.
- The System Identification letters shall be 1/8" (in) line thickness formed with a mild steel weld bead, see Cover Marking detail. Grind off diamond pattern before forming letters. For System Identification details, see Standard Specification 8-29.2(4).
- When required in the Contract, provide a 10" (in) x 27 1/2" (in), 10 gage divider plate, complete, with fasteners, in each Type 2 Junction Box where specified.
- When required in Contract, provide a 12" (in) deep extension for each Type 2 Junction Box where specified.
- See the Standard Specifications for alternative reinforcement and class of concrete.
- Headed Anchor Shear Studs must be welded to the Steel Cover Lip Plate and wire tied in two places to the vertical Welded Wire Fabric when in contact with each other. Wire tie all other Headed Anchor Shear Studs to the horizontal Welded Wire Fabric.
- Lid Bolt Down Attachment Tab provides a method of retrofitting by using a mechanical process in lieu of welding. Attachment Tab shown depicts a typical component arrangement; actual configurations of assembly will vary among manufacturers. See approved manufacturers' shop drawings for specifics.
- Unless otherwise noted in the plans or approved by the Engineer, Junction Boxes, Cable Vaults, and Pull Boxes shall not be placed within the sidewalks, walkways, shared use paths, traveled ways or paved shoulders. All Junction Boxes, Cable Vaults, and Pull Boxes placed within the traveled way or paved shoulders shall be Heavy-Duty.
- Distance between the top of the conduit and the bottom of the Junction Box lid shall be 6" (in) min. to 8" (in) max. for final grade of new construction only. See Standard Specification 8-20.3(6). Where adjustments are to be made to existing Junction Boxes, or for interim construction stages during the contract, the limits shall be from 6" (in) min. to 10" (in) max. See Standard Specification 8-20.3(6).

LOCKING LID STANDARD DUTY JUNCTION BOX TYPES 1 & 2
STANDARD PLAN J-40.10-04
 SHEET 1 OF 2 SHEETS
 APPROVED FOR PUBLICATION
 Richard P. Zeldman, P.E.
 PROFESSIONAL ENGINEER
 No. 11364-133 PM
 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

| | | | | | | | | | |
|-----------|------|----|---------------------------|-----------------------------------|--|---|-----------------------|----------------------|------------|
| REVISIONS | DATE | BY | DESIGNED BY: M. KNECHT | ISSUE DATE: JAN 2020 | ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED | 8730 TALLON LANE NE, SUITE 200, LACEY, WASHINGTON 98516 P: 360-352-1465 F: 360-352-1509 SCJALLIANCE.COM | PROJECT NAME: | DRAWING No.: IL-2 | |
| | | | DRAWN BY: M. KNECHT | JOB No.: 0738.05 | | | | | SHEET No.: |
| | | | CHECKED BY: P. HOLM | DRAWING FILE No.: 0738.5-L-2-M | | | | | 11 OF 11 |

RESOLUTION NO. 2020-16

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE WSDOT LOCAL AGENCY PARTICIPATING AGREEMENT
NO. GCB3332 AND AUTHORIZING THE GENERAL MANAGER TO SIGN
THE AGREEMENT.**

WHEREAS, the Mason Transit Authority Board has received notification from Washington State Department of Transportation that funding for the Shelton-Matlock Road Park and Ride in connection with the US 101 Coffee Creek Fish Barrier Removal project (the "Project") shall be accomplished through a Local Agency Participating Agreement Work by WSDOT – Actual Cost (Agreement GCB3332) (the "Agreement"); and

WHEREAS the Agreement sets forth the requirements and responsibilities of WSDOT and MTA in connection with the Project;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Agreement in which MTA is responsible for \$557,449.13; and

BE IT FURTHER RESOLVED that the MTA Board authorizes the General Manager to sign that Agreement.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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 2 – *Actionable*
Subject: Statewide Transportation Improvement Program (STIP)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

Washington State's Statewide Transportation Improvement Program (STIP) is a four-year, fiscally constrained prioritized multimodal transportation program of state, local, tribal and public transportation (transit) projects. The STIP is a calendar year document and is developed on an annual basis. Projects are identified through state, metropolitan, regional, tribal and local planning processes. Projects programmed in the STIP are the highest priority for the available funding to preserve and improvement the state's transportation network and achieving national goals established in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continued in the Fixing America's Surface Transportation Act (FAST).

Only those projects programmed in the STIP can be authorized by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to utilize federal funds. Once projects are approved in the STIP, agencies may request federal fund authorization of the project.

MTA has prepared and filed its STIP with Regional Transportation Improvement Program through the Peninsula Regional Transportation Planning Organization (PRTPO) for submission to the Washington State Department of Transportation (WSDOT). Some of the highlights of the STIP are as follows:

1. Replacement of vehicles beyond useful life.
2. Allyn and Hoodspout parking facility planning – feasibility study to see what land is available in Allyn and Hoodspout.
3. Bus wash facility at Johns Prairie.
4. Maintenance shop in N Mason at the park & ride facility.
5. New administration/operations building.

We will be looking for grant opportunities regarding the projects that are contained in the STIP.

Summary: Approval of STIP.

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Mason Transit Authority's submission to the PRTPO for inclusion in the 2021-2024 Statewide Transportation Improvement Plan.



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | | 3 heavy 35' coach vehicles (SGR Maintenance) to Replacement of three (3) 35' coaches (SGR Scheduled Replacements) | WA-10161 | | | | | 23 | | | | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|------------------|-----------------|-------------|----------------|------------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2021 | 5339(b) | 1,135,509 | | 0 | 378,504 | 1,514,013 |
| Totals | | | | 1,135,509 | | 0 | 378,504 | 1,514,013 |

| Expenditure Schedule | | | | | |
|----------------------|------------------|----------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 1,514,013 | 0 | 0 | 0 | 0 |
| Totals | 1,514,013 | 0 | 0 | 0 | 0 |

| | Federal Funds | State Funds | Local Funds | Total Funds |
|---|------------------|-------------|----------------|------------------|
| Grand Totals for Mason Transit Authority | 1,135,509 | 0 | 378,504 | 1,514,013 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | | 6 Cutaways - Rolling Stock Replacement to Replace six (6) cutaway vehicles to meet State of Good Repair (SGR) for the agency. | WA-12164 | | | | | 23 | | | | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2021 | 5339(b) | 540,804 | | 0 | 180,264 | 721,068 |
| Totals | | | | 540,804 | | 0 | 180,264 | 721,068 |

| Expenditure Schedule | | | | | |
|----------------------|----------------|----------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 721,068 | 0 | 0 | 0 | 0 |
| Totals | 721,068 | 0 | 0 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 00 | | Five Cutaways - 2025 Vehicle Replacement to Replace five (5) cutaways to maintain State of Good Repair to meet agency target of 80%. | WA-12943 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2025 | 5339(b) | 432,000 | | 0 | 108,000 | 540,000 |
| Totals | | | | 432,000 | | 0 | 108,000 | 540,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|----------|----------|----------------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 0 | 0 | 540,000 |
| Totals | 0 | 0 | 0 | 0 | 540,000 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 00 | | Four 35ft Coaches - 2025 Vehicle Replacement to Replace four (4) 35' coaches to maintain State of Good Repair to meet agency target of 80%. | WA-12941 | | | | | 23 | | | | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2025 | 5339(b) | 408,000 | | 0 | 102,000 | 510,000 |
| Totals | | | | 408,000 | | 0 | 102,000 | 510,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|----------|----------|----------------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 0 | 0 | 510,000 |
| Totals | 0 | 0 | 0 | 0 | 510,000 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | | Four Vans - Vehicle Replacement to Replace four (4) vans in the vanpool program to maintain State of Good Repair. | WA-12165 | | | | | 23 | | | | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|---------------|-----------------|---------------|---------------|---------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2022 | | 0 | WSDOT | 73,500 | 24,500 | 98,000 |
| Totals | | | | 0 | | 73,500 | 24,500 | 98,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|---------------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 98,000 | 0 | 0 | 0 |
| Totals | 0 | 98,000 | 0 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | | Satellite Maintenance Shop to Construct a satellite maintenance shop at the North Mason County Park and Ride and Operations Facility to accommodate service on vehicles used in the north end to eliminate bringing vehicles to Johns Prairie base for service and repairs. | WA-12170 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|------------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2024 | 5339 | 800,000 | | 0 | 200,000 | 1,000,000 |
| Totals | | | | 800,000 | | 0 | 200,000 | 1,000,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|----------|------------------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 0 | 1,000,000 | 0 |
| Totals | 0 | 0 | 0 | 1,000,000 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | | Two 35' Coaches - 2024 Vehicle Replacement to Replace two (2) 35' Coaches to maintain State of Good Repair to meet agency requirements. | WA-12167 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2024 | 5339 | 776,000 | | 0 | 194,000 | 970,000 |
| Totals | | | | 776,000 | | 0 | 194,000 | 970,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|----------|----------------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 0 | 970,000 | 0 |
| Totals | 0 | 0 | 0 | 970,000 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|---|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | 7 | Admin/Operations Facility N/A to N/A Construct a new facility for MTA administration and operations to improve functionality and provide better ADA accessibility. It was determined that it would be more feasible to construct a new facility as the current facility would take major renovation to meet the requirements for ADA and better functionality. By constructing a new building, it would improve the parking area and mobility of vehicles as well as provide space for a bus wash facility. | WA-02055 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|------------------|-----------------|-------------|----------------|------------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2023 | 5339 | 2,000,000 | | 0 | 500,000 | 2,500,000 |
| Totals | | | | 2,000,000 | | 0 | 500,000 | 2,500,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|------------------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 2,500,000 | 0 | 0 |
| Totals | 0 | 0 | 2,500,000 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | 19 | Two 35' Coaches - 2021 Vehicle Replacement N/A to N/A Replace two (2) 35' coaches that have exceeded their useful service lives. | WA-02080 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2021 | 5311 | 782,400 | | 0 | 195,600 | 978,000 |
| Totals | | | | 782,400 | | 0 | 195,600 | 978,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------------|----------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 978,000 | 0 | 0 | 0 | 0 |
| Totals | 978,000 | 0 | 0 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | 20 | Construct Wet Maintenance Facility at Main Base N/A to N/A Construct an environmentally safe on-site bus washing facility. | WA-02081 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|----------------|-----------------|-------------|----------------|----------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2022 | 5339(b) | 400,000 | | 0 | 100,000 | 500,000 |
| Totals | | | | 400,000 | | 0 | 100,000 | 500,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 500,000 | 0 | 0 | 0 |
| Totals | 0 | 500,000 | 0 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | 22 | Allyn Transit Center Planning N/A to N/A Working with County and WSDOT, initiate a planning process for a transit center that supports the commercial, retail and residential masterplan for Allyn. This project is also Improvement type 18- Planning | WA-02084 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|---------------|-----------------|---------------|---------------|---------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | PE | 2021 | | 0 | WSDOT | 40,000 | 10,000 | 50,000 |
| Totals | | | | 0 | | 40,000 | 10,000 | 50,000 |

| Expenditure Schedule | | | | | |
|----------------------|---------------|---------------|----------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 20,000 | 30,000 | 0 | 0 | 0 |
| Totals | 20,000 | 30,000 | 0 | 0 | 0 |



Six Year Transportation Improvement Program From 2021 to 2026

Agency: Mason Transit Authority

County: Mason

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

| Functional Class | Priority Number | A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description | B. STIP ID G. Structure ID | Hearing | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|---------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 09 | 23 | Hoodsport Transit Center US Hwy 101 and SR119 N/A to N/A Feasibility study to design, locate and construct a small transit center near the intersection of SR119 and US 101 to complement a locally developed park and ride lot. | WA-02085 | | | | | 23 | | | CE | No |

| Funding | | | | | | | | |
|---------------|-------|-------------------------|-------------------|---------------|-----------------|-------------|---------------|---------------|
| Status | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P | ALL | 2023 | 5311 | 40,000 | | 0 | 10,000 | 50,000 |
| Totals | | | | 40,000 | | 0 | 10,000 | 50,000 |

| Expenditure Schedule | | | | | |
|----------------------|----------|----------|---------------|----------|-----------|
| Phase | 1st | 2nd | 3rd | 4th | 5th & 6th |
| ALL | 0 | 0 | 50,000 | 0 | 0 |
| Totals | 0 | 0 | 50,000 | 0 | 0 |

| | Federal Funds | State Funds | Local Funds | Total Funds |
|---|------------------|----------------|------------------|------------------|
| Grand Totals for Mason Transit Authority | 6,179,204 | 113,500 | 1,624,364 | 7,917,068 |

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*
Subject: Update of Determining Responsibility for Policies (POL-100)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

MTA's Managers are reviewing MTA's policies to determine which need to be updated as some have not been updated in three years or more. It is anticipated that for the next few months there will be some updates to policies for consideration by the Board.

While reviewing this policy, it was discussed with the Committee as to what service changes would need to be approved by the Board. After some discussion, it arrived at the conclusion that rather than small service time and other such adjustments of various routes, it would be more practical to bring to the Board major service additions or reductions that could potentially impact MTA's finances of a certain threshold to support the service changes. The Committee has agreed that the threshold will be 10% impact to the financial position.

This has been reviewed by the Policy Committee and Legal Counsel.

Summary: Amend existing Determining Responsibility for Policies Policy (POL-100).

Fiscal Impact:


None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-17 and the attached Determining Responsibility for Policies Policy (POL-100).

| | |
|---|---|
|  | <p>Title: Determining Responsibility for Policies</p> <p>Number: 100</p> <p>Effective: May 1, 2014 <u>August 18, 2020</u></p> <p> Cancels: <u>Resolution No. 2014-03N/A</u></p> <p>Prepared by: Human Resources <u>Administrative Services</u></p> <p>Approved by: Authority Board Resolution No. 2014-03 <u>2020-17</u></p> |
|---|---|

POL-100 DETERMINING RESPONSIBILITY FOR POLICIES

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

1.0 Policies Describe Management Decisions

A **policy** describes a management decision which meets any of these criteria:

- Establishes, directs, or limits what work may be done.
- States who is responsible for what work.
- Establishes business requirements.
- Lists criteria for decision making.
- Sets deadlines.
- Establishes exceptions.

2.0 Policies Govern Ongoing Business Activities

Policies address business activities and issues which occur enough and affect enough employees so that long-term guidance simplifies, regulates, and standardizes work. Policies give direction that is valid more than 90 percent of the time and ensures fair treatment for all employees.

Policies are not intended to address one-time occurrences or unanticipated exceptions, unless required by law, court decisions, or regulations. We issue memos or letters to communicate short-term or single-issue guidance.

3.0 Mason Transit Authority’s Governing Board is Responsible for Agency Policy

Mason Transit Authority’s by-laws and Washington State law give policy responsibility and authority to the agency’s Governing Board. As the agency’s legal oversight body, the Governing Board establishes those policies which shape the agency’s overall strategic direction.

The Governing Board establishes agency policy by setting long-term agency goals; by approving the Six-Year Transit Development Plan and the annual budget, by approving service increases or decreases changes that impact MTA’s financial cost by 10% or more and fare increases; by approving the general programs, business activities, and services the agency offers; and by evaluating and acting on business issues which are of interest to the agency or that may create a potential liability.

4.0 Policies Must Comply with Regulations, Laws, and Court Decisions

Rules about what business our agency may conduct and how our agency manages its business may come from local, state, and federal laws; from court

See Also: POL-101, POL-102, POL-103



| | |
|---------------------|---|
| Title: | Determining Responsibility for Policies |
| Number: | 100 |
| Effective: | May 1, 2014 <u>August 18, 2020</u> |
| Cancel: | <u>Resolution No. 2014-03</u> N/A |
| Prepared by: | Human Resources <u>Administrative Services</u> |
| Approved by: | Authority Board Resolution No. 2014-03 <u>2020-17</u> |

decisions; and from regulatory agencies. All Mason Transit Authority policies must comply with applicable laws, court decisions, and regulations.

5.0 The General Manager is Responsible for Managing the Agency

The General Manager may develop and implement those policies necessary to manage the agency’s general business activities and Board-approved programs and services. The Governing Board may also delegate other policy responsibilities to the General Manager.

6.0 Department Heads May Develop Department-Specific Policies

Department heads may develop policies designed to manage the specific activities of their departments. The General Manager must concur with all department-specific policies before they are implemented.

7.0 Policies Developed at Subordinate Levels May Not Contradict Policies Developed at Higher Levels

RESOLUTION NO. 2020-17

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED DETERMINING RESPONSIBILITY FOR POLICIES
POLICY (POL-100) WHICH SHALL SUPERSEDE AND PLACE IN FULL ANY
PREVIOUSLY ADOPTED RESPONSIBILITY FOR POLICIES POLICY, AND
RESCINDING RESOLUTION NO. 2014-03.**

WHEREAS, the Mason Transit Authority Board approved and adopted Mason Transit Authority's Determining Responsibility for Policies (POL-100) which became effective on May 1, 2014; and

WHEREAS, upon periodic review of MTA's policies, it was determined that it is more practical for staff to bring service changes to MTA's Board when there are major service additions or reductions that could potentially impact MTA's finances of a certain threshold to support the service changes; and

WHEREAS, it is recommended by the Policy Review Committee and staff that the financial threshold for service changes requiring Board approval be 10% impact;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Responsibility for Policies Policy (POL-100), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Determining Responsibility for Policies Policy (POL-100) shall supersede and replace in full any previously adopted or approved Determining Responsibility for Policies Policy (POL-100), including rescinding Resolution No. 2014-03.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], Authority Member


Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

| | |
|---|---|
|  | <p>Title: Determining Responsibility for Policies</p> <p>Number: 100</p> <p>Effective: August 18, 2020</p> <p>Cancel: Resolution No. 2014-03</p> <p>Prepared by: Administrative Services</p> <p>Approved by: Authority Board Resolution No. 2020-17</p> |
|---|---|

POL-100 DETERMINING RESPONSIBILITY FOR POLICIES

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

1.0 Policies Describe Management Decisions

A **policy** describes a management decision which meets any of these criteria:

- Establishes, directs, or limits what work may be done.
- States who is responsible for what work.
- Establishes business requirements.
- Lists criteria for decision making.
- Sets deadlines.
- Establishes exceptions.

2.0 Policies Govern Ongoing Business Activities


Policies address business activities and issues which occur enough and affect enough employees so that long-term guidance simplifies, regulates, and standardizes work. Policies give direction that is valid more than 90 percent of the time and ensures fair treatment for all employees.

Policies are not intended to address one-time occurrences or unanticipated exceptions, unless required by law, court decisions, or regulations. We issue memos or letters to communicate short-term or single-issue guidance.

3.0 Mason Transit Authority’s Governing Board is Responsible for Agency Policy

Mason Transit Authority’s by-laws and Washington State law give policy responsibility and authority to the agency’s Governing Board. As the agency’s legal oversight body, the Governing Board establishes those policies which shape the agency’s overall strategic direction.

The Governing Board establishes agency policy by setting long-term agency goals; by approving the Six-Year Transit Development Plan and the annual budget, by approving service increases or decreases that impact MTA’s financial cost by 10% or more and fare increases; by approving the general programs, business activities, and services the agency offers; and by evaluating and acting on business issues which are of interest to the agency or that may create a potential liability.

| | |
|---|--|
|  | <p>Title: Determining Responsibility for Policies</p> <p>Number: 100</p> <p>Effective: August 18, 2020</p> <p>Cancels: Resolution No. 2014-03</p> <p>Prepared by: Administrative Services</p> <p>Approved by: Authority Board Resolution No. 2020-17</p> |
|---|--|

4.0 Policies Must Comply with Regulations, Laws, and Court Decisions

Rules about what business our agency may conduct and how our agency manages its business may come from local, state, and federal laws; from court decisions; and from regulatory agencies. All Mason Transit Authority policies must comply with applicable laws, court decisions, and regulations.

5.0 The General Manager is Responsible for Managing the Agency

The General Manager may develop and implement those policies necessary to manage the agency’s general business activities and Board-approved programs and services. The Governing Board may also delegate other policy responsibilities to the General Manager.

6.0 Department Heads May Develop Department-Specific Policies

Department heads may develop policies designed to manage the specific activities of their departments. The General Manager must concur with all department-specific policies before they are implemented.

7.0 Policies Developed at Subordinate Levels May Not Contradict Policies Developed at Higher Levels

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Actionable*
Subject: Update of Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

This policy became effective on May 1, 2014, by motion of the Board and the changes relate to titles of those carrying out the managing of the policies, procedures and task outline documents. Section 6 was removed relating to the location of these documents as the information is unnecessary and MTA’s electronic records management is currently under reorganization and this section would soon be out-of-date.

This policy has been reviewed by the Policy Committee and Legal Counsel.

Summary: Amend existing Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-18 and the attached Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101).



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: ~~May 1, 2014~~ August 18, 2020
Cancels: ~~N/A~~ May 1, 2014
Prepared by: ~~Human Resources~~ Administrative Services
Approved by: ~~General Manager~~ Authority Board
Resolution No. 2020-17

POL-101 NUMBERING AND INDEXING POLICIES, PROCEDURES, AND TASK OUTLINES

This policy applies to all Mason Transit Authority (MTA) employees who write, index, distribute, or manage policy, procedure, and task outline documents.

1.0 Policy Numbering Identifies Team Responsibility for Policy Compliance

Each MTA team is already identified by a specific, unique number.

Prefix the number with the letters POL- to show that it is a policy, followed by the policy number.

Appendix A to this policy lists all the team identifiers and gives a general description of the types of policies each team is responsible for.

2.0 Policy Numbers Can Be Used Only Once

Each new policy is issued a number after it is approved. Numbers for canceled, rescinded, or superseded policies are not reused. Revised policies keep the same number.

3.0 Procedures and Task Outlines Use the Same Number as Their Parent Policy

Procedures use the abbreviation "PRO" instead of "POL" Tasks use the abbreviation "TSK." A procedure and a task falling under the policy 101 would be numbered as follows:

PRO-101

TSK-101

If a policy requires multiple procedures or tasks, add a letter identifier to the issue number to indicate the sequence in which the procedures and tasks must be completed. Examples:

PRO-101A

TSK-101A

PRO-101B

TSK-101B



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: ~~May 1, 2014~~ August 18, 2020
Cancels: ~~N/A~~ May 1, 2014
Prepared by: ~~Human Resources~~ Administrative Services
Approved by: ~~General Manager~~ Authority Board
Resolution No. 2020-17

4.0 ~~Human Resources~~ Executive Assistant to issue Policy Numbers and Index Completed Policies, Procedures, and Tasks

~~Human Resources Manager~~ The Executive Assistant will issue policy numbers and control indexing of the policies, procedures, and tasks.

5.0 Index Policies for Maximum Searchability

Policies, procedures, and task outlines will be indexed in two ways:

- Topic Number
- Policy Name

6.0 ~~The Agency's Master list of all Policies, Procedures, and Task Outlines will be Available on the N:\Shared\HUMAN RESOURCES\Policies, Procedures & Forms\Master List.docx by Team~~

~~The master indices for all agency policy, procedures, and task outlines will be available to all employees on the N:\Shared\HUMAN RESOURCES\Policies, Procedures & Forms\Master list.docx by Team.~~



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
 Number: 101
 Effective: ~~May 1, 2014~~ August 18, 2020
 Cancels: ~~N/A~~ May 1, 2014
 Prepared by: ~~Human Resources~~ Administrative Services
 Approved by: ~~General Manager~~ Authority Board
Resolution No. 2020-17

**Appendix A to Policy 100
(Sample)**

100 POLICIES, PROCEDURES & TASKS

| Topic Number | Policy Name |
|---------------------|---|
| 100 | Determining Responsibility for Policies |
| 101 | Numbering and Indexing Policies, Procedures, and Task Outlines |
| 102 | Implementing Procedures and Tasks |
| 103 | Distributing and Implementing Policies, Procedures, and Task Outlines |
| 104 | Implementing Procedures and Tasks |

200 ADMINISTRATION

| Topic Number | Policy Name |
|---------------------|----------------------|
| 200 | Shared Leave Program |
| 201 | Employee Bus Passes |

300 HUMAN RESOURCES

| Topic Number | Policy Number |
|---------------------|----------------------|
| 301 | Whistleblower Policy |
| 302 | Anti-Harassment |



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
 Number: 101
 Effective: [May 1, 2014](#) [August 18, 2020](#)
 Cancels: [N/A](#) [May 1, 2014](#)
 Prepared by: [Human Resources Administrative Services](#)
 Approved by: [General Manager Authority Board](#)
[Resolution No. 2020-17](#)

400 FINANCE

| Topic Number | Policy Number |
|--------------|---------------|
| 400 | Procurement |
| 401 | Travel |

500 OPERATIONS

| Topic Number | Policy Number |
|--------------|---|
| 500 | Americans with Disabilities / Wheelchairs |
| 501 | Strollers |

600 SAFETY & WELLNESS

| Topic Number | Policy Number |
|--------------|-------------------|
| 600 | Evacuation Policy |
| 601 | Smoking Policy |

700 INFORMATION TECHNOLOGY

| Topic Number | Policy Number |
|--------------|-------------------------|
| 701 | Maintaining IT Security |
| 702 | Computer Usage |

800 SERVICES & PROGRAMS

| Topic Number | Policy Number |
|--------------|---------------------|
| 800 | Leasing Policy |
| 801 | Submitting Comments |



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
 Number: 101
 Effective: ~~May 1, 2014~~ August 18, 2020
 Cancels: ~~N/A~~ May 1, 2014
 Prepared by: ~~Human Resources~~ Administrative Services
 Approved by: ~~General Manager~~ Authority Board
Resolution No. 2020-17

900 DEVELOPMENT

| Topic Number | Policy Number |
|--------------|--------------------|
| 900 | Grant Application |
| 901 | Grant Requirements |

1000 OUTREACH & MARKETING

| Topic Number | Policy Number |
|--------------|----------------------------|
| 1000 | Volunteer Driver Program |
| 1002 | Transit Advertising Policy |

1100 MAINTENANCE & FACILITIES

| Topic Number | Policy Number |
|--------------|-------------------------------------|
| 1100 | Brakes Testing & Replacement Policy |
| 1101 | Working Alone Policy |

RESOLUTION NO. 2020-18

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED NUMBERING AND INDEXING POLICIES,
PROCEDURES AND TASK OUTLINES POLICY (POL-101) WHICH SHALL
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED
NUMBERING AND INDEXING POLICIES, PROCEDURES AND TASK
OUTLINES POLICY (POL-101).**

WHEREAS, the Mason Transit Authority Board approved, by motion, Mason Transit Authority's Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101) which became effective on May 1, 2014; and

WHEREAS, upon periodic review of MTA's policies it was determined that, based on the current structure of MTA's Executive team that the Executive Assistant is to maintain the numbering and indexing of policies, procedures and task outlines of MTA's policies;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101) shall supersede and replace in full any previously adopted or approved Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101).

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
Resolution No. 2020-17

POL-101 NUMBERING AND INDEXING POLICIES, PROCEDURES, AND TASK OUTLINES

This policy applies to all Mason Transit Authority (MTA) employees who write, index, distribute, or manage policy, procedure, and task outline documents.

1.0 Policy Numbering Identifies Team Responsibility for Policy Compliance

Each MTA team is already identified by a specific, unique number.

Prefix the number with the letters POL- to show that it is a policy, followed by the policy number.

Appendix A to this policy lists all the team identifiers and gives a general description of the types of policies each team is responsible for.

2.0 Policy Numbers Can Be Used Only Once

Each new policy is issued a number after it is approved. Numbers for canceled, rescinded, or superseded policies are not reused. Revised policies keep the same number.

3.0 Procedures and Task Outlines Use the Same Number as Their Parent Policy

Procedures use the abbreviation "PRO" instead of "POL" Tasks use the abbreviation "TSK." A procedure and a task falling under the policy 101 would be numbered as follows:

PRO-101

TSK-101

If a policy requires multiple procedures or tasks, add a letter identifier to the issue number to indicate the sequence in which the procedures and tasks must be completed. Examples:

PRO-101A

TSK-101A

PRO-101B

TSK-101B



| | |
|--------------|--|
| Title: | Numbering and Indexing Policies, Procedures, and Task Outlines |
| Number: | 101 |
| Effective: | August 18, 2020 |
| Cancels: | May 1, 2014 |
| Prepared by: | Administrative Services |
| Approved by: | Authority Board Resolution No. 2020-17 |

4.0 Executive Assistant to issue Policy Numbers and Index Completed Policies, Procedures, and Tasks

The Executive Assistant will issue policy numbers and control indexing of the policies, procedures, and tasks.

5.0 Index Policies for Maximum Searchability

Policies, procedures, and task outlines will be indexed in two ways:

- Topic Number
- Policy Name



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
 Resolution No. 2020-17

**Appendix A to Policy 100
 (Sample)**

100 POLICIES, PROCEDURES & TASKS

| Topic Number | Policy Name |
|---------------------|---|
| 100 | Determining Responsibility for Policies |
| 101 | Numbering and Indexing Policies, Procedures, and Task Outlines |
| 102 | Implementing Procedures and Tasks |
| 103 | Distributing and Implementing Policies, Procedures, and Task Outlines |
| 104 | Implementing Procedures and Tasks |

200 ADMINISTRATION

| Topic Number | Policy Name |
|---------------------|----------------------|
| 200 | Shared Leave Program |
| 201 | Employee Bus Passes |

300 HUMAN RESOURCES

| Topic Number | Policy Number |
|---------------------|----------------------|
| 301 | Whistleblower Policy |
| 302 | Anti-Harassment |



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
 Resolution No. 2020-17

400 FINANCE

| Topic Number | Policy Number |
|---------------------|----------------------|
| 400 | Procurement |
| 401 | Travel |

500 OPERATIONS

| Topic Number | Policy Number |
|---------------------|---|
| 500 | Americans with Disabilities / Wheelchairs |
| 501 | Strollers |

600 SAFETY & WELLNESS

| Topic Number | Policy Number |
|---------------------|----------------------|
| 600 | Evacuation Policy |
| 601 | Smoking Policy |

700 INFORMATION TECHNOLOGY

| Topic Number | Policy Number |
|---------------------|-------------------------|
| 701 | Maintaining IT Security |
| 702 | Computer Usage |

800 SERVICES & PROGRAMS

| Topic Number | Policy Number |
|---------------------|----------------------|
| 800 | Leasing Policy |
| 801 | Submitting Comments |



Title: Numbering and Indexing Policies, Procedures, and Task Outlines
Number: 101
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
 Resolution No. 2020-17

900 DEVELOPMENT

| Topic Number | Policy Number |
|---------------------|----------------------|
| 900 | Grant Application |
| 901 | Grant Requirements |

1000 OUTREACH & MARKETING

| Topic Number | Policy Number |
|---------------------|----------------------------|
| 1000 | Volunteer Driver Program |
| 1002 | Transit Advertising Policy |

1100 MAINTENANCE & FACILITIES

| Topic Number | Policy Number |
|---------------------|-------------------------------------|
| 1100 | Brakes Testing & Replacement Policy |
| 1101 | Working Alone Policy |

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Actionable*
Subject: Update of Distributing Procedures and Tasks Outlines Policy (POL-102)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

This policy became effective on May 1, 2014 and the changes relate to the following:

- Changed description of location of documents stored on MTA’s server being more general than with specificity, to allow for internal changes.
- Updated with current process of distribution of policies being through Paylocity and requirement of acknowledgment when appropriate.
- Revised the 45 days for employees to review.
- Any future changes to policies that are only job title or name changes in nature shall not require Board approval.
- Provision for archiving of superseded, retired and cancelled version of policies, procedures and tasks.

This policy has been reviewed by the Policy Committee and Legal Counsel.

Summary: Amend existing Distributing Procedures and Tasks Outlines Policy (POL-102).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-19 and the attached Distributing Procedures and Tasks Outlines Policy (POL-102).



Title: Distributing Procedures and Tasks
Outlines
Number: 102
Effective: ~~May 1, 2014~~ August 18, 2020
Cancels: ~~N/A~~ May 1, 2014
Prepared by: ~~Human Resources~~ Administrative Services
Approved by: General Manager Authority Board
Resolution No. 2020-19

POL-102 DISTRIBUTING POLICIES, PROCEDURES AND TASK OUTLINES

This policy applies to Mason Transit Authority (MTA) employees who distribute policies, procedures, and task outline documents.

1.0 All Policy Documents will be Available to All Employees ~~on the Agency~~

~~N:\Shared\HUMAN RESOURCES\Policies, Procedures & Forms~~

~~_____~~ All adopted policy documents will be located on the agency's MTA's shared main drive located under Policies, - Procedures and Forms, then under the department file folder.

~~Employees responsible for indexing policy documents will also post their team's policies, procedures, and task outlines on N:\Shared\HUMAN RESOURCES\Policies, Procedures & Forms in the same location.~~

2.0 ~~Some Policies Require Proof of Receipt~~

~~Policies will be distributed in Paylocity with an acknowledgment when required. Hard copies will also be available and placed in appropriate notebooks. Hard copy with a signature sheet attached when proof of receipt is required.~~

~~Managers responsible for implementing policies will determine whether proof of receipt is required and, if it is, the distribution method which will best meet their business needs.~~

23.0 Notification to Managers will Notify All Affected Employees of Acknowledgment Requirements Employees When New Policies are Issued or Existing Policies are Revised

Employment related agency policies will be presented to newly hired employees for acknowledgment by Administrative Services as part of the Onboarding process.

Administrative Services will notify employees of the publication of job relevant revisions to existing policies and the creation of new policies through the Event process in Paylocity, through slides on internal monitors, and through Supervisor communication.

~~Notification must be in writing and must be made through memo. Managers and supervisors must also give written notification to affected employees when new or revised procedures and tasks are issued.~~



Title: Distributing Procedures and Tasks
Outlines
Number: 102
Effective: ~~May 1, 2014~~ August 18, 2020
Cancels: ~~N/A~~ May 1, 2014
Prepared by: ~~Human Resources~~ Administrative Services
Approved by: ~~General Manager~~ Authority Board
Resolution No. 2020-19

34.0 If Business Needs Permit, New Policies will be Posted for 30 Days Before the Effective Date

This requirement is waived whenever business needs dictate that a policy must become effective sooner than 30 days after approval.

45.0 Revisions to Policies, Procedures, and Tasks ~~will be Posted for 45 Days~~

Revisions to existing policy documents will be presented for acknowledgment in a version highlighted in red font and strikethrough font, if needed, for a period of 45 days so that employees can clearly identify what changes have been made. After 45 days the employee responsible for indexing the document will remove the revision marks and prepare the old version of the document for archiving so that changes are apparent. A clean version of the policy will be available in the Policy Document folder within the Paylocity Self-Service Portal as well as the notebooks referenced above.

5.0 Some Policies Require Proof of Receipt

Policies will be distributed in Paylocity as an Event with a signed acknowledgment required when necessary. Hard copies will also be available and placed in appropriate notebooks.

6.0 Revisions to Titles and Names

Policies are reviewed at a minimum of every three years or sooner if necessary. Policies with no changes except to job titles and names are not required to be presented to the board for approval.

67.0 Superseded, Retired, and Canceled Version of Policies, Procedures, and Tasks will be Kept in Archives Indefinitely

The ~~Human Resources Manager~~ Executive Assistant is responsible for archiving all superseded, retired, or cancelled versions of policies, procedures, and tasks. The ~~Human Resources Manager~~ Executive Assistant will determine the archiving media.

RESOLUTION NO. 2020-19

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED DISTRIBUTING PROCEDURES AND TASKS
OUTLINES POLICY (POL-102) WHICH SHALL SUPERSEDE AND REPLACE
IN FULL ANY PREVIOUSLY ADOPTED DISTRIBUTING PROCEDURES
AND TASKS OUTLINES POLICY (POL-102).**

WHEREAS, the Mason Transit Authority Board approved, by motion, Mason Transit Authority's Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-102) which became effective on May 1, 2014; and

WHEREAS, upon periodic review of MTA's policies it was determined that updates were necessary to incorporate new processes, as well as provide that any future changes to all policies that are only job title or name changes in nature do not require Board approval;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Distributing Procedures and Tasks Outlines Policy (POL-102), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Distributing Procedures and Tasks Outlines Policy (POL-102) shall supersede and replace in full any previously adopted or approved Distributing Procedures and Tasks Outlines Policy (POL-102).

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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



Title: Distributing Procedures and Tasks
Outlines
Number: 102
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
Resolution No. 2020-19

POL-102 DISTRIBUTING POLICIES, PROCEDURES AND TASK OUTLINES

This policy applies to Mason Transit Authority (MTA) employees who distribute policies, procedures, and task outline documents.

1.0 All Policy Documents will be Available to All Employees

All adopted policy documents will be located on MTA's shared main drive located under Policies, Procedures and Forms, then under the department folder.

2.0 Notification to Employees of Acknowledgment Requirements

Employment related agency policies will be presented to newly hired employees for acknowledgment by Administrative Services as part of the Onboarding process.

Administrative Services will notify employees of the publication of job relevant revisions to existing policies and the creation of new policies through the Event process in Paylocity, through slides on internal monitors, and through Supervisor communication.

3.0 If Business Needs Permit, New Policies will be Posted for 30 Days Before the Effective Date

This requirement is waived whenever business needs dictate that a policy must become effective sooner than 30 days after approval.

4.0 Revisions to Policies, Procedures, and Tasks

Revisions to existing policy documents will be presented for acknowledgment in a version highlighted in red ~~strikethrough font~~, so that changes are apparent. A clean version of the policy will be available in the Policy Document folder within the Paylocity Self-Service Portal as well as the notebooks referenced above.

5.0 Some Policies Require Proof of Receipt

Policies will be distributed in Paylocity as an Event with a signed acknowledgment required when necessary. Hard copies will also be available and placed in appropriate notebooks.



Title: Distributing Procedures and Tasks
Outlines
Number: 102
Effective: August 18, 2020
Cancels: May 1, 2014
Prepared by: Administrative Services
Approved by: Authority Board
Resolution No. 2020-19

6.0 Revisions to Titles and Names

Policies are reviewed at a minimum of every three years or sooner if necessary. Policies with no changes except to job titles and names are not required to be presented to the board for approval.

7.0 Superseded, Retired, and Canceled Version of Policies, Procedures, and Tasks will be Kept in Archives Indefinitely

The Executive Assistant is responsible for archiving all superseded, retired, or cancelled versions of policies, procedures, and tasks. The Executive Assistant will determine the archiving media.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6 – *Actionable*

Subject: Update of Credit Card Use Policy
(POL-401)

Prepared by: LeeAnn McNulty, Administrative Services Manager

Approved by: Danette Brannin, General Manager

Date: August 18, 2020

Background:

This policy was last updated in 2015. Changes have been made in Section 5 to provide for receiving advance approval of the Administrative Services Manager when utilizing an existing open charge account for convenience of purchases. Minor edits include updating titles of those responsible for certain activities related to this policy.

This policy has been reviewed by the Policy Committee and Legal Counsel.

Summary: Amend existing Credit Card Policy (POL-401).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-20 and the attached Credit Card Use Policy (POL-401).



| | |
|---------------------|---|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 2020 13 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | Danette Brannin, Finance Manager LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2015-11 2020-20 |

POL-401 CREDIT CARD POLICY

The purpose of this policy is to establish guidelines and to authorize Mason Transit Authority's policy on the use of agency credit cards to transact official agency purchases, acquisitions and authorized travel expenses.

1.0 Authority

Mason Transit Authority (MTA) is authorized to use credit cards for official MTA purchases and acquisitions as set forth in RCW 43.09.2855 and pursuant of policies and procedures adopted by the Mason Transit Authority Board or the Mason Transit Authority Leadership Team when so designated by Board Authority.

2.0 Distribution

Credit cards may be distributed to those employees who have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card. MTA credit cards are issued at the discretion of the General Manager and ~~Finance-Administrative Services~~ Manager.

3.0 Authorization and Control

The ~~Finance-Administrative Services~~ Manager shall develop and implement procedures and accounting controls as set forth to ensure the proper usage of credit cards. The ~~Finance-Administrative Services~~ Manager is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.

The use of a credit card does not relieve the cardholder from complying with other MTA policies and procedures. The card is not intended to replace effective procurement planning which can result in more efficient use of MTA's resources.

4.0 Credit Limit



| | |
|---------------------|---|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 2020 13 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | Danette Brannin, Finance Manager LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2015-11 2020-20 |

The credit limits for each assigned MTA credit card shall be \$2,500, except for the Maintenance Manager, Operations Manager, and ~~IT Technician~~ Systems Administrator which shall have a credit card limit of \$5,000.

5.0 Authorized Card Use

Cardholders are authorized to use the card to purchase merchandise, make travel arrangements, conference and training registrations, services and other ordinary, necessary, reasonable, and usual expenses required as a function of their duties at MTA.

Credit cards may be used by the assigned individuals for official travel-related expenses (such as hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency MTA vehicle repairs) as authorized in advance by the General Manager or Team Manager and in compliance with all MTA travel policies.

Purchases made with a credit card may be made in-store, by telephone, fax, Internet or mail. All ~~purchase-procurement~~ policies and procedures must be followed.

Receipts must be submitted to ~~Finance~~ the Administrative Services Team for all purchases.

~~Credit cards may be used by the assigned individuals for official travel-related expenses (such as hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency MTA vehicle repairs) as authorized in advance by the General Manager or Team Manager and in compliance with all MTA travel policies.~~

If a credit card is used for the purpose of covering expenses relating to authorized travel, receipts must be submitted with a Purchase Log and fully itemized travel expense reimbursement, if applicable, within ten (10) days of returning from such travel. Any charges on the credit card not properly identified on the Purchase Log or found to be not allowed after an audit (as required by

See Also: PRO 401; POL-402; PRO-402



| | |
|---------------------|---|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 20 2013 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | Danette Brannin, Finance Manager LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2015-11 2020-20 |

RCW 42.240.80) shall be paid back to MTA by the individual user by check or payroll deduction. (See Unauthorized and Inappropriate Card Use.)

Purchases where an open charge account exists may be utilized for convenience at the time of purchase with the approval of the Administrative Services Manager.

A credit card may only be used by the cardholder unless approved by the Finance Administrative Services Manager or Team Manager.

6.0 Card Restrictions

The following uses will be considered an unauthorized purchase or use:

- Cash advances of any kind.
- Personal purchases of any kind, even if the cardholder intends to reimburse MTA.
- Items for non-MTA purposes.
- Food and beverages for an individual employee, unless authorization is pre-approved for food and non-alcoholic beverages for business-related meetings and travel in compliance with MTA’s policies for Meetings and Meals and Travel.
- Alcoholic beverages.
- Relocation, entertainment and recreation expenses.

7.0 Unauthorized and/or Inappropriate Card Use

The act of obtaining a MTA credit card does not indicate pre-approval of purchases or expenditures/expenses. Any charges against MTA’s credit card not properly identified on the Purchase Log or not properly allowed following an audit of travel expenses shall be paid back by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the cardholder shall not use any MTA credit card until disallowed



| | |
|---------------------|---|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 2020 13 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | Danette Brannin, Finance Manager LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2015-11 2020-20 |

charges are reimbursed. The cardholder may also be subject to disciplinary action as described below.

8.0 Disciplinary Action

Cardholders who make an unauthorized purchase with the card or use the card in an inappropriate manner will be subject to revocation of the credit card and subject to disciplinary action up to and including termination of employment with MTA, criminal prosecution, and restitution to MTA for unauthorized purchases.

9.0 Return of Credit Card

Employees shall return all MTA credit cards at the request of the General Manager and/or ~~Finance~~ Administrative Services Manager, or upon separation of employment.

10.0 Responsibility ~~a~~And Accountability

All cardholders must sign the Credit Card User Agreement form and adhere to all responsibilities and accountability set forth in MTA ~~purchasing~~ procurement policies and procedures.

Cardholders are responsible and accountable for the expenses charged on the card in their name. Failure to provide proper receipts and documentation of charges, non-authorized usage or not adhering to policies and procedures may result in the user being responsible for the charge.

Safeguard the credit card and account number at all times when in possession; report lost or stolen credit cards immediately to the ~~Finance~~ Administrative Services Team and credit card agency.

RESOLUTION NO. 2020-20

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED CREDIT CARD USE POLICY (POL-401) WHICH
SHALL SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED
CREDIT CARD USE POLICY (POL-401), INCLUDING RESCINDING
RESOLUTION NO. 2015-11.**

WHEREAS, the Mason Transit Authority Board previously approved by Resolution No. 2015-11 Mason Transit Authority's Credit Card Use Policy (POL-401) which became effective on July 21, 2015; and

WHEREAS, upon periodic review of MTA's policies it was determined that updates were necessary to incorporate new processes, as well as provide that any future changes to all policies that are only job title or name changes in nature, do not require Board approval;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Credit Card use Policy (POL-401), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Credit Card Use Policy (POL-401) shall supersede and replace in full any previously adopted or approved Credit Card Use Policy (POL-401).

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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



| | |
|---------------------|--|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 2020 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2020-20 |

POL-401 CREDIT CARD POLICY

The purpose of this policy is to establish guidelines and to authorize Mason Transit Authority's policy on the use of agency credit cards to transact official agency purchases, acquisitions and authorized travel expenses.

1.0 Authority

Mason Transit Authority (MTA) is authorized to use credit cards for official MTA purchases and acquisitions as set forth in RCW 43.09.2855 and pursuant of policies and procedures adopted by the Mason Transit Authority Board or the Mason Transit Authority Leadership Team when so designated by Board Authority.

2.0 Distribution

Credit cards may be distributed to those employees who have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card. MTA credit cards are issued at the discretion of the General Manager and Administrative Services Manager.

3.0 Authorization and Control

The Administrative Services Manager shall develop and implement procedures and accounting controls as set forth to ensure the proper usage of credit cards. The Administrative Services Manager is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.

The use of a credit card does not relieve the cardholder from complying with other MTA policies and procedures. The card is not intended to replace effective procurement planning which can result in more efficient use of MTA's resources.

4.0 Credit Limit

The credit limits for each assigned MTA credit card shall be \$2,500, except for the Maintenance Manager, Operations Manager, and Systems Administrator which shall have a credit card limit of \$5,000.

See Also: PRO 401; POL-402; PRO-402

Page 1 of 4



| | |
|---------------------|--|
| Title: | Credit Card Policy |
| Number: | 401 |
| Effective: | August 18, 2020 |
| Revised: | July 21, 2015 |
| Cancel: | N/A |
| Prepared by: | LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2020-20 |

5.0 Authorized Card Use

Cardholders are authorized to use the card to purchase merchandise, make travel arrangements, conference and training registrations, services and other ordinary, necessary, reasonable, and usual expenses required as a function of their duties at MTA.

Credit cards may be used by the assigned individuals for official travel-related expenses (such as hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency MTA vehicle repairs) as authorized in advance by the General Manager or Team Manager and in compliance with all MTA travel policies.


Purchases made with a credit card may be made in-store, by telephone, fax, Internet or mail. All procurement policies and procedures must be followed.

Receipts must be submitted to the Administrative Services Team for all purchases.

If a credit card is used for the purpose of covering expenses relating to authorized travel, receipts must be submitted with a Purchase Log and fully itemized travel expense reimbursement, if applicable, within ten (10) days of returning from such travel. Any charges on the credit card not properly identified on the Purchase Log or found to be not allowed after an audit (as required by RCW 42.240.80) shall be paid back to MTA by the individual user by check or payroll deduction. (See Unauthorized and Inappropriate Card Use.)

Purchases where an open charge account exists may be utilized for convenience at the time of purchase with the approval of the Administrative Services Manager.

A credit card may only be used by the cardholder unless approved by the Administrative Services Manager or Team Manager.

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|  | <p>Title: Credit Card Policy</p> <p>Number: 401</p> <p>Effective: August 18, 2020</p> <p>Revised: July 21, 2015</p> <p>Cancel: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2020-20</p> |
|---|--|

6.0 Card Restrictions

The following uses will be considered an unauthorized purchase or use:


- Cash advances of any kind.
- Personal purchases of any kind, even if the cardholder intends to reimburse MTA.
- Items for non-MTA purposes.
- Food and beverages for an individual employee, unless authorization is pre-approved for food and non-alcoholic beverages for business-related meetings and travel in compliance with MTA’s policies for Meetings and Meals and Travel.
- Alcoholic beverages.
- Relocation, entertainment and recreation expenses.

7.0 Unauthorized and/or Inappropriate Card Use

The act of obtaining a MTA credit card does not indicate pre-approval of purchases or expenditures/expenses. Any charges against MTA’s credit card not properly identified on the Purchase Log or not properly allowed following an audit of travel expenses shall be paid back by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the cardholder shall not use any MTA credit card until disallowed charges are reimbursed. The cardholder may also be subject to disciplinary action as described below.

8.0 Disciplinary Action

Cardholders who make an unauthorized purchase with the card or use the card in an inappropriate manner will be subject to revocation of the credit card and subject to disciplinary action up to and including termination of employment with MTA, criminal prosecution, and restitution to MTA for unauthorized purchases.

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|  | <p>Title: Credit Card Policy</p> <p>Number: 401</p> <p>Effective: August 18, 2020</p> <p>Revised: July 21, 2015</p> <p>Cancel: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2020-20</p> |
|---|--|

9.0 Return of Credit Card

Employees shall return all MTA credit cards at the request of the General Manager and/or Administrative Services Manager, or upon separation of employment.

10.0 Responsibility and Accountability

All cardholders must sign the Credit Card User Agreement form and adhere to all responsibilities and accountability set forth in MTA procurement policies and procedures.

Cardholders are responsible and accountable for the expenses charged on the card in their name. Failure to provide proper receipts and documentation of charges, non-authorized usage or not adhering to policies and procedures may result in the user being responsible for the charge.

Safeguard the credit card and account number at all times when in possession; report lost or stolen credit cards immediately to the Administrative Services Team and credit card agency.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7 – *Actionable*
Subject: Update of Coffee and Light Refreshments Policy (POL-403)
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

This policy was last updated in 2014 and clarification was provided relating to allowable events, as well as the removal of a previously referenced statute that does not apply to transits.

This policy has been reviewed by the Policy Committee and Legal Counsel.

Summary: Amend existing Coffee and Light Refreshments Policy (POL-403).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-21 and the attached Coffee and Light Refreshments Policy (POL-403).





Title: Coffee and Light Refreshments Policy
Number: 403
Effective: August 18, 2020
 Cancels: ~~N/A~~ Resolution No. 2014-14
Prepared by: Danette Brannin, Finance/IT Manager
LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2014-14 2020-21

POL-403 COFFEE AND LIGHT REFRESHMENTS

This policy applies to all Mason Transit Authority (MTA) employees ~~and~~ Mason Transit Authority Board ~~and Mason Transit Advisory Board~~.

1.0 Purpose

The purpose of this policy is to establish guidelines to authorize serving coffee and light refreshments. This authority is not intended for use with the normal daily business activities of Mason Transit Authority, but rather for special situations or occasions as approved in advance by the General Manager or designee.

2.0 Definitions

Coffee and Light Refreshments - Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese.

Regular Workplace - The location where employee or state official normally performs his/her work (excludes meeting and conference rooms).

3.0 Allowable Events

~~Per RCW 43.03.050(3) and (4),~~ Coffee and light refreshments may be served at a meeting ~~outside the regular workplace where~~ under the following circumstances:

- The person responsible for the meeting receives prior approval for the serving of coffee and light refreshments as documented properly by a completed Request for Approval - Light Refreshment/Meeting Meals form; and
- The purpose of the meeting is to conduct MTA business; where the meeting is long and occurs during a mealtime; and
- ~~The coffee and light refreshments are an integral part of the meeting or training session; and~~
- A receipt is obtained for the actual costs of the coffee and/or light refreshments.

This policy is for special situations and occasions as well as legally authorized official public meetings, including executive sessions. It also includes employee

See Also: POL-404, Employee Recognition Program
Page 1 of 2

Commented [LM1]: This RCW does not apply to local government entities per MRSC.



Title: Coffee and Light Refreshments Policy
Number: 403
Effective: August 18, 2020
 Cancels: ~~N/A~~ [Resolution No. 2014-14](#)
Prepared by: ~~Danette Brannin, Finance/IT Manager~~ [LeeAnn McNulty, Administrative Services Manager](#)
Approved by: Authority Board
Resolution No. ~~2014-14~~ [2020-21](#)

recognition events outlined in MTA’s Employee Recognition Program when appropriate.

MTA is not required to provide coffee and/or light refreshments at meetings.

4.0 Hosting Activities/Team Meetings

Mason Transit Authority shall not fund “hosting” activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than a governmental business event.

Coffee and light refreshments for team meetings, welcoming new staff or other employee activities outside of the Employee Recognition Program would not normally be provided using MTA funds.

5.0 Responsibilities

The person responsible for the meeting must fill out a Light Refreshment/Meeting Meal form and obtain proper approval prior to meeting. To receive reimbursement for the purchase of coffee and light refreshments:

- A receipt must be obtained for the actual costs of the coffee and/or light refreshments.
- The purpose of the meeting must be noted on the receipt or purchase log.
- All other policies and procedures for purchasing on behalf of MTA must be followed. For example, if using a MTA credit card, a purchase log must be completed.

See Also: POL-404, Employee Recognition Program
Page 2 of 2

RESOLUTION NO. 2020-21

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED COFFEE AND LIGHT REFRESHMENTS POLICY
(POL-403) WHICH SHALL SUPERSEDE AND REPLACE IN FULL ANY
PREVIOUSLY ADOPTED COFFEE AND LIGHT REFRESHMENTS POLICY
(POL-403), INCLUDING RESCINDING RESOLUTION NO. 2014-14.**

WHEREAS, the Mason Transit Authority Board previously approved Mason Transit Authority's Coffee and Light Refreshments Policy (POL-403) by Resolution No. 2014-14 which became effective on August 1, 2014; and

WHEREAS, upon periodic review of MTA's policies, it was determined that the updates relate to clarification of allowable events, as well as remove a referenced statute that does not apply to transits;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Coffee and Light Refreshments Policy (POL-403), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Coffee and Light Refreshments Policy (POL-403) shall supersede and replace in full any previously adopted or approved Coffee and Light Refreshments Policy (POL-403), including rescinding Resolution No. 2014-14.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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



| | |
|---------------------|---|
| Title: | Coffee and Light Refreshments Policy |
| Number: | 403 |
| Effective: | August 18, 2020 |
| Cancel: | Resolution No. 2014-14 |
| Prepared by: | LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2020-21 |

POL-403 COFFEE AND LIGHT REFRESHMENTS

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

1.0 Purpose

The purpose of this policy is to establish guidelines to authorize serving coffee and light refreshments. This authority is not intended for use with the normal daily business activities of Mason Transit Authority, but rather for special situations or occasions as approved in advance by the General Manager or designee.

2.0 Definitions

Coffee and Light Refreshments - Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese.

Regular Workplace - The location where employee or state official normally performs his/her work (excludes meeting and conference rooms).

3.0 Allowable Events

Coffee and light refreshments may be served at a meeting under the following circumstances:

- The person responsible for the meeting receives prior approval for the serving of coffee and light refreshments as documented properly by a completed Request for Approval - Light Refreshment/Meeting Meals form; and
- The purpose of the meeting is to conduct MTA business; where the meeting is long and occurs during a mealtime; and
- A receipt is obtained for the actual costs of the coffee and/or light refreshments.

This policy is for special situations and occasions as well as legally authorized official public meetings, including executive sessions. It also includes employee recognition events outlined in MTA's Employee Recognition Program when appropriate.



| | |
|---------------------|---|
| Title: | Coffee and Light Refreshments Policy |
| Number: | 403 |
| Effective: | August 18, 2020 |
| Cancels: | Resolution No. 2014-14 |
| Prepared by: | LeeAnn McNulty, Administrative Services Manager |
| Approved by: | Authority Board Resolution No. 2020-21 |

MTA is not required to provide coffee and/or light refreshments at meetings.

4.0 Hosting Activities/Team Meetings

Mason Transit Authority shall not fund “hosting” activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than a governmental business event.

Coffee and light refreshments for team meetings, welcoming new staff or other employee activities outside of the Employee Recognition Program would not normally be provided using MTA funds.

5.0 Responsibilities

The person responsible for the meeting must fill out a Light Refreshment/Meeting Meal form and obtain proper approval prior to meeting. To receive reimbursement for the purchase of coffee and light refreshments:

- A receipt must be obtained for the actual costs of the coffee and/or light refreshments.
- The purpose of the meeting must be noted on the receipt or purchase log.
- All other policies and procedures for purchasing on behalf of MTA must be followed. For example, if using a MTA credit card, a purchase log must be completed.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8 – *Actionable*
Subject: First Amendment to Agreement PTD0044
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

The MTA Authority Board, by Resolution No. 2019-23 adopted September 17, 2019, approved the Consolidated Grant Program Operating Grant Agreement Number PTD0044 with the Washington State Department of Transportation (WSDOT) for \$5,598,576 which required a local match of \$5,029,000 and authorized the General Manager to sign that agreement.

Due to impacts of COVID-19, the Paratransit Special Needs Transit Formula Funds for Project B should be reduced by \$970,00 to align with the adjustments made to the current funds delivery plan. No changes have been made to Projects A and C.

The First Amendment to Agreement PTD0044 (the “First Amendment”) provides for the adjustment in the Project B costs.

The reduction should not impact MTA’s ability to meet the service needs due to CARES Act funds and no or lower match to federal funds.

Summary: Approve First Amendment to Agreement PTD0044

Fiscal Impact:

\$970,000 reduction in State funds.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-22 that approves the First Amendment to Agreement PTD0044 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment.

This is the FIRST AMENDMENT to AGREEMENT PTD0044 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Mason Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0044 to:

- Reduce the Paratransit Special Needs Transit Formula Funds for Project B by \$970,000 to align with the adjustments made to the current delivery plan due to COVID 19.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0044:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the Caption heading ‘WSDOT Contact’ on the first page of the AGREEMENT to read as follows:

| |
|--|
| WSDOT Contact: Elizabeth Safsten 360-705-6885 SafsteE@wsdot.wa.gov |
|--|

3. Amend the existing language in ‘SCOPE OF WORK AND BUDGET – Current Agreement Costs’ and replace it to read as follows:

SCOPE OF WORK AND BUDGET

| Current Agreement Costs | |
|-------------------------------------|---------------------|
| Federal Funds | \$ 2,817,360 |
| State Funds | \$ 1,811,216 |
| Total Grant Funds | \$ 4,628,576 |
| Contractor's Funds | \$ 5,029,000 |
| Total Current Agreement Cost | \$ 9,657,576 |

4. Amend the existing language in ‘SCOPE OF WORK AND BUDGET – Funding by Project’ and replace it to read as follows (no changes to Projects A and C)

Funding by Project

Project A: Regional Connections

UPIN # PTCO042

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties

Scope of Work: Sustain regional fixed route service for the general public, people with special transportation needs, and express commuters routes in Mason County with connections to Kitsap, Thurston and Jefferson counties.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|--------------------------------------|---------------------------------------|---------------------------|----------------------|------------------------|--|
| Rural Mobility Transit Formula Funds | N/A | 15% | \$ 794,800 | | \$ 794,800 |
| FTA 5311 | WA-18-X097; WA-2019-091; TBD | 21% | \$ 1,067,040 | | \$ 1,067,040 |
| Contractor's Funds | N/A | 64% | \$ 3,288,635 | \$ 4,232,816 | \$ 7,521,451 |
| Projected Grant Funds | N/A | | | \$ 1,109,722 | \$ 1,109,722 |
| Total Project Cost | | 100% | \$ 5,150,475 | \$ 5,342,538 | \$ 10,493,013 |

Budget: *Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.*

Project B: Demand Response

UPIN # PTCO043

Service Area: Mason County

Scope of Work: Sustain the Core Demand Response (Dial-A-Ride) transit services for the elderly, persons with special needs, low-income, and general public in Mason County.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|---|---------------------------------------|---------------------------|----------------------|------------------------|--|
| Rural Mobility Transit Formula Funds | N/A | 19% | \$ 548,391 | | \$ 548,391 |
| Paratransit Special Needs Transit Formula Funds | N/A | 16% | \$ 468,025 | | \$ 468,025 |
| FTA 5311 | WA-2019-091; TBD | 42% | \$ 1,244,880 | | \$ 1,244,880 |
| Contractor's Funds | N/A | 24% | \$ 696,630 | \$ 2,770,904 | \$ 3,467,534 |
| Projected Grant Funds | N/A | | | \$ 1,294,675 | \$ 1,294,675 |
| Total Project Cost | | 100% | \$ 2,957,926 | \$ 4,065,579 | \$ 7,023,505 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

Project C: Zone (Deviated) Fixed Route

UPIN # PTCO044

Service Area: Mason County

Scope of Work: Sustain core zone deviated fixed-route service for the general public and those with special needs in Mason County.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|---------------------------|---------------------------------------|---------------------------|----------------------|------------------------|--|
| FTA 5311 | WA-2018-077 | 33% | \$ 505,440 | | \$ 505,440 |
| Contractor's Funds | N/A | 67% | \$ 1,043,735 | \$ 1,078,397 | \$ 2,122,132 |
| Projected Grant Funds | N/A | | | \$ 525,658 | \$ 525,658 |
| Total Project Cost | | 100% | \$ 1,549,175 | \$ 1,604,055 | \$ 3,153,230 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

5. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

6. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, WSDOT hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
Capital Projects & Funding Manager
Public Transportation Division

By: _____
Authorized Representative

Title: _____

Print Name: _____

Date: _____

Date: _____

RESOLUTION NO. 2020-22

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE FIRST AMENDMENT TO AGREEMENT PTD0044
BETWEEN MASON TRANSIT AUTHORITY AND WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AND AUTHORIZING THE GENERAL
MANAGER TO EXECUTE SAME.**

WHEREAS, the Mason Transit Authority Board by Resolution No. 2019-23 adopted on September 17, 2019, approved the Washington State Department of Transportation (“WSDOT”) Consolidated Grant Program Operating Grant Agreement Number PTD0044, which required a local match of \$5,029,000 and authorized the General Manager to execute the Agreement as Grantee on behalf of Mason Transit Authority; and

WHEREAS, due to COVID-19 impacts, the Paratransit Special Needs Transit Formula Funds for Project B only should be reduced by \$970,000 to align with the adjustments made to the current funds delivery plan and WSDOT has prepared the First Amendment to Agreement PTD0044 in reflecting that reduction;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD to approve the First Amendment to Agreement PTD0044 providing for the \$970,000 reduction in Project B of the Paratransit Special Needs Transit Formula funds; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute the First Amendment to Agreement PTD0044.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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 9 – *Actionable*
Subject: Contract with Rognlin's on MTA Park and Ride Construction Projects
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

On January 19, 2016, the Mason Transit Authority Board approved the acceptance of the WSDOT Agreement GCB2304 for Park & Ride Development and Improvements.

An Invitation to Bid the MTA Park and Ride Construction Projects was published beginning July 9, 2020 and bid documents were posted on MTA's website and available through the Builders Exchange of Washington. The deadline for bid submittals was on July 31, 2020 at 11:00AM and the bids were publicly read at 11:00AM on that day.

Three bids were received. Rognlin's, Inc. submitted the lowest qualified bid of \$3,875,750 to carry out the following:

Construction at four distinct park and ride locations:

1. *Cole Road*
Construction at this location will include pavement overlay, illumination, video surveillance, signing and striping and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.
2. *Shelton-Matlock Road*
Construction will include illumination, video surveillance, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications
3. *Pickering Road*
Construction at this location will include new pavement, pavement reconstruction, stormwater facilities, illumination, signing, striping, bus shelters and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.
4. *Log Yard Road*
Construction of a Park and Ride near the intersection of Log Yard Road and State Route 3 in Belfair which will include pavement, transit building, bus canopy, sidewalk, ADA facilities, stormwater facilities, septic system, illumination, signing, striping, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications. The transit building, bus canopy, and associated items will be broken out as a bid alternate in the schedule of values.

Alternate Description:

The transit building will include a new 3,000 square foot single story wood framed structure constructed on concrete slab, with new single slope single ply roofing construction. Exterior walls are a combination of wood siding and metal siding with anodized aluminum windows and doors. Interior are wood framed walls with gypsum and some ceramic tile with minimal interior finishes. Additional work includes hollow metal doors, frames and wood doors. Work includes full fire suppression system, mechanical, electrical, and plumbing systems.

The bus canopy will include a single story steel framed canopy with metal roofing. The canopy is open below the roof for the pass through of buses. Steel shall be painted. Work includes sheet metal gutters, downspouts and trim, electrical, and fire suppression system.

On-site septic system will be included in the alternate.

Summary: Award construction contract to Rognlin's, Inc. for the MTA Park and Ride Construction Projects and authorize the General Manager to sign the contract.

Fiscal Impact:

\$3,875,750

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board (1) award the winning bid to Rognlin's, Inc. for the MTA Park and Ride Construction Projects in the amount of \$3,875,750 and (2) approve Resolution No. 2020-23 authorizing the General Manager to sign and execute the contract between Rognlin's ,Inc. and Mason Transit Authority.

**Contract Bond –
Roadway/Site Construction**

KNOW ALL MEN BY THESE PRESENTS, That Rognlin's, Inc.

Bond No. 023215196

of Aberdeen, WA, as Principal, and Liberty Mutual Insurance Company as Surety, are jointly and severally held and bound unto Mason Transit Authority, in the penal sum of Three Million Eight Hundred Seventy Five Thousand * Dollars (\$3,875,750.00), the payment of which we jointly and severally bind ourselves, our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.
*Seven Hundred Fifty and No/100THS

The CONDITION of this bond is such that WHEREAS on the _____ day of _____ A.D., _____, the said Rognlin's, Inc., Principal, herein, executed a certain contract with Mason Transit Authority, by the terms, conditions and provisions of which contract the said Rognlin's, Inc., Principal, herein, agree to furnish all material and do certain work, to wit: That will undertake and complete the construction of:

1. *Cole Road:*

Construction at this location will include pavement overlay, illumination, video surveillance, signing and striping and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

2. *Shelton-Matlock Road:*

Construction will include illumination, video surveillance, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications

3. *Pickering Road:*

Construction at this location will include new pavement, pavement reconstruction, stormwater facilities, illumination, signing, striping, bus shelters and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

4. *Log Yard Road:*

Construction of a Park and Ride near the intersection of Log Yard Road and State Route 3 in Belfair which will include pavement, transit building, bus canopy, sidewalk, ADA facilities, stormwater facilities, septic system, illumination, signing, striping, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications,

according to the maps, plans and specifications made a part of said contract, which contract as to executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a part hereof as fully for all purposes as if here set forth at length. This bond shall cover all approved change orders as if they were in the original contract.

NOW THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the terms, conditions, and provisions of said contract in all respects and shall well and truly and fully do and perform all matters and things by them undertaken to be performed under said contract, upon the terms proposed therein, and within

the time prescribed therein, and until the same is accepted, and shall pay all laborers, mechanics, subcontractors, and material men, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects, faithfully perform said contract according to law, then this obligation to be void, otherwise to remain in full force and effect.

WITNESS our hands this 11th day of August, 2020



Rognlin's, Inc.

Katie Snodgrass

Katie Snodgrass, Vice President

(Principal)

Liberty Mutual Insurance Company

Heather L. Allen

Heather L. Allen

(Attorney-in-fact, Surety)

Propel Insurance, PO Box 2940, Tacoma, WA 98401-2940

Name and Address Local Office of Agent



Seal No. 5649

APPROVED:

Mason Transit Authority

General Manager

By: _____

Date: _____

Surety Bond No.
023215196

Project
MTA Park & Ride Construction Project



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8203181-023049

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Holli Albers; Heather L. Allen; James B. Binder; Amelia G. Burrill; Brandon K. Bush; Carley Espiritu; Jacob T. Haddock; Diane M. Harding; Brent E. Heiltsen; Kyle Joseph Howat; Cynthia L. Jay; Aliceon A. Keltner; Christopher Kinyon; Alyssa J. Lopez; Jamie L. Marques; Erica E. Mosley; Annelies M. Richie; Katharine J. Snider; Eric A. Zimmerman

all of the city of Tacoma state of WA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of February, 2020.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature of David M. Carey]

David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 25th day of February, 2020 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: [Signature of Teresa Pastella]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 11th day of August, 2020.



By: [Signature of Renee C. Llewellyn]

Renee C. Llewellyn, Assistant Secretary

Seal No. 5649

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

AGREEMENT BETWEEN OWNER AND CONTRACTOR

| | |
|---|---|
| The Effective Date of this Contract is: | August 18, 2020 |
| <u>The Parties to this Contract are:</u> | |
| The “Owner” | Mason Transit Authority |
| The “Contractor” | Rognlin’s, Inc |
| Project Name: | MTA Park & Ride Construction Project |
| The “Architect” or “Engineer:” | |
| The “Work:” | Control Manual |
| Alternates included in the Contract Sum: | |
| Contract Sum for the Work: (Includes Use Tax) | \$3,875,750 |
| Payments: (check one) | <input type="checkbox"/> The Owner will make a single payment to the Contractor within thirty (30) days of Final Acceptance. <input checked="" type="checkbox"/> See Supplemental Conditions |
| Date of Substantial Completion of the Work: | 340 working days (Work Suspensions per Supplemental Conditions) |
| Date of Final Completion of the Work: | 60 days after Substantial Completion |
| Liquidated Damages: | See Standard Specifications |
| Owner’s Permit Responsibilities: | None |
| Unit Prices: | |
| <u>Minimum Required Insurance:</u> | |
| Commercial General Liability: | At least \$1 million per occurrence and general aggregate. |
| Automobile Liability: | At least \$1 million |
| Workers’ Compensation (industrial insurance): | At least the State statutory amount |
| Employer’s Liability: | At least \$1 million |
| Aircraft Liability: | N/A |
| Watercraft Liability: | N/A |
| Property Insurance: | Full insurable value |
| Boiler and Machinery Insurance: | N/A |
| Additional Insureds: | Mason Transit Authority |

The Owner and Contractor agree as set forth below.

ARTICLE 1: THE WORK. The Contractor shall fully execute and complete the entire Work described in the Contract Documents, including the Alternates listed above.

ARTICLE 2: COMMENCEMENT AND SUBSTANTIAL AND FINAL COMPLETION.

2.1 The date of commencement of the Work is the date of this Agreement. The Contract Time is measured from the date of commencement to the date of Substantial Completion specified above, as it may be adjusted under the Contract Documents.

2.2 The Contractor shall achieve Substantial Completion and Final Completion of the entire Work within the dates specified above, subject to adjustments of the Contract Time as provided in the Contract Documents.

ARTICLE 3: THE CONTRACT SUM. The Owner shall pay the Contractor the Contract Sum for the Contractor's performance of this Contract, subject to additions and deductions as provided in the Contract Documents. Use tax is included in the Contract Sum.

ARTICLE 4: PAYMENT. The Owner will pay the Contractor within *thirty (30) days* of receipt of an approved Application for Payment in accordance with this Contract. Retainage will be released in accordance with statutory requirements.

ARTICLE 5: PERMITS AND FEES.

5.1 The Owner will secure and pay for only those governmental permits, approvals, fees, licenses, inspections, governmental charges and inspection fees listed on the cover page.

5.2 The Contractor shall secure and pay for all other governmental permits, approvals, fees, licenses, inspections, governmental charges and inspection fees required for the prosecution of the Work.

ARTICLE 6: ENUMERATION OF CONTRACT DOCUMENTS.

6.1 The Contract Documents form this Contract. This Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract Documents shall not be construed to create a contractual relationship of any kind between the Owner and a Subcontractor of any tier, between any Architect and the Contractor, or between any persons or entities other than the Owner and the Contractor.

6.2 The Contract Documents are enumerated as follows and, in the event of a conflict or discrepancy among or in the Contract Documents, interpretation shall be governed in the following order of priority:

- | | |
|---|--|
| 1. Agreement | 4. General Conditions |
| 2. Supplemental Conditions | 5. Scope of Work (See Exhibit A) |
| 3. Prevailing wage rates set by L&I as of the bid date for Mason County (available at http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp) | 6. Drawings and Specifications (See Exhibit B) |
| | 7. Site Conditions and Coordination |
| | 8. Requirements of Grant Funding |

OWNER

By _____
(Signature)

(Printed name and title)

CONTRACTOR

By Kate S. Snodgrass
(Signature)
Kate Snodgrass, vice President
(Printed name and title)

GENERAL CONDITIONS

ARTICLE 7

THE CONTRACT DOCUMENTS

- 7.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contractor's performance shall be consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results.
- 7.2 "Work" means the construction and services required by the Contract Documents and includes all labor, materials, equipment and services to be provided by the Contractor to fulfill its obligations.
- 7.3 If the Contractor finds a conflict, error or discrepancy in the Contract Documents, the Contractor shall report it to the Owner in writing at once. The Contractor shall not proceed with the affected Work until it receives a written interpretation or clarification from the Owner.

ARTICLE 8

ADMINISTRATION OF THE CONTRACT

- 8.1 The Owner will provide administration of the Contract. If an Architect or Engineer is also involved, its duties beyond those addressed in these General Conditions will be described in an attachment to this Contract.
- 8.2 **Authority.** The Owner must approve in writing all changes in the Contract Sum or Contract Time as well as all Change Orders, Construction Change Directives, and payments to the Contractor. The Owner will make any modification or release of any requirement of the Contract Documents, or any approval or acceptance of any portion of the Work, whether or not executed in accordance with the Contract Documents, exclusively in writing.
- 8.3 **Rejection of Work.** The Owner may reject Work that, in its opinion, does not conform to the Contract Documents. If the Contractor fails to correct Work that is not in accordance with the Contract Documents or fails to carry out the Work in accordance with the Contract Documents, the Owner may order the Contractor in writing to stop the Work, or any portion thereof, until the cause for that order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right.
- 8.4 **Site Access.** The Owner shall have access to and may visit the Work site at intervals it considers appropriate to the stage of the Work to become generally familiar with the progress and quality of the completed Work, but the Owner will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
- 8.5 **Submittals.** The Contractor shall review, approve and submit to the Owner with reasonable promptness shop drawings, product data, samples and similar submittals required by the Contract Documents. The Owner will review and approve or take other appropriate action upon the Contractor's submittals for the limited purpose of checking for conformance with information given and the design concept expressed by the Contract Documents. The Work shall be in accordance with approved submittals. The Owner's review and approval does not relieve the Contractor of responsibility for compliance with the Contract Documents. The Contractor shall submit to the Owner any proposed change to or deviation from previously approved documents or submittals.

ARTICLE 9

THE CONTRACTOR

- 9.1 Using its best skill and attention, the Contractor shall perform, supervise and direct the Work. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures and personnel, for safety, and for coordinating all portions of the Work under this Contract. The Contractor shall provide and pay for all labor, materials, equipment, tools and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- 9.2 **Subcontractors.** A "Subcontractor" is a person or entity that has a direct contract with the Contractor to perform a portion of the Work at the site or to supply materials or equipment. A "Subcontractor of any tier" includes Subcontractors and lower-level subcontractors and suppliers.
- 9.2.1 **Identification.** As soon as practicable and no later than *fourteen (14) days* after award of this Contract, the Contractor shall confirm to the Owner in writing the names of the Subcontractors for each portion of the Work.
- 9.2.2 **Subcontracts.** Contracts between the Contractor and Subcontractors shall require each Subcontractor to be bound to the Contractor by the terms of the Contract Documents for the Work to be performed by the Subcontractor and to assume toward the Contractor all the obligations and responsibilities that the Contractor, by the Contract Documents, assumes toward the Owner.

9.2.3 **Payment.** The Contractor shall promptly pay (and secure the discharge of any liens asserted by) all persons properly furnishing labor, equipment, materials or other items in connection with the performance of the Work for which the Owner has paid (including, but not limited to, workers and Subcontractors). The Contractor shall furnish to the Owner releases of liens and claims and other documents that the Owner requests from time to time to evidence such payment (and discharge). Nothing in the Contract Documents shall obligate the Owner to pay or to cause the payment of any moneys due to any Subcontractor of any tier or other person or entity, except as may otherwise be required by law or regulation.

9.3 **Workers.** The Contractor shall enforce strict discipline and good order among persons carrying out the Work and shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. At no change to the Contract Sum or Contract Time, the Owner may provide written notice requiring the Contractor to remove from the Work any employee or other person carrying out the Work that the Owner considers objectionable.

9.4 **Warranty.** The Contractor warrants that materials and equipment furnished under this Contract will be of good quality and new, that the Work will be performed in a workmanlike manner, free from defects not inherent in the quality required, and that the Work will conform with the requirements of the Contract Documents.

9.5 **Progress Schedule.** Within *fourteen (14) days* of execution of this Contract, the Contractor shall submit a schedule of the Work to the Owner ("Progress Schedule"). The Contractor will be responsible for planning, scheduling, managing, and reporting the progress of the Work in accordance with all of the specific methods and submittals described in the Contract Documents. The Contractor shall use the Progress Schedule (as updated) to plan, coordinate, and prosecute the Work in an orderly and expeditious manner.

9.6 **Clean-Up.** The Contractor shall keep the site and surrounding area free from accumulation of waste materials caused by operations under the Contract.

9.7 **Indemnification.**

9.7.1 Subject to the following conditions and to the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Owner and its agents, employees, consultants, successors and assigns (together, the "Indemnified Parties") from and against all claims, damages, losses and expenses, direct and indirect, or consequential, including but not limited to costs, attorneys' fees, and other litigation expenses incurred on such claims and in proving the right to indemnification, arising out of or resulting from the performance of the Work by or any act or omission of the Contractor, its agents, any Subcontractor of any tier, and anyone directly or indirectly employed by them (together, the "Indemnitor").

.1 The Contractor will fully indemnify and defend the Indemnified Parties for the sole negligence of the Indemnitor.

.2 The Contractor will indemnify and defend the Indemnified Parties for the concurrent negligence of the Indemnitor only to the extent of the Indemnitor's negligence. The Contractor agrees to being added by the Owner as a party to any mediation, arbitration or litigation with third parties in which the Owner alleges indemnification or contribution from the Indemnitor. The Contractor agrees that all of its Subcontractors of any tier will similarly stipulate in their subcontracts. To the extent a court or arbitrator strikes any portion of this indemnification provision for any reason, all remaining provisions shall retain their vitality and effect.

9.7.2 After mutual negotiation of the parties, the indemnification obligation shall not be limited by the amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts in claims by an employee of the Contractor or a Subcontractor of any tier against any person or entity indemnified under this Paragraph 9.7. For the sole purpose of effecting the indemnification obligations under this Contract and not for the benefit of any third parties unrelated to the Owner, the Contractor specifically and expressly waives any immunity that may be granted it under Title 51 RCW, "Industrial Insurance." IF THE CONTRACTOR DOES NOT AGREE WITH THIS WAIVER, IT MUST PROVIDE A WRITTEN NOTICE TO THE OWNER PRIOR TO THE DATE FOR THE RECEIPT OF BIDS, OR THE CONTRACTOR WILL BE DEEMED TO HAVE NEGOTIATED AND WAIVED THIS IMMUNITY.

9.8 **Records.** The Contractor shall maintain and preserve books, ledgers, records, estimates, correspondence, logs, schedules, electronic data and other documents relating or pertaining to the costs and/or performance of the Contract ("records"). Within *seven (7) days* of the Owner's request, the Contractor shall make available at the Contractor's office all records for inspection, audit and reproduction (including electronic reproduction) by the Owner's representatives. These requirements apply to each Subcontractor of any tier. The Contractor agrees, on behalf of itself and Subcontractors of any tier, that the invocation of any rights under RCW 42.56 shall initiate an equivalent right to disclosures from the Contractor and Subcontractors of any tier for the benefit of the Owner.

9.9 **Compliance with Law.** The Contractor, its employees, Subcontractors of any tier and representatives, shall comply with all applicable laws, ordinances, statutes, rules and regulations, federal and state, county and municipal.

9.9.1 **Prevailing Wages.** The Contractor shall comply with all applicable provisions of RCW 39.12, including but not limited to submission of approved "Statements of Intent to Pay Prevailing Wage," payment of all Labor & Industries' fees, submission and posting of approved "Statements of Intent to Pay Prevailing Wages" and payment of prevailing wages. The State of Washington prevailing wage rates applicable for this public works project, which is located in Mason County, may be found at the following website

address of the L&I: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. The Contractor shall keep a paper copy at the Project site.

9.9.2 Hours of Labor. The Contractor shall comply with all applicable provisions of RCW 49.28.

9.9.3 Worker's Right to Know. The Contractor shall comply with RCW 49.70 and WAC 296-62-054 regarding workplace surveys and material safety data sheets for "hazardous" chemicals at the Project site.

ARTICLE 10 CONSTRUCTION BY THE OWNER OR BY SEPARATE CONTRACTORS

10.1 The Owner may perform construction or operations related to the Project with its own forces and may award separate contracts in connection with other portions of the Project or other construction or operations on the site under contractual conditions consistent with those of the Contract Documents.

10.2 The Contractor shall afford the Owner and separate contractors reasonable opportunity for the introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations.

ARTICLE 11 CHANGES IN THE WORK

11.1 The Owner, without invalidating this Contract, may order changes in the Work consisting of additions, deletions or modifications ("Changes"), and the Contract Sum and Contract Time will be adjusted accordingly. Changes in the Work, in the Contract Sum and/or in the Contract Time shall be authorized only by written Change Order signed by the Owner and the Contractor or by written Construction Change Directive signed by the Owner.

11.1.1 Change Orders. A Change Order is a written instrument signed by the Owner and the Contractor stating their agreement upon a change in the Work, the amount of any adjustment in the Contract Sum, and the extent of any adjustment in the Contract Time.

11.1.2 Construction Change Directives. A Construction Change Directive is a written order prepared and signed by the Owner that directs a change in the Work and states a proposed basis for any adjustment in the Contract Sum and/or Contract Time. It is used in the absence of total agreement on the terms of a Change Order. The Contractor shall promptly proceed with the change in the Work described in the Construction Change Directive. As soon as possible, and within *seven (7) days* of receipt, the Contractor shall advise the Owner in writing of the Contractor's agreement or disagreement with the cost or the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

11.2 Costs of Changes and Claims. If the parties cannot agree on the cost or credit to the Owner from a Construction Change Directive or other Change in the Work, the Contractor and all affected Subcontractors of any tier shall keep and present an itemized accounting with supporting data. The total cost of any Change or Claim shall be limited to the reasonable value of the direct labor costs, material costs, construction equipment usage costs for the actual time equipment appropriate for the Work is used solely on the Change in the Work, the cost of any change in insurance, Subcontractor costs, and a fee for all combined overhead and profit, including impact costs of any kind, limited to twelve percent (12%) of the cost for any materials or work performed by the forces of the Contractor or a Subcontractor and eight percent (8%) of amounts due to Subcontractors.

11.3 Claims for Concealed or Unknown Conditions. If conditions are encountered at the site that are (1) concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found and generally recognized as inherent in activities of the character provided for in the Contract Documents, then the Contractor shall give written notice to the Owner promptly before conditions are disturbed and in no event later than *seven (7) days* after the first observance of the conditions. The Contractor shall make any Claim arising from such condition in accordance with the dispute resolution procedures of Article 19.

ARTICLE 12 TIME

12.1 Delay.

12.1.1 Time. If the Work is delayed by changes ordered in the Work, unanticipated general labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties or any other causes beyond the Contractor's control, then the Contract Time shall be extended by Change Order to the extent the critical path is affected.

12.1.2 Damages. The Contractor and Sub-contractors shall be entitled to damages for delay only where the Owner's actions or inactions were the actual, substantial cause of the delay and where the Contractor could not have reasonably avoided the delay by the exercise of due diligence.

12.1.3 Contractor Delay. If a delay was caused by the Contractor, a Subcontractor of any tier, or anyone acting on behalf of any of them, the Contractor is not entitled to an increase in the Contract Time or in the Contract Sum.

12.2 Completion and Liquidated Damages. The timely completion of the Project is essential to the Owner. The Owner will incur serious and substantial damages if Substantial Completion of the Work does not occur within the Contract Time. The Contractor is responsible for actual damages for delay unless an amount is inserted on the cover page for liquidated damages, in which case the liquidated damage amount shall apply. Liquidated damages shall not be affected by partial completion, occupancy, or beneficial occupancy.

ARTICLE 13 PAYMENTS AND COMPLETION

13.1 Payments. Payment shall be made as provided in this Contract, including any Supplemental Conditions.

13.2 Withheld Payment. The Owner may withhold payment in whole or in part, or it may nullify the whole or part of a payment previously issued, on account of (1) defective Work not remedied, (2) claims or liens filed by third parties, (3) failure of the Contractor to make payments due to Subcontractors or for labor, materials or equipment, (4) damage to the Owner or another contractor, (5) reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum, (6) reasonable evidence that the unpaid balance would not be adequate to cover actual or liquidated damages for delay for which the Contractor is responsible, (7) failure to carry out the Work in accordance with the Contract Documents, or (8) liquidated damages. The Owner will provide the Contractor with written notice of its intent to implement this provision and provide details supporting the Owner's intention. The Contractor will be afforded reasonable time following receipt of such notice to respond to or correct the circumstances provoking this action by the Owner.

13.3 Substantial Completion.

13.3.1 Substantial Completion is the stage in the progress of the Work when the construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can fully utilize the Work (or a designated portion) for its intended use. All Work other than incidental corrective or punchlist work and final cleaning shall have been completed. The Work is not Substantially Complete if all systems and parts affected by the Work are not usable, any required occupancy or use permit has not been issued, or if utilities affected by the Work are not connected and operating normally. The fact that the Owner may use or occupy some or all of the Work does not indicate that the Work is Substantially Complete, nor does it toll or change any liquidated damages due the Owner.

13.3.2 When the Contractor believes that the Work has achieved Substantial Completion, it shall notify the Owner in writing. When the Owner agrees, it will issue a Certificate of Substantial Completion.

13.3.3 Immediately before any occupancy, the Owner will schedule an inspection tour of the area to be occupied. Representatives of the Owner and the Contractor will jointly tour the area and record items still remaining to be finished and/or corrected. The Contractor shall promptly supply and install any such items as well as items missed by the inspection but required or necessary for Final Completion as a part of the Contract Sum.

13.4 Final Completion. After the Contractor has notified the Owner that the Work has been concluded, and the Contractor has submitted the items listed below as may be required at the discretion of the Owner, the Owner will determine in writing that Final Completion has occurred.

- .1 A final Application for Payment.
- .2 An affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or its property might in any way be responsible or encumbered, have been paid or otherwise satisfied.
- .3 Consent of surety to final payment.
- .4 A certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be cancelled or allowed to expire until at least thirty (30) days' prior written notice has been given to the Owner.
- .5 A written statement that the Contractor knows of no substantial reason why the insurance will not be renewable to cover the period required by the Contract Documents.
- .6 Other data establishing payment or satisfaction of or protection (satisfactory to the Owner) against all obligations, such as receipts, releases and waivers of liens and claims.
- .7 Pursuant to RCW 39.12.040, an "Affidavit of Wages Paid" from the Contractor and from each Subcontractor certified by the Industrial Statistician of the Department of Labor and Industries, with the fees paid by the Contractor or Subcontractor.

.8 A certified statement that the Contractor has closed all necessary permits or otherwise met the requirements of all governing jurisdictions related to this Project.

.9 Pursuant to RCW 60.28.020, certificates from the Department of Revenue and the Department of Labor and Industries.

.10 Pursuant to RCW 50.24, a certificate from the Department of Employment Security.

.11 All deliverables required by the Contract Documents.

.12 A certification that the materials in the Work are "lead-free" and "asbestos free."

.13 A legible hard copy of the as-built drawings.

13.5 Final Acceptance and Final Payment.

13.5.1 Pursuant to RCW 60.28, completion of the contract Work shall occur after Final Completion has been achieved and the Owner has formally accepted the Project ("Final Acceptance"). Final Payment shall not become due until after Final Acceptance.

13.5.2 If any Subcontractor of any tier refuses to furnish a release or waiver required by the Owner, the Owner may retain an amount to defray the cost of foreclosing the liens of such claims and to pay attorneys' fees, the total of which shall be no less than one hundred fifty percent (150%) of the claimed amount. If any such lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all moneys that the latter may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

13.6 Waivers.

13.6.1 Final Payment by the Owner. The making of final payment constitutes a waiver of claims by the Owner except those arising from (1) liens, claims, security interests, or encumbrances arising out of the Contract and unsettled; (2) failure of the Work to comply with the requirements of the Contract Documents; (3) Work subsequently found to be substandard and/or deficient; or (4) terms of warranties required by the Contract Documents or law.

13.6.2 Final Payment to the Contractor. Acceptance of final payment by the Contractor constitutes a waiver of Claims except those previously made in writing and specifically identified as unsettled on the final Application for Payment.

13.6.3 Change Orders. The execution of a Change Order constitutes a waiver of Claims by the Contractor arising out of the Work to be performed or deleted pursuant to the Change Order, except as specifically described in the Change Order.

13.6.4 Reservation of Rights. If the Contractor adds to a Change Order, a Construction Change Directive, or any other document a reservation of rights that has not been initialed by the Owner, any amounts previously agreed shall be considered disputed and not yet payable unless the costs are re-negotiated or the reservation is withdrawn or changed in a manner satisfactory to and initialed by the Owner.

13.6.5 Failure to Exercise. The Owner's failure to exercise any of its rights under this Contract shall not constitute a waiver of any past, present or future right or remedy. Any waiver by the Owner of any right or remedy under this Contract must be in writing and shall apply only to the right or remedy specified.

13.7 **Warranty of Title.** The Contractor warrants and guarantees that title to the Work, materials and equipment covered by an Application for Payment, whether or not incorporated in the Project, will pass to the Owner no later than the time of payment, free and clear of liens.

ARTICLE 14 PROTECTION OF PERSONS AND PROPERTY

14.1 The Contractor shall be solely responsible, and the Owner shall not have responsibility, for all aspects of safety related to this Contract or the Work, including initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury or loss to, persons or property.

14.2 The Contractor shall promptly remedy to the Owner's satisfaction damage or loss to property at the site caused in whole or in part by the Contractor, a Subcontractor of any tier, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable, except for damage or loss attributable to acts or omissions of the Owner or by anyone for whose acts the Owner may be liable that are not attributable to the fault or negligence of the Contractor or a Subcontractor of any tier.

14.3 The Contractor shall not be required to perform without consent any Work relating to asbestos or polychlorinated biphenyl, unless identified as such in the Contract Documents.

ARTICLE 15
INSURANCE AND BONDS

15.1 The Contractor shall, at its own cost, purchase from a company or companies authorized to do business in the State of Washington possessing a Best's policyholder's rating of A- or better and a financial rating of no less than VII, and reasonably acceptable to the Owner, and maintain during the life of this Contract, at least the following insurance. The Contractor shall also cause its Subcontractors of any tier to secure and maintain at least the following insurance. The insurance shall be in force at the time the Work is commenced and shall remain in force until Substantial Completion, unless a later date is specified below.

15.1.1 Contractor's Liability Insurance. The Contractor shall purchase and maintain an occurrence-based Commercial General Liability Insurance Policy and such other insurance as will provide protection from claims set forth below which may arise out of or result from Contractor's operations under the Contract Documents, whether to be performed or furnished by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:

.1 Claims under workers' compensation, disability benefits and other similar employee benefit acts, as required by the laws of the state of Washington, including Contingent Employers Liability (Stop Gap) for all employees of the Contractor and Subcontractors;

.2 If there is an exposure for injury to Contractor's or subcontractors' employees under the United States Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations or statutes applicable to maritime employees, or any similar laws, regulations or statutes, coverage shall be included for such injuries or claims.

.3 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees and of any person other than the Contractor's employees;

.4 Claims for damages insured by personal injury liability coverage that are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or (b) by any other person for any other reason.

.5 Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom;

.6 Claims arising out of operation of laws or regulations for damages because of bodily injury or death of any person or for damage to property;

.7 Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle, including coverage for Owned Motor Vehicles, Non Owned Motor Vehicles and Hired or Borrowed Motor Vehicles; and

.8 The comprehensive general liability insurance required by this paragraph must include contractual liability insurance applicable to Contractor's obligations under Paragraph 9.7.

15.1.2 Property Insurance. Unless otherwise provided in the Contract Documents, the Contractor shall purchase and maintain property insurance upon the Work at the site to the full insurable value thereof (subject to any deductible amounts that may be provided in the Contract Documents). This insurance shall include the interest in the Work of the Owner, Contractor, Subcontractors of any tier, any Architect and consultants, all of whom shall be listed as insureds or primary, non-contributing additional insured parties. Additional insured status shall be evidenced by internal policy provision or by separate external endorsement. This insurance shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss and damage including, without duplication of coverage, theft, vandalism and malicious mischief, collapse, false work and water damage, temporary buildings and debris removal (including demolition occasioned by enforcement of any applicable legal requirements), and such other perils as may be provided in the Contract Documents, and shall include damages, losses and expenses arising out of or resulting from any insured loss or incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers, architects, attorneys and other professionals). If not covered under the "all risk" insurance or otherwise provided in the Contract Documents, the Contractor shall purchase and maintain similar property insurance on portions of the Work stored on and off the site or in transit when such portions of the Work are to be included in an Application for Payment. The Owner shall bear no responsibility for such portions of the Work or the consequences of their damage or loss.

15.1.3 Boiler and Machinery Insurance. The Contractor shall purchase and maintain such boiler and machinery insurance for applicable equipment utilized or contained in the Work, which will include the interests in the Work of the Owner, Contractor, Subcontractors, any Architect, and consultants, all of whom shall be listed as insured or additional insured parties.

15.1.4 Aircraft/Watercraft Insurance. If the performance of the Work requires the use of any aircraft that are owned, leased,

rented, or chartered by the Contractor or any of its Subcontractors, the Contractor shall secure and maintain Aircraft Liability Insurance for property damage and bodily injury, including passengers and crew. If the performance of the Work requires the use of any watercraft that are owned, leased, rented or chartered by the Contractor or any of its subcontractors, the Contractor shall secure and maintain Watercraft Liability insurance for property damage and bodily injury.

15.3 The Owner's specification or approval of insurance in this Contract or of its amount shall not relieve, limit or decrease the liability of the Contractor under the Contract Documents or otherwise. Coverages are the minimum to be provided and are not limitations of liability under the Contract, indemnification, or applicable law provisions. The Contractor may, at its expense, purchase larger coverage amounts or additional insurance.

15.4 Waiver of Rights

15.4.1 The Owner and Contractor waive all rights against each other for losses and damages caused by any of the perils covered by the policies of insurance provided in response to Paragraphs 15.1.2 and 15.1.3 and any other property insurance applicable to the Work, and also waive such rights against the Subcontractors, Architect, consultants and other parties named as insureds in such policies for losses and damages so caused. Each subcontract between the Contractor and a Subcontractor will contain similar waiver provisions by the Subcontractor in favor of the Owner, Contractor, Architect, consultants and all other parties named as insureds. None of these waivers shall extend to the rights that any of the insured parties may have to the proceeds of insurance held by the Owner as Trustee or otherwise payable under any policy so issued.

15.4.2 The Owner and Contractor intend that any policies provided in response to Paragraphs 15.1.2 and 15.1.3 shall protect the parties insured and provide primary coverage for losses and damages caused by the perils covered thereby. Accordingly, such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties named as insureds or additional insureds, and if the insurers require separate waiver forms to be signed by the Architect or its consultant, the Owner will obtain the same, and if such waiver forms are required of any Subcontractor, the Contractor will obtain the same.

15.5 Any insured loss under the policies of insurance required by Paragraphs 15.1.2 and 15.1.3 will be adjusted with the Owner and made payable to the Owner as Trustee for the insureds, as their interests may appear, subject to the requirements of any applicable mortgage clause. The Owner shall deposit in a separate account any money so received, and shall distribute it in accordance with such agreement as the parties in interest may reach. If no agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Contract Modification or Written Amendment, or be a separate contract, at the Owner's option.

15.6 Endorsements.

15.6.1 The Owner, its officer and employees shall be named as a primary, non-contributing additional insured and coverage shall apply on a primary and non-contributory basis on such policies other than Workers' Compensation. Additional insured status shall be evidenced by internal policy provision or by separate external endorsement. Policies shall contain a provision that the Owner shall be given *thirty (30) days'* written notice by certified mail before cancellation of any insurance or reduction of the amount thereof, or any alteration, modification, restriction or material change thereto. No such cancellation, reduction, alteration, modification, restriction or material change in any policy shall relieve the Contractor of its obligation to maintain coverages in accordance with the Contract Documents.

15.6.2 All insurance policies to be maintained by the Contractor shall provide for Waiver of Subrogation in favor of the Owner.

15.6.3 All insurance policies, except Workers' Compensation, to be maintained by the Contractor shall provide Severability of Interests or Cross Liability Clause and provide that the insurance shall be primary and not excess to or contributing with any insurance or self-insurance maintained by the Owner.

15.7 Certificates evidencing that satisfactory coverage of the type and limits set forth in the Contract Documents shall be furnished to the Owner in a form acceptable to the Owner and shall contain provisions consistent with Paragraph 15.6.

15.8 Irrespective of the requirements of the Contract Documents as to insurance to be carried by the Contractor, insolvency, bankruptcy or failure of any insurance company to pay all claims accruing, shall not be held to relieve the Contractor of any of its obligations.

15.9 The Contractor shall defend, indemnify and hold the Owner harmless from any failure of the Contractor or its Subcontractors of any tier to secure and maintain insurance as required by this Contract.

**ARTICLE 16
CORRECTION OF WORK**

16.1 The Contractor shall promptly correct Work rejected or failing to conform to the requirements of the Contract Documents at any time through a period of *one (1) year* from the date of Substantial Completion of this Contract or by terms of a longer

manufacturer's warranty or an applicable special warranty required by the Contract Documents.

16.2 If the Contractor fails to carry out or correct Work that is not in accordance with the Contract Documents, the Owner may, by written order, require the Contractor to stop the Work or any portions thereof until the cause for the order has been eliminated, and the Owner may take over and correct some or all of the non-conforming Work at the Contractor's cost.

16.3 Nothing in this Article shall be construed to establish a period of limitation with respect to other obligations that the Contractor might have under the Contract Documents.

ARTICLE 17 MISCELLANEOUS PROVISIONS

17.1 Applicable Law. This Contract shall be governed by the internal law of the State of Washington, without regard to its choice-of-law provisions.

17.2 Compliance with Law. The Contractor shall give notices and comply with applicable laws, rules, regulations and orders of public authorities, including but not limited to RCW 39.06 and RCW 18.27 (Registration), RCW 49.60 (Discrimination), RCW 70.92 (Aged and Handicapped Persons), WAC 296-155 (Safety Standards), RCW 50.24 (Unemployment Compensation), RCW 51 (Industrial Insurance); RCW 82 (State Excise Tax Registration), RCW 39.12.065(3) (prevailing wage violations), Drug-Free Workplace Act of 1988 (Drug-Free Workplace) and RCW 49.26 (any asbestos removal).

17.3 Assignment. The Contractor shall not let, assign or transfer this Contract, or any interest in it or part of it, without the written consent of the Owner.

17.4 The Owner's Site Rules. The Contractor shall comply with the Owner's site and conduct rules.

17.5 Survival of Clauses. The warranty, dispute resolution, and indemnification provisions of this Contract shall survive the termination, cancellation or expiration of this Contract.

17.6 Writing Required. No addition to or modification of this Contract or waiver of any provisions of this Contract shall be binding on either Party unless explicitly made in writing and executed by the Contractor and the Owner.

ARTICLE 18 TERMINATION OF THE CONTRACT

18.1 Termination for Cause by the Contractor. If the Owner fails to make payment of undisputed amounts for a period of *sixty (60) days* through no fault of the Contractor, the Contractor may, upon *seven (7) additional days'* written notice (during which time the Owner has the right to cure), terminate the Contract and recover from the Owner payment for all Work executed in accordance with the Contract Documents.

18.2 Termination for Cause by the Owner. The Owner may, upon *seven (7) days'* written notice to the Contractor, terminate without prejudice the whole or any portion of the Work for cause, including but not limited to the Contractor's material breach of this Contract; failure to prosecute the Work or any portion thereof with sufficient diligence to ensure the Substantial Completion of the Work within the Contract Time; failure to supply a sufficient number of properly skilled workers or proper materials; material disregard of laws, ordinances, rules, regulations or orders of any public authority having jurisdiction; or being adjudged bankrupt, making a general assignment for the benefit of its creditors, or having a receiver appointed on account of the Contractor's insolvency.

18.3 Termination for Convenience by the Owner. The Owner may, at any time upon *seven (7) days'* written notice to the Contractor, terminate (without prejudice to any right or remedy of the Owner) the whole or any portion of the Work for the convenience of the Owner. The Owner shall be liable to Contractor only for the amount reasonably incurred to date and due under Article 13 for the performance of the Work terminated and other pre-approved costs, consistent with the Paragraph 11.2, necessary and reasonably incurred in connection with the termination of the Work.

18.4 Effects of Termination.

18.4.1 The total sum to be paid to the Contractor under this Article 18 shall not exceed the Contract Sum as reduced by the amount of payments otherwise made.

18.4.2 Unless the Owner directs otherwise, after receipt of a notice of termination by the Owner, the Contractor shall promptly stop Work as specified in the notice of termination; place no further orders or subcontracts, except as necessary for completion of non-terminated Work; procure cancellation of all orders and subcontracts to the extent related to the performance of terminated Work; assign to the Owner all of the right, title and interest of the Contractor under all orders and subcontracts; with the Owner's approval, settle outstanding liabilities and claims arising out of such termination of orders and subcontracts not assigned to the Owner; transfer title and deliver to the entity or entities designated by the Owner the fabricated or unfabricated parts, Work in process, partially completed supplies and equipment, materials, parts, tools, dies, jigs and other fixtures, completed Work, supplies

and other material produced as part of, or acquired in connection with the performance of, the Work terminated, and the completed or partially completed plans, drawings, information and other property related to the Work; take such action as may be necessary or as directed by the Owner to preserve and protect the Work and property related to the Project in the possession of the Contractor in which the Owner has an interest; and continue performance only to the extent not terminated.

18.5 Suspension. The Owner may, at its option and at any time, suspend the Contractor's performance of some or all of the Work. The Owner will give the Contractor notice of any such suspension, including the scope of the suspension and the Owner's estimate of the duration of such suspension. During the period of suspension, the Contractor shall use its best efforts to minimize costs associated with such suspension and to protect and maintain the Work. As full compensation for any such suspension, the Contractor will be eligible for an equitable adjustment, which shall not include consequential or indirect damages. Upon receipt of the Owner's notice to resume the suspended performance, the Contractor shall immediately resume performance to the extent required in the notice.

ARTICLE 19 **DISPUTE RESOLUTION**

19.1 All claims, disputes and other matters in question of the Contractor, direct or indirect, arising out of, or relating to, the Contract Documents or the breach thereof ("Claims") shall be decided exclusively by the following dispute resolution procedure. Failure to comply with the requirements of this Article 19 shall constitute waiver of the Claim.

19.2 Notice of Claim. The Contractor shall submit notice of all Claims to the Owner in writing within *seven (7) days* of the event giving rise to them and shall include a reasonable description of the event and its probable effect.

19.3 Claim Submission. Within *thirty (30) days* of the effective date of submitting the notice in Paragraph 19.2, the Contractor shall provide the Owner with a written Claim that includes a clear description of the Claim, all changes in cost and in time (direct, indirect, impact, consequential, and otherwise) to which the Contractor and Subcontractors of any tier are entitled, and data supporting the Claim. No act, omission, or knowledge, actual or constructive, of the Owner or any Architect shall in any way be deemed to be a waiver of the requirement for a timely written notice and a timely written Claim unless the Owner and the Contractor sign an explicit, unequivocal written waiver.

19.4 Effective Date. Unless otherwise specified in the Contract Documents, the effective date of any notice or request given in connection with this Contract shall be the date on which it is delivered to the Owner.

19.5 Informal Resolution. The Owner will make a determination of the Claim submitted. If the Contractor disagrees with the determination and wishes to pursue the Claim further, the Contractor must, within *fourteen (14) days* of receipt of the determination, provide the Owner with a written request that a representative of the Contractor, any Architect, and the Owner meet, confer, and attempt to resolve the claim. This meeting will then take place at mutually convenient time and place within *fourteen (14) days* of the Contractor's request.

19.6 Mediation. The Contractor may not bring any litigation against the Owner unless the Claim is first subject to mediation under the Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). This requirement cannot be waived except by an explicit written waiver signed by the Owner and the Contractor. To initiate the mediation process, the Contractor shall submit a written mediation request to the Owner within *thirty (30) days* after the meeting undertaken in Paragraph 19.5. If the parties are unable to agree to a mediator within *thirty (30) days* after the Owner's receipt of the written request for mediation, either party may submit a request for mediation to the AAA. An officer of the Contractor and the General Manager or designee of the Owner, both having full authority to settle the Claim, must attend the mediation session. To the extent there are other parties in interest, such as Subcontractors and insurers, their representatives, with full authority to settle the Claim, shall also attend the mediation session. All unresolved Claims in the Project shall be considered at a single mediation session that shall occur prior to Final Acceptance by Owner.

19.7 Litigation. The provisions of Paragraphs 19.1, 19.2, 19.5, and 19.6 are each a condition precedent to the Contractor bringing litigation. All unresolved Claims of the Contractor shall be waived and released unless the Contractor has strictly complied with the time limits of the Contract Documents, and litigation is served and filed within *120 days* after the Date of Substantial Completion as designated in writing by the Owner. This requirement cannot be waived except by an explicit written waiver signed by the Owner and the Contractor. The pendency of mediation shall toll this filing requirement.

19.8 Maintenance of Responsibilities. The parties shall diligently carry on their respective obligations and responsibilities and maintain the Progress Schedule during any dispute resolution proceedings, unless otherwise agreed by both parties in writing.

19.9 Waiver. The requirements of this Article 19 cannot be waived except by an explicit written waiver signed by the Owner and the Contractor. The fact that the Owner and the Contractor may continue to discuss or negotiate a Claim that has or may have been defective or untimely under the Contract Documents shall not constitute waiver of the provisions of the Contract Documents unless the Owner and Contractor sign an explicit, unequivocal written waiver approved by the Owner's Board of Commissioners.

Supplemental Conditions

1. **Progress Payments.** Progress payments shall be made monthly for Work that is duly approved and performed during the calendar month preceding the Application for Payment according to the following procedure.

1.1 **Schedule of Values.** Prior to submitting its first Application for Payment, the Contractor shall submit to the Owner a schedule of values allocating the Contract Sum to the various portions that comprise the Work. The schedule of values shall be prepared in such form and supported by such data as the Owner may require. The schedule of values shall allocate at least three percent (3%) of the original Contract Sum to that portion of the Work between Substantial Completion of the Work and Final Completion, which will be earned upon Final Completion and distributed in the final payment.

1.2 **Draft Application.** Within the first *seven (7) days* of each month, the Contractor shall submit to the Owner a report on the current status of the Work as compared to the Progress Schedule and a draft, itemized Application for Payment for Work performed through the prior calendar month. This shall not constitute a payment request. The Contractor, the Owner and the Architect or Engineer (if any) shall meet within the next *seven (7) days* and confer regarding the current progress of the Work and the amount of payment to which the Contractor is entitled. The Owner may request the Contractor to provide data substantiating the Contractor's right to payment, such as copies of requisitions or invoices from Subcontractors. The Contractor shall not be entitled to make a payment request, nor is any payment due the Contractor, until such data is furnished.

1.3 **Payment Request.** Within *seven (7) days* after the Contractor and the Owner have met and conferred regarding the draft Application for Payment and the Contractor has furnished all data requested, the Contractor may submit a payment request in the agreed-upon amount, in the form of a notarized, itemized Application for Payment for Work performed during the prior calendar month on a form supplied or approved by the Owner. Among other things, the Application shall state that prevailing wages have been paid in accordance with the pre-filed statement(s) of intent to pay prevailing wages on file with the Owner and that all payments due Subcontractors from the Owner's prior payments have been made. The Application shall constitute the Contractor's representation that (1) all payments due Subcontractors from the Owner's prior payments have been made and (2) the Work is current on the Progress Schedule, unless otherwise noted on the Application. If the Contractor believes it is entitled to payment for Work performed during the prior calendar month in addition to the agreed-upon amount, the Contractor may, within the same time period, submit to the Owner a separate written payment request specifying the exact additional amount due, the category in the schedule of values in which the payment is due, the specific Work for which the additional amount is due, and why the additional payment is due.

1.4 **Payments to Subcontractors.** No payment request shall include amounts the Contractor does not intend to pay to a Subcontractor. If, after making a request for payment but before paying a Subcontractor for its performance covered by the payment request, the Contractor discovers that part or all of the payment otherwise due to the Subcontractor is subject to withholding from the Subcontractor for unsatisfactory performance, the Contractor may withhold the amount as allowed under the subcontract, but it shall give the Subcontractor and the Owner written notice of the remedial actions that must be taken as soon as practicable after determining the cause for the withholding but before the due date for the Subcontractor payment, and pay the Subcontractor within *eight (8) working days* after the Subcontractor satisfactorily completes the remedial action identified in the notice.

1.5 **Retainage.** Pursuant to RCW 60.28, the Owner will reserve five percent (5%) from the moneys the Contractor earns on estimates during the progress of the Work, to be retained as a trust fund for the protection and payment of the claims of any person arising under this Contract and the state with respect to taxes imposed pursuant to Title 82 RCW, which may be due from the Contractor. The moneys reserved will be retained in a fund by the Owner until *forty-five (45) days* following formal acceptance of the Project by the Owner ("Final Acceptance"). The Contractor may retain payment of not more than five percent (5%) from the moneys earned by any Subcontractor.

Contract
Manual

RESOLUTION NO. 2020-23

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO AWARD THE WINNING BID
AND SIGN A CONTRACT WITH ROGNLIN'S, INC. OF ABERDEEN,
WASHINGTON, FOR THE MTA PARK AND RIDE CONSTRUCTION
PROJECTS IN AN AMOUNT OF \$3,875,750.**

WHEREAS, the Mason Transit Authority Board by its approval of Resolution No. 2016-02 adopted at its January 19, 2016 accepted the WSDOT Agreement GCB2304 for Park and Ride Development and Improvements and by Resolution No. 2017-23 adopted September 19, 2017 approved the First Amendment to GCB2304;

WHEREAS, an Invitation to Bid on the MTA Park and Ride Construction Projects was published beginning July 9, 2020 and bid documents were posted on MTA's website and available through the Builders Exchange of Washington. The deadline for bid submittals for the projects described in Exhibit A attached hereto was on July 31, 2020 at 11:00AM;

WHEREAS, three bids were timely submitted by July 31, 2020 and publicly opened at 11:00 AM; and after staff reviewing and comparing all bids, the bid submitted by Rognlin's, Inc. is found to meet all the necessary specifications and requirements at the lowest cost; and

WHEREAS, the bid submitted by Rognlin's is \$3,875,750; which is within the engineer's estimate of \$4,060,890;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it awards the bid submitted by Rognlin's, Inc. of Aberdeen, Washington, as the winning bid for the MTA Park and Ride Construction Projects as described in Exhibit A hereto; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the contract between Rognlin's, Inc and Mason Transit Authority.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

[Vacant], 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

EXHIBIT A

Description of Construction Projects

Construction at four distinct park and ride locations:

1. Cole Road
Construction at this location will include pavement overlay, illumination, video surveillance, signing and striping and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.
2. Shelton-Matlock Road
Construction will include illumination, video surveillance, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications
3. Pickering Road
Construction at this location will include new pavement, pavement reconstruction, stormwater facilities, illumination, signing, striping, bus shelters and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.
4. Log Yard Road
Construction of a Park and Ride near the intersection of Log Yard Road and State Route 3 in Belfair which will include pavement, transit building, bus canopy, sidewalk, ADA facilities, stormwater facilities, septic system, illumination, signing, striping, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications. The transit building, bus canopy, and associated items will be broken out as a bid alternate in the schedule of values.

Alternate Description:

The transit building will include a new 3,000 square foot single story wood framed structure constructed on concrete slab, with new single slope single ply roofing construction. Exterior walls are a combination of wood siding and metal siding with anodized aluminum windows and doors. Interior are wood framed walls with gypsum and some ceramic tile with minimal interior finishes. Additional work includes hollow metal doors, frames and wood doors. Work includes full fire suppression system, mechanical, electrical, and plumbing systems.

The bus canopy will include a single story steel framed canopy with metal roofing. The canopy is open below the roof for the pass through of buses. Steel shall be painted. Work includes sheet metal gutters, downspouts and trim, electrical, and fire suppression system.

On-site septic system will be included in the alternate.

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: August 18, 2020

Summary for Discussion Purposes:

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

Permitting: Permits have been completed for the MTA Park and Ride Development Program

Log Yard Road/SR 3 Roundabout Project:

- **Construction**
 - ACI has completed construction of the Log Yard Road roundabout.

Pear Orchard Construction: SCJ, Scarsella, and the City of Shelton met 8/12 to have a restart pre-construction meeting. Scarsella anticipates re-starting the week of 8/17.

Construction Documents: Belfair-Log Yard Road, Cole Road, Pickering Road, and Shelton-Matlock Road were advertised together as a combined bid package. Rognlin's was the low bid at \$3,875,750 compared to SCJ engineer's estimate of \$4,060,890. MTA is working on contracting with Rognlin's to begin construction.

Other progress: Scarsella/Parsons plans to start construction of the Shelton-Matlock Road park and ride starting the week of 8/17.

SCJ is coordinating with Hood Canal Communications to provide security cameras at the Pickering Road park and ride.

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: August 18, 2020

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board August 18, 2020

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board August 18, 2020

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Bid package for all projects was released on July 8, 2020. The bid package covers the remaining work to be done at Shelton-Matlock that was not part of the in-kind piece and expansion of the in-kind to be completed through the Coffee Creek fish passage project. Also included are Belfair Park & Ride, Cole Rd upgrades and Pickering upgrades. Bids were opened on July 31, 2020 with Rognlin's Inc. being the lowest responsive bidder.
- Once contract with Rognlin's is approved, I will be working with Patrick and Rognlin's on a timeline for each project. It is anticipated Belfair Park & Ride will start in September.
- Pear Orchard is resuming and Shelton-Matlock will also be under construction shortly.
- Please see Park & Ride informational page for more details.

T-CC Parking Lot:

- We are still finishing up the documents for the No Further Action opinion.
- It has cost MTA approximately \$160k to complete the Voluntary Cleanup Program requirements. The biggest cost is transporting contaminated soil. It was a costly process to receive a NFA opinion and we are still working through the final details, but this will set any concern aside that DOE would later require us to clean up the site.

EDC: Attended monthly June EDC Board meeting (virtually). Meeting to review agenda.

WSTIP: Attended the Monthly Executive Committee meeting (virtually).

WSTA/SMTA: Participated in bi-weekly SMTA call with other GMs.

Webinars: Attended the following webinars:

- Grant Management System Sub-recipient Training for Consolidated Grants.
- Green Transportation Capital Grant Program. Decided not to move forward at this time with submitting a grant.
- Transit Tuesday: Restoring Transit Rider Confidence.
- Transit Tuesday: Innovating in a Time of Crisis.

External Activities:

- None this past month.

Internal Activities:

- Completed public hearings for the Transit Development Plan. No input was received from the public.
- Reviewed the new CBA with Operations and LeeAnn to ensure understanding.
- Met with Park & Ride Project Manager.
- Weekly meetings with Operations Manager.
- Met with Mike and LeeAnn on staffing matters.
- Attended an Operations Meeting with manager and supervisors.
- Bid opening for park & ride project.
- Employee Engagement Committee meeting (finally resumed committee).
- Policy Committee meeting.
- Discussed Ecolane project with Mike and Josh. Determined next steps.
- Virtual meeting with medium transits GMs and Rep. Fey regarding transit needs.
- Continued policy review.
- Worked with marketing firm on finalizing tail signs, pamphlets and weekly ads.
- Updated the STIP.
- Staff planning with managers.

Board Assistance, Awareness and Support:

- We have been notified by the building owner that the Belfair office has been sold. We have determined our best option is to rent a mobile office to place at Roy Road. Marshall has been working with the Roy Road Rd landowner, PUD#3 and Pacific Mobile Structure. We looked at many different options for space for the Belfair Drivers but because we need the ability to park a coach while a driver is on break/lunch, it limited us in finding a suitable location. Since we plan to start the Belfair Park & Ride soon, there is the possibility of moving the mobile office up to our property while we wait for the building to be constructed.
- We are working with the North Mason Chamber for a ground breaking ceremony for the North Mason Park & Ride. I will let you know the date once it is set. Most likely early September.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Participating in bi-weekly shop talk WSTA HR Committee meetings.
- Participated in Employee Engagement Committee meeting.
- Continue managing ESD Shared Work plan.
- Reviewed Education Assistance Program Policy
- Reviewed Whistleblower Protection Policy
- Reviewed Equal Employment Opportunity Policy
- Reviewed Harassment Prevention Policy
- Met with Mike and Danette re staff planning.
- Participated in second round SHRM Pandemic Response Study

Recruiting

- Currently recruiting for a Backup Worker Driver.

Administrative Functions

- SAO virtual audit will begin 8/17/2020 and is expected to take 6-7 weeks.
- First half of CARES Act funds depleted midway through July. Awaiting contract for second half of funds from WSDOT, expected in September. In the meantime, we will continue to seek reimbursement from our existing Consolidated Operating Grant.
- Reviewed Credit Card Policy.
- Reviewed Travel & Travel Reimbursement Policy
- Reviewed Coffee & Light Refreshment Policy
- Reviewed Meals with Meetings Policy
- Attended Policy Committee meeting.
- Working with Tracy to refine contract and lease management processes.
- Continued providing WSDOT with documentation in response to Admin review.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Attended the Transit Tuesday Webinar: Innovating in a Time of Crisis.
- Assisting with the Washington State Fuel and Bus Procurement Contract development via Zoom meetings.
- Corresponded with the Automotive Instructor at Shelton high School for the upcoming school year advisory committee meeting.

T-CC Facility:

- **Gym:** Pickleball program has resumed.
- **Conference Room:** No activity due to COVID-19 virus.
- **Kitchen:** Three people utilized the kitchen.

T-CC Building Projects/Purchases/Maintenance

Projects/Purchases

- Continuing with COVID-19 virus cleaning protocol.
- Signage installation for the new parking lot.
- Sourced and ordered appropriate and approved bi-lingual Corona Virus signage for passenger sidewalks and T-CC building.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Continued prep work for Unite GPS installation.
- Testing the driver's barrier for the Gillig coaches.
- Ordered drivers barriers for 6 cutaways form Schetky N.W.
- Arranging for a temporary office for the Belfair drivers.
- On-going search and procurement for cleaning supplies for COVID cleaning protocol.
- Remodeling the upstairs restroom.

OPERATIONS – Mike Ringgenberg

Accident Rate: Our accident rate for Jan-July is .51% (translation: We have one accident every 200,000 miles driven).

Driver barriers: We have installed one driver barrier in bus 306 and are gathering driver's feedback.

Ecolane: We have been using the new software from Ecolane DAR for a few weeks and it is streamlining the rides!

Meals on Wheels: We continue to respond to the Senior Center's request for our help with the Meals on Wheels program. MTA delivered 623 meals to Mason County residents in July. We also delivered 28 commodity boxes on July 14, 2020.

Outreach presentations: All outreach presentations have stopped during the COVID-19 outbreak.

Recovery Rides: We conducted six recovery rides in June to help stranded passengers who missed routes due to reduced services. Operations Supervisors conducted eight driver/passenger assistance calls in July.

Ridership: We gained 2,700 riders back in July over June! Our ridership is down 63% which means we have lost 26,052 riders for July 2020 when compared to July 2019.

Saturday Service: We are bringing back limited Saturday service commencing August 22, 2020.

Training: Lisa performed one Behind the Wheel test for a new vanpool driver.

Vanpool: Usage rate for July 2020 was 60%; 6 of 10 vans were in use.

Volunteer Driver: Our extra board drivers performed six volunteer driver rides due to no volunteer drivers being able to drive due to COVID-19.

Worker/Driver: We are currently in the process of hiring one back up worker driver. We are still looking for an additional 2 more back up drivers to help cover the 4 routes.

2020 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

| 2020 Work Items | Completed as of 7/17/2020 | 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 | ✓ | Bus on the Lookout; CPR/AED/FA; one volunteer driver trained; two back-up worker/drivers were route trained; Ecolane; Reasonable Suspicion; PASS; COVID-19 PPE; one driver refresher; new vehicle training. |
| 3rd 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. Ready for soft launch on Ecolane! Ecolane has been launched and Unite GPA is about ready to be. |
| 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 | ✓ | Once regular service hours resume, we will continue to track DAR and complete a survey on the whether the changes we made in Feb are providing efficiency and availability. Until then, the project is considered completed as our Feb. 3, 2020 shake up changes showed an 8% increase in DAR ridership. |
| 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 and ATS (Agate, Timberlake and Shorecrest). |
| 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 | √ | Service levels will be returning to 75% of what we had pre-COVID. We will be using this base line as the premise for future service levels should the impact of I-976 becomes a reality. In the TDP, we show a reduction in service in 2021-2022. |
| 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. New drive has been created. Next step is to begin using new drive and naming structure. |
| Objective 4: Community Partnerships and Responsibility | | |
| Conduct Community Conversations to solicit input | | This is currently on hold due to COVID-19. |
| Participate in community events | | Delivering meals to seniors during the COVID-19 crisis. |
| 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, WSTA. 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 | | Staff talked to Patty Wagon to discuss forming a partnership so if we are short drivers we can get some assistance from them. Since several of our Volunteer Drivers are older, they are not driving as much so MTA drivers are filling the gap and taking clients to essential appointments in an MTA vehicle. |
| 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 | | Reviewing a grant opportunity for electric bus but decided to pass on the grant. |

| 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 | GM working with Ops and Finance on expanding knowledge of staff. |
| Bargain contracts for drivers and Comm Center | Drivers' contract has been ratified. Have not started the Comm Center contract yet. |
| 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. Resumed meeting and plan to meet bi-weekly or as committee is available. |
| Enhance meaningful employee recognition | ✓ We have revised the employee recognition policy; have incorporated a safety bonus for drivers; are being mindful of showing appreciation. |
| Provide more Belfair interaction and oversight | |
| Prepare a policy review schedule | ✓ Created a schedule for reviewing policies. |

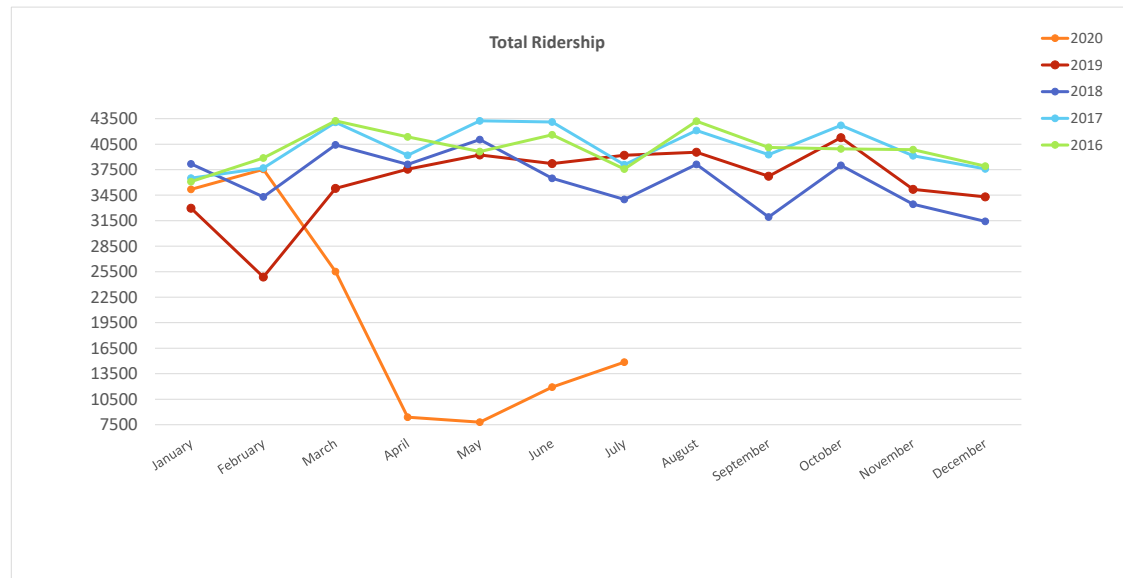
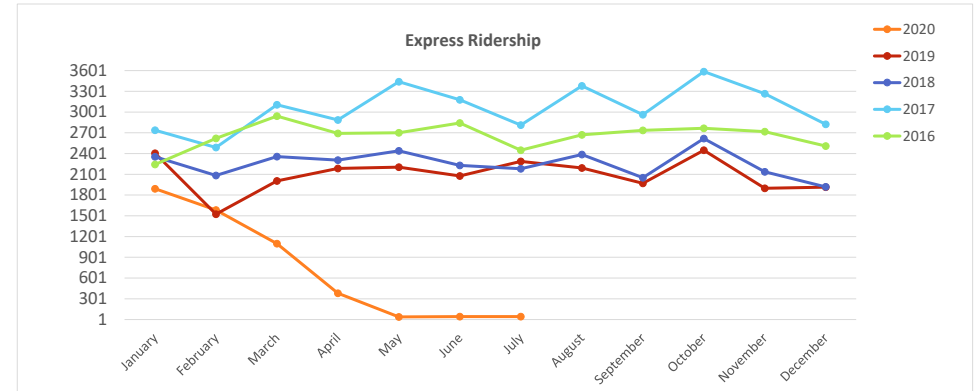
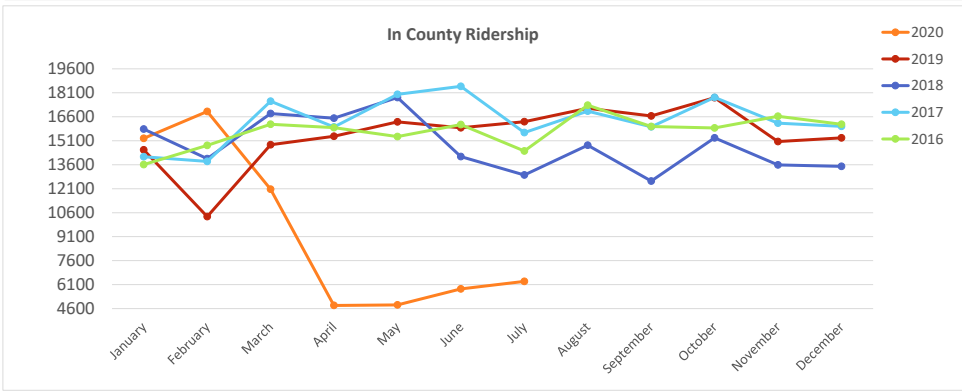
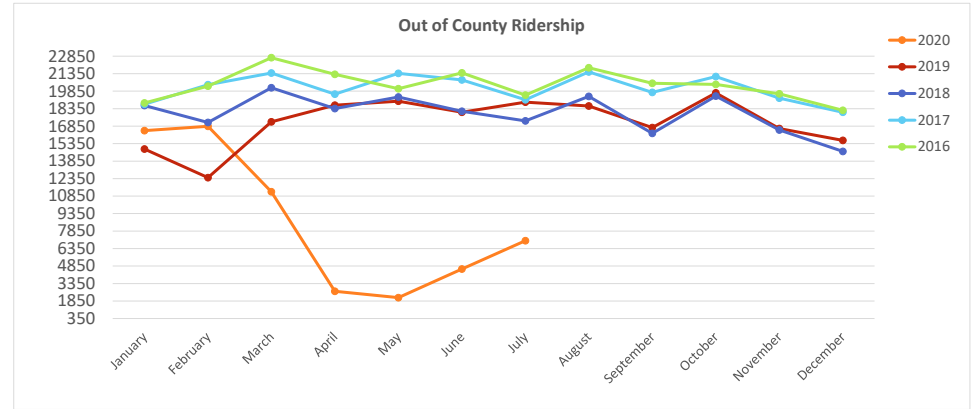
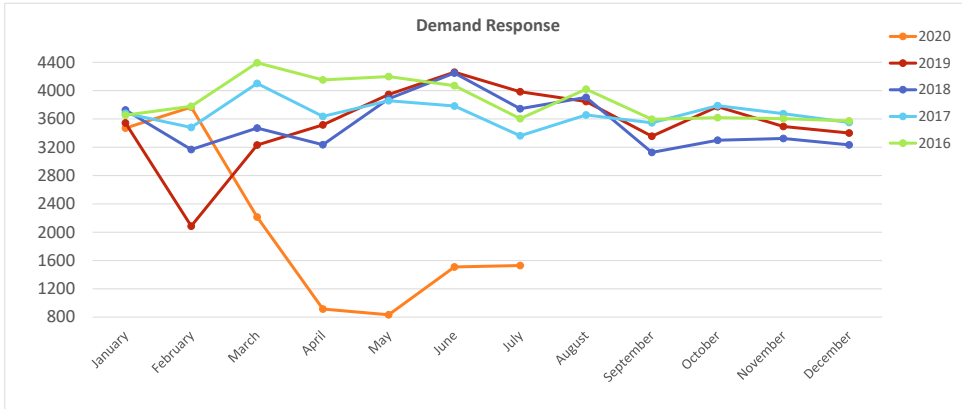
Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 3 – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: August 18, 2020

Background:

The Operation Statistic report highlights the performance of each major operational category through Q2-2020. 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.

RIDERSHIP DATA CHARTED



Operations Statistics

| Fixed Route (in county) | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
|--|----------------------|----------------------|--------------------------------|------------------------------|--------------------------|-------------------------|
| Passenger Trips (one-way boardings) | \$ 47,579 | 15,458 | -68% | 170,043 | 157,920 | -7.1% |
| Total Vehicle Miles | 41,158 | 22,571 | -45% | 157,836 | 145,126 | -8.1% |
| Total Vehicle Hours | 3,070 | 1,937 | -37% | 12,690 | 12,036 | -5.1% |
| Direct Project Expenses | \$ 228,623 | \$ 362,411 | 59% | \$ 864,859 | \$ 1,034,029 | 19.6% |
| Trips/Mile | 1.16 | 0.68 | -41% | 1.08 | 1.09 | 1.0% |
| Cost/Trip | \$ 4.81 | \$ 23.44 | 388% | \$ 5.09 | \$ 6.55 | 28.7% |
| Miles Per Hour | 13.41 | 11.65 | -13% | 12.44 | 12.06 | -3.1% |
| Cost/Mile | \$ 5.55 | \$ 16.06 | 189% | \$ 5.48 | \$ 7.13 | 30.0% |
| Trips/Hour | 15.50 | 7.98 | -49% | 13.40 | 13.12 | -2.1% |
| Cost/Hour | \$ 74.47 | \$ 187.08 | 151% | \$ 68.15 | \$ 85.91 | 26.1% |
| Fixed Route (out of county) | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
| Passenger Trips (one-way boardings) | 36,520 | 3,319 | -91% | 133,048 | 103,170 | -22.5% |
| Total Vehicle Miles | 100,218 | 23,310 | -77% | 383,844 | 309,383 | -19.4% |
| Total Vehicle Hours | 4,587 | 1,004 | -78% | 17,910 | 14,006 | -21.8% |
| Direct Project Expenses | \$ 594,333 | \$ 374,276 | -37% | \$ 2,264,272 | \$ 1,942,921 | -14.2% |
| Trips/Mile | 0.36 | 0.14 | -61% | 0.35 | 0.33 | -3.8% |
| Cost/Trip | \$ 16.27 | \$ 112.77 | 593% | \$ 17.02 | \$ 18.83 | 10.7% |
| Miles Per Hour | 21.85 | 23.21 | 6% | 21.43 | 22.09 | 3.1% |
| Cost/Mile | \$ 5.93 | \$ 16.06 | 171% | \$ 5.90 | \$ 6.28 | 6.5% |
| Trips/Hour | 7.96 | 3.30 | -58% | 7.43 | 7.37 | -0.8% |
| Cost/Hour | \$ 129.56 | \$ 372.64 | 188% | \$ 126.42 | \$ 138.72 | 9.7% |
| Demand Response | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
| Passenger Trips (one-way boardings) | 11,723 | 3,255 | -72% | 41,217 | 34,560 | -16.2% |
| Total Vehicle Miles | 77,935 | 29,952 | -62% | 284,396 | 261,077 | -8.2% |
| Total Vehicle Hours | 5,760 | 2,982 | -48% | 21,107 | 21,140 | 0.2% |
| Direct Project Expenses | \$ 462,186 | \$ 480,924 | 4% | \$ 1,663,921 | \$ 1,747,361 | 5.0% |
| Trips/Mile | 0.15 | 0.11 | -28% | 0.14 | 0.13 | -8.7% |
| Cost/Trip | \$ 39.43 | \$ 147.75 | 275% | \$ 40.37 | \$ 50.56 | 25.2% |
| Miles Per Hour | 13.53 | 10.04 | -26% | 13.47 | 12.35 | -8.3% |
| Cost/Mile | \$ 5.93 | \$ 16.06 | 171% | \$ 5.85 | \$ 6.69 | 14.4% |
| Trips/Hour | 2.04 | 1.09 | -46% | 1.95 | 1.63 | -16.3% |
| Cost/Hour | \$ 80.24 | \$ 161.28 | 101% | \$ 78.83 | \$ 82.66 | 4.9% |
| Worker Driver | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
| Passenger Trips (one-way boardings) | 12,708 | 5,625 | -56% | 45,038 | 39,166 | -13.0% |
| Total Vehicle Miles | 15,685 | 15,711 | 0.17% | 59,662 | 60,426 | 1.3% |
| Total Vehicle Hours | 638 | 624 | -2% | 2,451 | 2,460 | 0.3% |
| Direct Project Expenses | \$ 56,941 | \$ 54,513 | -4% | \$ 204,256 | \$ 192,489 | -5.8% |
| Trips/Mile | 0.81 | 0.36 | -56% | 0.75 | 0.65 | -14.1% |
| Cost/Trip | \$ 4.48 | \$ 9.69 | 116% | \$ 4.54 | \$ 4.91 | 8.4% |

Operations Statistics

| | | | | | | |
|--|----------------------|----------------------|--------------------------------|------------------------------|--------------------------|-------------------------|
| Miles Per Hour | 24.57 | 25.20 | 3% | 24.34 | 24.57 | 0.9% |
| Cost/Mile | \$ 3.63 | \$ 3.47 | -4% | \$ 3.42 | \$ 3.19 | -7.0% |
| Trips/Hour | 19.91 | 9.02 | -55% | 18.37 | 15.92 | -13.3% |
| Cost/Hour | \$ 89.19 | \$ 87.43 | -2% | \$ 83.33 | \$ 78.26 | -6.1% |
| Express Routes | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
| Passenger Trips (one-way boardings) | 6,469 | 464 | -93% | 25,701 | 17,756 | -30.9% |
| Total Vehicle Miles | 24,608 | 4,115 | -83% | 94,998 | 75,255 | -20.8% |
| Total Vehicle Hours | 965 | 175 | -82% | 4,122 | 2,989 | -27.5% |
| Direct Project Expenses | \$ 161,396 | \$ 66,072 | -59% | \$ 596,437 | \$ 455,577 | -23.6% |
| Trips/Mile | 0.26 | 0.11 | -57% | 0.27 | 0.24 | -12.8% |
| Cost/Trip | \$ 24.95 | \$ 142.40 | 471% | \$ 23.21 | \$ 25.66 | 10.6% |
| Miles Per Hour | 25.51 | 23.51 | -8% | 23.05 | 25.18 | 9.2% |
| Cost/Mile | \$ 6.56 | \$ 16.06 | 145% | \$ 6.28 | \$ 6.05 | -3.6% |
| Trips/Hour | 6.71 | 2.65 | -60% | 6.24 | 5.94 | -4.7% |
| Cost/Hour | \$ 167.32 | \$ 377.56 | 126% | \$ 144.71 | \$ 152.42 | 5.3% |
| Total Service | Apr-June 2019 | Apr-June 2020 | Year over Year Variance | Prev. Rolling 12 mos. | Rolling 12 Months | Rolling Variance |
| Passenger Trips (one-way boardings) | 114,999 | 28,121 | -76% | 415,047 | 352,572 | -15.1% |
| Total Vehicle Miles | 259,604 | 95,659 | -63% | 980,736 | 851,267 | -13.2% |
| Total Vehicle Hours | 15,021 | 6,722 | -55% | 58,280 | 52,630 | -9.7% |
| Direct Project Expenses | \$ 1,503,480 | \$ 1,338,196 | -11.0% | \$ 5,593,745 | \$ 5,372,376 | -4.0% |
| Trips/Mile | 0.44 | 0.29 | -34% | 0.42 | 0.41 | -2.1% |
| Cost/Trip | \$ 13.07 | \$ 47.59 | 264% | \$ 13.48 | \$ 15.24 | 13.1% |
| Miles Per Hour | 17.28 | 14.23 | -18% | 16.83 | 16.17 | -3.9% |
| Cost/Mile | \$ 5.79 | \$ 13.99 | 142% | \$ 5.70 | \$ 6.31 | 10.6% |
| Trips/Hour | 7.66 | 4.18 | -45% | 7.12 | 6.70 | -5.9% |
| Cost/Hour | \$ 100.09 | \$ 199.08 | 99% | \$ 95.98 | \$ 102.08 | 6.4% |

**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.*