



## AGENDA

Mason Transit Authority Board  
Regular Meeting  
September 15, 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): 126 546 7418 (Password) 0790

*Mason County is currently in Phase 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*

### CONSENT AGENDA – ACTION

1. Pg. 003: Approval of Minutes: Approval of the minutes of the August 18, 2020 MTA regular Board meeting.
2. Pg. 008: Financial Reports: August, 2020
3. Pg. 015: Check Approval: August 12 – September 10, 2020

### REGULAR AGENDA

UNFINISHED BUSINESS: [None]

#### NEW BUSINESS:

1. Pg. 021: Star Pass Agreement (PTD0212) – Resolution No. 2020-23 – *ACTIONABLE* (Danette)
2. Pg. 033: First Amendment to CARES Agreement (PTD0192) – Resolution No. 2020-24 – *ACTIONABLE* (Danette)
3. Pg. 038: Second Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA – Resolution No. 2020-25 – *ACTIONABLE* (Danette)
4. Pg. 064: Update of Title VI Policy (POL-203) – Resolution No. 2020-26 *ACTIONABLE* (Danette)
5. Pg. 131: Update of Education Assistance Program Policy (POL-303) – Resolution No. 2020-27 *ACTIONABLE* (Danette)
6. Pg. 140: Update of Meals with Meetings Policy (POL-404) – Resolution No. 2020-28 *ACTIONABLE* (Danette)
7. Pg. 149: Update of Cell Phone Policy (POL-703) – Resolution No. 2020-29 – *ACTIONABLE* (Danette)
8. Pg. 157: Voluntary Resignation and Retirement Incentive Program – Resolution No. 2020-30 – *ACTIONABLE* (Danette)
9. Pg. 170: Settlement with DoubleMap– *ACTIONABLE* (Danette)

**INFORMATIONAL**

*Reports*

1. Pg. 172: Park and Ride Update
2. Pg. 173: Management Reports
3. Pg. 182: Operational Statistics

**GENERAL MANAGER'S REPORT**

**COMMENTS BY BOARD**

**ADJOURNMENT**

**UPCOMING MEETINGS:**

**Mason Transit Authority  
Regular Meeting**  
*October 20, 2020 at 4:00 p.m.*  
**Port of Allyn  
18560 E State Route 3  
Allyn**

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

DRAFT

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
August 18, 2020  
Transit-Community Center  
601 West Franklin Street  
Shelton**



*Pursuant to Governor's Proclamation 20-28.8, 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:** 4:00 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

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

**Authority Voting Board Members Not Present:** [Vacant Position through remainder of 2020].

**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 in Person:** John Piety

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

**Others Present via WebEx virtual conference:** LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager.

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

**RECOGNITION OF BOARD MEMBER PETERSEN**

Board Chair Martin and General Manager Danette Brannin expressed their thanks for former Board member Petersen's service to MTA and the community since 2008 and serving as Chair in 2013. Other Board members also expressed their thanks.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the August 18, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Trask. 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 July 21, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for July, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments 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.

**Campbell/Jewett. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Transit Development Plan (TDP)** – Ms. Brannin brought the Board up to date by sharing that since the initial draft of the plan had been provided to the Board, two public meetings were held and no citizens submitted comments nor attended either public hearing. MTA's Citizen Advisor to the Board attended both meetings with no additional comments to the plan. **Moved** 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. **Trask/Tarzwell. Motion carried.**

### **NEW BUSINESS**

1. **Shelton Matlock Road Park & Ride Project-GCB 3332** – Ms. Brannin described to the Board the original scope of the project and now that the park and ride is being relocated due to the Coffee Creek Fish Passage project. She expressed that it would be best in the interest of both MTA and WSDOT that contractor on the fish passage project perform the additional listed construction improvements in connection with the park and ride. Agreement No. GCB3332 provides for the terms and description of the work that will be carried out and the costs to MTA. **Moved** 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. **Trask/Jewett. Motion carried.**
2. **Statewide Transportation Improvement Plan (STIP)** – Ms. Brannin shared with the Board that MTA's STIP is updated annually and submitted to the Peninsula Regional Transportation Planning Organization, which then in turn submits it to WSDOT. She described the highlights of items placed on the STIP and that she will be watching for grant opportunities for those items on the STIP. **Moved** 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. **Tarzwell/Campbell. Motion carried.**

3. **Update of Determining Responsibility for Policies Policy (POL-100)** – Ms. Brannin explained to the Board that staff is currently reviewing policies for any necessary updating. This policy was originally approved in 2014. Service changes with a financial increase or decrease cost to MTA of 10% or more will require approval by the Board. Ms. Brannin also reported that this and the following policies have been reviewed by the Policy Committee. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-17 and the attached Determining Responsibility for Policies Policy (POL-100). **Neatherlin/Tarzwell. Motion carried.**
4. **Update of Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101)** – Ms. Brannin indicated that minor edits were made to this policy, namely removing the location of the policies that would limit future changes to the storage of the policies. **Moved** 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). **Tarzwell/Campbell. Motion carried.**
5. **Update of Distributing Procedures and Tasks Outlines Policy (POL 102)** – Ms. Brannin described the various edits to this policy, such as processes having become modernized and the use of Paylocity as a mechanism to distribute policies to all MTA employees. Other changes included the generalizing the location on the server and that if future policy changes relate only to job title or name changes in nature, the policy shall not require Board approval. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-19 and the attached Distributing Procedures and Tasks Outlines Policy (POL-102). **Jewett/Tarzwell. Motion carried.**
6. **Update of Credit Card Use Policy (POL 401)** – Ms. Brannin described the minor change in the policy which allows for purchases on an open charge account which may be utilized at the time of purchase, so long as approval has been provided by the Administrative Services Manager. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-20 and the attached Credit Card Use Policy (POL-401). **Tarzwell/Trask. Motion carried.**
7. **Update of Coffee and Light Refreshments Policy (POL 403)** – Ms. Brannin explained that the change to this policy related to providing clarification of allowable events and that a previously referenced statute was removed as it did not apply to transit. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-21 and the attached Coffee and Light Refreshments Policy (POL-403). **Campbell/Tarzwell. Motion carried.**
8. **First Amendment to Agreement PTD0044.** Ms. Brannin indicated that due to the COVID-19 impacts, the Paratransit Special Needs Transit Formula Funds for Project B are to be reduced by \$970,000 as WSDOT is unable to fulfill all the contract awards and obligations. This will not have any impact to services because of MTA's receipt of CARES Act funds. **Moved** 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. **Neatherlin/Campbell. Motion carried.**

9. **Contract with Rognlin's on MTA Park and Ride Construction Projects.** Ms. Brannin described to the Board the process leading up to the bid opening of the construction contracts and that the lowest bid submitted of the three bids was Rognlin's. She was also pleased that the Rognlin's bid was less than the engineer's estimate. **Moved** that the Mason Transit Authority Board award the winning bid to Rognlin's, Inc. for the MTA Park and Ride Construction Projects in the amount of \$3,875,750. **Shutty/Neatherlin. Motion carried.**

**Moved** that the MTA Board approve Resolution No. 2020-23 authorizing the General Manager to sign and execute the contract between Rognlin's, Inc. and Mason Transit Authority. **Trask/Tarzwel. Motion carried.**

**INFORMATIONAL** – No further additions.

**GENERAL MANAGER'S REPORT** – Ms. Brannin is in current conversations with MTA Managers that the Belfair Park and Ride may need to staff a customer service area soon after the building and project is completed.

**MANAGEMENT REPORT** – *Park and Ride Updates:* Pear Orchard project was shut down for a year and work on the project has recently resumed. The Pickering Park and Ride will have cameras installed for additional security.

*Belfair Office:* The office building that MTA has been leasing was sold. After discussion and exploring different options, it was decided that the best alternative would be to rent a mobile office trailer and place it at the Roy Boad Park and Ride for MTA Drivers and there will still be adequate room for the vehicles. At a later date the mobile office trailer can be moved to the Belfair Park and Ride until the completion of the building at that location.

*Service/Ridership:* Service is costing a lot right now due to COVID-19 impacts. The good news is that ridership numbers have come up somewhat. Looking to add Saturday service beginning August 22 incrementally.

*Revenue:* Sales tax revenue was up 15% over 2019 and over budget, allowing just under \$200,000 to be put in reserves for future use and to help with the 2021 budget.

**COMMENTS BY THE BOARD** – Board Chair Martin said that he will miss Board member Petersen and is sorry to see her go. Board member Tarzwel stated that she was pleased to work with former Board member Petersen and that she learned a lot from her when she started on the Board. She also stated she was happy to hear that the sales tax revenue was more than anticipated. Board member Campbell stated he is now the oldest living member of the MTA Board and he will miss working with former Board member Petersen.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:49 p.m.

**UPCOMING MEETING**

**Mason Transit Authority  
Regular Meeting**  
*October 20, 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 – August 2020  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

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

Included is the August 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 June 2020 (received August 31, 2020) was \$568,045, 8% above June 2019 and 43% higher than the budgeted sales tax revenue for June 2020.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 67% (8/12) of the budget through the end of the year. Total YTD Revenue is over budget at 77.4%. The percentage of Total YTD Operating Expenses are under budget at 56.34%.

- Upon receiving capital grant revenue proceeds from recent fleet purchases, \$2,000,000 has been moved back to the Treasury Pool Investment account.
- Year-to-date sales tax revenue remains up 3% through June 2020 and 42% above the budgeted amount.
- MTA has spent \$90,507 YTD on Covid related safety supplies and equipment, legal services, training, public messaging, and unemployment insurance.
- MTA continues to reserve sales tax revenues in excess of budget to operating and capital project reserves.

### **Fiscal Impact:**

The August fiscal impact reflects total revenues of \$680,722 and operating expenses of \$551,231 for a net income of \$129,491.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

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



# Mason Transit Authority Statement of Financial Activities

September 2020 Board Report

% through the year: 67%

August Statement of Financial Activities

	August Actual	2020 YTD Actual	2020 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 2,338	\$ 27,794	\$ 105,000		26.47%
PSNS Worker/Driver & Vanpool Fares	11,456	113,142	260,000		43.52%
Total Operating Revenue (Fares)	13,794	140,936	365,000		38.61%
Sales Tax	395,696	3,459,182	4,054,264	(1)	85.32%
Operating Grants	254,107	2,216,490	3,049,288	(2)	72.69%
Rental Income	11,868	99,843	179,520		55.62%
Investment Income	2,192	66,885	50,000		133.77%
Other Non-operating Revenue	3,065	22,221	61,510	(3)	36.13%
Total Revenue	680,722	6,005,558	7,759,582		77.40%
<b>Expenses</b>					
Wages and Benefits	438,800	3,521,203	6,223,621		56.58%
Contracted services	13,213	161,478	180,475		89.47%
Fuel	14,554	144,184	377,450	(4)	38.20%
Vehicle/Facility Repair & Maintenance	14,866	109,014	325,354		33.51%
Insurance	20,217	161,737	242,605		66.67%
Intergovernmental - Audit Fees	-	-	33,000		0.00%
Rent - Facilities and Park & Ride	2,440	19,520	32,500		60.06%
Utilities	9,791	82,363	137,508		59.90%
Supplies & Small Equipment	30,887	150,627	122,801	(5)	122.66%
Training & Meetings	203	6,817	47,035		14.49%
Other operating expenses	6,261	88,258	167,639	(6)	52.65%
Total Operating Expenses	551,231	4,445,201	7,889,988		56.34%
Net Income (Deficit) from Operations	\$ 129,491	\$ 1,560,357	\$ (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, July actual & August accrual.
- (3) Includes LMTAAA Volunteer program revenue - \$13,950, Volunteer Donations - \$412, Sale of Maintenance Services \$1,852, Community Van - \$912, Sales Tax Interest Income - \$3,565 and Insurance Recoveries - \$77, \$1,400 credit card rebate and other misc. supplies.
- (4) Average diesel price per gallon year to date is \$1.77. Average gasoline price per gallon year to date is \$2.28
- (5) Printing jobs with a total cost of \$16,053; TCC Ops Office cabinets, countertops, and lockers totaling \$9,747; furniture Admin office \$3,632; Tablets for Ecolane totaling \$11,742; Cleaning/sanitation/safety supplies totaling \$70,917; Bulk advertising - pandemic related public messaging - \$1,800. Small Tools & 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 \$13,243, Advertising \$22,115, Merchant/credit card fees \$3,525, Rent-Equipment \$642, Office Equipment Lease \$2,369, Dues, Memberships, Subscriptions \$27,264, plus other misc. expenses.

# Mason Transit Authority Statement of Financial Activities - TCC

September 2020 Board Report

August Statement of Financial Activities

% through the year: 67.00%

	2020 Combined August Actual	2020 YTD Actual	2020 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
<b>Revenue</b>							
T-CC Rental	\$ 10,213	\$ 86,600	\$ 158,020	(3)	54.80%	\$ 86,600	\$ -
Other Revenue	4	49	-			49	-
<b>Total Revenue</b>	<u>10,217</u>	<u>86,649</u>	<u>158,020</u>		54.83%	<u>86,649</u>	<u>-</u>
<b>Expenses</b>							
Wages and Benefits	10,539	83,590	140,365		59.55%	83,590	-
Contracted services	90	7,733	20,823		37.14%	6,805	928
Repair & Maintenance	30	10,675	15,354	(1)	69.53%	6,159	4,516
Insurance	1,347	10,774	16,161		66.67%	10,774	-
Utilities	3,662	31,038	49,684		62.47%	22,076	8,962
Supplies & Small Equipment	431	6,749	8,011	(2)	84.25%	4,686	2,063
Other Operating Expenses	-	1,136	2,112		53.80%	1,136	-
<b>Total Operating Expenses</b>	<u>16,099</u>	<u>151,695</u>	<u>252,510</u>		60.07%	<u>135,227</u>	<u>16,468</u>
<b>Net Income (Deficit) from Operations</b>	<u>\$ (5,882)</u>	<u>\$ (65,046)</u>	<u>\$ (94,490)</u>			<u>\$ (48,578)</u>	<u>\$ (16,468)</u>

- (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 \$4,888; 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

September 2020 Board Report

## Cash Balances

	7/31/2020	8/31/2020	Change
Cash - MC Treasurer	\$ 1,561,694.30	\$ 1,271,251.93	\$ (290,442.37)
Investments - MC Treasurer	8,500,000.00	10,500,000.00	2,000,000.00
Payroll - ACH Columbia Bank	188,928.29	\$ 193,843.98	\$ 4,915.69
Petty Cash/Cash Drawers	500.00	500.00	\$ -
<b>TOTAL</b>	<b>\$ 10,251,122.59</b>	<b>\$ 11,965,595.91</b>	<b>\$ 1,714,473.32</b>

## Cash Encumbrances

### Grant Related:

Purchase two coaches. Received award of \$468,336 - 5339 Fed 25% Match. Encumbered funds to be used for the match and balance exceeding the award amount.	\$	558,769
Park & Ride Development Project RMG 2015-2019 Match		950,000
Parking Lot (DOE Grant)		177,500
<b>Total Grant Match</b>		<b>1,686,269</b>

### 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
Future Operating Reserves	3,100,000
Capital Project Reserves <sup>1</sup> /Park and Ride Projects	2,000,000
Fuel Reserves	120,000
IT Investments	40,000
<b>Total Encumbered</b>	<b>\$ 9,403,518</b>

Total of Cash	\$ 11,965,595.91
Less Encumbrances	9,403,518.00
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>2,562,077.91</b>
Investments - MC Treasurer (Reserves)	10,500,000.00
Less Encumbrances	9,403,518.00
<b>Undesignated Cash Reserves</b>	<b>\$ 1,096,482.00</b>

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

September 2020 Board Report  
As of August 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	-	2,459,383	4,409,447	Construct Balfair 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.
<b>Total Miscellaneous Capital Projects</b>	<b>7,013,049</b>	<b>5,983,500</b>	<b>1,165,415</b>	<b>185,000</b>	<b>2,547,354</b>	<b>4,533,929</b>	
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.
<b>Total Vehicle Replacements</b>	<b>4,271,964</b>	<b>2,792,471</b>	<b>855,324</b>	<b>510,000</b>	<b>3,647,795</b>	<b>3,647,795</b>	
<b>Total Capital Projects</b>	<b>\$ 11,285,013</b>	<b>\$ 8,775,971</b>	<b>\$ 2,020,739</b>	<b>\$ 695,000</b>	<b>\$ 6,195,149</b>	<b>\$ 8,181,725</b>	

Capital Project Reserves - \$2,000,000 (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)

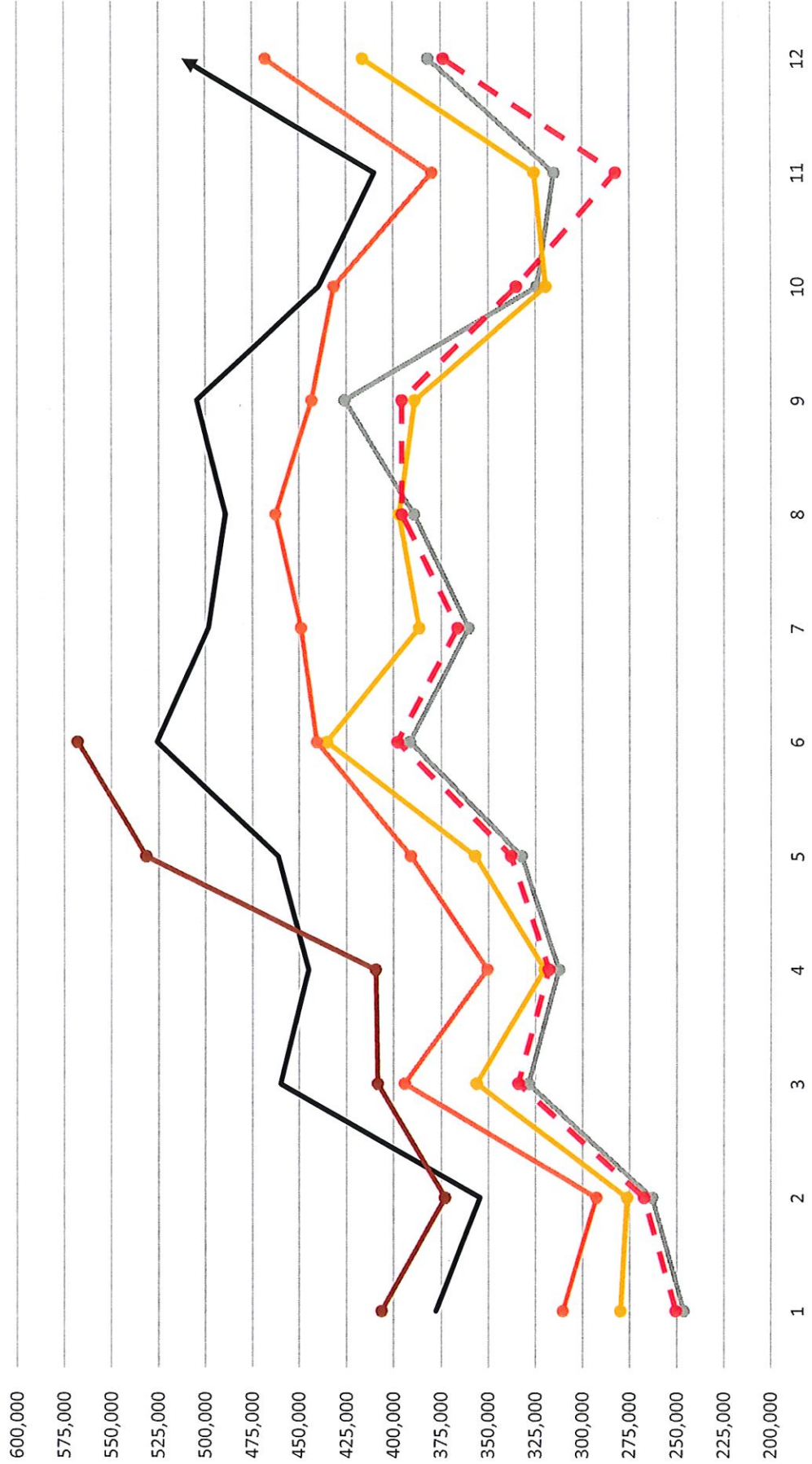
	2015	2016	2017	2018	2019	2020 Budget	2020 Actual	2019 Budget Variance	% Change 2019 - 2020 Actual
January	279,122	246,415	279,777	310,547	377,689	250,512	406,391	62%	8%
February	281,559	262,925	276,310	292,604	354,467	267,297	372,932	40%	5%
March	307,482	328,665	356,214	394,293	459,822	334,132	408,506	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	568,045	43%	8%
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	2,697,117		

Budget Variance Average - YTD 42%

% Change 2019 vs 2020 Actual Average - YTD 3%

# Monthly Sales Tax Trend

● 2016   
 ● 2017   
 ● 2018   
 ➔ 2019   
 - - ● - - 2020 Budget   
 ● 2020 Actual





## Mason Transit Authority Board Meeting

**Agenda Item:** Consent Agenda – Item 3 – ***ACTION***  
**Subject:** Check Approval  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

### Summary for Discussion Purposes:

#### Disbursements:

- \*SCJ Alliance
  - Check #34478 – \$12,584.99 – Park & Ride Projects
- \*Active Construction.
  - Check #34398 – \$277,907.22 – Belfair Park & Ride Project
- UniteGPS
  - Check #34426 – \$8,600.00 – Implementation automatic passenger counting
- Ecolane
  - Check #34433 – \$19,141.20 – Software licensing CAD/AVL
- Global Healthcare Product Solutions
  - Check #34463 – \$22,839.25 – Bulk purchase face masks
- Employment Security Department.
  - Check #34413 – \$13,559.06 – Covid related unemployment self-insurance
- \*All-Star Fence
  - Check #34402 – \$2,821.45 – Belfair Park & Ride Project
- Landau Associates, Inc.
  - Check #34415 – \$5,196.00 – TCC Parking Lot

\*Disbursements capital grant eligible.

July Fuel Prices: Diesel \$1.65, Unleaded \$2.34

#### General Manager Travel Expenditures:

- No Travel

### Check Disbursement Fiscal Impact:

\$867,876.09

### Staff Recommendation:

Approve.

### Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of August 12, 2020 through September 10, 2020 financial obligations on checks #34396 through #34492, as presented for a total of \$867,876.09.



Mason Transit Authority  
September 15, 2020 Disbursement Approval

The following checks for the period of August 12, 2020 through September 10, 2020 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

Description Accounts Payable Checks	Check Numbers 34396-34492	Total Amount \$867,876.09
--	------------------------------	------------------------------

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 8/19/2020	34397	169,287.81
Payroll & DRS – 9/02/2020	34443	163,061.57
Active Construction	34398	277,907.22
All-Star Fence	34402	2,821.45
Landau Associates, Inc.	34415	5,196.00
SCJ Alliance	34478	12,584.99
UniteGPS, LLC	34426	8,600.00
Employment Security Department	34413	13,559.06
Ecolane USA	34433	19,141.20
Global Healthcare Product Solutions LLC	34463	22,839.25
<i>Check Spoilage</i>	34404	8.68

Submitted by:  Date: 9-10-2020  
LeeAnn McNulty, Administrative Services Manager

Approved by:  Date: 9/11/2020  
Danette Brannin, General Manager

# Mason Transit Authority Check Register

September 2020 Board Report

Activity From 8/12/2020 Through 9/10/2020

Document Date	Check #	Vendor Name	Amount
9/9/2020	34044	Northwest Cascade Inc. DBA FloHawks - Void	\$ (8.68)
8/19/2020	34396	District 160	\$ 1,838.85
8/19/2020	34397	Mason Transit Authority - ACH Account	169,287.81
8/25/2020	34398	Active Construction, Inc.	277,907.22
8/25/2020	34399	Advance Glass	212.16
8/25/2020	34400	Aflac	941.14
8/25/2020	34401	AIG Retirement	240.00
8/25/2020	34402	All Star Rent A Fence Inc.	2,821.45
8/25/2020	34403	Ecolube Recovery, LLC dba American Petroleum Environmental	378.25
8/25/2020	34404	Aramark	312.86
8/25/2020	34405	Berg Marketing Group	1,015.00
8/25/2020	34406	Blanchard Electric & Fleet Supply	368.90
8/25/2020	34407	Builders Exchange of Washington Inc	288.75
8/25/2020	34408	Cascade Print Media	117.82
8/25/2020	34409	Community Transportation Association	1,700.00
8/25/2020	34410	Cummins Northwest, LLC	6,455.48
8/25/2020	34411	Department of Ecology	1,712.00
8/25/2020	34412	EMC - Mason Transit	122.15
8/25/2020	34413	Employment Security Department - WA State	13,559.06
8/25/2020	34414	Gillig, LLC	65.01
8/25/2020	34415	Landau Associates Inc	5,196.00
8/25/2020	34416	LegalShield	163.45
8/25/2020	34417	Les Schwab	633.43
8/25/2020	34418	Mason County Garbage, Inc.	604.14
8/25/2020	34419	Mason County PUD #3	91.86
8/25/2020	34420	Mason County Utilities/Waste Management	96.00
8/25/2020	34421	Mountain Mist Water	121.49
8/25/2020	34422	Office Depot, inc.	1,811.39
8/25/2020	34423	Builders FirstSource	41.32
8/25/2020	34424	Staples Business Advantage	974.68
8/25/2020	34425	United Way of Mason County	33.00
8/25/2020	34426	UniteGPS, LLC	8,600.00
8/25/2020	34427	AWC Employee Benefit Trust	90,992.74
8/25/2020	34428	Westbay Auto Parts	83.82
8/25/2020	34429	Westcare Clinic, Inc.	85.00
8/25/2020	34430	Washington State Transit Association	100.00

# Mason Transit Authority Check Register

September 2020 Board Report

Activity From 8/12/2020 Through 9/10/2020

Document Date	Check #	Vendor Name	Amount
8/27/2020	34431	Aramark	155.70
8/27/2020	34432	Bridge Church	90.00
8/27/2020	34433	Ecolane USA, Inc.	19,141.20
8/27/2020	34434	Mountain Mist Water	65.89
8/27/2020	34435	Mood Media	118.77
8/27/2020	34436	Northridge Properties, LLC	1,500.00
8/27/2020	34437	Office Depot, inc.	44.93
8/27/2020	34438	Ricoh USA, Inc	528.43
8/27/2020	34439	South Sound Investment Properties, LLC	300.00
8/27/2020	34440	Staples Business Advantage	91.21
8/27/2020	34441	Summit Law Group	1,221.00
8/27/2020	34442	Total Battery & Automotive Supply	25.00
9/2/2020	34443	Mason Transit Authority - ACH Account	163,061.57
9/11/2020	34444	AIG Retirement	240.00
9/11/2020	34445	Allstream	115.29
9/11/2020	34446	Ecolube Recovery, LLC dba American Petroleum Environmental	35.00
9/11/2020	34447	Associated Petroleum Products, Inc.	16,145.12
9/11/2020	34448	Aramark	309.90
9/11/2020	34449	ARCH Mechanical, Inc.	861.47
9/11/2020	34450	Association of Washington Cities	75.00
9/11/2020	34451	Mick Baker	327.43
9/11/2020	34452	Belfair Water District #1	172.82
9/11/2020	34453	Berg Marketing Group	1,015.00
9/11/2020	34454	Cascade Print Media	102.73
9/11/2020	34455	CDW Government	537.08
9/11/2020	34456	City of Shelton	1,052.20
9/11/2020	34457	Cascade Natural Gas	1,512.60
9/11/2020	34458	Comcast	199.58
9/11/2020	34459	Cummins Northwest, LLC	6,446.67
9/11/2020	34460	Gene Currier	775.05
9/11/2020	34461	EMC - Mason Transit	122.15
9/11/2020	34462	Gillig, LLC	581.05
9/11/2020	34463	Global Healthcare Product Solutions LLC	22,839.25
9/11/2020	34464	Carolyn Gravatt-Bowles	598.58
9/11/2020	34465	Hood Canal Communications	1,829.93
9/11/2020	34466	Robert W. Johnson, PLLC	1,600.00
9/11/2020	34467	Les Schwab	720.53

# Mason Transit Authority Check Register

September 2020 Board Report

Activity From 8/12/2020 Through 9/10/2020

Document Date	Check #	Vendor Name	Amount
9/11/2020	34468	Mason County Garbage, Inc.	191.93
9/11/2020	34469	Mason County PUD #3	4,484.54
9/11/2020	34470	Eco Elite and Mathis Pest Management	146.48
9/11/2020	34471	Mountain Mist Water	64.52
9/11/2020	34472	Office Depot, inc.	103.20
9/11/2020	34473	Pitney Bowes	174.15
9/11/2020	34474	Pitney Bowes Purchase Power	191.00
9/11/2020	34475	Pacific Power Group, LLC	130.75
9/11/2020	34476	Builders FirstSource	78.06
9/11/2020	34477	Schetky Northwest Sales, Inc.	476.71
9/11/2020	34478	SCJ Alliance	12,584.99
9/11/2020	34479	Seattle Automotive Distributing	99.48
9/11/2020	34480	Staples Business Advantage	416.33
9/11/2020	34481	Tozier Brothers, Inc.	5.05
9/11/2020	34482	ULINE	304.93
9/11/2020	34483	United Way of Mason County	78.40
9/11/2020	34484	UniteGPS, LLC	546.00
9/11/2020	34485	U.S. Bank	4,539.04
9/11/2020	34486	Verizon Wireless	917.00
9/11/2020	34487	Voyager Fleet Systems, Inc.	5,041.19
9/11/2020	34488	Washington Department of Corrections	943.00
9/11/2020	34489	Westbay Auto Parts	8.01
9/11/2020	34490	Whisler Communications	1,776.42
9/11/2020	34491	Robert Williams	473.23
9/11/2020	34492	AWorkSAFE Service, Inc.	580.00
		Total	<u>\$ 867,876.09</u>

Mason Transit Authority Credit Card Activity  
September 2020 Board Report

August Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Valeo - Part	\$ 63.01
Wellness Expense	Circuit Board Repair - Treadmill	249.00
Employee Recognition	ThingsRemembered - Recognition for board member Peterson	75.94
Facility Repair/Maintenance	AED Market - Batteries	338.00
Facility Repair/Maintenance	AEDland - Batteries	(287.98)
Facility Repair/Maintenance	AEDland - Batteries	287.98
Facility Repair/Maintenance	Amazon - TCC Ops Desk Repair	9.21
Facility Repair/Maintenance	Cannon Water Tech - Venturi valve for chem lab	15.92
Facility Repair/Maintenance	ClearStreamRecycling - Passenger sidewalk labels	30.22
Facility Repair/Maintenance	Global Industrial - New Garbage can lids	316.27
Facility Repair/Maintenance	Home Depot - Bathroom Lights	39.12
Facility Repair/Maintenance	Home Depot - Bathroom Lights	39.12
Facility Repair/Maintenance	Lowes - Bathroom Cieling Installation	129.07
Facility Repair/Maintenance	Lowes - Bathroom Cieling Installation	144.67
Operating Supplies	Amazon - Rainwriter Clipboards	84.47
Operating Supplies	Fred Meyer - Ice/Water Bottles	18.00
Operating Supplies	Fred Meyer - Ice/Water Bottles	27.11
Operating Supplies	Safeway - Ice/Water Bottles	28.08
Operating Supplies	Safeway - Ice/Water Bottles	28.78
Cleaning/Sanitation Supplies	Amazon - Waterless Urinal Cleaner	42.09
Cleaning/Sanitation Supplies	Amazon - Waterless Urinal Cleaner	103.05
Cleaning/Sanitation Supplies	Walmart - Air Freshner for Ops, all bathrooms	16.63
Cleaning/Sanitation Supplies	Walmart - Air Freshner for Ops, all bathrooms	40.71
Communications Equipment	Theater Products - Customer Service intercom	1,053.00
IT Equipment	Amazon - UniteGPS Ava Parts	5.34
IT Equipment	Amazon - UniteGPS Ava Parts	8.67
IT Equipment	Amazon - UniteGPS Ava Parts	10.41
IT Equipment	Amazon - UniteGPS Ava Parts	10.84
IT Equipment	Amazon - UniteGPS Ava Parts	16.68
IT Equipment	Amazon - UniteGPS Ava Parts	61.20
IT Equipment	Amazon - UniteGPS Ava Parts	80.24
IT Equipment	Walmart - UniteGPS Ava Parts	6.25
Safety Supplies	Amazon - Anti-fog Wipes	238.50
Dues, Memberships, Subscriptions	Network Solutions - Domain Renewal	17.35
Dues, Memberships, Subscriptions	SHRM - Membership Renewal	219.00
Dues, Memberships, Subscriptions	Webnetworks - Domain Renewal	78.09
Conference Registration	WSTA - Virtual Transpo Conference	75.00
Conference Registration	WSTA - Virtual Transpo Conference	75.00
Training / Seminars	GFOA - GASB87 Training	170.00
Training / Seminars	WSTIP - Web Meeting	25.00
Passenger Parking Facilities	Glacier West - Belfair Parking	550.00
	Total	<u>\$ 4,539.04</u>



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Star Pass Agreement (PTD0212)  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

Attached is an Agreement for the State Agency Rider (STAR) Pass program between WSDOT and Mason Transit Authority. This agreement is for the transit pass program for Washington State employees assigned to a worksite located in Thurston County and use unlimited and unrestricted travel on all Mason Transit routes, including regular fixed routes and Dial-a-Ride service. It is the third year of participation in the program and funding is part of the transportation budget.

The term of the agreement is for the period of August 1, 2020 – June 30, 2021, unless terminated earlier.

Legal counsel has reviewed the Agreement.

**Summary: Approve Agreement between WSDOT and MTA for operation of the STAR Program and authorize the General Manager to sign the Agreement.**

**Fiscal Impact:**

Amount not to exceed \$399 per month.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2020-23 and the attached Agreement between WSDOT and MTA for the operation of the STAR Pass program (Agreement PTD0212).

Mason Transit Authority Agreement and WSDOT Agreement #PTD0212

Agreement for the State Agency Rider (STAR) Pass Program  
Between the Washington State Department of Transportation  
And  
Mason Transit Authority

This agreement is made and entered into by and between MASON TRANSIT, a public transportation benefit area of the State of Washington, hereinafter referred to as "TRANSIT", and WASHINGTON STATE DEPARTMENT OF TRANSPORTATION hereinafter referred to as "WSDOT" (Agreement.)

WHEREAS, pursuant to RCW 70.94.547, WSDOT is authorized to aggressively develop substantive programs to reduce commute trips by state employees to reduce energy consumption, congestion, and air and water pollution; and

WHEREAS, the State of Washington in its Session Laws of 2019, chapter 416, section 220, has appropriated funds in the transportation budget for WSDOT to implement the state agency commute trip reduction program; and

WHEREAS, WSDOT seeks to encourage transit as an alternative to automobile use by Washington State employees; and

WHEREAS, TRANSIT provides fixed route bus service throughout the urban growth areas of Thurston and Mason counties;

NOW, THEREFORE, pursuant to chapter 39.34 RCW, and in consideration of the terms, conditions, covenants, and performance contained herein, TRANSIT and WSDOT agree as follows:

1. PURPOSE

1.1 This Agreement establishes a transit pass program for any Washington State employee who expresses intent to commute to his or her assigned state worksite using a public transit system currently participating in the STAR pass program.

2. DEFINITIONS

2.1 Eligible Employees

Eligible employees shall include Washington State employees both permanent and temporary. Retired state employees and state K-12 employees are not eligible for a STAR Pass.

## 2.2 State Agency Rider (STAR) Pass Sticker

A STAR Pass authorizing sticker authorizes eligible employees to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County and Dial-a-Lift service at no cost, referred to hereinafter as "STAR Pass Sticker." The STAR Pass Sticker shall be of a size and design that is mutually deemed acceptable by WSDOT and TRANSIT. The STAR Pass Sticker shall have no value after the termination date of this Agreement. Should this Agreement be extended pursuant to Section 3, below, the stickers shall remain valid through the new termination date established by mutual written amendment to the Agreement.

## 2.3 Employee Existing Photo Identification Cards/Badges

The STAR Pass sticker shall be applied to participating employees' existing agency photo identification cards/badges, which are issued by participating Washington State agencies. At a minimum, this card shall include the employee's name and picture. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee's picture.

## 2.4 STAR Pass Identification Card

The parties recognize that some agencies do not provide an employee photo identification card. To facilitate the participation of such employees in the STAR Pass Program, a STAR Pass photo identification card will be provided by WSDOT. This card will include, at a minimum, the employee's name and picture and will validate that they are an employee of the State of Washington. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee's picture.

## 2.5 STAR Pass

Employee existing photo identification cards/badges with a STAR Pass Sticker affixed thereto and the STAR Pass identification card with a STAR Pass Sticker affixed thereto are both referred to as "STAR Pass."

## 3. TERM

3.1 The term of this Agreement shall commence on August 1, 2020, regardless of the date of signature and execution of this Agreement and continue through June 30, 2021, unless terminated earlier as provided herein.

3.2 This Agreement may be extended for additional terms subject to a renegotiation of the Agreement terms, payment for services, and other terms. Any extensions shall be in writing and signed by persons authorized to represent each party.

#### 4. PROCEDURE FOR USE

4.1 During this program, WSDOT will provide agencies with a STAR Pass sticker that shall be affixed as applicable on each participating employee's agency photo identification card or STAR Pass photo identification card. This sticker will signify that a person is a Washington State employee who is eligible to participate in the STAR Pass Program. TRANSIT will provide individuals who present a validated STAR Pass when boarding a TRANSIT vehicle, unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County; and Dial-A-Lift service. Service operated by any another transit agency is not part of this Agreement.

4.2 The STAR Pass must be displayed for the bus operator upon boarding. Operator will accept only STAR Passes that are affixed to a state-issued photo identification card.

#### 5. WSDOT RESPONSIBILITIES.

##### 5.1 Printing

The costs of printing STAR Pass stickers in sufficient quantity and distributing those stickers to the appropriate agency staff, and photo identification cards to agencies that do not provide identification cards to their employees, will be borne by WSDOT.

##### 5.2 Distribution

WSDOT will develop and enforce policies and procedures that ensure STAR Passes are only distributed to persons who are eligible to participate in this program. WSDOT will coordinate with other Washington State agencies to ensure that STAR Passes are distributed only to eligible employees.

##### 5.3 Collection of STAR Passes Upon Termination

WSDOT will coordinate with other state agencies to ensure that STAR Passes are collected from employees before they terminate state employment or move to a worksite outside of Thurston County.

#### 6. TRANSIT RESPONSIBILITIES

##### 6.1 Program Marketing

TRANSIT will consult with WSDOT for, and Transit will pay for on-going marketing and promotional campaigns for the STAR Pass program.

##### 6.2 Sticker and Pass Design

TRANSIT will assist WSDOT in designing the validating STAR Pass Sticker and STAR Pass identification card and will deliver to WSDOT, at no cost to WSDOT, print ready artwork as needed.

### 6.3 Transit Access

TRANSIT will allow each eligible employee displaying a valid STAR Pass to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County, and Dial-a-Lift service, without charge.

### 6.4 Collection of Transit Ridership Data

To facilitate program review and evaluation, TRANSIT will develop and maintain program ridership reports. TRANSIT and WSDOT will jointly develop a methodology to periodically assess ridership. TRANSIT will assess STAR Pass use during the months of September and/or October, and during the Legislative Session each year that the Agreement is in effect. Each assessment will be conducted throughout a two-week period. TRANSIT will provide the results of these surveys to WSDOT and TRANSIT and WSDOT will use such results to determine the amount to be charged to WSDOT for the STAR Pass program.

## 7 PAYMENT

7.1 TRANSIT will invoice WSDOT for the operation of the STAR Pass program. WSDOT will reimburse TRANSIT at the rate of \$1.165 (one dollar and sixteen and one-half cents) per trip as determined through the ridership surveys detailed in Section 6.4 of this Agreement.

7.2 Boarding counts conducted by TRANSIT over the past two years 2018 and 2019 (three counts each year) indicated that an average 342 trips were taken by STAR Pass holders each month. Using the average it is expected that approximately 3,762 trips will be taken during the contract period, August 1, 2020 through June 30, 2021.

7.3 At \$1.165 (one dollar and sixteen and one-half cents) per trip, the total contract is not to exceed Four Thousand Three Hundred and Eighty Nine (\$4,389) subject to the availability of funding.

- A. WSDOT will make payment to TRANSIT monthly in an amount not to exceed Three Hundred and Ninety Nine (\$399) per month.
- B. At the completion of each ridership assessment per Section 6.4 of this Agreement, the monthly amount paid by WSDOT to TRANSIT for the STAR Pass Program may be adjusted. Any changes to the amount shall require an amendment to this contract.
- C. WSDOT shall make payment to TRANSIT within thirty (30) days of receipt from TRANSIT of appropriate invoices and billing statements.

7.4 No advance payment shall be made for services furnished by TRANSIT prior to execution of this contract or prior to services being provided.

## 8. REPORTS AND EVALUATIONS

8.1 TRANSIT's ridership reports and other records will be available for inspection, review, or audit by personnel duly authorized by WSDOT. Program performance reports will be maintained by TRANSIT for a period of six years following the termination of this Agreement. TRANSIT shall allow WSDOT access to program performance reports for the purpose of monitoring and evaluating program performance.

8.2 If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until such litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the six-year retention period.

## 9. AMENDMENTS

9.1 Either party may request changes to this Agreement. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment of this Agreement and signed by persons authorized to represent each party.

## 10. INDEPENDENT CAPACITY OF TRANSIT

10.1 The TRANSIT and its employees, agents, representatives or subcontractors performing under this contract are not employees or agents of WSDOT. TRANSIT, its employees agents, representatives of subcontractors, will not hold themselves out as nor claim to be an officer or employee of WSDOT or of the State of Washington by reason hereof, nor will TRANSIT make any claim of right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW.

## 11. INDEMINIFICATION

11.1 TRANSIT shall protect, defend, indemnify, and hold harmless the WSDOT, its officers, officials, employees, and agents as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), of whatsoever kind brought against WSDOT arising out of, or in any way in connection with the execution of this Agreement. TRANSIT will not be required to indemnify defend, or save harmless the WSDOT if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the WSDOT. Where such claims, suits, or actions result from the concurrent negligence of both parties, 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 each party's own negligence. The indemnification and hold harmless provision shall survive termination of this Agreement.



11.2 TRANSIT agrees that its obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any TRANSIT employees or agents arising from or in connection with execution of this Agreement while they are on public or on WSDOT-owned right-of-way. For this purpose, TRANSIT, by mutual negotiation, hereby waives with respect to the WSDOT only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions of Title 51 RCW

12. AMERICAN WITH DISABILITIES ACT (ADA) of 1990. PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

12.1 TRANSIT must comply with the ADA, and any amendments thereto, which provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

### 13. TERMINATION

13.1 Failure by either party to comply with the terms of this Agreement shall constitute a breach of the Agreement and cause for termination, subject to any other provisions of this Agreement that allow either party a reasonable time to cure such noncompliance, and otherwise subject the breaching party to the non-breaching party's sole option to permit a reasonable time to cure such noncompliance.

13.2 Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

13.3 In the event funding from state, federal or other sources is withdrawn, reduced or limited in any way after the effective date of this contract and prior to completion of the term of this Agreement, WSDOT may terminate the contract under the "Termination" clause, without the thirty day notice requirement, subject to re-negotiation under any new funding limitations and conditions.

### 14. APPLICABLE LAW AND VENUE

14.1 This Agreement shall be governed by and construed according to the laws of the State of Washington. Nothing in this Agreement shall be construed as altering or diminishing the rights or responsibilities of the parties as granted or imposed by state law.

14.2 In the event that either party deems it necessary to initiate litigation involving this Agreement, venue shall be in Thurston County, Washington.

## 15. DISPUTES

15.1 In the event that a dispute arises under this Agreement, it shall be resolved in the following manner: Each party shall appoint a member to a Dispute Board. Both appointed members shall jointly appoint a third member to the Dispute Board who is not employed by or otherwise associated with either party. The Dispute Board shall evaluate the dispute and make a determination of the dispute which shall be binding upon both parties.

15.2 The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

15.3 Each party shall be responsible for its own costs for the Dispute Board and process and also agrees to share equally in any costs of the third member to the Dispute Board.

## 16. INSURANCE

16.1 TRANSIT shall obtain and keep in force during the full term of this Agreement the following coverage:

- A. Workmen's Compensation Insurance in compliance with the laws of the State of Washington covering all employees employed by TRANSIT and providing services pursuant to this Agreement.
- B. Comprehensive Auto Liability Insurance on all vehicles used in connection with this Agreement whether owned, non-owned, or hired, with not less than \$5,000,000.00 combined single limit for bodily injury and property damage per accident.
- C. Comprehensive General Liability Insurance with limits for bodily injury and property damage of \$5,000,000.00 combined single limit per occurrence.

16.2 TRANSIT will name WSDOT, its officers, agents, employees, and volunteers as an additional insured on the insurance policies in "B" and "C" above by endorsement of the liability policies required above. The endorsement shall require the insurer to provide WSDOT with not less than Forty-five (45) days prior written notice per RCW 48.18.290 before any cancellation of the coverage required above.

16.3 Within ten (10) days of execution of this Agreement TRANSIT will provide WSDOT with evidence of the insurance coverage listed above through either a certificate of insurance or certified copy of the policy.

## 17. ASSIGNMENT/SUBCONTRACTING

17.1 TRANSIT shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of WSDOT and it is further agreed that said consent must be sought in writing by TRANSIT not less than sixty (60) days prior to the date of any proposed assignment. WSDOT reserves the right to reject without cause any such assignment.

18. NON-DISCRIMINATION

18.1 In the performance of this Agreement, TRANSIT shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), American With Disabilities Act of 1990, Public Law 101-336, 28 CFR Part 35, and Chapter 49.60 RCW, as now or hereafter amended.

18.2 TRANSIT shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical handicap in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part; and
- b) Denying an individual the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

18.3 In the event of TRANSIT’s non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and TRANSIT may be declared ineligible to further enter into Agreement with WSDOT. TRANSIT shall, however, be given a reasonable time in which to cure this noncompliance.

18.4 Any dispute may be resolved in accordance with the “Disputes” procedure set forth herein.

19. PARTY CONTRACT MANAGERS

19.1 WSDOT’s contract manager:	Amber Nguyen Public Transportation Division Urban Programs Manager PO Box 47387 Olympia, Washington 98504-7387 360-705-7877
--------------------------------	--

19.2 MASON TRANSIT AUTHORITY’s Contract manager	Kathy Geist 790 E Johns Prairie Rd Shelton, Washington 98584 360-426-9434
--	--

20. SEVERABILITY

20.1 Should any provision of this Agreement be deemed invalid or inconsistent with any federal, state or local law or regulation, the remaining provisions shall continue in full force and effect.

21. ENTIRE CONTRACT

21.1 This agreement is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded.

22. AUTHORIZATION

22.1 The undersigned acknowledge that they are authorized to execute this Agreement and bind their agencies to the obligations set forth herein.

**IN WITNESS WHEREOF, TRANSIT AND WSDOT have caused this Agreement to be executed as of the date last signed below by the Parties.**

**MASON TRANSIT AUTHORITY**

**DEPARTMENT of TRANSPORTATION**

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

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

\_\_\_\_\_  
Danette Brannin,  
General Manager

\_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation

**RESOLUTION NO. 2020-23**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE  
AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF  
TRANSPORTATION FOR THE STAR PASS PROGRAM  
(AGREEMENT PTD0212).**

**WHEREAS**, the Mason Transit Authority Board desires to continue the State Agency Rider (STAR) Pass program with the Washington State Department of Transportation (WSDOT) to provide transportation to those riders of the STAR program to encourage their use of transit so as to reduce commute trips by state employees to reduce energy consumption, congestion, and air and water pollution ; and

**WHEREAS**, Mason Transit Authority has previously participated in the STAR program for two years and in order to continue in the program, it is necessary to enter into an agreement establishing the terms and conditions of the program for the next year;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the General Manager is authorized to sign the Agreement for the State Agency Rider (STAR) Pass program between the State of Washington Department of Transportation and Mason Transit Authority (Agreement PTD 0212).

Adopted this 15<sup>th</sup> day of September, 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:** First Amendment to Agreement PTD0192  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

The MTA Authority Board, by Resolution No. 2020-10 adopted May 19, 2020, approved the FTA 5311 Coronavirus Aid, Relief and Economic Security (CARES) Act Operating Grant Agreement Number PTD0192 with the Washington State Department of Transportation (WSDOT) for \$1,884,450 and authorized the General Manager to sign that agreement.

The First Amendment to Agreement PTD0192 (the “First Amendment”) provides for the increased costs of COVID-19 related impact and operating expenses to MTA and has doubled the size of the budget from \$1,884,450 to \$3,768,900.

Legal Counsel has reviewed the First Amendment.

**Summary: Approve First Amendment to Agreement PTD0192**

**Fiscal Impact:**

Increase of \$1,884,450.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2020-24 that approves the First Amendment to Agreement PTD0192 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment.

The FIRST AMENDMENT to AGREEMENT PTD0192 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (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 PTD0192 to add \$1,884,450 in FTA 5311 CARES Act Funding for Project A.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0192:

#### AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the existing language in 'Section 1 - SCOPE OF WORK AND BUDGET – Current Agreement Costs' and replace it to read as follows:

#### Section 1 SCOPE OF WORK AND BUDGET

<b>Current Agreement Costs</b>	
Federal Funds	\$ 3,768,900
State Funds	\$ -
<b>Total Grant Funds</b>	<b>\$ 3,768,900</b>
Contractor's Funds	\$ -
<b>Total Current Agreement Cost</b>	<b>\$ 3,768,900</b>



3. Amend the existing language in ‘Section 1 - SCOPE OF WORK AND BUDGET – Funding by Project’ and replace it to read as follows:

**Funding by Project**

**Project A:** CARES Act Related Operating Expenses

**UPIN #** PTCA0012

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

**Scope of Work:** Funding is provided to assist with COVID 19 related impact and operating expenses incurred beginning on January 20, 2020 including maintaining transit services as well as paying for lost revenue and administrative leave for transit personnel due to reduced operations during an emergency. Agencies as part of their response to COVID 19 may seek reimbursement for hiring of temporary workers, overtime, cleaning/sanitizing of vehicles and facilities, additional material and telework equipment, hazard pay, training, increased security, fees and other expenses.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
FY20 FTA 5311 CARES Act	WA-2020-038	100%	\$ 3,768,900		\$ 3,768,900
Contractor's Funds	N/A	0%	\$ -		\$ -
<b>Total Project Cost</b>		<b>100%</b>	<b>\$ 3,768,900</b>	<b>\$ -</b>	<b>\$ 3,768,900</b>

**Note:** CARES Act 5311 Funding is provided at 100% federal share.

4. 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.”

5. 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, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

**CONTRACTOR**

By: \_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation Division

By: \_\_\_\_\_  
Authorized Representative  
Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**RESOLUTION NO. 2020-24**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING THE FIRST AMENDMENT TO AGREEMENT PTD0192 WITH  
THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR  
THE 5311 CARES ACT FUNDING AND AUTHORIZING THE GENERAL  
MANAGER TO SIGN THE FIRST AMENDMENT TO AGREEMENT PTD0192.**

**WHEREAS**, the Mason Transit Authority Board has received notification of the award of additional funding assistance through Washington State Department of Transportation’s Operating Grant Program to receive additional federal dollars in connection with the FTA 5311 Coronavirus Aid, Relief and Economic Security (CARES) Act; and

**WHEREAS**, the budget for the Scope of Work as reflected in the First Amendment to Agreement PTD0192 has increased by \$1,884,450 to provide additional funding assistance relating to COVID-19 impacts on revenue and operating expenses;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that it approves the First Amendment to Agreement PTD0192 with the Washington State Department of Transportation (the “Agreement”) for a total of \$3,768,900, an increase of \$1,884,450, in which no local match is required; and

**BE IT FURTHER RESOLVED** that the MTA Board authorizes the General Manager is authorized to sign the Agreement between the State of Washington Department of Transportation and Mason Transit Authority.

Adopted this 15<sup>th</sup> day of September, 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 3 – *Actionable*  
**Subject:** Second Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA  
**Prepared by:** Marshall Krier, Maintenance and Facilities Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

The First Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA will expire on September 30, 2020, unless renewed or extended in writing by both parties. This Second Amendment to the same contract has been updated to reflect new term dates and Labor Rate Per Hour to better align with the hourly rates in the collective bargaining agreement negotiated in 2019. The attached updated Federal Requirements are incorporated to the extent they apply to the applicable Federal/State Operating Grant Agreement with WSDOT.

**Summary:** Approve Second Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA.

**Fiscal Impact:**

The Squaxin Island Tribe has set a limit of not to exceed \$35,000 on the amount to be paid to MTA under the First Amendment and this Second Amendment to the contract dated October 1, 2015, unless agreed in writing.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2020-25 approving the Second Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015 and authorizing the General Manager to sign it.

**SECOND AMENDMENT TO CONTRACT FOR GOODS AND/OR SERVICES**

In consideration of the mutual advantages gained thereby, the Squaxin Island Tribe and Mason Transit Authority hereby agree to the following changes or amendments to the Contract dated October 1, 2015 ("Contract"), as amended by the First Amendment to Contract for Goods and/or Services that expired on September 30, 2020:

1. The term of the Contract as set forth in **Section 5. Starting and Completion Dates**, is amended to read as follows:

"This Contract shall be effective on October 1, 2020, and shall automatically terminate on September 30, 2023, unless renewed or extended in writing by both parties."

2. The following shall be changed in Exhibit A to the Contract:
  - a. The dates under "Description" shall be amended to read "10/1/20 to 9/30/23";
  - b. The "Labor Rate Per Hour" shall be changed to \$61.00; and
  - c. The total Contract amount shall be increased an additional \$20,000 from \$15,000, not to exceed \$35,000, unless change is agreed upon in writing.
3. The attached Federal Requirements are incorporated to the extent they apply to the applicable Federal/State Operating Grant Agreement with WSDOT. They supersede all other clauses; except that subsection 10.3 of the Contract shall apply to the exclusion of any other provision.
4. Agrees to sign attached Certifications.
5. All other terms of the initial Contract remain in full force and effect.

SQUAXIN ISLAND TRIBE

MASON TRANSIT AUTHORITY

\_\_\_\_\_  
By: Marvin Campbell, Tribal Administrator

\_\_\_\_\_  
By: Danette Brannin, General Manager

Date: \_\_\_\_\_, 2020

Date: \_\_\_\_\_, 2020

## **Federal Requirements**

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.



- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

## **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 1.3. Procurement.

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

### 1.4. Suspension and Debarment.

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11(d). This certification is required by 49 C.F.R. § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

*An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA’s regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.*

*On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following*

*certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and

submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

#### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
- (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*



The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act’s Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

#### **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and

- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 C.F.R. part 672, “Public Transportation Safety Certification Training Program”; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, “State Safety Oversight”.

### **CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

### **CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the*

*Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

#### **CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway*

*public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).



**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of categories 01–20. \_\_\_\_\_

*Or,*

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

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

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_  
\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_  
\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_  
\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_  
\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_  
\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_  
\_\_\_\_\_

19 Construction Hiring Preferences

\_\_\_\_\_  
\_\_\_\_\_

20 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_  
\_\_\_\_\_

**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

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

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

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

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

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

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

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

Name \_\_\_\_\_ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): \_\_\_\_\_

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

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

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

Name \_\_\_\_\_ Attorney for Applicant

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

**RESOLUTION NO. 2020-25**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE  
SECOND AMENDMENT TO CONTRACT FOR GOODS AND/OR  
SERVICES (INTERLOCAL AGREEMENT) WITH THE SQUAXIN  
ISLAND TRIBE TO PROVIDE ROUTINE SERVICE AND  
MAINTENANCE ON THE SQUAXIN ISLAND TRIBE'S TRANSIT  
BUSES.**

**WHEREAS**, the Mason Transit Authority Board, by Resolution No. 2015-27, authorized the General Manager to execute the Contract for Goods and/or Services the "Contract") in connection with the routine service and maintenance on the transit buses of the Squaxin Island Tribe (the "Tribe"), which term of the Contract was October 1, 2015 to September 30, 2017; and

**WHEREAS**, MTA and the Tribe entered into a First Amendment of the contract, which term shall expire on September 30, 2020; and

**WHEREAS**, the Tribe wishes to extend the term for three years commencing October 1, 2020 to September 30, 2023;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Second Amendment to the Contract for Goods and/or Services is hereby approved and the General Manager is authorized to execute it.

Adopted this 15<sup>th</sup> day of September, 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 4 – *Actionable*

**Subject:** Mason Transit Authority Title VI Policy Statement and Plan (POL-203)

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

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

**Date:** September 15, 2020

**Background:**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance.

Mason Transit Authority (MTA) continues to be committed to ensure that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color or national origin as protected by Title VI in Federal Transit Administration (FTA Circular 4702.1.B).

The policy statement and plan provide information, guidance and instruction for anyone believing they have been discriminated against. This updated policy is being brought for consideration by the Board. Updates to this policy relate to the following:

- Updating Title VI complaint to be filed with Operations Manager;
- Processes relating to Title VI or other civil rights investigations;
- Limited English Proficiency (LEP) Plan;
- Incorporates MTA's recent Board composition changes, as well as information relating to the recent Citizen Adviser to the Board and disbanding of MCTAB;
- New Title VI Complaint form; and
- Other minor edits.

As required to occur every three years, the attached updated policy statement and plan has been revised and reviewed by the Policy Review Committee and Legal Counsel, as well as MTA's WSDOT Community Liaison.

**Summary:** Approve the revised Title VI Policy Statement and Plan (POL-203).

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2020-26 that approves the revised Title VI Policy No. 203.



**TITLE VI POLICY AND PLAN  
FOR THE FEDERAL TRANSIT ADMINISTRATION  
AND WASHINGTON STATE DEPARTMENT OF  
TRANSPORTATION**

~~October 1, 2017~~ October 1, 2020 – September 30, ~~2020~~ 2023



## Table of Contents

Introduction .....	1
Title VI Complaint Procedures .....	1
Record of Title VI or Other Civil Rights	
Investigations, complaints, or lawsuits.....	2
Limited English Proficiency Outreach Plan .....	2
Notification of Beneficiaries of Title VI Rights .....	5
Analysis of Construction Projects .....	5
Membership of Non-Elected Committees .....	7
Fixed Route Service Information .....	8

### ATTACHMENTS

Attachment A - Title VI Complaint Form.....	12
Attachment B - Public Participation Plan .....	14
Attachment C - Title VI Policy Statement .....	18
Attachment D - Title VI Notice to the Public.....	19
Attachment E - Public Outreach Efforts (Past 3 years) .....	20

## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

## Title VI Complaint Procedures

### How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date the complainant became aware of the incident. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

Complaint filing information is available at [www.masontransit.org](http://www.masontransit.org) or by email at [mta@masontransit.org](mailto:mta@masontransit.org).

The complaint may be filed in writing with Mason Transit Authority at the following address:

Mason Transit Authority  
Attn: ~~Operations Compliance Coordinator~~ Operations Manager  
790 E Johns Prairie Rd  
Shelton, WA 98584  
360-426-9434

*NOTE: MTA encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the ~~Title VI Coordinator~~ Operations Manager and labeled attention: Title VI as soon as possible, but no later than 180 days from the date the complainant became aware of the incident.*

### What happens to your complaint after it is submitted to MTA?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MTA will be directly addressed by ~~Mason Transit Authority~~ the Operations

## MTA Title VI Plan

Manager. MTA shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English.

MTA shall make every effort to address all complaints in an expeditious and thorough manner. Complaints will be acknowledged within 15 working days from receipt of the complaint to inform the complainant of the status of the investigation and/or resolution of the complaint.

In instances where additional information is needed for investigation of the complaint, MTA will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by Mason Transit Authority, a written response will be drafted subject to review by the transit's attorney. If appropriate, MTA's attorney may administratively close the complaint. In this case, MTA will notify the complainant of the action as soon as possible.

### How will I be notified of the outcome of my complaint?

MTA will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within 7 calendar days of receipt of the final written decision from MTA, and/or 2) file a complaint externally to the offices below. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the

~~A complainant may file a Title VI complaint with the~~ following offices:

Washington State Department of Transportation  
Public Transportation Division  
Attn: Title VI Coordinator  
PO Box 47387  
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

United States Department of Justice  
Civil Rights Division  
Coordination and Review Section - NWB  
950 Pennsylvania Avenue NW  
Washington, DC 20530

## ***Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits***

To date, there have been no investigations complaints or lawsuits regarding Title VI from a party claiming exclusion or denying of transit services on the basis of race, color or national origin

In 2016, a former employee filed a complaint with the Equal Employment Opportunity Commission stating race discrimination. The complainant alleged he was subjected to race discrimination and not given a promotion for which he applied. After MTA's attorney negotiated with the complainant, the complaint was withdrawn.

Complaints are tracked in a log held in the Operations Department and all Title VI or other civil rights investigations are reported to Washington State Department of Transportation Public Transportation Division in the quarterly progress report for all operating grants. The data collected and reported includes, but not limited to:

- Date of the complaint, investigation or lawsuit filing.
- A summary of allegations.
- The status of the complaint, investigation or lawsuit.
- Actions taken by MTA.
- Actions taken by organizations, such as WSDOT, to whom information has been forwarded regarding the complaint, investigation and lawsuit.

Copies of complaints will be kept in MTA's Record Retention program for six years beyond the end of the project period.

## ***Limited English Proficiency (LEP) Plan***

~~MTA is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.~~

**Census:** The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Mason County meets the threshold of 5% or 1,000 people that are LEP, showing that the majority are Spanish speaking (2.23% of the population or 1,323).

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays

or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

MTA is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. The transit agency has a dedicated Spanish-speaking Customer Service Representative to assist riders and others who have LEP. MTA also uses Lionsbridge for translation into other languages to broaden the ability to communicate and serve others beyond English and Spanish. Materials such as ride schedules are printed in both English and Spanish as determined by the Four Factor Analysis. Most effectively, MTA has drivers in the field that are fluent in Spanish to assist.

~~According to the 2010 (year) Census Data for Mason County, English is spoken by 92% of Mason County.~~

~~Spanish speaking in the household represents 8% of non-English speaking Mason County.~~

## Analysis Of Factors

Factor No. 1: The number or proportion of LEP persons in the service area.

MTA's ~~service area is clearly defined as~~ jurisdiction is all of Mason County, ~~which is largely English speaking, if road access is available,~~ with direct connections to adjacent counties of Thurston, Jefferson, and Kitsap. The vast majority of the population with which we do business (individuals wishing to ride transit) is largely English speaking. ~~Spanish speaking population is 2.23% (or 1,323 individuals) with 8% of the population speaking Spanish in the home.~~

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

Spanish requests happen on a weekly basis, and at times, daily.

(All) contacts with MTA are made through phone, email, written communication, via fax or in person. We potentially serve LEP persons daily via: bus, purchase of passes and tickets via customer service representatives; drivers, dispatch and scheduling staff, Dial-a-Ride (DAR) requests, Vanpool inquiries, public meetings, and customer comments.

~~An informal ad hoc survey was conducted with customer service representatives and schedulers who assist riders; and frontline staff who respond to inquiries either in person, via email, or by telephone. Those interviewed stated that language barriers which prevent successful communication are virtually non-existent and that they are never expected to reply in a language other than English.~~ MTA provides a phone menu option to select a Spanish speaking scheduler when calling in to MTA business and scheduling centers. ~~Additionally,~~ Spanish speaking staff is available to translate in most situations via radio communication, phone or in person. MTA has chosen to require that a Customer Service Representative at the

Transit-Community Center be Spanish proficient to ensure those needing or desiring to use Spanish as a means to communicate have a frontline staff person available to assist with questions, scheduling and purchasing passes. There are also drivers who are Spanish proficient to assist when the Customer Service Representative is not available.

Customer service representatives and schedulers who assist riders and frontline staff who respond to inquiries either in person, via email, or by telephone were surveyed in August 2020 regarding frequency of contact with LEP individuals and any barriers with communication. The response was that there is daily contact with individuals with LEP. The barriers are minimal as the individual with LEP is directed to the Spanish-speaking Customer Service Representative, or another staff member with Spanish proficiency. Individuals are also directed to use Google Translate for other languages than Spanish (rarely occurs) and when a Spanish-proficient staff member is not available.

**Factor No. 3: The nature and importance of service provided by Mason Transit Authority.**

MTA provides important transit services to the public through Fixed Route, Deviated Fixed Route, and Dial a Ride (DAR) ~~services~~ with ADA equipped vehicles. Additional services include Rideshare (Vanpool) and Volunteer Driver Services (travel assistance provided by volunteer drivers using their private vehicles). MTA provides meaningful access to all passengers including those with special needs and/or disabilities.

**Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.**

As of publication, MTA has had no requests for language services in other than English and Spanish.

MTA's current in-house language capabilities are English and Spanish. At time of publication, the operations staff of ~~64-60~~ FTE's includes ~~three~~ persons of Spanish or other heritage speaking Spanish fluently. Drivers also use Google Translate to communicate when out in the field with no available assistance for translation. One is a customer service representative and the other two are senior drivers.

The transit system also recognizes the need to have language services other than English and Spanish and has implemented Google Translate as a "One Click" option for MTA Web Site access. Customers may be referred to this service in the event of communication difficulties. Lionsbridge is available for translation in over 46 languages for customers who call into Customer Service and need translation services.

Service Schedules and Guidebooks are offered in both English and Spanish. Some Additional brochures and information pamphlets have been will be translated to Spanish and as time and budget allow, MTA will continue to translate additional information.- The Title VI Notice is in

both English and Spanish and posted throughout MTA offices and shelters. MTA's Title VI Complaint form is available in Spanish as well as English.

### *Implementation Plan*

MTA currently has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We have identified LEP persons in the service area by ridership, informal surveys by staff and drivers, customer service and scheduling staff, by customer comment/complaints and by 2010 Census statistical information. This data confirms an 8.0% LEP population in the MTA service area.

MTA began providing printed materials translated into Spanish to the public in 2016 in a proactive approach to anticipate demand.

Consistent training of drivers to refer LEP individuals to the dispatch and scheduling center has been implemented in basic driver training. When a driver is unable to communicate with an LEP individual, a patch-thru radio communication to a Spanish speaking staff may be offered to assist with communication or instructions given to use Lionsbridge for a translation option.— Instructions can be found on MTA's website and have been provided to Operations Supervisors and Customer Service.

Title VI language is included in MTA printed documents in both English and Spanish and posted in employee and public areas. MTA's Title VI Policy and Plan and a Complaint Form are available on our website or by calling Customer Service. Continued effort will be made to improve outreach and communication to LEP individuals. Proficient Spanish-speaking staff will be used whenever possible in assisting with outreach to LEP individuals.

### *Notifying Beneficiaries of Their Rights Under Title VI*

In compliance with 49 CFR 21.9(d), MTA and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI.

- MTA has established a statement of rights and a policy statement, shown here as it appears on the MTA website:

"Mason Transit Authority hereby gives notice that it is the policy of MTA to assure full compliance with the Title VI of the Civil Rights Act of 1990, and related statutes and regulations in all programs and activities. If you feel you have been discriminated against, please [Click Here](#) for Title VI & ADA complaint submission information."

The statement also appears;

- Found in Attachment D to the Title VI policy and plan.
- Written within the MTA Schedule and Rider's Guide in both English and Spanish.
- Posted in all facilities, buses and bus shelters in both English and Spanish.
- The statement is available upon request by email at [mta@masontransit.org](mailto:mta@masontransit.org); upon request by calling 360-427-5033; or toll free 800-374-3747 or writing:

Mason Transit Authority  
790 E. Johns Prairie Road  
Shelton, WA 98584

### *Analysis of Construction Projects*

Over the last ~~three~~-seven years, MTA has completed two construction projects requiring National Environmental Policy Act (NEPA). Both projects received Documented Categorical Exclusion (DCE) determinations from the Federal Transit Administration (FTA) with no further environmental action required.

### *Inclusive Public Participation*

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MTA.

MTA has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MTA has developed a comprehensive Public Participation Plan (PPP) which outlines the goals and objectives for public participation which include but are not limited to:

Public Communication  
Public Participation Plan and Transparency  
Public Engagement Principles  
Public Engagement Plan Measurements  
Limited English Proficiency (LEP) efforts

MTA recognizes that decisions are improved by engaging citizens and other stakeholder groups, and is committed to transparent and inclusive processes that are responsive, accountable, and within MTA's resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives. MTA has invited the public to participate in the following:



**Transit Development Plan (TDP):** The Transit Development Plan is a requirement of the Washington State Legislature. The Plan is prepared by the independent transit properties and turned into the State DOT. A summary document is prepared which shows operating costs, revenue, service revenue hours, revenue miles, expense and capital expenditures. Public hearings are held to obtain comments from the public on the TDP.

**Board Meetings:** The Mason County Public Transportation Benefit Area Authority (MCPTBA) 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 Commissioners Council,
- ~~▪ One (1) elected member representing the Hood Canal School District,~~
- ~~▪ One (1) elected member of the Shelton School District,~~
- ~~▪ One (1) elected member representing the Mary M. Knight School District or Southside School District serving alternating two year terms, starting with Mary M. Knight School District in 2014-2015,~~
- ~~▪ One (1) elected member representing the Grapeview School District or Pioneer School District serving alternating two year terms, starting with Pioneer School District in 2014-2015,~~
- One (1) elected member representing the North Mason School District 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, and
- One (1) non-voting/non-elected member acting as a Bargaining Unit Business Representative from IAM and AW District 160

The Mason Transit Authority Board meets once monthly to conduct the business of the agency. For an MTA board meeting schedule and locations (established in-by December prior to start of each new year), please visit [www.masontransit.org](http://www.masontransit.org) or contact the Clerk of the Authority Board at:

Clerk of the Authority Board  
Mason Transit Authority  
790 E Johns Prairie Rd  
Shelton, WA 98584  
360-432-5741 or 800-374-3747  
TTY/TTD: 711 or 800-833-6388

Board meeting agendas are made available to the public via [www.masontransit.org](http://www.masontransit.org) by 5:00 pm on the Friday prior to each Board Meeting. Hard copies are provided at board meeting locations immediately prior to the meeting start time as indicated in the annual board meeting schedule. The MTA Board encourages and provides time for public comment at every board meeting.

Effective January 1, 2019, there may be one (1) non-voting representative of the public to serve as a citizen adviser to the Board for the purpose of providing public feedback and perspective. The citizen adviser must reside in Mason County and serves for a period of one year, unless extended by motions by the Authority Board.

**Public Meetings:** Public meetings are held in strict accordance with the Washington Open Public Meetings Act and may occur throughout each year to solicit and gather input from the

public and stakeholders regarding but not limited to project development, significant service development and/or changes, Annual Transit Development Plan (TDP) and passenger fare rate adjustments. Notices will be posted at [www.masontransit.org](http://www.masontransit.org), published in the Mason County Journal and posted on transit vehicles and bus stops and made available at the MTA Operations Base on Johns Prairie Road and the Transit Community Center in downtown Shelton, WA.

**Major Service Change:** Public meetings are held throughout the year regarding any major service change proposal. Ultimate service change approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

**Fare Increase:** Public meetings are held regarding any passenger fare increase or change proposal. Ultimate fare increase approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

**Travel Training Class:** Upon request, the operations department will schedule a travel training class to teach riders how to use the transit system.

**Customer Comment/Complaint Process:** Customer Service Comment/Complaint forms are available on each bus, at Transit-Community Center and at [www.masontransit.org](http://www.masontransit.org). Complaint procedures may be viewed and a complaint may be submitted via the website at [www.masontransit.org](http://www.masontransit.org). Copies of the comment and/or complaint procedure may be requested by phone at (360) 427-5033 or 800-374-3747, US Mail or in person at the MTA Business office at 790 E. Johns Prairie Road, Shelton, WA 98584.

**General Awareness and Surveys:** Internet Surveys ~~are~~ may be conducted at [www.masontransit.org](http://www.masontransit.org), Frontline staff may be asked to perform surveys ad hoc, if requested and approved by the Leadership Team. General notices will be posted on all service vehicles, bus shelters (when appropriate) and all Mason Transit public facilities. Generally these notices regard, but are not limited to minor or one time schedule changes, interruptions to service for holidays and special circumstances such as construction or community events affecting transit operations.

**Bilingual Outreach:** The appropriate bilingual outreach and notifications will be included in the above actions starting with Board Meetings, in accordance with MTA's LEP and Public Participation Plan(s).

## *Membership of Non-Elected Committees*

## MTA Title VI Plan

MTA values the viewpoints of minority, LEP and low income participants in both Inner MTA and Community based committees and panels. The membership of these non-elected committees is selected by MTA to supplement the elected decision making bodies that represent the transportation interests of our service area.

MTA strives to provide representation from low-income, minority and LEP populations within our service area whenever existing committee positions are available, or during the formation of a new committee/councils. MTA solicits representation from our two neighboring tribal agencies, local government agencies, human service and non-profit organizations and members of the public at large.

At time of publication, MTA's does not have any active committees. Due to lack of interested and participating members, the Mason County Transit Advisory Board (MCTAB) was disband and replaced with a Citizen Adviser to the Board. The citizen adviser participates as a non-voting adviser to help the Board with its Public Participation Plan. only non-elected committee is the Mason County Transit Advisory Board (MCTAB):

Body	Caucasian	Latino	African American	Asian American	Native American
Population	82.60%	7.90%	1.30%	1.60%	3.10%
Mason County Transit Advisory Board (MCTAB)	80%	0	0	0	20%

### *Fixed Route Service Standards*

Mason Transit Authority's Fixed Route Service is provided to the general public with no low income or LEP restrictions; and regardless of race, color, or national origin. **These services are provided on an equal basis to all who desire to use public transportation.**

MTA measures our fixed route system by using the following service standards:

**Vehicle Load:** MTA's Vehicle Load Factor is expressed using the number of seats available to riders. While there is additional standing room as needed to the limits indicated, MTA bases its determination of need for additional seating or increased service on this Maximum Load Factor.

MTA allows for standees as needed but strives to provide a seat for each rider.

MTA Title VI Plan

Number in Fleet	Vehicle Make	Vehicle Type	Passenger Capacities		
			Seating Capacity	Standing Capacity	*Maximum Load Factor=Total Seats
1	Gillig Coach	30" Heavy Coach-Bus	23	17	23
12	Gillig Coach	35" Heavy Coach-Bus	34	25	34
6	Gillig Coach	40" Heavy Coach-Bus	37	28	37
2	Ford	HD Truck Chassis/Glaval	25	0	25

Number In Fleet	Vehicle Make	Vehicle Type	Passenger Capacities		
			Seating Capacity	Standing Capacity	* Maximum Load Factor = Total Seats
1	Gilig Coach	30' Hvy Coach-bus	23	11	23
7	Gilig Coach	35' Hvy Coach-bus	32	16	32
3	Gilig Coach	35' Hvy Coach-bus	29	14	29
2	Gilig Coach	35' Hvy Coach-bus	35	17	35
2	Gilig Coach	40' Hvy Coach-bus	45	22	45
4	Gilig Coach	40' Hvy Coach-bus	36	18	36
2	Ford	HD Truck Chassis/Glaval	25	12	25

Currently, MTA does not have onboard technology that allows for the collection of vehicle load data. Operators call dispatch to make supervisors aware that a particular bus has standees anytime seating capacity is filled.

**Vehicle headways:** The following examples are provided:

Weekday					
Route #	Route Name	Type of Run/Service	Schedule Headway = Number of route departures within the indicated time range		
			4-8am	8am-4pm	4-9pm
<u>1/21</u>	Belfair to Shelton	Regional Connector/Commute	<u>36</u>	<u>49</u>	<u>35</u>
<u>2</u>	<u>Shelton to Skokomish/Belfair</u>	<u>Rural/Regional Connector</u>	<u>1</u>	<u>1.5</u>	<u>0.5</u>

MTA Title VI Plan

<u>3/23</u>	Belfair to Bremerton	Regional Connector/Commute	<u>47</u>	<u>510</u>	<u>25</u>
4	Belfair Local	Loop Route	0	7	1
5	Shelton Local	South Loop Route	<u>12.5</u>	8	5
<u>6/26</u>	Shelton to Olympia	Regional Connector/Commute	<u>69</u>	<u>817</u>	<u>511</u>
7	Shelton Local	North Loop Route	3	8	4
8	Shelton to Jefferson County	Regional Connector/Commute	0	2	0
<u>9</u>	<del>Shelton Local</del>	<del>Central Loop Route</del>	<u>1</u>	<u>3</u>	<u>0</u>
11	Shelton to Lake Cushman	Rural/Regional Connector	1	1	1
<u>2</u>	<u>Zipper – Shelton Local</u>	<u>Loop Route</u>	<u>0</u>	<u>16</u>	<u>3</u>

Saturday					
Route #	Route Name	Type of Run/Service	Schedule Headway = Number of route departures within the indicated time range		
			4-8am	8am-4pm	4-9pm
1	Belfair to Shelton	Regional Connector/Commute	1	<u>17</u>	<u>12</u>
<u>2</u>	<del>Shelton to Skokomish/Belfair</del>	<del>Rural/Regional Connector</del>	<u>1</u>	<u>1</u>	<u>0</u>
3	Belfair to Bremerton	Regional Connector/Commute	1	<u>25</u>	<u>12</u>
4	Belfair Local	Loop Route	0	4	0
5	Shelton Local	South Loop Route	<u>01</u>	8	<u>54</u>
6	Shelton to Olympia	Regional Connector/Commute	1	<u>69</u>	<u>13</u>
7	Shelton Local	North Loop Route	0	5	3
8	Shelton to Jefferson County	Regional Connector/Commute	<u>01</u>	<u>10</u>	1
11	Shelton to Lake Cushman	Rural/Regional Connector	<u>01</u>	2	<u>10</u>

**On-time performance:** Transit ~~operators-drivers~~ operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time with every effort made to run on time. Transit ~~operators-drivers~~ may request additional wait time from the dispatcher if a deviation has been requested or if it is known that transfers from a connecting route is running late. If the ~~operator-driver~~ is running late for any reason, the ~~operator-driver~~

must notify the dispatcher. At no time should a transit ~~operator-driver~~ leave a scheduled time point before the established departure time without approval from the dispatcher.

Late times are recorded and monitored by call center staff and Operations supervisors and reported to the Operations Manager. If obvious established schedule conflicts are presented, every effort is taken to resolve the conflict at the soonest opportunity.

**Service availability:** MTA provides Deviated Fixed, Regional Connections and Commuter Routed Services.

1. Deviated Fixed Rote Service is defined as service that may allow a limited deviation off of an established route. This service is available on most routes depending on road conditions and time schedules. Riders desiring a route deviation for service must call the MTA Customer Service Center a minimum of two hours in advance. Time is allotted in the established schedule of each route to approve this service provided the remainder of the route is on time.
2. Regional Connections are defined by a concentration of service on established routes connecting with other transit and transportation systems most often outside of the agency's operating area.
3. Commuter Routed Service is defined as service using established local and regional connector routes with limited stops. These services cater to the daily commuter using transit services for work, school or any regularly needed personal schedule.

All routed services are provided on an equal basis to all those who desire to use public transportation.

### *Fixed Route Policy Standards*

MTA has developed the following standards to describe how fixed route operations are provided to the general public regardless of race, color or national origin.

**Vehicle Assignment:** Vehicles are assigned to specific routes according to established demand, passenger load anticipation and availability. Routed service vehicle inventory is maintained at a level that assures proper vehicle assignments. The maintenance department maintains a fleet readiness performance goal of 95% or better. MTA's Asset Management Program (AMP) requires and maintains sufficient fleet reserves in the event of vehicle shortage.

**Transit Amenities:** MTA provides site amenities including public rest seating, shelters, solar lighting, and information and waste receptacles as follows:

- **Transit--Community Center:** Customer service staff, public restrooms, public rest seating, route and schedule information, and trash receptacles.

## MTA Title VI Plan

- **Major transfer locations, popular stops and park and rides:** Bus Shelters, solar lighting, public rest seating, route and schedule information, and trash receptacles are maintained at MTA transfer locations.
- **Regular and flag bus stops:** Schedule information is provided on ~~most~~ bus ~~pole~~ ~~stop~~shelters. Schedule information, Public rest seating, shelters, and trash receptacles are relatively rare at flag bus stops.

Agency installation of amenities is based on available resources, observed and documented need, passenger or community requests, and property owner permission.

All riders have equal access to amenities. Riders are encouraged to contact MTA if having difficulty with access to amenities and service where improvements, assistance and general accommodation can be provided. Any request for accommodation is immediately followed with the appropriate action through agency coordination.

ATTACHMENT A

MTA TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States, on the grounds of race, color, or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Mason Transit Authority  
~~Operations Compliance Coordinator~~ Operations Manager  
790 E. Johns Prairie Road  
Shelton, WA 98584  
(360) 426-9434  
(360) 426-0899 (Fax)





MTA Title VI Plan

~~PLEASE PRINT CLEARLY~~

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number : \_\_\_\_\_ ( home) \_\_\_\_\_ (cell) \_\_\_\_\_ (message)

Address of person discriminated against: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

~~Please Describe why you believe the discrimination occurred:~~

- \_\_\_\_\_ Race or Color
- \_\_\_\_\_ National Origin
- \_\_\_\_\_ Income
- \_\_\_\_\_ other

~~What was the date of the alleged discrimination?~~ \_\_\_\_\_

~~Where did the alleged discrimination take place?~~ \_\_\_\_\_

~~Please describe the circumstances as you saw it?~~ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~~Please list any and all witnesses' names and phone numbers:~~

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---



---

What type of corrective action would you like taken?

---



---



---



---



---

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the Operations Compliance Coordinator at the address on the previous page of this document.

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

Please print your name: \_\_\_\_\_



**TITLE VI COMPLAINT FORM**

<b>Section I:</b>				
<u>Name:</u>				
<u>Address:</u>				
<u>Telephone (Home):</u>			<u>Telephone (Work):</u>	
<u>Email Address:</u>				
<u>Accessible Format</u>	<u>Large Print</u>		<u>Audio Tape</u>	
<u>Requirements?</u>	<u>TDD</u>		<u>Other</u>	

<b>Section II:</b>		
<u>Are you filing this complaint on your own behalf?</u>	<u>Yes*</u>	<u>No</u>
<u>*If you answered "yes" to this question, go to Section III</u>		
<u>If not, please supply the name and relationship of the person for whom you are complaining:</u>		
<u>Please explain why you have filed for a third party:</u>		
<u>Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.</u>	<u>Yes</u>	<u>No</u>
<b>Section III:</b>		
<u>I believe the discrimination I experienced was based on (check all that apply):</u>		
<u>( ) Race ( ) Color ( ) National Origin</u>		
<u>Date of Alleged Discrimination (Month, Day, Year):</u>		
<u>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</u>		
<b>Section IV:</b>		
<u>Have you previously filed a Title VI complaint with this agency?</u>	<u>Yes</u>	<u>No</u>
<b>Section V:</b>		
<u>Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?</u>		
<u>( ) Yes ( ) No</u>		
<u>If yes, check all that apply:</u>		
<u>( ) Federal Agency:</u>	<u>( ) Federal Court:</u>	
<u>( ) State Agency:</u>	<u>( ) State Court:</u>	
<u>( ) Local Agency:</u>		

<u>Please provide information about a contact person at the agency/court where the complaint was filed.</u>
<u>Name:</u>
<u>Title:</u>
<u>Agency:</u>
<u>Address:</u>
<u>Telephone:</u>
<b>Section VI:</b>
<u>Name of agency complaint is against:</u>
<u>Contact person:</u>
<u>Title:</u>
<u>Telephone number:</u>

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

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

**Please submit this form in person at the address below, or mail this form within 180 days from the date the complainant became aware of the incident to:**

Mason Transit Authority  
Attention: Operations Manager  
790 E Johns Prairie Rd  
Shelton, WA 98584

## ATTACHMENT B

### Mason Transit Authority - Public Participation Plan (PPP)

“To promote robust public engagement that informs, involves and empowers people and community”

It is the intent of Mason Transit Authority (MTA) to maintain an open and participative process and to consider public comment prior to fare increases, major service changes, projects and short- and long-term plans as well compliance to the Federal Public Comment on Fare and Services Changes rules (FTA circular 9030.1A, Chapter V,5(0)) and any additional requirements under Title VI, Disadvantage Business Enterprise and Americans with Disabilities Act regulations.

Mason Transit Authority recognizes that decisions are improved by engaging citizens and other stakeholder groups, and is committed to transparent and inclusive processes that are responsive, accountable and within MTA’s resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives.

#### Public Participation Plan Overview

Mason Transit Authority will inform and seek input from the community, residents, and traveling public. Many approaches will be used to let the public know what is happening throughout the Agency; its financial status, service development, public meetings schedule and value to the community, as well as numerous opportunities for discussion and comment. Public opinion and comments will be documented and considered in the recommendations for Mason Transit Authority’s service development, projects and other programs.

MTA will promote and develop the Public Participation Plan based on the belief that those who are affected by a decision have a right to be involved in the decision-making process. Public participation includes the promise that the public’s contribution will influence decisions made by MTA.

In addition to individual Mason County residents and visitors, as well as employees, “the public” includes, but is not limited to:

- representatives of consumer, environmental, and other advocacy groups;
- Native Americans and tribal governments;
- minority and ethnic groups;
- business and industrial interests, including small businesses;
- elected and appointed public officials;
- the media;
- trade, industrial, agricultural, and labor organizations;
- public health, scientific, and professional representatives and societies;
- civic and community associations;
- faith-based organizations;
- research, university, education, and governmental organizations and associations;

## MTA Title VI Plan

- governments, and agencies at all levels; and
- persons with Limited English Proficiency (LEP).

### Public Engagement Principles

The Public Participation Plan has been developed to support civic engagement in the Agency by emphasizing the following principles:

- The public shall have adequate access to information:
  - ✓ A record of all public meetings (~~Authority and Advisory Boards~~) will be kept and published on the Agency website. Technical documents will be placed in locations available to the public.
- The public shall have clarity in the information presented to them:
  - ✓ Technical information and regulatory procedures will be presented in terms that are understandable to the public and meet the requirement that MTA be responsive to any inquiries received.
- The public shall be able to engage and be notified of public involvement opportunities in a manner that is timely and responsive:
  - ✓ The public, stakeholders and local media will receive sufficient notice of meetings, which will be scheduled at a time and place that is convenient, comfortable, and ADA accessible. Ample time to review any materials will also be provided. All public questions and inquiries will be answered in a timely manner.
- The public shall be able to participate in a process that is well coordinated:
  - ✓ Good coordination, communication, and collaboration among all citizens, concerned agencies and community organizations will be critical to providing the public with the most current and correct information and contribute to the overall success of the Agency.

### Key Elements of Plan

The Public Participation Plan has a number of elements to inform and involve the public in a meaningful way. The Agency will be accessible to the public, share information in a complete and understandable manner and record and respond to public comments and concerns.

*Key elements of the Plan include:*

1. Citizen's ~~Advisory to the Board Committee~~:
  - ✓ ~~A Citizen Advisor is a position held on the board to provide~~ We will continue to maintain advisory committees to provide input and make recommendations to the Authority Board on special projects and as a public representatives who engage in Mason Transit Authority's service and project planning processes. It is a non-voting position and only serves as advisory.

2. Public Meetings:

- ✓ We will hold public meetings in accordance with RCW 42.30, also known as the "Open Public Meetings Act of 1971".
- ~~✓~~ These meetings will allow the public to review information and comment on proposed plan(s). The format for the public meetings will allow for public review
- ~~✓~~

of documents and opportunities for one-on-one discussion with members of the agency. A short, informal presentation followed by a question and answer period may be conducted or simply an open format to ask the staff one-on-one questions.

- ✓ Display materials may include such things as maps, timelines, and/or visualization tools where feasible within the project budget prepared in a manner that is easy for the public to understand.

3. Website:

- ✓ An effective way to support public participation efforts for transportation is through website outreach.
- ✓ Specific to public engagement, this site will provide:
  - Agency information, contact and history
  - Advertisements of public meetings
  - Meetings and event calendar
  - Surveys and feedback forms
  - Access to minutes of meetings and documents
  - Project updates, as well as news & events
  - Allow people to make comments, ask questions, learn about involvement opportunities
  - Procurement information
  - Provide links to other area organizations as well as state and federal transit publications.

4. ~~Newsletters~~ / Fact Sheets / Updates:

- ~~✓~~ ~~The Team Members will prepare an internal newsletter to keep MTA's Boards and staff informed of Agency business and project development.~~
- ✓ Fact sheets will be produced to keep internal/external public informed of financial status, project updates, and/or service development as needed. Fact sheets will be distributed electronically and as hand-outs internally, as well as published in local media and on the website when produced.
- ✓ Updates of Outreach efforts, to include press releases, published advertisements and upcoming events, will be sent regularly to targeted stakeholders.

5. Media - Outreach:

- ✓ MTA Team Members will notify the media in advance of public meetings to provide notice of the upcoming meetings. Information will be provided to the media for any development projects providing background material and status of projects as



well as information on how to reach key contact people associated with the projects.

- ✓ Public radio is another means utilized to disseminate information about the Agency and its projects.
- ✓ Social media is a resource for feedback and encouraging public engagement. Currently, MTA utilizes a Twitter feed and Facebook to notify followers of public meetings and engagement opportunities.

6. Community Events and Meetings:

- ✓ MTA team members will attend a variety of community events and meetings as a way to distribute information regarding MTA projects, programs and services.

Public Engagement Plan Measurements

Measuring and assessing public input, interest and sentiment and making changes to outreach efforts based on that data is a critical element of any public outreach effort. For board meetings, public meetings, service development and small-to-large projects, data may be collected via:

- Log of phone calls, documenting issue/question
- Newspaper coverage, letters to editor, and other media coverage
- Public attendance at meetings
- Number of speaker requests and attendance at public events and civic presentation
- Correspondence
- Number of proactive communication efforts (e.g., newspaper ads, handbills, e-mails, newsletter, legal notices)
- Informal interactions between staff and community members/drivers
- Attendance at Board meetings and minutes of those meetings

The volume of public interest for a project is not a definitive indicator of successful or unsuccessful outreach strategies; rather, the degree of public input and participation demonstrates the level of relative engagement. Formal recording, reporting and analysis of that data can place it into an appropriate perspective to document successful strategies or project phases, and those phases that pose greater challenge to the driving public.

In general, data collection will be completed by various MTA team members; e.g., Clerk of the Board and general staff as appropriate to those who preside over public meetings and presentations. General public and transit users submitting service development comments are tracked, recorded and archived by the Operations Team. Data summaries shall continue to be published in the Agency's yearly Transit Development Plan (TDP) and Board Reports.

It is important for projects of any size to formally collect and analyze various data from the public to help identify community-based solutions to improve outreach and communication, with each project taking a best-practices approach. To document the relative success of MTA's Public Engagement Plan, a yearly summary report of the public outreach and any data collected will be prepared and presented to the Authority Board and published on the MTA website.

|

ATTACHMENT C



September 1, ~~2017~~2020

**Mason Transit Authority  
Title VI Non-Discrimination Policy Statement**

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, or denied of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color or national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on MTA’s nondiscrimination obligations or to file a Title VI complaint, contact the MTA Operations Compliance Coordinator at:

Mason Transit Authority  
Attn: Operations ~~Compliance Coordinator~~Manager

Phone: (360) 426-9434

790 E. Johns Prairie Road  
Shelton, WA 98584

Fax: (800) 374-3747  
(360) 426-0899

\_\_\_\_\_  
Danette Brannin, General Manager

\_\_\_\_\_  
Date

|

ATTACHMENT D

Mason Transit Authority  
Title VI  
Notice to the Public

Mason Transit Authority (MTA) hereby gives notice that it is the policy of MTA to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes of regulations in all programs and activities.

Title VI requires that no person ~~in the United States of America~~ shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, -or be otherwise subjected to discrimination under any program or activity operated by for which MTA in accordance with Title VI of Civil Rights Act of 1964. receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with MTA. Any such complaint must be in writing and filed with the MTA ~~General Manager~~Operations Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI discriminatory submission requirements may be obtained from ~~this MTA's business~~ office at no cost to the complainant in person; by calling (360) 426-9434; 1-800-374-3747; TTY/Relay: 711 or 1-800-833-6388 or by fax at 360-426-9143; by writing Mason Transit Authority, Attention: Operations ~~Compliance Coordinator~~Manager, 790 East Johns Prairie Road, Shelton, WA 98584. Additional information regarding MTA's Title VI procedures may also be requested by emailing [mta@masontransit.org](mailto:mta@masontransit.org) or by visiting the MTA website at [masontransit.org](http://masontransit.org).

A complainant may file a complaint directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor - TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

The Notice to the Public is also provided in Spanish. If information is needed in other language, contact (360) 427-5033.

Please do not remove this posting  
Please contact the Operations ~~Compliance Coordinator~~Manager for a copy or  
information

## ATTACHMENT E

## Mason Transit Authority Three Year Outreach History

## Public Meetings and Hearings

Meetings & Hearings	Dates	Event	Date of Public Notice
Community Conversations	03.18.2017 (AM & PM sessions)	Public Input/Open Forum	03.09.2017
MTA Service Change	06.21.2017 & 06.22.2017	Public Comment	06.08.2017
MTA Service Change	07.19.2017 & 07.22.2017	Public Comment	06.08.2017 & 06.15.2017
Annual TDP	08.01.2017 & 08.02.2017	Public Comment	07.20.2017 & 07.27.2017
Community Conversations	08.26.2017 (AM & PM sessions)	Public Input/Open Forum	08.24.2017 & 08.25.2017
MTA Board Composition	9.26.2017	Informational	09.04.2017
2018 Budget Public Hearing	10.12.2017	Budget Hearing	09.28.2017
2018 Budget Public Hearing	11.16.2017	Budget Hearing	09.28.2017
MTA Board Composition Review	11.08.2017	Informational	Notice of Continued meeting posted 9.26.2017
Proposed Service Changes	01.03.2018 & 01.04.2018	Public Comment	12.21.2017
Open House for Intersection Revisions in Belfair to SR3 and Log Yard Road	03.07.2018	Public Input and Open Forum	02.22.2018
Second Open House for Intersection Revisions in Belfair to SR3 and Log Yard Road	04.24.2018	Public Input and Open Forum	04.19.2018
Annual TDP	07.10.2018 & 07.11.2018	Public Comment	06.28.2018
2019 Budget Public Hearing	10.30.2018	Budget Hearing	10.18.2018
2019 Budget Public Hearing	12.04.2018	Budget Hearing	11.15.2018
MTA Service Changes	04.23.2019	Public Comment	04.11.2019
Proposed Rate Increases	06.04.2019 & 06.22.2019 (AM & PM)	Public Comment	05.23.2019
Community Conversations	06.22.2019 (AM & PM sessions)	Public Input/Open Forum	06.13.2019
Annual TDP	07.02.2019 & 07.10.2019	Public Comment	06.13.2019
2020 Budget Hearings	11.05.2019 & 12.10.2019	Public Comment	10.24.2019
MTA Service Changes	12.10.2019 & 12.11.2019	Public Comment and Open Forum	11.28.2019

Local Radio Station Public Outreach - KMAS/iFiberOne live broadcasts

Shelton Innovators Fund Raiser coming Monday 4/24  
20-Apr-17 Fundraiser at T-CC

Community Conversations with MTA upcoming 8/26 in Mason County  
Aug 28, 2017 Community Conversations

Get to Seattle for \$1.50 with Mason Transit Authority w/ Kathy Geist!  
26-Oct-17 How to get to Seattle on Mason Transit

Laughter not Stigma W/ TMBHO w/Kathy Geist MTA  
11-Oct-17 TMBHO Event @T-CC

Ridership Survey Coming up on MTA Routes w/Kathy Geist  
1-Feb-8 MTA conducting rider surveys

Music at the Estuary special transportation from MTA w/Kathy Geist  
22-May-18 MTA offers Special Transportation for community events

State Workers Ride for Free w/Kathy Geist  
22-July-18 STAR PASS

Veterans can ride free to American Lake w/Kathy Geist  
29-Aug-18 American Lake Trans.

Mason Transit making changes w/ Kathy Geist and Priscilla  
17-May-19 Zipper Route and New App

MTA has new routes and updated schedules coming w/Kathy Geist  
29-Jan-20 New routes and schedule books

MTA Delivers Good Will/food to the Community  
4-Apr-20 Meals on Wheels support

Service Reinstatement w/Danette Brannin and Mike Ringgenberg  
18-Jun-20 Some service returning after reduction due to COVID-19



**Community Event Participation**

**2017**

- Local Elementary Student Tours at MTA
- Tumwater Resource Fair
- Mason Matters Presentation
- League of Women Voters Presentation
- Resource Fair at T-CC
- State of the Community
- Shelton Family Health and Safety Day
- The BITE of Shelton
- Oysterfest

**2018**

- Local Elementary Student Tours at MTA
- North Mason Civic and Non-profit Groups Presentations
- NM Resource Fair
- Touch a bus event
- Taste of Hood Canal
- Hoodstock
- EDC Event
- Veteran's Standown
- Bite of Shelton
- Allyn Days
- Taste of Hood Canal
- Oysterfest
- Forest festival
- Worksource Expo
- Shelton School District Career Fair
- Walk Bike Ride Washington State Employees Fair
- North Mason Community Resource Fair
- PSNS Employee Resource Fair

**2019**

- Union Community Festival
- Tahuya Days
- Washington State Health Fair Event
- Local Elementary Student Tours at MTA
- North Mason Civic and Non-profit Groups Presentations
- NM Resource Fair
- Touch a bus event
- Taste of Hood Canal
- Hoodstock
- EDC Event

## MTA Title VI Plan

- Veteran's Standown
- Bite of Shelton
- Allyn Days
- Taste of Hood Canal
- Oysterfest
- Forest festival
- Worksource Expo
- Shelton School District Career Fair
- International Awareness Day Event
- Walk Bike Ride Washington State Employees Fair
- North Mason Community Resource Fair
- Olympic College Community Resource Fair
- Community Lifeline PIT Resource Fair

## 2020

- No current Community Participation Events in 2020 due to COVID-19.
- Numerous ads in the Shelton Journal over a 10-week period
- Five press releases to date

**RESOLUTION NO. 2020-26**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
REVISING THE TITLE VI POLICY AND PLAN (POL-203) FOR THE  
FEDERAL TRANSIT ADMINISTRATION AND WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION WHICH SHALL SUPERSEDE AND  
PLACE IN FULL ANY PREVIOUSLY ADOPTED TITLE VI POLICY, AND  
RESCINDING RESOLUTION NO. 2017-27.**

**WHEREAS**, the Mason Transit Authority Board previously approved POL-203 providing for a Title VI Policy and Plan by adopting Resolution No. 2017-27 on September 19, 2017; and

**WHEREAS**, MTA must review the policy every three years and has updated as necessary;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Mason Transit Authority Title VI Policy and Plan (POL-203), which is attached hereto and incorporated herein, be adopted; and

**BE IT FURTHER RESOLVED** that this Mason Transit Authority Title VI Policy and Plan (POL-203) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Title VI Policy and Plan, including rescinding Resolution No. 2017-27.

Adopted this 15<sup>th</sup> day of September, 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 VI POLICY AND PLAN  
FOR THE FEDERAL TRANSIT ADMINISTRATION  
AND WASHINGTON STATE DEPARTMENT OF  
TRANSPORTATION**

**October 1, 2020 – September 30, 2023**

## Table of Contents

Introduction .....	1
Title VI Complaint Procedures .....	1
Record of Title VI or Other Civil Rights	
Investigations, complaints, or lawsuits.....	2
Limited English Proficiency Outreach Plan .....	2
Notification of Beneficiaries of Title VI Rights .....	5
Analysis of Construction Projects .....	5
Membership of Non-Elected Committees .....	7
Fixed Route Service Information .....	8

### ATTACHMENTS

Attachment A - Title VI Complaint Form.....	12
Attachment B - Public Participation Plan .....	14
Attachment C - Title VI Policy Statement .....	18
Attachment D - Title VI Notice to the Public.....	19
Attachment E - Public Outreach Efforts (Past 3 years) .....	20

## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

## Title VI Complaint Procedures

### How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date the complainant became aware of the incident. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

Complaint filing information is available at [www.masontransit.org](http://www.masontransit.org) or by email at [mta@masontransit.org](mailto:mta@masontransit.org).

The complaint may be filed in writing with Mason Transit Authority at the following address:

Mason Transit Authority  
Attn: Operations Manager  
790 E Johns Prairie Rd  
Shelton, WA 98584  
360-426-9434

*NOTE: MTA encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Operations Manager and labeled attention: Title VI as soon as possible, but no later than 180 days from the date the complainant became aware of the incident.*

### What happens to your complaint after it is submitted to MTA?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MTA will be directly addressed by the Operations Manager. MTA shall also

## MTA Title VI Plan

provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English.

MTA shall make every effort to address all complaints in an expeditious and thorough manner. Complaints will be acknowledged within 15 working days from receipt of the complaint to inform the complainant of the status of the investigation and/or resolution of the complaint.

In instances where additional information is needed for investigation of the complaint, MTA will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by Mason Transit Authority, a written response will be drafted subject to review by the transit's attorney. If appropriate, MTA's attorney may administratively close the complaint. In this case, MTA will notify the complainant of the action as soon as possible.

### **How will I be notified of the outcome of my complaint?**

MTA will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within 7 calendar days of receipt of the final written decision from MTA, and/or 2) file a complaint externally to the offices below. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation  
Public Transportation Division  
Attn: Title VI Coordinator  
PO Box 47387  
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

United States Department of Justice  
Civil Rights Division  
Coordination and Review Section - NWB  
950 Pennsylvania Avenue NW  
Washington, DC 20530



## ***Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits***

To date, there have been no investigations complaints or lawsuits regarding Title VI from a party claiming exclusion or denying of transit services on the basis of race, color or national origin

In 2016, a former employee filed a complaint with the Equal Employment Opportunity Commission stating race discrimination. The complainant alleged he was subjected to race discrimination and not given a promotion for which he applied. After MTA's attorney negotiated with the complainant, the complaint was withdrawn.

Complaints are tracked in a log held in the Operations Department and all Title VI or other civil rights investigations are reported to Washington State Department of Transportation Public Transportation Division in the quarterly progress report for all operating grants. The data collected and reported includes, but not limited to:

- Date of the complaint, investigation or lawsuit filing.
- A summary of allegations.
- The status of the complaint, investigation or lawsuit.
- Actions taken by MTA.
- Actions taken by organizations, such as WSDOT, to whom information has been forwarded regarding the complaint, investigation and lawsuit.

Copies of complaints will be kept in MTA's Record Retention program for six years beyond the end of the project period.

## ***Limited English Proficiency (LEP) Plan***

**Census:** The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Mason County meets the threshold of 5% or 1,000 people that are LEP, showing that the majority are Spanish speaking (2.23% of the population or 1,323).

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

MTA is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. The transit agency has a dedicated Spanish-speaking Customer Service Representative to assist riders and others who have LEP. MTA also uses Lionsbridge for translation into other languages to broaden the ability to communicate and serve others beyond English and Spanish. Materials such as ride schedules are printed in both English and Spanish as determined by the Four Factor Analysis. Most effectively, MTA has drivers in the field that are fluent in Spanish to assist.

### *Analysis Of Factors*

**Factor No. 1: The number or proportion of LEP persons in the service area.**

MTA's jurisdiction is all of Mason County, which is largely English speaking with direct connections to adjacent counties of Thurston, Jefferson, and Kitsap. The vast majority of the population with which we do business (individuals wishing to ride transit) is largely English speaking. Spanish speaking population is 2.23% (or 1,323 individuals).

**Factor No. 2. The frequency with which LEP individuals come into contact with the service.**

Spanish requests happen on a weekly basis, and at times, daily.

(All) contacts with MTA are made through phone, email, written communication, via fax or in person. We potentially serve LEP persons daily via: bus, purchase of passes and tickets via customer service representatives; drivers, dispatch and scheduling staff, Dial-a-Ride (DAR) requests, Vanpool inquiries, public meetings, and customer comments.

MTA provides a phone menu option to select a Spanish speaking scheduler when calling in to MTA business and scheduling centers. Spanish speaking staff is available to translate in most situations via radio communication, phone or in person. MTA has chosen to require that a Customer Service Representative at the Transit-Community Center be Spanish proficient to ensure those needing or desiring to use Spanish as a means to communicate have a frontline staff person available to assist with questions, scheduling and purchasing passes. There are also drivers who are Spanish proficient to assist when the Customer Service Representative is not available.

Customer service representatives and schedulers who assist riders and frontline staff who respond to inquiries either in person, via email, or by telephone were surveyed in August 2020 regarding frequency of contact with LEP individuals and any barriers with communication. The response was that there is daily contact with individuals with LEP. The barriers are minimal as the individual with LEP is directed to the Spanish-speaking Customer Service Representative, or another staff member with Spanish proficiency. Individuals are also directed to use Google Translate for other languages than Spanish (rarely occurs) and when a Spanish-proficient staff member is not available.

**Factor No. 3: The nature and importance of service provided by Mason Transit Authority.**

MTA provides important transit services to the public through Fixed Route, Deviated Fixed Route, and Dial a Ride (DAR) with ADA equipped vehicles. Additional services include

## MTA Title VI Plan

Rideshare (Vanpool) and Volunteer Driver Services (travel assistance provided by volunteer drivers using their private vehicles). MTA provides meaningful access to all passengers including those with special needs and/or disabilities.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

As of publication, MTA has had no requests for language services in other than English and Spanish.

MTA's current in-house language capabilities are English and Spanish. At time of publication, the operations staff of 60 FTE's includes persons of Spanish or other heritage speaking Spanish fluently. Drivers also use Google Translate to communicate when out in the field with no available assistance for translation.

The transit system also recognizes the need to have language services other than English and Spanish and has implemented Google Translate as a "One Click" option for MTA Web Site access. Customers may be referred to this service in the event of communication difficulties. Lionsbridge is available for translation in over 46 languages for customers who call into Customer Service and need translation services.

Service Schedules and Guidebooks are offered in both English and Spanish. Some brochures and information pamphlets have been translated to Spanish and as time and budget allow, MTA will continue to translate additional information. The Title VI Notice is in both English and Spanish and posted throughout MTA offices and shelters. MTA's Title VI Complaint form is available in Spanish as well as English.

### *Implementation Plan*

MTA currently has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We have identified LEP persons in the service area by ridership, informal surveys by staff and drivers, customer service and scheduling staff, by customer comment/complaints and by 2010 Census statistical information. This data confirms an 8.0% LEP population in the MTA service area.

MTA began providing printed materials translated into Spanish to the public in 2016 in a proactive approach to anticipate demand.

Consistent training of drivers to refer LEP individuals to the dispatch and scheduling center has been implemented in basic driver training. When a driver is unable to communicate with an LEP individual, a patch-thru radio communication to a Spanish speaking staff may be offered to assist with communication or instructions given to use Lionsbridge for a translation option. Instructions can be found on MTA's website and have been provided to Operations Supervisors and Customer Service.

Title VI language is included in MTA printed documents in both English and Spanish and posted in employee and public areas. MTA's Title VI Policy and Plan and a Complaint Form are available on our website or by calling Customer Service. Continued effort will be made to improve outreach and communication to LEP individuals. Proficient Spanish-speaking staff will be used whenever possible in assisting with outreach to LEP individuals.

### ***Notifying Beneficiaries of Their Rights Under Title VI***

In compliance with 49 CFR 21.9(d), MTA and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI.

- MTA has established a statement of rights and a policy statement, shown here as it appears on the MTA website:

"Mason Transit Authority hereby gives notice that it is the policy of MTA to assure full compliance with the Title VI of the Civil Rights Act of 1990, and related statutes and regulations in all programs and activities. If you feel you have been discriminated against, please [Click Here](#) for Title VI & ADA complaint submission information."

The statement also appears;

- Found in Attachment D to the Title VI policy and plan.
- Written within the MTA Schedule and Rider's Guide in both English and Spanish.
- Posted in all facilities, buses and bus shelters in both English and Spanish.
- The statement is available upon request by email at [mta@masontransit.org](mailto:mta@masontransit.org); upon request by calling 360-427-5033; or toll free 800-374-3747 or writing:

Mason Transit Authority  
790 E. Johns Prairie Road  
Shelton, WA 98584

### ***Analysis of Construction Projects***

Over the last seven years, MTA has completed two construction projects requiring National Environmental Policy Act (NEPA). Both projects received Documented Categorical Exclusion (DCE) determinations from the Federal Transit Administration (FTA) with no further environmental action required.

### ***Inclusive Public Participation***

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of

## MTA Title VI Plan

conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MTA.

MTA has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MTA has developed a comprehensive Public Participation Plan (PPP) which outlines the goals and objectives for public participation which include but are not limited to:

- Public Communication
- Public Participation Plan and Transparency
- Public Engagement Principles
- Public Engagement Plan Measurements
- Limited English Proficiency (LEP) efforts

MTA recognizes that decisions are improved by engaging citizens and other stakeholder groups and is committed to transparent and inclusive processes that are responsive, accountable, and within MTA's resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives. MTA has invited the public to participate in the following:

**Transit Development Plan (TDP):** The Transit Development Plan is a requirement of the Washington State Legislature. The Plan is prepared by the independent transit properties and turned into the State DOT. A summary document is prepared which shows operating costs, revenue, service revenue hours, revenue miles, expense and capital expenditures. Public hearings are held to obtain comments from the public on the TDP.

**Board Meetings:** The Mason County Public Transportation Benefit Area Authority (MCPTBA) 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, and
- One (1) non-voting/non-elected member acting as a Bargaining Unit Business Representative from IAM and AW District 160

The Mason Transit Authority Board meets once monthly to conduct the business of the agency. For an MTA board meeting schedule and locations (established by December prior to start of each new year), please visit [www.masontransit.org](http://www.masontransit.org) or contact the Clerk of the Authority Board at:

Clerk of the Authority Board  
Mason Transit Authority  
790 E Johns Prairie Rd  
Shelton, WA 98584  
360-432-5741 or 800-374-3747  
TTY/TTD: 711 or 800-833-6388

Board meeting agendas are made available to the public via [www.masontransit.org](http://www.masontransit.org) by 5:00 pm on the Friday prior to each Board Meeting. Hard copies are provided at board meeting locations immediately prior to the meeting start time as indicated in the annual board meeting schedule. The MTA Board encourages and provides time for public comment at every board meeting.

Effective January 1, 2019, there may be on (1) non-voting representative of the public to serve as a citizen adviser to the Board for the purpose of providing public feedback and perspective. The citizen adviser must reside in Mason County and serves for a period of one year, unless extended by motions by the Authority Board.

**Public Meetings:** Public meetings are held in strict accordance with the Washington Open Public Meetings Act and may occur throughout each year to solicit and gather input from the public and stakeholders regarding but not limited to project development, significant service development and/or changes, Annual Transit Development Plan (TDP) and passenger fare rate adjustments. Notices will be posted at [www.masontransit.org](http://www.masontransit.org), published in the Mason County Journal and posted on transit vehicles and bus stops and made available at the MTA Operations Base on Johns Prairie Road and the Transit Community Center in downtown Shelton, WA.

**Major Service Change:** Public meetings are held throughout the year regarding any major service change proposal. Ultimate service change approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

**Fare Increase:** Public meetings are held regarding any passenger fare increase or change proposal. Ultimate fare increase approval must come from the Authority Board after proper public and board involvement with briefings, comment intake, and coordination efforts. Proposals may be altered or revised after public and board input if necessary and will be followed by another public input opportunity to comment on the final version prior to approval.

**Travel Training Class:** Upon request, the operations department will schedule a travel training class to teach riders how to use the transit system.

**Customer Comment/Complaint Process:** Customer Service Comment/Complaint forms are available on each bus, at Transit-Community Center and at [www.masontransit.org](http://www.masontransit.org). Complaint procedures may be viewed and a complaint may be submitted via the website at [www.masontransit.org](http://www.masontransit.org). Copies of the comment and/or complaint procedure may be requested by phone at (360) 427-5033 or 800-374-3747, US Mail or in person at the MTA Business office at 790 E. Johns Prairie Road, Shelton, WA 98584.

**General Awareness and Surveys:** Internet Surveys may be conducted at [www.masontransit.org](http://www.masontransit.org), Frontline staff may be asked to perform surveys ad hoc, if requested and approved by the Leadership Team. General notices will be posted on all service vehicles, bus shelters (when appropriate) and all Mason Transit public facilities. Generally, these notices regard, but are not limited to minor or one-time schedule changes, interruptions to

service for holidays and special circumstances such as construction or community events affecting transit operations.

**Bilingual Outreach:** The appropriate bilingual outreach and notifications will be included in the above actions starting with Board Meetings, in accordance with MTA's LEP and Public Participation Plan(s).

### *Membership of Non-Elected Committees*

MTA values the viewpoints of minority, LEP and low-income participants in both Inner MTA and Community based committees and panels. The membership of these non-elected committees is selected by MTA to supplement the elected decision-making bodies that represent the transportation interests of our service area.

MTA strives to provide representation from low-income, minority and LEP populations within our service area whenever existing committee positions are available, or during the formation of a new committee/councils. MTA solicits representation from our two neighboring tribal agencies, local government agencies, human service and non-profit organizations and members of the public at large.

At time of publication, MTA does not have any active committees. Due to lack of interested and participating members, the Mason County Transit Advisory Board (MCTAB) was disband and replaced with a Citizen Adviser to the Board. The citizen adviser participates as a non-voting adviser to help the Board with its Public Participation Plan.

### *Fixed Route Service Standards*

Mason Transit Authority's Fixed Route Service is provided to the general public with no low income or LEP restrictions; and regardless of race, color, or national origin. **These services are provided on an equal basis to all who desire to use public transportation.**

MTA measures our fixed route system by using the following service standards:

**Vehicle Load:** MTA's Vehicle Load Factor is expressed using the number of seats available to riders. While there is additional standing room as needed to the limits indicated, MTA bases its determination of need for additional seating or increased service on this Maximum Load Factor.

MTA allows for standees as needed but strives to provide a seat for each rider.

MTA Title VI Plan

Number In Fleet	Vehicle Make	Vehicle Type	Passenger Capacities		
			Seating Capacity	Standing Capacity	* Maximum Load Factor = Total Seats
1	Gilig Coach	30' Hvy Coach-bus	23	11	23
7	Gilig Coach	35' Hvy Coach-bus	32	16	32
3	Gilig Coach	35' Hvy Coach-bus	29	14	29
2	Gilig Coach	35' Hvy Coach-bus	35	17	35
2	Gilig Coach	40' Hvy Coach-bus	45	22	45
4	Gilig Coach	40' Hvy Coach-bus	36	18	36
2	Ford	HD Truck Chassis/Glaval	25	12	25

Currently, MTA does not have onboard technology that allows for the collection of vehicle load data. Operators call dispatch to make supervisors aware that a particular bus has standees anytime seating capacity is filled.

**Vehicle headways:** The following examples are provided:

Weekday					
Route #	Route Name	Type of Run/Service	Schedule Headway = Number of route departures within the indicated time range		
			4-8am	8am-4pm	4-9pm
1/21	Belfair to Shelton	Regional Connector/Commute	6	9	5
3/23	Belfair to Bremerton	Regional Connector/Commute	7	10	5
4	Belfair Local	Loop Route	0	7	1
5	Shelton Local	South Loop Route	2.5	8	5
6/26	Shelton to Olympia	Regional Connector/Commute	9	17	11
7	Shelton Local	North Loop Route	3	8	4
8	Shelton to Jefferson County	Regional Connector/Commute	0	2	0
11	Shelton to Lake Cushman	Rural/Regional Connector	1	1	1
Z	Zipper – Shelton Local	Loop Route	0	16	3



Saturday					
Route #	Route Name	Type of Run/Service	Schedule Headway = Number of route departures within the indicated time range		
			4-8am	8am-4pm	4-9pm
1	Belfair to Shelton	Regional Connector/Commute	1	7	2
3	Belfair to Bremerton	Regional Connector/Commute	1	5	2
4	Belfair Local	Loop Route	0	4	0
5	Shelton Local	South Loop Route	1	8	4
6	Shelton to Olympia	Regional Connector/Commute	1	9	3
7	Shelton Local	North Loop Route	0	5	3
8	Shelton to Jefferson County	Regional Connector/Commute	1	0	1
11	Shelton to Lake Cushman	Rural/Regional Connector	1	2	0

**On-time performance:** Transit drivers operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time with every effort made to run on time. Transit drivers may request additional wait time from the dispatcher if a deviation has been requested or if it is known that transfers from a connecting route is running late. If the driver is running late for any reason, the driver must notify the dispatcher. At no time should a transit driver leave a scheduled time point before the established departure time without approval from the dispatcher.

Late times are recorded and monitored by call center staff and Operations supervisors and reported to the Operations Manager. If obvious established schedule conflicts are presented, every effort is taken to resolve the conflict at the soonest opportunity.

**Service availability:** MTA provides Deviated Fixed, Regional Connections and Commuter Routed Services.

1. Deviated Fixed Rote Service is defined as service that may allow a limited deviation off of an established route. This service is available on most routes depending on road conditions and time schedules. Riders desiring a route deviation for service must call the MTA Customer Service Center a minimum of two hours in advance. Time is allotted in the established schedule of each route to approve this service provided the remainder of the route is on time.
2. Regional Connections are defined by a concentration of service on established routes connecting with other transit and transportation systems most often outside of the agency's operating area.

3. Commuter Routed Service is defined as service using established local and regional connector routes with limited stops. These services cater to the daily commuter using transit services for work, school or any regularly needed personal schedule.

All routed services are provided on an equal basis to all those who desire to use public transportation.

### *Fixed Route Policy Standards*

MTA has developed the following standards to describe how fixed route operations are provided to the general public regardless of race, color or national origin.

**Vehicle Assignment:** Vehicles are assigned to specific routes according to established demand, passenger load anticipation and availability. Routed service vehicle inventory is maintained at a level that assures proper vehicle assignments. The maintenance department maintains a fleet readiness performance goal of 95% or better. MTA's Asset Management Program (AMP) requires and maintains sufficient fleet reserves in the event of vehicle shortage.

**Transit Amenities:** MTA provides site amenities including public rest seating, shelters, solar lighting, and information and waste receptacles as follows:

- **Transit-Community Center:** Customer service staff, public restrooms, public rest seating, route and schedule information, and trash receptacles.
- **Major transfer locations, popular stops and park and rides:** Bus Shelters, solar lighting, public rest seating, route and schedule information, and trash receptacles are maintained at MTA transfer locations.
- **Regular and flag bus stops:** Schedule information is provided on bus shelters. Schedule information, public rest seating, shelters, and trash receptacles are relatively rare at flag bus stops.

Agency installation of amenities is based on available resources, observed and documented need, passenger or community requests, and property owner permission.

All riders have equal access to amenities. Riders are encouraged to contact MTA if having difficulty with access to amenities and service where improvements, assistance and general accommodation can be provided. Any request for accommodation is immediately followed with the appropriate action through agency coordination.

**ATTACHMENT A**

**MTA TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States, on the grounds of race, color, or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Mason Transit Authority  
Operations Manager  
790 E. Johns Prairie Road  
Shelton, WA 98584  
(360) 426-9434  
(360) 426-0899 (Fax)



**TITLE VI COMPLAINT FORM**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

<b>Section IV:</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V:</b>		
<p>Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?</p> <p>( ) Yes                      ( ) No</p> <p>If yes, check all that apply:</p> <p>( ) Federal Agency: _____ ( ) Federal Court: _____</p> <p>( ) State Agency: _____ ( ) State Court: _____</p> <p>( ) Local Agency: _____</p>		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI:</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Please submit this form in person at the address below, or mail this form within 180 days from the date the complainant became aware of the incident to:**

Mason Transit Authority  
Attention: Operations Manager  
790 E Johns Prairie Rd  
Shelton, WA 98584

ATTACHMENT B

Mason Transit Authority - Public Participation Plan (PPP)

“To promote robust public engagement that informs, involves and empowers people and community”

It is the intent of Mason Transit Authority (MTA) to maintain an open and participative process and to consider public comment prior to fare increases, major service changes, projects and short- and long-term plans as well compliance to the Federal Public Comment on Fare and Services Changes rules (FTA circular 9030.1A, Chapter V,5(0)) and any additional requirements under Title VI, Disadvantage Business Enterprise and Americans with Disabilities Act regulations.

Mason Transit Authority recognizes that decisions are improved by engaging citizens and other stakeholder groups, and is committed to transparent and inclusive processes that are responsive, accountable and within MTA’s resources and ability to finance. MTA assigns a high priority to appropriately informing and involving citizens and other stakeholders throughout service development and project planning as MTA decisions impact their lives.

Public Participation Plan Overview

Mason Transit Authority will inform and seek input from the community, residents, and traveling public. Many approaches will be used to let the public know what is happening throughout the Agency; its financial status, service development, public meetings schedule and value to the community, as well as numerous opportunities for discussion and comment. Public opinion and comments will be documented and considered in the recommendations for Mason Transit Authority’s service development, projects and other programs.

MTA will promote and develop the Public Participation Plan based on the belief that those who are affected by a decision have a right to be involved in the decision-making process. Public participation includes the promise that the public’s contribution will influence decisions made by MTA.

In addition to individual Mason County residents and visitors, as well as employees, “the public” includes, but is not limited to:

- representatives of consumer, environmental, and other advocacy groups;
- Native Americans and tribal governments;
- minority and ethnic groups;
- business and industrial interests, including small businesses;
- elected and appointed public officials;
- the media;
- trade, industrial, agricultural, and labor organizations;
- public health, scientific, and professional representatives and societies;
- civic and community associations;
- faith-based organizations;
- research, university, education, and governmental organizations and associations;
- governments, and agencies at all levels; and
- persons with Limited English Proficiency (LEP).

Public Engagement Principles

The Public Participation Plan has been developed to support civic engagement in the Agency by emphasizing the following principles:

- The public shall have adequate access to information:
  - ✓ A record of all public meetings will be kept and published on the Agency website. Technical documents will be placed in locations available to the public.
- The public shall have clarity in the information presented to them:
  - ✓ Technical information and regulatory procedures will be presented in terms that are understandable to the public and meet the requirement that MTA be responsive to any inquiries received.
- The public shall be able to engage and be notified of public involvement opportunities in a manner that is timely and responsive:
  - ✓ The public, stakeholders and local media will receive sufficient notice of meetings, which will be scheduled at a time and place that is convenient, comfortable, and ADA accessible. Ample time to review any materials will also be provided. All public questions and inquiries will be answered in a timely manner.
- The public shall be able to participate in a process that is well coordinated:
  - ✓ Good coordination, communication, and collaboration among all citizens, concerned agencies and community organizations will be critical to providing the public with the most current and correct information and contribute to the overall success of the Agency.

Key Elements of Plan

The Public Participation Plan has a number of elements to inform and involve the public in a meaningful way. The Agency will be accessible to the public, share information in a complete and understandable manner and record and respond to public comments and concerns.

*Key elements of the Plan include:*

1. Citizen Advisor to the Board:
  - ✓ A Citizen Advisor is a position held on the board to provide input and make recommendations to the Authority Board on special projects and as a public representative who engage in Mason Transit Authority's service and project planning processes. It is a non-voting position and only serves as advisory.
2. Public Meetings:
  - ✓ We will hold public meetings in accordance with RCW 42.30, also known as the "Open Public Meetings Act of 1971". These meetings will allow the public to review information and comment on proposed plan(s). The format for the public meetings will allow for public review of documents and opportunities for one-on-one discussion with members of the agency. A short, informal presentation followed by a question and answer period may be conducted or simply an open format to ask the staff one-on-one questions.



## MTA Title VI Plan

- ✓ Display materials may include such things as maps, timelines, and/or visualization tools where feasible within the project budget prepared in a manner that is easy for the public to understand.
3. Website:
- ✓ An effective way to support public participation efforts for transportation is through website outreach.
  - ✓ Specific to public engagement, this site will provide:
    - Agency information, contact and history
    - Advertisements of public meetings
    - Meetings and event calendar
    - Surveys and feedback forms
    - Access to minutes of meetings and documents
    - Project updates, as well as news & events
    - Allow people to make comments, ask questions, learn about involvement opportunities
    - Procurement information
    - Provide links to other area organizations as well as state and federal transit publications.
4. Fact Sheets / Updates:
- ✓ Fact sheets will be produced to keep internal/external public informed of financial status, project updates, and/or service development as needed. Fact sheets will be distributed electronically and as hand-outs internally, as well as published in local media and on the website when produced.
  - ✓ Updates of Outreach efforts, to include press releases, published advertisements and upcoming events, will be sent regularly to targeted stakeholders.
5. Media - Outreach:
- ✓ MTA Team Members will notify the media in advance of public meetings to provide notice of the upcoming meetings. Information will be provided to the media for any development projects providing background material and status of projects as well as information on how to reach key contact people associated with the projects.
  - ✓ Public radio is another means utilized to disseminate information about the Agency and its projects.
  - ✓ Social media is a resource for feedback and encouraging public engagement. Currently, MTA utilizes a Twitter feed and Facebook to notify followers of public meetings and engagement opportunities.
6. Community Events and Meetings:
- ✓ MTA team members will attend a variety of community events and meetings as a way to distribute information regarding MTA projects, programs and services.

Public Engagement Plan Measurements

Measuring and assessing public input, interest and sentiment and making changes to outreach efforts based on that data is a critical element of any public outreach effort. For board meetings, public meetings, service development and small-to-large projects, data may be collected via:

- Log of phone calls, documenting issue/question
- Newspaper coverage, letters to editor, and other media coverage
- Public attendance at meetings
- Number of speaker requests and attendance at public events and civic presentation
- Correspondence
- Number of proactive communication efforts (e.g., newspaper ads, handbills, e-mails, newsletter, legal notices)
- Informal interactions between staff and community members/drivers
- Attendance at Board meetings and minutes of those meetings

The volume of public interest for a project is not a definitive indicator of successful or unsuccessful outreach strategies; rather, the degree of public input and participation demonstrates the level of relative engagement. Formal recording, reporting and analysis of that data can place it into an appropriate perspective to document successful strategies or project phases, and those phases that pose greater challenge to the driving public.

In general, data collection will be completed by various MTA team members; e.g., Clerk of the Board and general staff as appropriate to those who preside over public meetings and presentations. General public and transit users submitting service development comments are tracked, recorded and archived by the Operations Team. Data summaries shall continue to be published in the Agency's yearly Transit Development Plan (TDP) and Board Reports.

It is important for projects of any size to formally collect and analyze various data from the public to help identify community-based solutions to improve outreach and communication, with each project taking a best-practices approach. To document the relative success of MTA's Public Engagement Plan, a yearly summary report of the public outreach and any data collected will be prepared and presented to the Authority Board and published on the MTA website.



September 1, 2020

### **Mason Transit Authority Title VI Non-Discrimination Policy Statement**

Mason Transit Authority (MTA) is committed to ensuring that no person is excluded from participation in, or denied of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color or national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on MTA's nondiscrimination obligations or to file a Title VI complaint, contact the MTA Operations Compliance Coordinator at:

Mason Transit Authority  
Attn: Operations Manager  
790 E. Johns Prairie Road  
Shelton, WA 98584

Phone: (360) 426-9434  
(800) 374-3747  
Fax: (360) 426-0899

\_\_\_\_\_  
Danette Brannin, General Manager

\_\_\_\_\_  
Date

**ATTACHMENT D**

**Mason Transit Authority  
Title VI  
Notice to the Public**

Mason Transit Authority (MTA) hereby gives notice that it is the policy of MTA to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes of regulations in all programs and activities.

Title VI requires that no person shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by MTA in accordance with Title VI of Civil Rights Act of 1964.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with MTA. Any such complaint must be in writing and filed with the MTA Operations Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI discriminatory submission requirements may be obtained from MTA's business office at no cost to the complainant in person; by calling (360) 426-9434; 1-800-374-3747; TTY/Relay: 711 or 1-800-833-6388 or by fax at 360-426-9143; by writing Mason Transit Authority, Attention: Operations Manager, 790 East Johns Prairie Road, Shelton, WA 98584. Additional information regarding MTA's Title VI procedures may also be requested by emailing [mta@masontransit.org](mailto:mta@masontransit.org) or by visiting the MTA website at [masontransit.org](http://masontransit.org).

A complainant may file a complaint directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor - TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

The Notice to the Public is also provided in Spanish. If information is needed in other language, contact (360) 427-5033.

**Please do not remove this posting  
Please contact the Operations Manager for a copy or information**

## ATTACHMENT E

## Mason Transit Authority Three Year Outreach History

## Public Meetings and Hearings

Meetings & Hearings	Dates	Event	Date of Public Notice
Community Conversations	03.18.2017 (AM & PM sessions)	Public Input/Open Forum	03.09.2017
MTA Service Change	06.21.2017 & 06.22.2017	Public Comment	06.08.2017
MTA Service Change	07.19.2017 & 07.22.2017	Public Comment	06.08.2017 & 06.15.2017
Annual TDP	08.01.2017 & 08.02.2017	Public Comment	07.20.2017 & 07.27.2017
Community Conversations	08.26.2017 (AM & PM sessions)	Public Input/Open Forum	08.24.2017 & 08.25.2017
MTA Board Composition	9.26.2017	Informational	09.04.2017
2018 Budget Public Hearing	10.12.2017	Budget Hearing	09.28.2017
2018 Budget Public Hearing	11.16.2017	Budget Hearing	09.28.2017
MTA Board Composition Review	11.08.2017	Informational	Notice of Continued meeting posted 9.26.2017
Proposed Service Changes	01.03.2018 & 01.04.2018	Public Comment	12.21.2017
Open House for Intersection Revisions in Belfair to SR3 and Log Yard Road	03.07.2018	Public Input and Open Forum	02.22.2018
Second Open House for Intersection Revisions in Belfair to SR3 and Log Yard Road	04.24.2018	Public Input and Open Forum	04.19.2018
Annual TDP	07.10.2018 & 07.11.2018	Public Comment	06.28.2018
2019 Budget Public Hearing	10.30.2018	Budget Hearing	10.18.2018
2019 Budget Public Hearing	12.04.2018	Budget Hearing	11.15.2018
MTA Service Changes	04.23.2019	Public Comment	04.11.2019
Proposed Rate Increases	06.04.2019 & 06.22.2019 (AM & PM)	Public Comment	05.23.2019
Community Conversations	06.22.2019 (AM & PM sessions)	Public Input/Open Forum	06.13.2019
Annual TDP	07.02.2019 & 07.10.2019	Public Comment	06.13.2019
2020 Budget Hearings	11.05.2019 & 12.10.2019	Public Comment	10.24.2019
MTA Service Changes	12.10.2019 & 12.11.2019	Public Comment and Open Forum	11.28.2019

**Local Radio Station Public Outreach - KMAS/iFiberOne live broadcasts**

Shelton Innovators Fund Raiser coming Monday 4/24  
20-Apr-17 Fundraiser at T-CC

Community Conversations with MTA upcoming 8/26 in Mason County  
Aug 28, 2017 Community Conversations

Get to Seattle for \$1.50 with Mason Transit Authority w/ Kathy Geist!  
26-Oct-17 How to get to Seattle on Mason Transit

Laughter not Stigma W/ TMBHO w/Kathy Geist MTA  
11-Oct-17 TMBHO Event @T-CC

Ridership Survey Coming up on MTA Routes w/Kathy Geist  
1-Feb-8 MTA conducting rider surveys

Music at the Estuary special transportation from MTA w/Kathy Geist  
22-May-18 MTA offers Special Transportation for community events

State Workers Ride for Free w/Kathy Geist  
22-July-18 STAR PASS

Veterans can ride free to American Lake w/Kathy Geist  
29-Aug-18 American Lake Trans.

Mason Transit making changes w/ Kathy Geist and Priscilla  
17-May-19 Zipper Route and New App

MTA has new routes and updated schedules coming w/Kathy Geist  
29-Jan-20 New routes and schedule books

MTA Delivers Good Will/food to the Community  
4-Apr-20 Meals on Wheels support

Service Reinstatement w/Danette Brannin and Mike Ringgenberg  
18-Jun-20 Some service returning after reduction due to COVID-19

**Community Event Participation**

2017

- Local Elementary Student Tours at MTA
- Tumwater Resource Fair
- Mason Matters Presentation
- League of Women Voters Presentation
- Resource Fair at T-CC
- State of the Community
- Shelton Family Health and Safety Day
- The BITE of Shelton
- Oysterfest

2018

- Local Elementary Student Tours at MTA
- North Mason Civic and Non-profit Groups Presentations
- NM Resource Fair
- Touch a bus event
- Taste of Hood Canal
- Hoodstock
- EDC Event
- Veteran's Standown
- Bite of Shelton
- Allyn Days
- Taste of Hood Canal
- Oysterfest
- Forest festival
- Worksource Expo
- Shelton School District Career Fair
- Walk Bike Ride Washington State Employees Fair
- North Mason Community Resource Fair
- PSNS Employee Resource Fair

2019

- Union Community Festival
- Tahuya Days
- Washington State Health Fair Event
- Local Elementary Student Tours at MTA
- North Mason Civic and Non-profit Groups Presentations
- NM Resource Fair
- Touch a bus event
- Taste of Hood Canal
- Hoodstock
- EDC Event
- Veteran's Standown
- Bite of Shelton
- Allyn Days

## MTA Title VI Plan

- Taste of Hood Canal
- Oysterfest
- Forest festival
- Worksource Expo
- Shelton School District Career Fair
- International Awareness Day Event
- Walk Bike Ride Washington State Employees Fair
- North Mason Community Resource Fair
- Olympic College Community Resource Fair
- Community Lifeline PIT Resource Fair

## 2020

- No current Community Participation Events in 2020 due to COVID-19
- Numerous ads in the Shelton Journal over a 10-week period
- Five press releases to date



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 5 – *Actionable*  
**Subject:** Update of Education Assistance Program Policy (POL-303)  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

The Education Assistance Program Policy (POL-303) was originally approved in 2015. Minor edits have been made with the most important changes being conditions regarding prior approval to be received by the General Manager.

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

**Summary:** Approve the revised Education Assistance Program Policy (POL-303).

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2020-27 that approves the revised Education Assistance Program Policy (POL-303).



**Title:** Education Assistance Program  
**Number:** 303  
**Effective:** ~~May~~ ~~August~~ ~~September~~ 18<sup>5</sup>, 20~~20~~15  
**Cancel:** ~~N/A~~ Resolution No. 2015-06  
**Prepared by:** ~~Rikki Johnson, Human Resources~~  
~~Manager~~ LeeAnn McNulty, Administrative Services  
Manager  
**Approved by:** Authority Board  
Resolution No. 20~~20~~20-2715-06

## POL-303 EDUCATION ASSISTANCE PROGRAM

This policy applies to regular, full-time employees with one or more years of employment at Mason Transit Authority (MTA). Probationary, ~~part-time~~, temporary and worker/drivers are not eligible for this program. Part-time employees may be eligible for this program with prior approval of the General Manager. This policy does not apply to seminars, workshops, or other courses MTA directs employees to attend.

### 1.0 Purpose

- 1.1 The purpose of this policy is to assist employees to obtain additional education or training to increase their competence in their present jobs and to prepare for advancement within MTA.

### 2.0 Employees Receive Reimbursement for Approved Courses

- 2.1 MTA may reimburse, within the current budget restrictions, the cost of tuition, enrollment fees, lab fees and books for courses which employees take at a recognized institution (includes online institutions). These courses must, in the opinion of management, realistically increase employees' competence in their present jobs or prepare them for advancement in the Agency. ~~Non-job related~~ job-related courses do not qualify except for requirements classes which contribute to the degree and are subject to approval by the manager. The fact that a prior course was approved does not guarantee future courses will be approved. Employees must maintain full-time status as ~~an~~ MTA employee through the duration of the course.
- 2.2 ~~Part-time employees may be eligible for this program with prior approval of the General Manager.~~

### 3.0 Courses Must Be ~~f~~From Accredited Schools

- 3.1 The course must be provided by an accredited school (~~i.e.~~, Olympic College, WSU, etc.), correspondence school or professional association. Masters and PhD programs are excluded. Reimbursement for study at other institutions will be subject to the Human Resources Team's General Manager's approval.

### 4.0 Reimbursement Amounts Are Limited

- 4.1 Approval is subject to budgetary constraints existing at the time of the request.



**Title:** Education Assistance Program  
**Number:** 303  
**Effective:** ~~May August~~ September 185, 2020~~15~~  
**Cancel:** ~~N/A~~ Resolution No. 2015-06  
**Prepared by:** ~~Rikki Johnson, Human Resources~~  
~~Manager~~ LeeAnn McNulty, Administrative Services  
Manager  
**Approved by:** Authority Board  
Resolution No. 2020-2715-06

- 4.2 Maximum reimbursement is \$750 per quarter and \$2,250 per employee per year, approved in one-year increments, with a life-time maximum of \$9,000 per employee. Special exceptions to these amounts may be made for employees pursuing a degree in their professional field or for courses directly relevant to their current job duties.
- 4.3 Tuition must not be reimbursed from any other source (i.e., grants, scholarships, awards, etc.).

**5.0 Employees Who Separate From MTA**

- 5.1 Normally, an employee must be employed with the company when the course is completed in order to qualify for reimbursement. However, an employee who separates during enrollment because of reduction in force or elimination of the job will be reimbursed for all costs incurred up to the date of separation.
- 5.2 Employees who terminate for personal reasons must reimburse MTA for any payment made in the two prior years of employment. Reimbursement of any monies will be taken out of the employee’s last paycheck. The reimbursement schedule is:

Time Elapsed from Reimbursement Date(s) to Termination Date	Percentage of Repayment Applicable to Reimbursement Amounts Received During Last 2 Years
1 Year or less	100%
More than 1 year, but less than 2 years	50%
2 years or more	0%

**6.0 Employees Receive Reimbursement Only Upon Successful Course Completion**

- 6.1 The employee must receive a “C” grade or better (or a “Pass” grade in classes which can only be taken as “Pass or Fail”).
- 6.2 Reimbursement will be made upon completion of the course and submission of course grades.

**7.0 Time Off From Work to Attend Classes is Limited**

See Also: Employee Handbook, PRO-303; FRM-303  
 Page 2 of 3



<b>Title:</b>	Education Assistance Program
<b>Number:</b>	303
<b>Effective:</b>	<del>May August</del> <u>September 185, 2020</u> <del>15</del>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2015-06</u>
<b>Prepared by:</b>	<del>Rikki Johnson, Human Resources</del> <del>Manager</del> <u>LeeAnn McNulty, Administrative Services</u> <u>Manager</u>
<b>Approved by:</b>	Authority Board Resolution No. <u>2020-2715-06</u>

- 7.1 Time off from normal work hours to attend or travel to classes will be allowed with prior authorization from the manager and under the following conditions:
- The employee’s absence will not interrupt the workflow or put an additional workload on other employees;
  - A comparable course must be unavailable outside of normal working hours;
  - The employee will either makeup the time missed, have his or her hours changed through flexible work hours, use accrued vacation time, take time off without pay, or make some similar arrangement with the immediate supervisor or department manager;
  - Time taken off and not made up as outlined above will be without pay;
  - No more than five hours of time lost and not made up will be allowed per week;
  - The number of courses will be limited to the amount that does not interfere with job performance.

**RESOLUTION NO. 2020-27**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
REVISING THE EDUCATION ASSISTANCE PROGRAM POLICY (POL-303)  
WHICH SHALL SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY  
ADOPTED EDUCATION ASSISTANCE PROGRAM POLICY, AND  
RESCINDING RESOLUTION NO. 2015-06.**

**WHEREAS**, the Mason Transit Authority Board previously approved POL-303 providing for an Education Assistance Program Policy by adopting Resolution No. 2015-06 on April 21, 2015; and

**WHEREAS**, MTA staff have made revisions to the policy to have it conform to the current MTA organizational structure and conditions for certain approvals by the General Manager;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Mason Transit Authority Education Assistance Program Policy (POL-303) be adopted, which is attached hereto and incorporated herein; and

**BE IT FURTHER RESOLVED** that this Education Assistance Program Policy (POL-303) shall supersede and replace in full any previously adopted or approved Education Assistance Program Policy, including rescinding Resolution No. 2015-06.

Adopted this 15<sup>th</sup> day of September, 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><b>Title:</b> Education Assistance Program</p> <p><b>Number:</b> 303</p> <p><b>Effective:</b> September 15, 2020</p> <p><b>Cancels:</b> Resolution No. 2015-06</p> <p><b>Prepared by:</b> LeeAnn McNulty, Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2020-27</p>
---	--

**POL-303 EDUCATION ASSISTANCE PROGRAM**

This policy applies to regular, full-time employees with one or more years of employment at Mason Transit Authority (MTA). Probationary, , temporary and worker/drivers are not eligible for this program. Part-time employees may be eligible for this program with prior approval of the General Manager. This policy does not apply to seminars, workshops, or other courses MTA directs employees to attend.

**1.0 Purpose**

1.1 The purpose of this policy is to assist employees to obtain additional education or training to increase their competence in their present jobs and to prepare for advancement within MTA.

**2.0 Employees Receive Reimbursement for Approved Courses**

2.1 MTA may reimburse, within the current budget restrictions, the cost of tuition, enrollment fees, lab fees and books for courses which employees take at a recognized institution (includes online institutions). These courses must, in the opinion of management, realistically increase employees’ competence in their present jobs or prepare them for advancement in the Agency. Non-job-related courses do not qualify except for requirements classes which contribute to the degree and are subject to approval by the manager. The fact that a prior course was approved does not guarantee future courses will be approved. Employees must maintain full-time status as an MTA employee through the duration of the course.

2.2

**3.0 Courses Must Be from Accredited Schools**

3.1 The course must be provided by an accredited school (i.e., Olympic College, WSU, etc.), correspondence school or professional association. Masters and PhD programs are excluded. Reimbursement for study at other institutions will be subject to the General Manager’s approval.

**4.0 Reimbursement Amounts Are Limited**

4.1 Approval is subject to budgetary constraints existing at the time of the request.

4.2 Maximum reimbursement is \$750 per quarter and \$2,250 per employee per year, approved in one-year increments, with a life-time maximum of \$9,000 per



**Title:** Education Assistance Program  
**Number:** 303  
**Effective:** September 15, 2020  
**Cancels:** Resolution No. 2015-06  
**Prepared by:** LeeAnn McNulty,  
 Administrative Services Manager  
**Approved by:** Authority Board  
 Resolution No. 2020-27

employee. Special exceptions to these amounts may be made for employees pursuing a degree in their professional field or for courses directly relevant to their current job duties.

- 4.3 Tuition must not be reimbursed from any other source (i.e., grants, scholarships, awards, etc.).

**5.0 Employees Who Separate From MTA**

- 5.1 Normally, an employee must be employed with the company when the course is completed in order to qualify for reimbursement. However, an employee who separates during enrollment because of reduction in force or elimination of the job will be reimbursed for all costs incurred up to the date of separation.
- 5.2 Employees who terminate for personal reasons must reimburse MTA for any payment made in the two prior years of employment. Reimbursement of any monies will be taken out of the employee’s last paycheck. The reimbursement schedule is:

Time Elapsed from Reimbursement Date(s) to Termination Date	Percentage of Repayment Applicable to Reimbursement Amounts Received During Last 2 Years
1 Year or less	100%
More than 1 year, but less than 2 years	50%
2 years or more	0%

**6.0 Employees Receive Reimbursement Only Upon Successful Course Completion**

- 6.1 The employee must receive a “C” grade or better (or a “Pass” grade in classes which can only be taken as “Pass or Fail”).
- 6.2 Reimbursement will be made upon completion of the course and submission of course grades.

**7.0 Time Off from Work to Attend Classes is Limited**

- 7.1 Time off from normal work hours to attend or travel to classes will be allowed with prior authorization from the manager and under the following conditions:





<b>Title:</b>	Education Assistance Program
<b>Number:</b>	303
<b>Effective:</b>	September 15, 2020
<b>Cancels:</b>	Resolution No. 2015-06
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2020-27

- The employee's absence will not interrupt the workflow or put an additional workload on other employees;
- A comparable course must be unavailable outside of normal working hours;
- The employee will either makeup the time missed, have his or her hours changed through flexible work hours, use accrued vacation time, take time off without pay, or make some similar arrangement with the immediate supervisor or department manager;
- Time taken off and not made up as outlined above will be without pay;
- No more than five hours of time lost and not made up will be allowed per week;
- The number of courses will be limited to the amount that does not interfere with job performance.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 6 – *Actionable*  
**Subject:** Update of Meals with Meetings Policy (POL-404)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

The Meals with Meetings Policy (POL-404) was originally approved in 2014. Minor edits have been made to update guiding resources and clarifications as to whether or not meals with meetings would be appropriate and reimbursable.

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

**Summary:** Approve the revised Meals with Meetings Policy (POL-404).

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2020-28 that approves the revised Meals with Meetings Policy (POL-404).



**Title:** Meals with Meetings Policy  
**Number:** 404  
**Effective:** ~~August 18~~ September 15, 2020~~14~~  
**Cancel:** ~~N/A~~ Resolution No. 2014-15  
**Prepared by:** ~~Danette Brannin, Finance/IT Manager~~ LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2014-15~~ 2020-28

## POL-404 MEALS WITH MEETINGS POLICY

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

### 1.0 Purpose

The purpose of this policy is to establish guidelines to authorize reimbursement for allowable cost of meals while attending an official business meeting or training on behalf of MTA when employees are not in travel status or for providing meals at formal meetings or trainings conducted by MTA. It also establishes guidelines for emergency events, such as natural disasters or other unplanned event, as described in the MTA Employee Handbook, Section Two and for unscheduled after-hours work events.

### 2.0 Appropriate Meal Reimbursement or Allowance

Reimbursement or allowance for meal cost is not to exceed applicable per diem rates as described ~~in~~ under “per diem” on the General Services Administration (GSA) web site at <http://www.gsa.gov>. Section 10.90 of the State Administrative and Accounting Manual.

Meal cost per individual attendee for meetings and trainings conducted by MTA will not exceed applicable per diem rates.

~~as described in the State Administrative and Accounting Manual, Section 10.90 Non High-Cost Locations.~~

When attending a meeting for the purpose of representing MTA that is being held or sponsored by an ~~non-state~~ outside -professional organization, the actual cost of the meal, as evidenced by a receipt, is eligible for reimbursement as long as the meal is in an integral part of the meeting. An example of an appropriate event would be a chamber luncheon where a registration fee includes a meal.

~~Because of~~ When an emergency or unplanned event requires that an employee must remain at his/her workstation, reimbursement of the actual cost of a meal will be allowed, with manager ~~approval, which~~ approval, which is to include:

- The basic cost of a meal; and
- Any applicable sales tax; and

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.



**Title:** Meals with Meetings Policy  
**Number:** 404  
**Effective:** ~~August 18~~ September 15, 2020  
**Cancels:** ~~N/A~~ Resolution No. 2014-15  
**Prepared by:** ~~Danette Brannin, Finance/IT Manager~~ LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2014-15~~ 2020-28

- ~~• Any applicable sales tax; and~~
- A reasonable (15% to 20%) tip or gratuity.

As long as the reimbursement does not exceed the per diem rates as described ~~on in Section 10.90 of the State Administrative and Accounting Manual~~ [the GSA website](#).

### 3.0 Policy

Per [Washington State Attorney General opinion, RCW 43.03.050\(3\)](#) meals may be reimbursed for certain business meetings or trainings when not in travel status where [the following requirements are met](#):

- ~~The purpose of the meeting or training is to conduct MTA business; and~~
- [The meals are an integral part of the business meeting or training session. Integral is defined as: "essential to completeness; part of the curriculum; formed as a unit with another part";](#)
- ~~The meeting or training session takes place away from the employee's regular workplace; and is a special situation or occasion outside of the normal daily business of MTA employees;~~
- [Prior approval is received and documented by a properly completed Request for Approval – Light Refreshments and Meeting Meals form signed by the department manager.](#)

~~Additionally, meals may be provided during meetings and trainings conducted by MTA regardless of travel status where ALL of the following requirements are met:~~

- It is advantageous to MTA to conduct the meeting or training during a meal period; ~~and~~
- ~~• The meeting or training session occurs outside the normal daily business of the employee; and~~
- An agenda and sign-in sheet are prepared; ~~and~~
- ~~• Appropriate approval is obtained prior to meeting or training.~~

MTA is not required to provide meals at meetings.

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.



**Title:** Meals with Meetings Policy  
**Number:** 404  
**Effective:** ~~August 18~~ September 15, 2020~~14~~  
**Cancel:** ~~N/A~~ Resolution No. 2014-15  
**Prepared by:** ~~Danette Brannin, Finance/IT Manager~~ LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2014-15~~ 2020-28

#### 4.0 Non-reimbursed Meals

Reimbursement for meal expenses incurred while the employee is at his/her official workstation or residence is prohibited, except in emergency situations or other unplanned events with prior approval.

Employees will not be reimbursed for meals where no meal expense is incurred due to the meal being furnished as part of the meeting or training.

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.

Meals for team meetings, welcoming new staff or other employee activities outside of the Annual All-Staff meeting would not normally be provided using MTA funds. MTA funds may not be used to provide meals for staff parties, routine staff meetings, routine departmental meetings, or any event deemed to be social in nature.

#### 5.0 Responsibilities

The person attending the meeting or training must fill out appropriate forms to receive approval and submit an Expense Reimbursement form to be reimbursed. If actual cost is being reimbursed, a detailed receipt must be attached. If per diem is being reimbursed, a supporting per diem document for area in which meeting or training took place must be attached to the Expense Reimbursement form as well as an agenda from the meeting or training.

For meetings or training provided by MTA, the organizer must submit the following:

- Prior approval must be obtained by filling out a Request for Approval – Light Refreshments and Meeting Meals.
- An agenda and sign in sheet must be prepared. Employees attending must sign in to show attendance.
- A receipt must be obtained for the actual costs of the meal(s).
- 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 an MTA credit card, a purchase log must be completed.

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.

**RESOLUTION NO. 2020-28**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
REVISING THE MEALS WITH MEETINGS POLICY (POL-404) WHICH  
SHALL SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED  
MEALS WITH MEETINGS POLICY, AND RESCINDING  
RESOLUTION NO. 2014-15.**

**WHEREAS**, the Mason Transit Authority Board previously approved POL-404 providing for a Meals with Meetings Policy by adopting Resolution No. 2014-15 on July 15, 2014; and

**WHEREAS**, MTA staff have made revisions to the policy to have it reflect current guiding resources and clarifications as whether or no meals with meetings would be appropriate and reimbursable;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Mason Transit Authority Meals with Meetings Policy (POL-404), which is attached hereto and incorporated herein, be adopted; and

**BE IT FURTHER RESOLVED** that this Meals with Meetings Policy (POL-404) shall supersede and replace in full any previously adopted or approved Meals with Meetings Policy, including rescinding Resolution No. 2014-15.

Adopted this 15<sup>th</sup> day of September, 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



<b>Title:</b>	Meals with Meetings Policy
<b>Number:</b>	404
<b>Effective:</b>	September 15, 2020
<b>Cancel:</b>	Resolution No. 2014-15
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2020-28

## **POL-404 MEALS WITH MEETINGS POLICY**

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

### **1.0 Purpose**

The purpose of this policy is to establish guidelines to authorize reimbursement for allowable cost of meals while attending an official business meeting or training on behalf of MTA when employees are not in travel status or for providing meals at formal meetings or trainings conducted by MTA. It also establishes guidelines for emergency events, such as natural disasters or other unplanned event, as described in the MTA Employee Handbook, Section Two and for unscheduled after-hours work events.

### **2.0 Appropriate Meal Reimbursement or Allowance**

Reimbursement or allowance for meal cost is not to exceed applicable per diem rates as described under “per diem” on the General Services Administration (GSA) web site at <http://www.gsa.gov>. Meal cost per individual attendee for meetings and trainings conducted by MTA will not exceed applicable per diem rates.

When attending a meeting for the purpose of representing MTA that is being held or sponsored by an outside professional organization, the actual cost of the meal, as evidenced by a receipt, is eligible for reimbursement as long as the meal is in an integral part of the meeting. An example of an appropriate event would be a chamber luncheon where a registration fee includes a meal.

When an emergency or unplanned event requires that an employee must remain at his/her workstation, reimbursement of the actual cost of a meal will be allowed, with manager approval, which is to include:

- The basic cost of a meal; and
- Any applicable sales tax; and
- A reasonable (15% to 20%) tip or gratuity.

As long as the reimbursement does not exceed the per diem rates as described on the GSA website.

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.





<b>Title:</b>	Meals with Meetings Policy
<b>Number:</b>	404
<b>Effective:</b>	September 15, 2020
<b>Cancel:</b>	Resolution No. 2014-15
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2020-28

### 3.0 Policy

Per Washington State Attorney General opinion, meals may be reimbursed for certain business meetings or trainings when not in travel status where the following requirements are met:

- The purpose of the meeting or training is to conduct MTA business;
- The meals are an integral part of the business meeting or training session. Integral is defined as: “essential to completeness; part of the curriculum; formed as a unit with another part”;
- The meeting or training session is a special situation or occasion outside of the normal daily business of MTA employees;
- Prior approval is received and documented by a properly completed Request for Approval – Light Refreshments and Meeting Meals form signed by the department manager.
- It is advantageous to MTA to conduct the meeting or training during a meal period;
- An agenda and sign-in sheet are prepared.

MTA is not required to provide meals at meetings.

### 4.0 Non-reimbursed Meals

Reimbursement for meal expenses incurred while the employee is at his/her official workstation or residence is prohibited, except in emergency situations or other unplanned events with prior approval.

Employees will not be reimbursed for meals where no meal expense is incurred due to the meal being furnished as part of the meeting or training.

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.

Meals for team meetings, welcoming new staff or other employee activities outside of the Annual All-Staff meeting would not normally be provided using MTA funds. MTA funds may not be used to provide meals for staff parties, routine staff meetings, routine departmental meetings, or any event deemed to be social in nature.

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.



<b>Title:</b>	Meals with Meetings Policy
<b>Number:</b>	404
<b>Effective:</b>	September 15, 2020
<b> Cancels:</b>	Resolution No. 2014-15
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2020-28

## 5.0 Responsibilities

The person attending the meeting or training must fill out appropriate forms to receive approval and submit an Expense Reimbursement form to be reimbursed. If actual cost is being reimbursed, a detailed receipt must be attached. If per diem is being reimbursed, a supporting per diem document for area in which meeting or training took place must be attached to the Expense Reimbursement form as well as an agenda from the meeting or training.

For meetings or training provided by MTA, the organizer must submit the following:

- Prior approval must be obtained by filling out a Request for Approval – Light Refreshments and Meeting Meals.
- An agenda and sign in sheet must be prepared. Employees attending must sign in to show attendance.
- A receipt must be obtained for the actual costs of the meal(s).
- 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 an MTA credit card, a purchase log must be completed.

See Also: POL-403, POL-402, POL-401, Employee Handbook, General Services Administration website.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 7 – *Actionable*

**Subject:** Update of Cell Phone Policy (POL-703)

**Prepared by:** Josh Jacobs, System Administrator

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

**Date:** September 15, 2020

**Background:**

The Cell Phone Policy (POL-703) was originally approved in December, 2014. Changes have been made relating to the following:

- Protection of MTA information and data in the event an MTA cell phone is lost or stolen;
- MTA will no longer provide phone allowances; and
- Conditions to using a personal cell phone to link to MTA email.

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

**Summary:** Approve the revised Cell Phone Policy (POL-703).

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2020-29 that approves the revised Cell Phone Policy (POL-703).



<b>Title:</b>	Cell Phone
<b>Number:</b>	703
<b>Effective:</b>	<del>January-September 15, 2015</del> <u>20</u>
<b>Cancels:</b>	<del>N/A</del> <u>Resolution No. 2014-38</u>
<b>Prepared by:</b>	<del>Brian Jones, IT Support Technician</del> <u>Josh Jacobs, Systems Administrator</u>
<b>Approved by:</b>	Authority Board Resolution No. <del>2014-38</del> <u>20-29</u>

## POL-703 CELL PHONES

This policy defines the provision and use of Mason Transit Authority's (MTA) cell phones, as well as using personal cell phones for agency e-mail communications.

### 1. Determine Need for Agency Cell Phone

Only the employee's Manager/General Manager has the authority to authorize the provision of an agency cell phone. The ~~Finance/IT Manager~~Systems Administrator will then issue the agency cell phone. ~~if the resources are available. If an agency cell phone is unavailable, the employee's manager has the option of approving a phone allowance.~~

### 2. Responsibility for Agency Cell Phones

In receiving the agency cell phone, the employee acknowledges and accepts responsibility for the proper care and secure storage of the assigned equipment while it is in their possession. Failure to uphold these responsibilities may result in disciplinary action, including but not limited to reimbursement to MTA for damages/loss of equipment and/or termination.

### 3. Unauthorized Costs

The employee receiving the agency cell phone is responsible for preventing the accidental or intentional incurrence of costs to MTA above the costs of maintaining the cell service. Any unauthorized costs incurred may result in disciplinary action, including but not limited to reimbursement to MTA for the unauthorized costs.

### 4. Cell Phone Monitoring

MTA reserves the right to monitor the use of all MTA issued cell phone devices and services. Employees should not expect privacy in their use of MTA equipment and services. ~~MTA~~MTA will disable and remote wipe all data on the phone if lost or stolen. MTA reserves the right to ~~gps~~GPS track agency phones.



**Title:** Cell Phone  
**Number:** 703  
**Effective:** ~~January-September 15, 2015~~20  
 **Cancels:** ~~N/A~~Resolution No. 2014-38  
**Prepared by:** ~~Brian Jones, IT Support Technician~~Josh Jacobs, Systems Administrator  
**Approved by:** Authority Board  
Resolution No. ~~2014-38~~20-29

## 5. Personal Use

The employee may use the cell phone for personal activities, as long as they do not incur a cost for MTA. As MTA property, the agency cell phone falls under the Public Records Act (RCW 42.56). It is the responsibility of the employee to keep and maintain the data and information on the agency cell phone in accordance with RCW 40.14, Preservation and Destruction of Public Records.

## ~~6. Phone Allowance~~

~~If a cell phone cannot be provided, or the employee does not wish to be issued the cell phone, MTA may provide a phone allowance. The phone allowance must be approved by the employee's manager as well as the Finance/IT Manager. Employees with agency issued cell phones are not eligible for the phone allowance. It is the employee's responsibility to terminate the phone allowance if they become ineligible. Failure to do so will result in reimbursement to MTA for the cost of ineligible phone allowances disbursed.~~

## 7.6. Agency E-mail on Personal Cell Phones

MTA employees may use their personal cell phones to check agency ~~e-mails, and e-mails and~~ link their personal cell phones to the agency e-mail service. MTA employees choosing to link their agency email to their personal cell phone must agree to have a password, a pin or other security feature enabled to unlock their cell phone. If an employee opts to do so, they cannot accrue work time for checking their agency e-mail while not at work without written authorization by the employee's manager. ~~MTA reserves the right to remotely delete any agency e-mails or data related to agency e-mails stored or accessed by an employee's personal cell phone when the device is lost or stolen, or when the maximum number of password attempts are made on the device.~~ All activities done with MTA's e-mail system are subject to the Public Records act (RCW 42.56). Employees using personal cell phones for agency business agree to make the



<b>Title:</b>	Cell Phone
<b>Number:</b>	703
<b>Effective:</b>	<del>January-September 15, 2015</del> <u>20</u>
<b>Cancel:</b>	<del>N/A</del> <u>Resolution No. 2014-38</u>
<b>Prepared by:</b>	<del>Brian Jones, IT Support Technician</del> <u>Josh Jacobs, Systems Administrator</u>
<b>Approved by:</b>	Authority Board Resolution No. <del>2014-38</del> <u>20-29</u>

phones available for search for public records act compliance or to allow MTA to comply with law, court order or other regulatory requirement.

**RESOLUTION NO. 2020-29**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
REVISING THE CELL PHONE POLICY (POL-703) WHICH SHALL  
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED CELL  
PHONE POLICY, AND RESCINDING RESOLUTION NO. 2014-38.**

**WHEREAS**, the Mason Transit Authority Board previously approved POL-703 providing for a Cell Phone Policy by adopting Resolution No. 2014-38 on December 16, 2014; and

**WHEREAS**, MTA staff have made revisions to the policy to have it reflect current technological capabilities as well as removing the phone allowance option;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Mason Transit Authority Cell Phone Policy (POL-703) be adopted, which is attached hereto and incorporated herein; and

**BE IT FURTHER RESOLVED** that this Cell Phone Policy (POL-703) shall supersede and replace in full any previously adopted or approved Cell Phone Policy, including rescinding Resolution No. 2014-38.

Adopted this 15<sup>th</sup> day of September, 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





<b>Title:</b>	Cell Phone
<b>Number:</b>	703
<b>Effective:</b>	September 15, 2020
<b>Cancel:</b>	Resolution No. 2014-38
<b>Prepared by:</b>	Josh Jacobs, Systems Administrator
<b>Approved by:</b>	Authority Board Resolution No. 2020-29

## **POL-703 CELL PHONES**

This policy defines the provision and use of Mason Transit Authority’s (MTA) cell phones, as well as using personal cell phones for agency e-mail communications.

### **1. Determine Need for Agency Cell Phone**

Only the employee’s Manager/General Manager has the authority to authorize the provision of an agency cell phone. The Systems Administrator will then issue the agency cell phone.

### **2. Responsibility for Agency Cell Phones**

In receiving the agency cell phone, the employee acknowledges and accepts responsibility for the proper care and secure storage of the assigned equipment while it is in their possession. Failure to uphold these responsibilities may result in disciplinary action, including but not limited to reimbursement to MTA for damages/loss of equipment and/or termination.

### **3. Unauthorized Costs**

The employee receiving the agency cell phone is responsible for preventing the accidental or intentional incurrence of costs to MTA above the costs of maintaining the cell service. Any unauthorized costs incurred may result in disciplinary action, including but not limited to reimbursement to MTA for the unauthorized costs.

### **4. Cell Phone Monitoring**

MTA reserves the right to monitor the use of all MTA issued cell phone devices and services. Employees should not expect privacy in their use of MTA equipment and services. MTA will disable and remote wipe all data on the phone if lost or stolen. MTA reserves the right to GPS track agency phones.



<b>Title:</b>	Cell Phone
<b>Number:</b>	703
<b>Effective:</b>	September 15, 2020
<b> Cancels:</b>	Resolution No. 2014-38
<b>Prepared by:</b>	Josh Jacobs, Systems Administrator
<b>Approved by:</b>	Authority Board Resolution No. 2020-29

**5. Personal Use**

The employee may use the cell phone for personal activities, as long as they do not incur a cost for MTA. As MTA property, the agency cell phone falls under the Public Records Act (RCW 42.56). It is the responsibility of the employee to keep and maintain the data and information on the agency cell phone in accordance with RCW 40.14, Preservation and Destruction of Public Records.

**6. Agency E-mail on Personal Cell Phones**

MTA employees may use their personal cell phones to check agency e-mails and link their personal cell phones to the agency e-mail service. MTA employees choosing to link their agency email to their personal cell phone must agree to have a password, a pin or other security feature enabled to unlock their cell phone. If an employee opts to do so, they cannot accrue work time for checking their agency e-mail while not at work without written authorization by the employee’s manager. All activities done with MTA’s e-mail system are subject to the Public Records act (RCW 42.56). Employees using personal cell phones for agency business agree to make the phones available for search for public records act compliance or to allow MTA to comply with law, court order or other regulatory requirement.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 8 – *Actionable*  
**Subject:** Voluntary Resignation and Retirement Incentive Program  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** September 15, 2020

**Background:**

This program gives Mason Transit Authority employees the option to receive a financial incentive to voluntarily separate from MTA employment through either retirement or resignation. The program aims to reduce salary costs and minimize the number of employees subject to an involuntary reduction in force given MTA's uncertainty of significant fiscal challenges as a result of the COVID-19 pandemic and the outcome of I-976.

This incentive program has been reviewed by the Finance Committee and Legal Counsel.

**Summary:** Approve the Voluntary Resignation and Retirement Incentive Program

**Fiscal Impact:**

TBD.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve and adopt Resolution No. 2020-30 that approves the Voluntary Resignation and Retirement Incentive Program.



## Voluntary Separation and Retirement Incentive Program

This program gives Mason Transit Authority employees the option to receive a financial incentive to voluntarily separate from MTA employment through either retirement or resignation. The program aims to reduce salary costs and minimize the number of employees subject to an involuntary reduction in force given MTA's uncertainty of significant fiscal challenges as a result of the COVID-19 pandemic and the outcome of I-976.

This is not an early retirement program. The incentive program is a management tool, not an employee right or benefit, to be used only as a one-time offer during a time a significant hardship and reduced service.

**Important Notice:** Employees who voluntarily resign or retire from employment may not be eligible for unemployment benefits.

### Conditions and Eligibility of Voluntary Separation and Retirement:

You must meet all of the following conditions to receive the incentive. You must:

- Accept this offer no later than 5:00pm on October 30, 2020. You may accept sooner, but after October 30, 2020, the offer expires;
- Give us your acceptance in writing using the Notice of Acceptance form which is attached to this memo;
- If you intend to resign or retire, specify a last date of employment which is mutually agreeable to you and to MTA, but which is no later than November 30, 2020;
- Remain employed by MTA until the date specified in your Notice of Acceptance;
- Sign the Release of Claims – Attachment A within one day after completing your last day of employment and return the form to Administrative Services;
- Have at least five years of continual service;
- Not have announced your retirement date;
- Not received a Reduction in Force notice;
- Not be a temporary employee;
- Be eligible to apply for a pension from the Public Employees Retirement System (PERS); and
- Have been eligible for normal retirement (if choosing retirement) for at least 12 months as per the table below.



Plan	Normal Retirement Eligibility
PERS 1	<ul style="list-style-type: none"> <li>➤ Age 60 and 5 years of service</li> <li>➤ Age 55 and 25 years of service</li> <li>➤ 30 years of service (any age)</li> </ul>
PERS 2	<ul style="list-style-type: none"> <li>➤ Age 65 and 5 years of service</li> </ul>
PERS 3	<ul style="list-style-type: none"> <li>➤ Age 65 and 10 years of service</li> <li>➤ Age 65 and 5 years of service, including 12 months of service after age 54</li> <li>➤ Age 65 and 5 years of service if the member completed 5 years of service before the Plan 2-to-3 transfer date in RCW 41.40.795</li> </ul>

**Under the Age Discrimination in Employment Act, you have the right to revoke your Release of Claims within seven (7) calendar days of the date you sign it. If you exercise your right to revoke the release, MTA will withdraw the separation incentive which is being offered.**

**Acceptance:**

Acceptance of the offer by the employee is entirely voluntary. An application for consideration must be submitted to the General Manager by October 30, 2020 for review. If approved, the employee choosing to accept an incentive offer will sign a form indicating that their decision to participate is entirely voluntary and that they fully understand re-employment and other restrictions.

MTA will accept up to six (6) voluntary resignations. If more than six requests are received, the offers will be accepted based on seniority.

**Payment:**

The incentive amount will be \$1,000 per year of service.

The separation payment will be a lump sum, which will be subject to income tax and Social Security tax but will not be considered income for retirement purposes.

**Unemployment Compensation:**

Employees accepting voluntary separation are ineligible for unemployment compensation.

**Repayment:**

An employee who returns to MTA service in five or fewer years must repay the incentive. An exception or partial exception may be granted, provided MTA seeks to hire the former employee. Such exceptions will be evaluated on their potential benefit to MTA.



## Voluntary Resignation and Retirement Incentive Offer Notice of Acceptance

**I elect to accept** Mason Transit Authority's offer of a voluntary separation incentive.

I have read and understand the documents provided to me regarding this offer, specifically:

- The Voluntary Separation and Retirement Incentive Program ;
- Separation Agreement/Release of Claims; and
- Schedule A - Agency Disclosures.

I understand that if I select retirement, I must provide proof of my retirement eligibility to Administrative Services no later than my final day of employment.

I understand that I must also sign and return the Release of Claims form within one day after completing my last day of employment.

I understand that I will have seven (7) days after signing the Release of Claims to revoke the release. If I revoke my Release of Claims, I will forfeit the separation incentive however my voluntary separation from Mason Transit Authority will remain in effect.

---

**Printed Name**

---

**Employee Signature**

Mason Transit Authority agrees to the separation date listed above.

---

**General Manager Signature**

---

**Date**

---

**Date**



**SEPARATION AGREEMENT**

This separation agreement (“Agreement”) is entered into by and between Mason Transit Authority (or the “Agency”) and \_\_\_\_\_ (“Employee”).  
[Employee’s Printed Name]

**I. RECITALS**

Due to the impacts of the COVID-19 pandemic and potential I-976 impacts, the Agency is implementing a voluntary separation and retirement incentive program. The parties desire to agree on a separation package to aid Employee’s transition to alternative employment or to retire based on eligibility.

**II. AGREEMENT**

In consideration of the foregoing recitals, the parties agree as follows:

1. Separation from Employment. Employee’s last date of employment with the Agency shall be \_\_\_\_\_ (the “Separation Date”).  
[Enter Last Day]

Employee will be paid Employee’s regular wages through the Separation Date. This Agreement shall not be valid unless it is signed by Employee on or after the Separation Date.

2. Separation Benefits.

a. Incentive Amount. The Agency agrees to pay Employee:

Years of Service: \_\_\_\_\_ x \$1,000 = \$ \_\_\_\_\_

Such incentive amount shall be paid through payroll in a lump sum payment and will be subject to standard payroll withholdings. The incentive amount shall not be made until after Employee has returned the executed Agreement to the Agency and the Revocation Period specified in Paragraph 7 below has expired.

The parties agree that the separation benefits described in this Paragraph 2 are designed to aid Employee’s transition to alternative employment or retirement, and that the specified benefits do not constitute benefits to which Employee would otherwise be entitled upon separation under existing employee benefit plans provided by the Agency or under any pre-existing agreement between Employee and the Agency.

3. Accrued Leave. Employee's final paycheck will include any leave cash-outs due and payable under applicable Agency policies and/or labor agreement.

4. Release of Claims.

a. Comprehensive Release. As consideration for the benefits described in this Agreement, on behalf of Employee and Employee's heirs, executors, representatives, agents, and assigns (collectively, the "Releasers"), Employee fully and forever waives, releases and discharges the Agency, its affiliates, successors, predecessors, parent, subsidiaries, past and present officers, elected officials, directors, board members, agents, representatives and employees (collectively, the "Released Parties") from all claims, causes of action, liabilities, judgments, debts, obligations, expenses (including attorneys' fees), or monetary or equitable relief of any kind, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which Employee may have or claim to have against any of the Released Parties arising from or during employment with the Agency or as a result of separation from employment. This release specifically covers, but is not limited to, any claims of discrimination based on race, color, national origin, sex, sexual orientation, marital status, military/veteran status, age, religion, physical or mental disability, or other protected status under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims for unpaid wages or benefits; any claims arising under federal, state or local law based on promises made or allegedly made by the Agency to Employee; and any claims under any express or implied contract or legal restrictions on the Agency's right to terminate its employees. This release includes, but is not limited to, claims under Title VII of the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act (ADA); the Age Discrimination in Employment Act (ADEA); the Family and Medical Leave Act (FMLA); the Fair Labor Standards Act (FLSA); the Equal Pay Act; the Rehabilitation Act; the Employee Retirement Income Security Act (ERISA) (regarding unvested benefits); the Civil Rights Act of 1991; Section 1981 of U.S.C. Title 42; the Fair Credit Reporting Act (FCRA); the Worker Adjustment and Retraining Notification (WARN) Act; the Uniformed Services Employment and Reemployment Rights Act (USERRA); the Immigration Reform and Control Act (IRCA), the Washington Industrial Welfare Act (IWA); the Washington Law Against Discrimination (WLAD); the Washington Family Care Act; the Washington Paid Sick Leave law; the Washington Paid Family and Medical Leave law, or other state leave laws; the Washington Minimum Wage Act; Title 49 of the Revised Code of Washington; Washington Equal Pay and Opportunities Act (EPOA); the Public Employees' Collective Bargaining Act; the Washington Fair Chance Act (FCA); and all similar governmentally-enacted laws (federal, state, local or otherwise). Subject to Section 4(b) below, **this release is intended to be all encompassing, and to fully resolve all matters and relations between the parties up to the date Employee signs this Agreement.**

b. Rights Not Waived. Regardless of any other provision in this Agreement, Employee does not waive Employee's rights to receive ERISA-covered vested benefits (e.g., pension benefits); does not waive Employee's right to receive unemployment or workers compensation benefits if applicable, or any other rights that may not lawfully be released via a private agreement; does not waive Employee's right to bring a suit solely to challenge the validity of this release under the ADEA; and does not waive Employee's right to bring a suit for a claimed violation of this Agreement or other claims that arise after Employee signs this Agreement. Additionally, nothing in this Agreement shall be construed to prohibit Employee



from filing a charge with, reporting potential violations of law to, or participating in any investigation or proceeding conducted by the Equal Employment Opportunity Commission or a comparable state or local agency, or to any other federal or state agency responsible for enforcement of the law (hereinafter a "Government Agency"). Notwithstanding the foregoing, Employee hereby waives and releases Employee's right to recover any form of personal relief from such a Government Agency, including but not limited to monetary damages or reinstatement, in connection with any such charge, complaint, investigation or other proceeding conducted by a Government Agency, whether initiated by Employee or any other person or entity.

5. No Admission. Nothing in this Agreement shall be construed as any indication that the Agency or any of the Released Parties has acted wrongfully towards Employee or any other person.

6. Agency Disclosures. Employee understands and acknowledges that as a result of the Agency's voluntary separation program, other employees may also be laid off by the Agency. Employee further acknowledges receiving Schedule A to this Agreement, which sets forth the following:

a. the class, unit or group of employees covered by the voluntary separation program, any eligibility factors, and any time limits set for participation;

7. Review and Revocation. Employee acknowledges that:

a. Pursuant to applicable law, Employee has been offered the opportunity to review a copy of this Agreement for a period of forty-five (45) days (the "Review Period");

b. The Agency advised Employee at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Agreement, including without limitation the release set forth in this Agreement; and

c. The Agency and Employee agree that Employee shall have seven (7) calendar days (the "Revocation Period") following the date on which Employee signs this Agreement to revoke his/her acceptance of the Agreement and the release set forth in this Agreement. The parties further agree that any changes made to this Agreement after it was initially provided to Employee shall not restart the running of the 45-day Review Period. If Employee revokes this Agreement, it will not become effective and Employee will not be eligible for any benefits described in this Agreement. This Agreement shall not become effective until the Revocation Period has expired.

8. Return of Agency Property. On or before the Separation Date, Employee shall return all keys, badge, and other property that belongs to the Agency.

9. Voluntary Execution. Employee represents that Employee has read, considered, and fully understands this Agreement and all its terms, and executes it freely and voluntarily.

10. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Agreement. Interpretation of this Agreement shall be under

Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.

11. No Representations. Employee represents that in entering into this Agreement, Employee does not rely and has not relied upon any representation or statement made by the Agency or any of its employees or agents concerning this Agreement.

12. Complete Agreement. This Agreement constitutes a full and final resolution of all matters in any way related to Employee's employment with and separation from the Agency. This Agreement supersedes any and all other agreements between the parties. The parties agree that no modification, change or amendment of this Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.

13. Severability. If any provision of this Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Agreement or portion thereof, and this Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.

14. Titles. The titles of the paragraphs of this Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of the terms, covenants or conditions of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below.

EMPLOYEE

\_\_\_\_\_  
[Employee's Name]

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

Mason Transit Authority

\_\_\_\_\_

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

Title: \_\_\_\_\_



## SCHEDULE A

### AGENCY DISCLOSURES

#### A. THE SCOPE OF, ELIGIBILITY FACTORS AND TIME LIMITS PERTAINING TO THE REDUCTION IN FORCE.

---

- (1) The decisional unit covered by the voluntary separation program includes all Agency' Coach Operators, Dispatchers, Transportation Supervisors, and Coach Operator Instructors.
- (2) Individuals age 40 or over who are being offered consideration under a Separation Agreement must sign the Agreement and return it to the Agency within 45 days after they receive the Agreement. Once such an individual signs and returns an Agreement to the Agency, he or she has seven days to revoke the Agreement. Individuals under age 40 who are being offered consideration under a Separation Agreement must sign and return the Agreement to the Agency within a reasonable period. The eligibility factors considered in connection with this reduction in force included, primarily, the criticality of each position and assigned duties to the Agency's business needs and the extent to which critical duties could be absorbed by other positions; additional eligibility factors included skills, performance and experience.
- (3) Mason Transit Authority will accept up to six (6) request to voluntary separate. If more than six requests are submitted, MTA will accept offers based on seniority.

**RESOLUTION NO. 2020-30**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING A VOLUNTARY RESIGNATION AND RETIREMENT  
INCENTIVE PROGRAM.**

**WHEREAS**, Mason Transit Authority (MTA) faces uncertainty with regard to significant fiscal challenges as a result of the COVID-19 pandemic and the outcome of I-976;

**WHEREAS**, the MTA Board, in an effort to reduce salary costs and minimize the number of employees subject to an involuntary reduction in force, desires to provide MTA employees through 5:00 PM on October 30, 2020, with an option to receive a financial incentive to voluntarily separate from MTA employment through either retirement or resignation; and

**WHEREAS**, certain conditions and eligibility must be met by an MTA employee to qualify for the Voluntary Separation and Retirement Incentive Program and those conditions and eligibility are set forth in Exhibit A attached hereto;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that it approves the Voluntary Separation and Retirement Incentive Program as set forth in Exhibit A.

Adopted this 15<sup>th</sup> day of September, 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



## Voluntary Separation and Retirement Incentive Program

This program gives Mason Transit Authority employees the option to receive a financial incentive to voluntarily separate from MTA employment through either retirement or resignation. The program aims to reduce salary costs and minimize the number of employees subject to an involuntary reduction in force given MTA's uncertainty of significant fiscal challenges as a result of the COVID-19 pandemic and the outcome of I-976.

This is not an early retirement program. The incentive program is a management tool, not an employee right or benefit, to be used only as a one-time offer during a time a significant hardship and reduced service.

**Important Notice:** Employees who voluntarily resign or retire from employment may not be eligible for unemployment benefits.

### Conditions and Eligibility of Voluntary Separation and Retirement:

You must meet all of the following conditions to receive the incentive. You must:

- Accept this offer no later than 5:00pm on October 30, 2020. You may accept sooner, but after October 30, 2020, the offer expires;
- Give us your acceptance in writing using the Notice of Acceptance form which is attached to this memo;
- If you intend to resign or retire, specify a last date of employment which is mutually agreeable to you and to MTA, but which is no later than November 30, 2020;
- Remain employed by MTA until the date specified in your Notice of Acceptance;
- Sign the Release of Claims – Attachment A within one day after completing your last day of employment and return the form to Administrative Services;
- Have at least five years of continual service;
- Not have announced your retirement date;
- Not received a Reduction in Force notice;
- Not be a temporary employee;
- Be eligible to apply for a pension from the Public Employees Retirement System (PERS); and
- Have been eligible for normal retirement (if choosing retirement) for at least 12 months as per the table below.



Plan	Normal Retirement Eligibility
PERS 1	<ul style="list-style-type: none"> <li>➤ Age 60 and 5 years of service</li> <li>➤ Age 55 and 25 years of service</li> <li>➤ 30 years of service (any age)</li> </ul>
PERS 2	<ul style="list-style-type: none"> <li>➤ Age 65 and 5 years of service</li> </ul>
PERS 3	<ul style="list-style-type: none"> <li>➤ Age 65 and 10 years of service</li> <li>➤ Age 65 and 5 years of service, including 12 months of service after age 54</li> <li>➤ Age 65 and 5 years of service if the member completed 5 years of service before the Plan 2-to-3 transfer date in RCW 41.40.795</li> </ul>

**Under the Age Discrimination in Employment Act, you have the right to revoke your Release of Claims within seven (7) calendar days of the date you sign it. If you exercise your right to revoke the release, MTA will withdraw the separation incentive which is being offered.**

**Acceptance:**

Acceptance of the offer by the employee is entirely voluntary. An application for consideration must be submitted to the General Manager by October 30, 2020 for review. If approved, the employee choosing to accept an incentive offer will sign a form indicating that their decision to participate is entirely voluntary and that they fully understand re-employment and other restrictions.

MTA will accept up to six (6) voluntary resignations. If more than six requests are received, the offers will be accepted based on seniority.

**Payment:**

The incentive amount will be \$1,000 per year of service.

The separation payment will be a lump sum, which will be subject to income tax and Social Security tax but will not be considered income for retirement purposes.

**Unemployment Compensation:**

Employees accepting voluntary separation are ineligible for unemployment compensation.

**Repayment:**

An employee who returns to MTA service in five or fewer years must repay the incentive. An exception or partial exception may be granted, provided MTA seeks to hire the former employee. Such exceptions will be evaluated on their potential benefit to MTA.

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

**Agenda Item:** New Business – Item 9 – *Actionable*

**Subject:** Settlement with DoubleMap

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

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

**Date:** September 15, 2020

### **Background:**

MTA signed an agreement in February 2018 with DoubleMap to provide services such as: Automatic Vehicle Location (AVL), Automatic Vehicle Annunciator (AVA), Automatic Passenger Counter (APC) and scheduling software.

After a year and a half, MTA still did not have a workable product and determined it was necessary to terminate the contract for breach. A letter was sent giving DoubleMap the opportunity to cure the breach within 30 days. DoubleMap proposed replacing their product with another product in their line that would handle all services except for the scheduling software. Ride Systems took over and MTA was given a timeline of when the services would be implemented. It was understood that if a deadline was missed that MTA would terminate the contract. This occurred in July 2019. In December 2019, deadlines were missed, then resulting in MTA terminating the contract in January 2020 with a request to refund \$256,602 – 85% of what was paid as per the contract.

DoubleMap offered a refund of \$113,522 which was rejected by MTA.

MTA's legal counsel contacted an experienced litigation attorney to assist. The first step was to attempt resolution through mediation. During mediation, we were able to come to a tentative agreement to the following terms:

1. DoubleMap to pay \$190,000 to MTA within 30 days following the later of execution of the settlement agreement or tender of the equipment to be returned to DoubleMap's designated carrier.
2. MTA will make the equipment available for collection by DoubleMap's designated carrier within business hours during the week of September 14, 2020. MTA will provide contact information for personnel who can coordinate with DoubleMap's designated carrier.
3. MTA to retain the two installed at the MTA Transit Center LED signs.
4. MTA to ship all other equipment at DM's expense with DM to make shipping arrangement.
5. MTA to cooperate with any Bill of Sale or documentation for returned equipment.
6. Parties will prepare mutual release of all claims contingent on MTA Board Approval.



7. MTA to present executed mutual release of all claims for Board approval on Tuesday, September 15 or at earliest Board meeting following execution of mutual release of all claims.
8. Judge Dan Berschauer to serve as arbitrator for any dispute regarding the terms of the mutual release of all claims.

Agreeing to a refund on \$190,000 resolves the issue and eliminates taking the case to court, which most likely would result in spending approximately \$50,000 to try the case. There is of course the risk of it being less favorable for MTA if it went to trial. The attorneys agreed this was a good outcome for MTA.

Legal Counsel participated in the mediation along with Stephanie Bloomfield from Gordon, Thomas, Honeywell.

**Summary: Approve settlement.**

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the General Manager to sign the settlement agreement with DoubleMap upon review and consent of MTA's legal counsel.

## **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:** September 15, 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

Pear Orchard Construction: Scarsella has re-mobilized and is progressing construction.

Program Construction: 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 has contracted with Rognlin's and Rognlin's is beginning work. As work at each site starts and progresses, it will be included in this update.

Other progress: Scarsella/Parsons is currently progressing construction of their portion of the Shelton-Matlock Road park and ride

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:** September 15, 2020

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board September 15, 2020

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board September 15, 2020

## GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

### **Park & Ride Development:**

- Pear Orchard and Shelton-Matlock are under construction shortly.
- Working on schedule with Rognlins for Belfair, Pickering and Cole Rd.
- Please see Park & Ride informational page for more details.

### **T-CC Parking Lot:**

- We are still waiting for the No Further Action opinion.

**EDC:** Attended monthly Sept EDC Board meeting (virtually). Meeting to review agenda.

### **WSTIP:**

- Attended the Monthly Executive Committee meeting (virtually).
- Began planning for January 2021 WSTIP Retreat.
- Governance Policy Committee meeting.
- Risks and Opportunities Committee meeting.

### **WSTA/SMTA:**

- Participated in bi-weekly SMTA call with other GMs.
- Attended the 44<sup>th</sup> Annual Public Transportation Conference – virtually of course!
- Attended 3<sup>rd</sup> Quarter WSTA Board Meeting.

**PRTPO Meeting:** Attended PRTPO meeting virtually.

**Webinars:** Attended the following webinars:

- Help! What to Do When Faced With an Employee Who has Tested Positive for COVID-19.
- Building Resilience for a Successful Comeback.
- Transit Tuesday: Maintaining Employee Wellness During a Crisis.

### **External Activities:**

- Discussions regarding a temporary daycare in the T-CC.

### **Internal Activities:**

- Began working on the Employee Handbook.
- Risk assessment interview with auditor.
- Worked with Ops on Sept 21 service changes.
- Staff planning with managers.
- Met with Shop Stewards and Union Business Rep.
- Finalized Title VI comments from WSDOT; review three other policies.
- Attended Policy Committee meeting.
- Attended State Auditor's Entrance Conference.
- Met with Board Finance Committee.
- Participated in mediation over the DoubleMap contract.

### **Board Assistance, Awareness and Support:**

- Unfortunately, we had to lay off 9 employees. We hope this is only temporary, but ridership has not increased to the point of putting back the service level we had pre-COVID-19. The impacted employees include six drivers, two schedulers/dispatchers and one Ops Supervisor. We are also not replacing the Outreach position when Kathy retires as well as the Staff Accountant position.
- Mediation over the DoubleMap breach of contract was September 11.

## TEAM UPDATES

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

#### **HR Support**

- Bi-weekly WSTA HR Shop Talk virtual meetings continue.
- Continued managing ESD Shared Work plan.
- Attended Maintaining Employee Wellness During a Crisis webinar.
- Joined Danette and Mike for meeting with the six drivers impacted by upcoming RIF.
- Attended WSTIP Help! What to do when faced with an employee who has tested positive for COVID-19 training.
- Assisted an employee with unemployment appeal hearing.
- Collected examples of EEO Policy/Plans from similar sized transit agencies in response to WSDOT's request to enhance the agency's Abbreviated EEO Program per FTA requirements.
- Received notification from WSDOT that there were no areas of deficiency or concerns in the agency's Drug and Alcohol program.

#### **Recruiting**

- Currently onboarding a second Backup Worker Driver.

#### **Administrative Functions**

- SAO virtual audit has begun. The Entrance Conference took place September 9, 2020.
- Participated alongside Danette in Risk Assessment with SAO Lead Auditor.
- Attended Policy Committee meeting.
- Attended two sessions of GFOA GASB-87 Leases compliance training for reporting government leasing activities.
- Continued working with Tracy on contract and lease management processes. This work is addressing new GASB-87 accounting requirements for future leases.
- Attended WSTIP Risk and Opportunity Committee meeting.
- Participated in Board Finance Committee meeting.
- Attended WSTA/WSDOT Annual Conference virtually.
- Beginning framework for 2021 Budget.

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

#### **Outreach and meetings:**

- Participated in the virtual State Transportation Conference.
- Planning the virtual fall WSTA Maintenance Committee meeting.

#### **T-CC Facility:**

- **Gym:** Continuing to work with Jordanne K. at the City of Shelton on pickle ball program.
- **Conference Room:** No activity due to COVID-19 virus.
- **Kitchen:** 3 people utilized the kitchen

#### **T-CC Building Projects/Purchases/Maintenance**

##### Projects/Purchases

- Steve is coordinating with Tracy, LeeAnn, and Christina on T-CC Leases, Use Agreements, and accounting requirements.
- Obtaining updated pricing for a scissor lift.
- On-going deep cleaning for COVID-19.

### Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Obtaining pricing from Gillig for two, 35-foot coaches utilizing the 5339 grant
- Obtaining pricing for Schetky NW for 6 cutaways for the consolidated grant application.
- Completed the UniteGPS equipment installation including the automated stop annunciation feature.
- The nine surplus cutaways are at Ehli's awaiting the next auction.
- Prepping for the portable office at the Roy Boad Park & Ride facility.
- On-going deep cleaning for COVID-19.

### OPERATIONS – Mike Ringgenberg

- **Assistance:** Operations Supervisors conducted 15 driver/passenger assistance calls in August.
- **Belfair Office:** A temporary office building will be installed at Roy Boad park & ride on August 14. The office items and furniture from the old location will be moved during the week of September 21.
- **Ecolane:** We have been using the new software from Ecolane DAR for a few weeks and it is streamlining the dial-a-rides!
- **Layoffs:** Due to the loss of ridership and hours of service on the road, Operations will be laying off 6 drivers, 2 dispatchers and 1 supervisor on September 30. The extra board drivers will not be on the duty schedule starting September 21.
- **Meals on Wheels:** Senior Center requested our help with the Meals on Wheels program. We delivered 1,624 meals and commodity boxes in August to Mason County residents.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Ridership in August 2020:** We had 14,214 total riders in all modes of transportation, which is down 66% compared to August 2019. Our yearly ridership totals are down 47%. Our ridership was up in DAR, volunteer driver and specials. Our ridership was down in fixed routes, worker/driver and vanpool.
- **Saturday Service:** We started a limited Saturday service starting on August 22, 2020.
- **Shake ups:** We are conducting a driver shakeup on September 21 and changing two ride recovery shifts to bus cleaning shifts due to the increase in bus capacity from Mason County Public Health.
- **Training:** Lisa/Matt performed training for 7 drivers on 40-foot buses and 1 returning driver training on the new cutaways. Supervisors conducted Ecolane tablet training for eight drivers this month.
- **Unite GPS:** All the tablets are installed in the buses and we are starting to train drivers on how to use the tablets for our fixed route passenger counting software. We are still creating the hardware and software installations for the tablets to be able conduct ADA announcements on the coaches.
- **Vanpool:** Usage rate for August 2020 was 50%; 5 of 10 vans were in use.
- **Volunteer Driver:** Our extra board drivers performed 15 volunteer driver rides.
- **Worker/Driver:** We would like to welcome James Corwin to the MTA Worker/Driver team. He will start his CDL training soon to become a backup worker/driver.

## 2020 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS



2020 Work Items	Completed as of 9/11/2020	Progress
<b>Objective 1: Safe and Secure</b>		
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. <b>Have almost completed training on new scheduling software. Testing of Unite GPS is going well. Currently testing passenger counting.</b> Ready for soft launch on Ecolane! Ecolane has been launched and Unite GPS is about ready to be. Continued to work on installation of UniteGPS. All is going well.
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		
<b>Objective 2: Effective Transportation Services</b>		
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. <b>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.</b>

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		
<b>Objective 3: Financial Stewardship</b>		
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	✓	LeeAnn has reviewed grant agreements and has thoroughly gone through the reimbursement process to ensure charges are proper.
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.
<b>Objective 4: Community Partnerships and Responsibility</b>		
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		Worked with City on T-CC Parking Lot project that is now complete.
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.
<b>Objective 5: Workplace Culture</b>		
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:** September 15, 2020

### Background:

The attached Ridership data depicts the impact of the pandemic on passenger utilization of MTA services. Of note is the decrease in ridership between July and August. Routed weekday service runs from 4:10am-8:10pm with Saturday service operating from 8:15am to 5:15pm. In July there were 23 weekday service days where in August there were 21 weekday service days and two days of Saturday service. The agency began providing limited Saturday service on August 22 and experienced minimal ridership. There was a slight increase in ridership in the second week Saturday service was offered. History shows that many more passengers utilize our service on weekdays as opposed to weekend service. With the lesser number of available service hours offered in August it could be assumed that ridership would be less.

With the continuing trend of many commuters working remotely, it has been prudent to discontinue the Express service from Shelton to Olympia and from Shelton to Belfair. Commuter passengers continue to be served by routed deviated service. Minimal commuter service is being maintained from Belfair to Bremerton in response to ferry times for some workers.

It is expected that we could see another decline in ridership in September since historically September takes a drop from August. With school being held online it is likely this pattern will continue. We are looking forward to an uptick in October.

**RIDERSHIP DATA CHARTED**

