



AGENDA

Mason Transit Authority Board
Regular Meeting
October 20, 2020, 4:00 p.m.
Mason Transit Authority
Port of Allyn
18560 E State Route 3
Allyn
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): 126 545 3390 (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. 03: Approval of Minutes: Approval of the minutes of the September 15, 2020 MTA regular Board meeting.
2. Pg. 07: Financial Reports: September, 2020
3. Pg. 14: Check Approval: September 12 – October 14, 2020

REGULAR AGENDA

UNFINISHED BUSINESS: [None]

NEW BUSINESS:

1. Pg. 20: First View of 2021 Budget – *DISCUSSION* – (Danette and LeeAnn)
2. Pg. 26: First View of 2021 Regular Meeting Calendar – *DISCUSSION* – (Tracy)
3. Pg. 28: Surplus Vehicles - Resolution No. 2020-32 – *ACTIONABLE* (Marshall)
4. Pg. 31: Citizen Comment – *Discussion* - (Danette)
5. Pg. 32: Second Amendment to WSDOT Agreement PTD0044 – Resolution No. 2020-33 – *ACTIONABLE* (Danette)
6. Pg. 39: First Amendment to WSDOT Agreement PTD0081 – Resolution No. 2020-34 – *ACTIONABLE* (Danette)
7. Pg. 48: Consolidated Grant Application – *ACTIONABLE* (Danette)
8. Pg. 49: Operations and Maintenance Board Subcommittee Report – *INFORMATIONAL* (Danette)

INFORMATIONAL

Reports

1. Pg. 50: Park and Ride Update
2. Pg. 51: Management Reports
3. Pg. 60: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

PUBLIC HEARING

Proposed 2021 Budget
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton
Thursday, November 5, 2020
4:00PM

MTA Board Meeting

Mason Transit Authority
Regular Meeting
November 17, 2020 at 4:00 p.m.
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

PUBLIC HEARING

Proposed 2021 Budget
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton
Tuesday, December 1, 2020
4:00PM

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

**Mason Transit Authority
Minutes of the Regular Board Meeting
September 15, 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 (joined at 4:05PM), Kevin Shetty and Sandy Tarzwell. **Quorum met, Wes Martin and Matt Jewett attended in person and all other named Board members were present via WebEx virtual conference.**

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

Authority Non-voting Board Member Not Present: 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; Marshall Krier, Maintenance and Facilities Manager; and Mike Ringgenberg, Operations Manager.

Others Present via WebEx virtual conference: Robert Johnson, MTA Legal Counsel; Elizabeth Safsten, WSDOT liaison.

ACCEPTANCE OF AGENDA

Moved that the agenda for the September 15, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Jewett/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 August 18, 2020.

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

Tarzwell/Dorcy. Motion carried.

(Board member Neatherlin joined via WebEx at 4:05 PM)

REGULAR AGENDA

UNFINISHED BUSINESS [None]

NEW BUSINESS

1. **Star Pass Agreement (PTD0212)** – Danette Brannin, General Manager, conveyed to the Board that this is an annual agreement relating to the State Agency Rider (STAR) pass program between WSDOT and MTA for Washington State employees assigned to a worksite in Thurston County. **Moved** 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). **Tarzwell/Campbell. Motion carried.**
2. **First Amendment to CARES Agreement (PTD0192)** – Ms. Brannin shared with the Board that these additional funds represent the second half of what MTA was originally awarded. Board member Tarzwell asked if there were limitations to the use of the funds, to which Ms. Brannin responded that there are no restrictions, so long as the costs are related to COVID-19 related impacts and operating expenses to MTA, including salaries. **Moved** 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. **Tarzwell/Dorcy. Motion carried.**
3. **Second Amendment to Contract for Goods and/or Services between the Squaxin Island Tribe and MTA** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board that this Second Amendment to Contract provides for a 5-year term and federal requirements so that MTA may continue to provide maintenance of the Squaxin Island Tribe's vehicles. He went on further to say that in updating the Labor Rate, the rate was arrived at following, among other things, review of the Mechanics' collective bargaining unit agreement approved in 2019. A question was posed as to whether the rates being charged are at market rate. Mr. Krier responded that while it covers MTA's costs, it was estimated that it may be 20% below market rate. Board member Tarzwell made a point of clarification that the term of the contract is actually three (3) years, rather than five (5) years, to which Mr. Krier corrected his earlier statement. **Moved** 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. **Tarzwell/Dorcy. Motion carried.**

4. **Update of Title VI Policy (POL-203)** – Ms. Brannin indicated that MTA is required to review its Title VI policy every three years. She provided the highlights of the changes relating to how complaints are tracked; the Limited English Proficiency (LEP) Plan and inclusive public participation. Ms. Brannin also shared that Legal Counsel, the Policy Committee and MTA's WSDOT liaison had all reviewed the updated policy. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-26 that approves the revised Title VI Policy No. 203. **Dorcy/Tarzwell. Motion carried.**
5. **Update of Education Assistance Program Policy (POL-303)** – LeeAnn McNulty, Administrative Services Manager, described that the updates related to clarifying competing language and that approvals would come from the General Manager. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-27 that approves the revised Education Assistance Program Policy (POL-303). **Trask/Dorcy. Motion carried.**
6. **Update of Meals with Meetings Policy (POL 404)** – Ms. McNulty shared that changes in the policy provided clarifications as to when MTA would or would not have meals with meetings. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-28 that approves the revised Meals with Meetings Policy (POL-404). **Trask/Tarzwell. Motion carried.**
7. **Update of Cell Phone Policy (POL 703)** – Ms. Brannin explained that the major change to this policy related to protecting the data by remotely wiping the phone in the event of loss or theft and that MTA would have tracking on the phone for such purposes. Also, phone allowances were no longer allowed and that employees may use their personal phone to check emails with certain conditions. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-29 that approves the revised Cell Phone Policy (POL-703). **Shutty/Trask. Motion carried.**
8. **Voluntary Resignation and Retirement Incentive Program.** Ms. Brannin explained that this program evolved out of the Finance Committee meeting as COVID-19 impacts created a reduction in force and the yet unknown impacts of I-976. This program gives MTA employees the option to receive a financial incentive to voluntarily separate from MTA employment either through retirement or resignation. Community Transit and King County Metro also have similar programs. She indicated that one of the qualifications is that the employee must have five (5) years with MTA and can't have officially announced their retirement. Ms. Brannin also described there is a seven (7) day revocation period. Board member Tarzwell asked whether October 30, 2020 was selected because it was a Friday, to which Ms. Brannin confirmed with "yes". Additionally, Ms. Brannin said she is not anticipating more than four (4) employees to participate in the program. The process would be that the qualifying employee participating in the program would be paid out after the documents were signed and the seven (7) day revocation period had passed without the employee revoking the agreement. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-30 that approves the Voluntary Resignation and Retirement Incentive Program. **Jewett/Dorcy. Motion carried.**

9. **Settlement with DoubleMap.** Ms. Brannin described to the Board the process that eventually led to attempting resolution through mediation. She further described the tentative agreement details reached through mediation. Legal Counsel also described how the settlement was reached by describing the liquidated damages formula and that the replacement product equated to \$210,000. With the \$32,000 value of the reader boards that were retained by MTA, the settlement of \$190,000 basically made MTA whole. Board member Dorcy said that if Legal Counsel and Ms. Brannin were happy with the outcome, so was he. Board member Tarzwell stated it was a good outcome and job well done. **Moved** 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.
Campbell/Dorcy. Motion carried.

(Board member Dorcy departed WebEx at 4:40PM)

INFORMATIONAL – Ms. Brannin provided an overview of the status of the various park and ride projects.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated that the sales tax revenue from June was the highest ever received. Anything over the budget is being put into reserves. This is a good base for continuing current service.

MANAGEMENT REPORT – [None.]

COMMENTS BY THE BOARD – Board Tarzwell wanted to take a moment to acknowledge all of Kathy Geist's hard work for MTA and her public service. She will be retiring on October 9.

A ribbon cutting has been scheduled at the location of the Belfair Park and Ride and Kathy Geist is distributing information relating to the event.

John Piety, Citizen Advisor to the Board, asked that even though the public has not been attending the meetings, could we add Public Comment back into the agenda.

Moved that the meeting be adjourned.

ADJOURNED 4:50 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
Port of Allyn
18560 E State Route 3
Allyn

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – September 2020
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Summary for Discussion Purposes:

Included is the September 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 July 2020 (received September 30, 2020) was \$543,942, 9% above July 2019 and 48% higher than the budgeted sales tax revenue for July 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 75% (9/12) of the budget through the end of the year. Total YTD Revenue is over budget at 90.02%. The percentage of Total YTD Operating Expenses are under budget at 63.19%.

- Year-to-date sales tax revenue remains up 4% through July 2020 and 43% above the budgeted amount.
- MTA has spent \$91,872 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.
- MTA received an award for sales tax equalization dollars which was applied to each of our operating projects to lower the match requirement for reimbursement requests through June 30, 2021.

Fiscal Impact:

The September fiscal impact reflects total revenues of \$801,451 and operating expenses of \$535,926 for a net income of \$265,524.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Statement of Financial Activities

October 2020 Board Report

% through the year: 75%

September Statement of Financial Activities

	September Actual	2020 YTD Actual	2020 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 2,705	\$ 30,898	\$ 105,000		29.43%
PSNS Worker/Driver & Vanpool Fares	12,739	125,881	260,000		48.42%
Total Operating Revenue (Fares)	15,444	156,779	365,000		42.95%
Sales Tax	395,670	4,032,425	4,054,264	(1)	99.46%
Operating Grants	376,723	2,593,213	3,049,288	(2)	85.04%
Rental Income	11,578	111,422	179,520		62.07%
Investment Income	1,870	68,755	50,000		137.51%
Other Non-operating Revenue	165	22,898	61,510	(3)	37.23%
Total Revenue	801,451	6,985,492	7,759,582		90.02%
Expenses					
Wages and Benefits	426,397	3,947,505	6,223,621		63.43%
Contracted services	13,413	174,891	180,475		96.91%
Fuel	22,523	171,140	377,450	(4)	45.34%
Vehicle/Facility Repair & Maintenance	15,708	124,722	325,354		38.33%
Insurance	20,217	181,954	242,605		75.00%
Intergovernmental - Audit Fees	8,878	8,878	33,000		26.90%
Rent - Facilities and Park & Ride	5,924	25,444	32,500		78.29%
Utilities	9,945	92,308	137,508		67.13%
Supplies & Small Equipment	6,882	157,509	122,801	(5)	128.26%
Training & Meetings	72	6,889	47,035		14.65%
Other operating expenses	5,968	94,226	167,639	(6)	56.21%
Total Operating Expenses	535,926	4,985,466	7,889,988		63.19%
Net Income (Deficit) from Operations	\$ 265,524	\$ 2,000,026	\$ (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 & Sept accrual. Operating grant accrual adjusted to account for sales tax equalization award put to operating grant match.
- (3) Includes LMTAAA Volunteer program revenue - \$13,950, Volunteer Donations - \$577, 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 \$1.74. Average gasoline price per gallon year to date is \$2.27
- (5) Printing jobs with a total cost of \$16,320; 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 \$78,989; Bulk advertising - pandemic related public messaging - \$1,800. Small Tools & Equipment: Lawn mower bagger & blades, disinfecting equipment for fleet totaling \$2,322 and other misc small equipment.
- (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 \$15,930, Advertising \$23,330, Merchant/credit card fees \$3,913, Rent-Equipment \$642, Office Equipment Lease \$2,369, Dues, Memberships, Subscriptions \$28,326, plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities - TCC

October 2020 Board Report

September Statement of Financial Activities

% through the year: 75.00%

	2020 Combined September Actual	2020 YTD Actual	2020 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 9,923	\$ 96,523	\$ 158,020	(3)	61.08%	\$ 96,523	\$ -
Other Revenue	-	49	-			49	-
Total Revenue	9,923	96,572	158,020		61.11%	96,572	-
Expenses							
Wages and Benefits	11,005	94,595	140,365		67.39%	94,595	-
Contracted services	384	8,116	20,823		38.98%	7,078	1,039
Repair & Maintenance	119	10,794	15,354	(1)	70.30%	6,279	4,516
Insurance	1,347	12,121	16,161		75.00%	12,121	-
Utilities	3,645	34,683	49,684		69.81%	24,664	10,019
Supplies & Small Equipment	408	7,157	8,011	(2)	89.34%	4,976	2,181
Other Operating Expenses	-	1,136	2,112		53.80%	1,136	-
Total Operating Expenses	16,908	168,602	252,510		66.77%	150,848	17,754
Net Income (Deficit) from Operations	\$ (6,985)	\$ (72,031)	\$ (94,490)			\$ (54,277)	\$ (17,754)

(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

October 2020 Board Report

Cash Balances

	8/31/2020	9/30/2020	Change
Cash - MC Treasurer	\$ 1,271,251.93	\$ 1,142,054.97	\$ (129,196.96)
Investments - MC Treasurer	10,500,000.00	10,500,000.00	-
Payroll - ACH Columbia Bank	193,843.98	\$ 320,961.54	\$ 127,117.56
Petty Cash/Cash Drawers	500.00	500.00	\$ -
TOTAL	\$ 11,965,595.91	\$ 11,963,516.51	\$ (2,079.40)

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
Total Grant Match	1,686,269

Reserves:

Total Grant Match	1,686,269
General Leave Liability	207,249
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Future Operating Reserves	3,100,000
Capital Project Reserves ¹ /Park and Ride Projects	3,000,000
Fuel Reserves	120,000
IT Investments	40,000
Total Encumbered	\$ 10,403,518

Total of Cash	\$ 11,963,516.51
Less Encumbrances	10,403,518.00
Undesignated Cash Balance Total (Including Reserves)	1,559,998.51
Investments - MC Treasurer (Reserves)	10,500,000.00
Less Encumbrances	10,403,518.00
Undesignated Cash Reserves	\$ 96,482.00

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

Mason Transit Authority Capital Budget

October 2020 Board Report
As of September 30, 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	-	2,465,039	4,415,103	Construct Belfair P&R; upgrade other P&Rs
JP Copy Machine	7,000	-	7,000	-	5,412	5,412	Purchase new copy machine rather than leasing over 5-year term.
JP Exterior Paint	85,000	-	-	85,000	-	-	
Radich building roof repair	35,000	-	-	35,000	-	-	
Scissor Lift - TCC	15,000	-	-	15,000	-	-	Lift for atrium and gymnasium maintenance
HVAC Units	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
Bus Technology	30,915	-	30,915	-	-	-	Final Payment for incorporated bus technology.
Coach Repairs	116,500	116,500	-	-	82,559	113,455	Rebuild engines and transmissions in 3 coaches to extend life. Funded by Sales Tax Equalization.
Total Miscellaneous Capital Projects	7,013,049	5,983,500	1,165,415	185,000	2,553,010	4,539,585	
2 Worker Driver Coaches	1,779,228	1,285,419	257,084	-	1,542,503	1,542,503	Replace low SGR ranking coaches
9 Cutaways	932,157	699,118	294,492	-	993,610	993,610	Replace low SGR ranking Cutaways
2 40' Coaches,	970,579	727,934	298,374	-	1,026,308	1,026,308	Replace low SGR ranking Coaches
Mini Cutaway	80,000	80,000	5,374	-	85,374	85,374	Expansion vehicle; funded through Sales Tax Equalization
1 Coach	510,000	-	-	510,000	-	-	Need to replace a coach and will seek grant opportunity. Purchase will be contingent on successful grant application.
Total Vehicle Replacements	4,271,964	2,792,471	855,324	510,000	3,647,795	3,647,795	
Total Capital Projects	\$ 11,285,013	\$ 8,775,971	\$ 2,020,739	\$ 695,000	\$ 6,200,805	\$ 8,187,380	

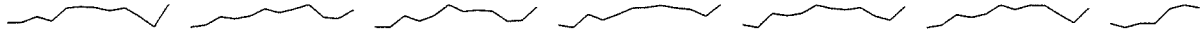
Capital Project Reserves - \$3,000,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

October 2020 Board Report

Sales Tax Collected as of 9/30/2020 for 07/31/2020

Monthly Cash-Flow Trend (January - December)

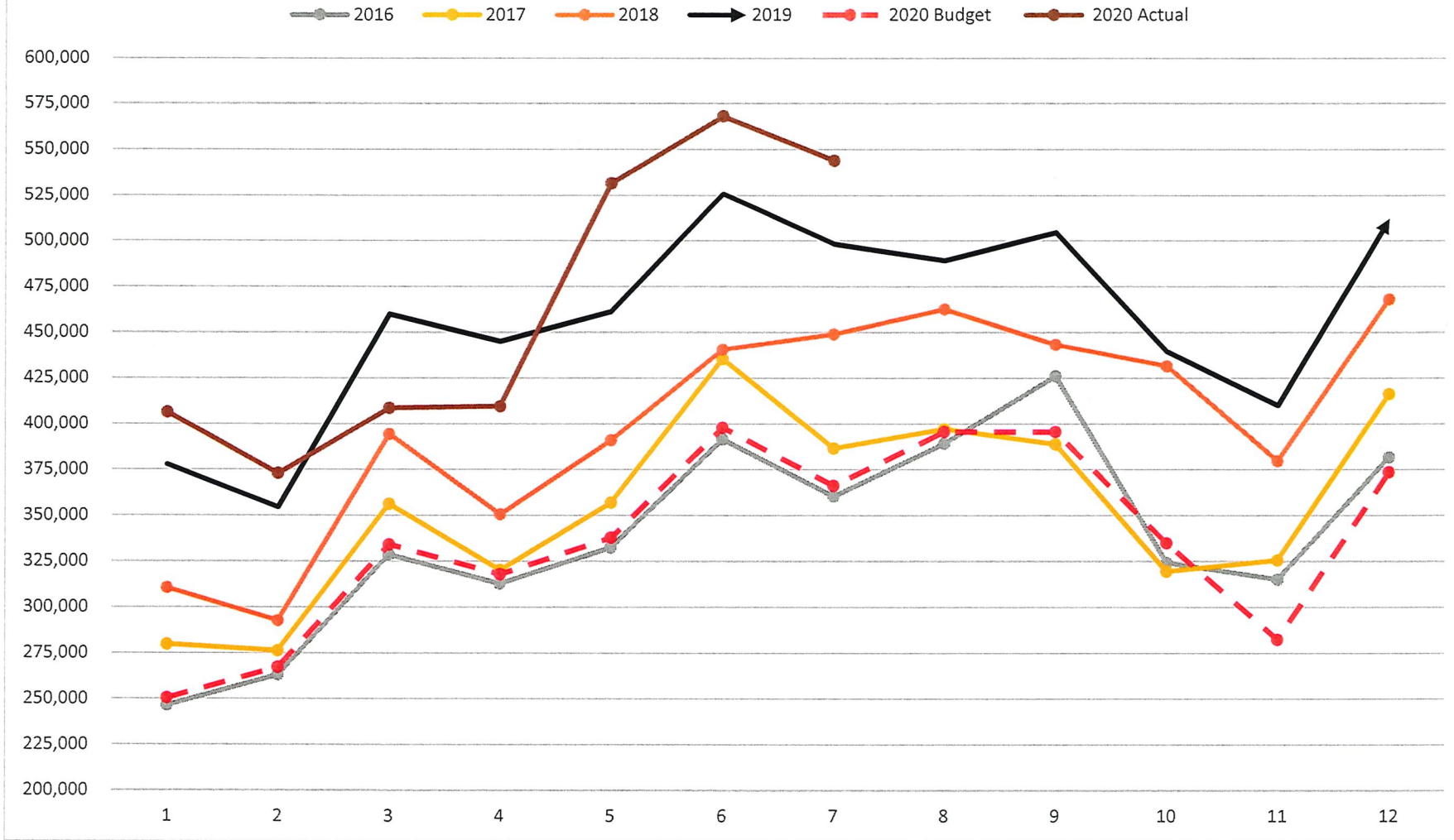


	2015	2016	2017	2018	2019	2020 Budget	2020 Actual	2019 Budget Variance	% Change 2019 - 2020 Actual
January	279,122	246,415	279,777	310,547	377,689	250,512	406,391	62%	8%
February	281,559	262,925	276,310	292,604	354,467	267,297	372,932	40%	5%
March	307,482	328,665	356,214	394,293	459,822	334,132	408,506	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	543,942	48%	9%
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	3,241,059		

Budget Variance Average - YTD 43%

% Change 2019 vs 2020 Actual Average - YTD 4%

Monthly Sales Tax Trend



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Summary for Discussion Purposes:

Disbursements:

- *SCJ Alliance
 - Check #34531 – \$5,655.57 – Park & Ride Projects
- *Roglins Construction.
 - Check #34581 – \$43,128.75 – Park & Ride Projects
- State Auditor's Office
 - Check #34520 – \$8,878.35 – Progress billing annual audit
- Pacific Mobile Structures
 - Check #34518 – \$4,561.09 – Setup and 1st mo. billing Belfair temporary base
- Daniel J Berschauer
 - Check #34504 – \$900.00 – Mediation Services

*Disbursements capital grant eligible.

September Fuel Prices: Diesel \$1.52, Unleaded \$2.20

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$719,120.99

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of September 12, 2020 through October 14, 2020 financial obligations on checks #34493 through #34594, as presented for a total of \$719,120.99.



Mason Transit Authority
 October 20, 2020 Disbursement Approval

The following checks for the period of September 12, 2020 through October 14, 2020 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	34493-34594	\$719,120.99

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 9/16/2020	34494	169,613.15
Payroll & DRS – 9/30/2020	34534	160,455.38
Payroll & DRS – 10/14/2020	34594	170,635.07
Roglins Construction	34581	43,128.75
SCJ Alliance	34531	5,655.57
State Auditor's Office	34520	8,878.35
Pacific Mobile Structures, Inc.	34518	4,561.09
Daniel J Berschauer	34504	900.00
<i>Check Spoilage</i>	34439	300.00

Submitted by: LeeAnn McNulty Date: 10-14-2020
 LeeAnn McNulty, Administrative Services Manager

Approved by: Danette Brannin Date: 10/14/2020
 Danette Brannin, General Manager

Mason Transit Authority Check Register

October 2020 Board Report

Activity From 9/12/2020 Through 10/14/2020

Document Date	Check #	Vendor Name	Amount
10/8/2020	34439	South Sound Investment Properties - Void	\$ (300.00)
9/14/2020	34493	District 160	\$ 1,687.09
9/16/2020	34494	Mason Transit Authority - ACH Account	169,613.15
9/23/2020	34495	Advance Glass	299.74
9/23/2020	34496	Aflac	941.14
9/23/2020	34497	AIG Retirement	240.00
9/23/2020	34498	Stanley Convergent Security Solutions	619.07
9/23/2020	34499	Associated Petroleum Products, Inc.	466.11
9/23/2020	34500	Aramark	307.82
9/23/2020	34501	Association of Washington Cities	25.00
9/23/2020	34502	Bridge Church	90.00
9/23/2020	34503	Cummins Northwest, LLC	145.72
9/23/2020	34504	Daniel J Berschauer	900.00
9/23/2020	34505	EMC - Mason Transit	119.65
9/23/2020	34506	Gillig, LLC	1,372.34
9/23/2020	34507	Guardian Security Group, Inc	850.37
9/23/2020	34508	Dennis and Jules Markowitz	300.00
9/23/2020	34509	Kitsap Transit	1,425.74
9/23/2020	34510	LegalShield	163.45
9/23/2020	34511	Les Schwab	1,326.79
9/23/2020	34512	Mason County Garbage, Inc.	446.06
9/23/2020	34513	Mason County PUD #3	780.67
9/23/2020	34514	Mason Transit Authority - Petty Cash	10.00
9/23/2020	34515	Mountain Mist Water	126.98
9/23/2020	34516	Northridge Properties, LLC	1,500.00
9/23/2020	34517	Office Depot, inc.	53.82
9/23/2020	34518	Pacific Mobile Structures, Inc.	4,561.09
9/23/2020	34519	Ricoh USA, Inc	164.28
9/23/2020	34520	State Auditor's Office - WA	8,878.35
9/23/2020	34521	Seattle Automotive Distributing	304.32
9/23/2020	34522	The Shoppers Weekly	139.80
9/23/2020	34523	Staples Business Advantage	516.81
9/23/2020	34524	Total Battery & Automotive Supply	61.77
9/23/2020	34525	Tozier Brothers, Inc.	20.35
9/23/2020	34526	United Way of Mason County	33.00
9/23/2020	34527	Westbay Auto Parts	248.56
9/23/2020	34528	Westcare Clinic, Inc.	170.00

Mason Transit Authority Check Register

October 2020 Board Report

Activity From 9/12/2020 Through 10/14/2020

Document Date	Check #	Vendor Name	Amount
9/23/2020	34529	Woytowich Design	200.00
9/23/2020	34530	Washington State Transit Insurance Pool	25.00
9/25/2020	34531	SCJ Alliance	5,655.57
9/25/2020	34532	Maria D. Santiago Martinez	300.00
9/25/2020	34533	AWC Employee Benefit Trust	80,846.66
9/30/2020	34534	Mason Transit Authority - ACH Account	160,455.38
10/7/2020	34535	Advance Glass	468.15
10/7/2020	34536	AIG Retirement	240.00
10/7/2020	34537	Aramark	153.91
10/7/2020	34538	CDW Government	899.29
10/7/2020	34539	City of Shelton	789.24
10/7/2020	34540	Cascade Natural Gas	13.00
10/7/2020	34541	Comcast	199.58
10/7/2020	34542	Commercial Brake & Clutch, Inc.	204.85
10/7/2020	34543	Cummins Northwest, LLC	63.33
10/7/2020	34544	EMC - Mason Transit	119.65
10/7/2020	34545	Gillig, LLC	927.55
10/7/2020	34546	Hood Canal Communications	1,823.65
10/7/2020	34547	Les Schwab	536.79
10/7/2020	34548	Mason County PUD #3	2,008.31
10/7/2020	34549	Mood Media	118.77
10/7/2020	34550	Office Depot, inc.	12.48
10/7/2020	34551	Olympic Lock & Key	128.21
10/7/2020	34552	O'Reilly Auto Parts	52.87
10/7/2020	34553	Staples Business Advantage	617.20
10/7/2020	34554	Total Battery & Automotive Supply	44.06
10/7/2020	34555	United Way of Mason County	78.40
10/7/2020	34556	Westbay Auto Parts	297.83
10/7/2020	34557	Westcare Clinic, Inc.	255.00
10/14/2020	34558	Abila	508.93
10/14/2020	34559	Allstream	106.84
10/14/2020	34560	Associated Petroleum Products, Inc.	14,939.84
10/14/2020	34561	Aramark	308.99
10/14/2020	34562	Judy Arms	81.08
10/14/2020	34563	Mick Baker	432.65
10/14/2020	34564	Belfair Water District #1	177.44
10/14/2020	34565	Berg Marketing Group	1,015.00
10/14/2020	34566	Cascade Natural Gas	1,503.24

Mason Transit Authority Check Register

October 2020 Board Report

Activity From 9/12/2020 Through 10/14/2020

Document Date	Check #	Vendor Name	Amount
10/14/2020	34567	Cummins Northwest, LLC	550.95
10/14/2020	34568	Gene Currier	710.88
10/14/2020	34569	Gillig, LLC	514.62
10/14/2020	34570	Carolyn Gravatt-Bowles	778.65
10/14/2020	34571	District 160	1,703.34
10/14/2020	34572	Robert W. Johnson, PLLC	1,600.00
10/14/2020	34573	Kitsap Transit	1,509.15
10/14/2020	34574	Mason County Garbage, Inc.	622.87
10/14/2020	34575	Mason County PUD #3	2,504.24
10/14/2020	34576	Eco Elite and Mathis Pest Management	146.48
10/14/2020	34577	Mountain Mist Water	64.52
10/14/2020	34578	Office Depot, inc.	22.92
10/14/2020	34579	Olympic Lock & Key	30.46
10/14/2020	34580	Rexus Corporation	102.00
10/14/2020	34581	Rognlin's, Inc.	43,128.75
10/14/2020	34582	The Shoppers Weekly	52.60
10/14/2020	34583	Shumaker Chiropractic	300.00
10/14/2020	34584	ThyssenKrupp Elevator Corp.	650.97
10/14/2020	34585	Tozier Brothers, Inc.	57.55
10/14/2020	34586	UniteGPS, LLC	546.00
10/14/2020	34587	U.S. Bank	8,618.14
10/14/2020	34588	Verizon Wireless	950.45
10/14/2020	34589	Voyager Fleet Systems, Inc.	5,023.46
10/14/2020	34590	Westbay Auto Parts	39.04
10/14/2020	34591	Whisler Communications	1,776.42
10/14/2020	34592	Robert Williams	683.68
10/14/2020	34593	AWorkSAFE Service, Inc.	580.00
10/14/2020	34594	Mason Transit Authority - ACH Account	170,635.07
		Totals	<u>\$ 719,120.99</u>

Mason Transit Authority Credit Card Activity
 October 2020 Board Report

September Activity

GL Title	Transaction Description	Expenses
Prepaid Expenses	Aramark - Raincoats for staff (Grant reimbursable)	\$ 2,993.42
Construction in Progress	Walmart - Doublemap return packing	49.58
Wellness Expense	CircuitBoard - Treadmill repair rebate	(100.00)
Employee Recognition	Tags Trophies - Three retirement mugs	52.51
Security Services	Checkr - Background checks	91.28
Facility Repair/Maintenance	Amazon - Test strips, thermometers	97.68
Facility Repair/Maintenance	Anazon - Door sweep for Leeds	21.54
Facility Repair/Maintenance	Home Depot - Plumbing Supplies, irrigation	48.73
Facility Repair/Maintenance	McLendons - Lock for temp Belfair base	6.50
Facility Repair/Maintenance	McLendons - Temp Belfair base supplies	101.95
Facility Repair/Maintenance	McLendons Hardware - Belfair hardware	4.98
Operating Supplies	DanDan Locksmith - Keys for new Belfair base	54.40
Operating Supplies	Fred Meyer - Ice for driver coolers	18.00
Operating Supplies	Lowe's - Belfair signs	191.01
Operating Supplies	McLendons - Cleaning supplies for temp Belfair base	36.84
Operating Supplies	McLendons - Storage supply for Belfair base	48.77
Operating Supplies	Safeway - Ice and water for drivers	24.45
Office Supplies	Office Depot - Security window envelopes	186.58
Office Supplies	Shelton Mail & Ship - doublemap shipping supplies	16.32
Shop Supplies	Zoro - Shop supplies	112.73
Cleaning/Sanitation Supplies	Amazon - Fogger machine	346.75
Cleaning/Sanitation Supplies	Global Industries - Floor scrubber pads	57.11
Cleaning/Sanitation Supplies	Sarco Supply - Disinfecting sprayer	471.63
Cleaning/Sanitation Supplies	Sweep Scrub - Floor scrubber pads	56.63
Shelter Supplies	Walmart - Trash bags	16.30
Communications Equipment	Amazon - AVA Parts	75.90
Communications Equipment	Amazon - AVA Parts	78.94
Communications Equipment	Amazon - AVA trouble shooting	8.67
Communications Equipment	Amazon - Noise cancelling headset	178.95
Communications Equipment	Napa - AVA wire	27.71
IT Equipment	Amazon - Server replacement drive	43.40
IT Equipment	Amazon - Server replacement drive	97.65
Small Tools & Equipment	Amazon - Standing desk for comm staff	108.49
Small Tools & Equipment	McLendons - Screwdriver Belfair	17.35
Small Tools & Equipment	Protec Controls - Automatic gate controls	106.43
Small Tools & Equipment	Protec Controls - Automatic gate controls	96.03
Safety Supplies	Harbor Freight - Gloves	69.96
Safety Supplies	Quality Logo - Hand Sanitizer	431.65
Small Equipment & Furniture	Office Depot - New chair comm staff	303.79
Small Equipment & Furniture	Uline - Lockers for Belfair base	612.49
Garbage	Shelton Transfer Station - Garbage	43.46
Dues, Memberships, Subscriptions	National Safety Council - Renew membership	495.00
Dues, Memberships, Subscriptions	Network Solutions - Web domain	54.23
Dues, Memberships, Subscriptions	Network Solutions - Web forwarding	17.35
Dues, Memberships, Subscriptions	Network Solutions - Web hosting	145.00
Conference Registration	IPMA - HR Conference	50.00
Passenger Parking Facilities	Glacier - Belfair parking	550.00
	Total	<u><u>8,618.14</u></u>

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: First View of 2021 Budget
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Background:

The first draft of the 2021 Budget maintains a conservative approach to revenue forecasting. 2020 has taught us that nothing is certain when it comes to revenue whether it be sales tax revenue, which we have chosen to keep flat with the 2020 budgeted amount, or fare revenue that has seen a decrease as a result of substantially reduced ridership. Although sales tax revenue remains at historic levels, it is management's belief these records levels may not be sustainable and could experience a drop-off in 2021.

Assumptions for 2021 include:

Wages and Benefits are forecasted down 14% as compared to 2020 due to layoffs resulting from the reduction in service demand. Contracted Services now includes ongoing software license subscriptions to maintain Microsoft compliance and to utilize the technology now in place on the fleet. Funding is included for a study to assess future park and ride needs in the Hoodspout/Allyn area. Operating reduced service will result in lower fuel and vehicle maintenance costs. In addition, having received 9 new cutaways along with the replacement of the Worker Driver fleet will result in fewer major repairs. Facility Rent and Park and Ride costs have increased with the temporary office location in Belfair for our drivers. Supplies is budgeted with a significant increase to cover safety and cleaning supplies as the pandemic persists. Other Operating Expenses reflects funds set aside for public relations, increased communication to the public to promote a safe return to ridership, and miscellaneous maintenance and repairs at both JP and the T-CC.

*The draft budget presented in November will include line by line detail for the revenue and expense projections for the balance of 2020. This information can be found on the Consolidated 2021 Budget.

Summary: First view of 2021 Budget

Fiscal Impact:

None at this time.

Staff Recommendation:

None at this time.

Consolidated 2021 Budget

							Budget %	
		2017 Actual	2018 Actual	2019 Actual	2020 Projection	2020 Budget	2021 Budget	Change YoY
Operating Revenue (Fares)								
Passenger Fares	1	98,224	101,791	96,358	40,746	105,000	32,500	-69%
WD/VP	2	265,129	254,753	243,169	165,294	260,000	150,500	-42%
		363,353	356,544	339,527	206,040	365,000	183,000	-50%
Non-Operating Revenue								
Sales Tax	4	4,258,175	4,807,028	5,478,270	5,110,538	4,054,264	4,054,264	0%
Operating Grants	5	2,913,315	3,378,164	3,447,207	2,992,851	3,049,288	2,992,852	-2%
Rental Income	6	181,205	180,439	175,574	145,691	179,520	144,180	-20%
Investment Income	7	44,156	106,978	178,661	87,138	50,000	50,000	0%
Other income	8	277,418	350,089	245,560	37,551	61,510	53,410	-13%
		7,674,269	8,822,698	9,525,272	8,373,769	7,394,582	7,294,706	-1%
Operating Reserves Allocation						130,406	-	
Total Revenue		8,037,622	9,179,242	9,864,799	8,579,809	7,889,988	7,477,706	-5%
Expenses								
Wages & Benefits	9	5,127,618	4,975,696	5,548,074	5,208,852	6,223,621	5,359,806	-14%
Contracted Services	10	254,849	353,117	223,619	211,710	180,475	334,132	85%
Fuel	12	331,502	389,011	384,880	216,896	377,450	300,750	-20%
Vehicle/Facility Repair & Maintenance	13	268,631	319,553	353,183	159,662	325,354	258,251	-21%
Insurance Premium	14	238,034	238,506	235,477	230,601	242,605	202,464	-17%
Intergovernmental - Audit Fees	15	26,604	29,411	31,649	32,115	33,000	33,000	0%
Facility Rent and Park & Ride	16	27,662	28,930	29,280	36,429	32,500	42,500	31%
Utilities	17	117,810	124,471	127,036	124,778	137,508	149,829	9%
Supplies	18	93,803	109,087	265,679	189,026	123,801	218,190	76%
Training & Meetings	19	26,433	29,439	37,271	8,719	47,035	37,237	-21%
Other Operating Expenses	20	131,735	253,846	121,710	118,908	166,639	315,872	90%
Total Expense		6,644,681	6,851,067	7,357,858	6,537,696	7,889,988	7,252,031	-8%
Net Income (Loss)		1,392,941	2,328,175	2,506,941	2,042,113	-	225,675	
Operating Reserves Allocation			(699,494)			-	200,000	
Net Income (Loss) Net Reserves Allocated		1,392,941	1,628,681	2,506,941	2,042,113	-	25,675	

2021 Budgeted Revenues

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Budget % Change YoY
Fares: Out of County	65,282	71,682	71,306	73,000	25,000	-66%
Fares: Adult Pass	28,544	26,265	21,255	28,000	6,000	-79%
Fares: Reduced Pass	2,394	2,486	2,266	2,500	1,000	-60%
Fares: Youth Pass	2,003	1,358	1,531	1,500	500	-67%
Fares: Vanpool	73,306	59,174	55,203	60,000	30,500	-49%
Fares: Worker/Driver	191,824	195,579	187,966	200,000	120,000	-40%
LMTAAA Volunteer Donations	2,798	2,429	1,090	1,000	1,000	0%
Sales of Maintenance Services	5,325	4,167	4,639	5,000	5,000	0%
Rental of Bldgs and Other Property	10,397	17,597	19,556	21,500	27,493	28%
TCC Event Rental	30,895	26,266	27,810	32,020	5,000	-84%
TCC Tenant Rental	139,913	136,577	128,208	126,000	111,687	-11%
Investment Interest Income	44,156	106,978	178,661	50,000	50,000	0%
Insurance Recoveries	11,104	36,346	14,589	2,500	-	
Sales Tax Interest Income	3,640	6,785	9,236	3,000	3,000	0%
Gain/Loss on Disp of Asset			26,385			
Other Non-Transportation Revenue	28,561	33,093	32,605	6,600	1,000	-85%
T-CC Paver Donations	-	-	-	-	-	
Sales and Use Tax Revenue	4,258,175	4,807,028	5,478,270	4,054,264	4,054,264	0%
WSTIP Safety, Training, Recognition	2,500	2,500	4,500	4,500	4,500	0%
Other Local Cash Grants			4,778	-	-	
GCB2088 2015-2017 Operating Grant -State Portion	957,934	-	-	-	-	
GCB2614 2017-2019 Operating Grant - State Portion	969,417	2,620,201	1,710,465	-	-	
PTD0044 2019-2021 Operating Grant - State Portion	-	-	740,431	3,049,288	2,992,852	-2%
Other State Grants	194,390	226,000	113,000	-	-	
GCB2088 2015-2017 Operating Grant-Fed Portion	499,834	-	-	-	-	
GCB2614 2017-2019 Operating Grant - Federal Portion	486,130	757,963	99,183	-	-	
PTD0044 2019-2021 Operating Grant - Federal Portion	-	-	897,127	-	-	
DSHS TitleIII LMTAAA Volunteer Program	29,100	38,768	34,689	38,910	38,910	0%
PTD0192 CARES					-	
	8,037,622	9,179,242	9,864,799	7,759,582	7,477,706	-4%
Operating Reserves Allocation				130,406		
Total Revenue	8,037,622	9,179,242	9,864,799	7,889,988	7,477,706	

2021 Budgeted Expenses

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Budget % Change YoY
Salaries and Wages	2,749,041	2,814,811	2,953,690	3,313,296	2,957,905	-11%
Salaries and Wages Overtime	53,634	64,833	58,505	56,604	24,618	-57%
Board Stipends	3,300	3,480	3,660	4,320	4,320	0%
Other Salaries and Wages	13,297	7,084	6,545	-	-	
Employer's FICA Expense	252,638	256,880	267,778	295,222	265,972	-10%
PERS Pension Plan	383,668	417,082	442,214	504,390	449,961	-11%
Medical Insurance	1,081,822	934,487	930,012	1,088,419	844,166	-22%
Dental /Vision Insurance	97,141	88,846	86,084	103,729	75,242	-27%
Life Insurance/LTD	18,524	18,382	19,083	22,121	19,078	-14%
Unemployment Insurance	22,187	40,925	9,092	15,000	100,000	567%
Labor and Industries Insurance	208,757	214,311	237,756	224,068	160,248	-28%
Vacation Pay	221,470	227,359	230,679	238,951	225,851	-5%
Holiday Pay	121,595	122,228	130,985	148,670	132,985	-11%
Sick Leave Pay	112,793	105,117	123,178	131,572	124,930	-5%
Employer's PFML Expense	-	-	-	5,791	5,215	-10%
Other Paid Absence	33,962	30,602	31,437	33,808	30,771	-9%
Wellness Expense	73	1,889	1,472	15,000	1,000	-93%
Uniform Allowance	14,385	19,570	16,846	15,220	15,470	2%
Driver Safety Training	-	-	-	100	100	0%
Tuition Reimbursement	-	-	-	2,500	2,500	0%
Tool Allowance	2,975	2,450	2,950	3,100	3,100	0%
Phone Allowance	1,719	200	-	-	-	
Employee Recognition	3,884	3,984	5,201	16,740	16,375	-2%
Publication Fees	2,773	3,502	3,060	2,850	1,700	-40%
Professional and Technical Services	25,032	128,731	51,093	40,300	120,100	198%
Legal Services	55,523	27,526	32,316	32,000	50,000	56%
Temporary Help	-	-	1,075	-	-	
Laundry	2,982	2,675	2,874	2,900	3,300	14%
Repair/Maintenance by Other	56,241	102,166	99,244	49,500	77,251	56%
Contract Services	142,916	162,598	106,627	76,119	130,600	72%
Security Service	900	2,007	508	475	400	-16%
Drug & Alcohol Testing	4,792	6,025	5,353	5,832	6,032	3%
Printing	27,339	37,058	19,348	15,025	23,475	56%
Postage	1,784	1,702	1,494	1,390	1,590	14%
CDL Testing/DMV Check	1,026	1,526	39	3,400	850	-75%
Other Services	3,938	5,185	4,208	5,440	4,760	-13%

2021 Budgeted Expenses

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Budget % Change YoY
Fuel and Lubricants	331,502	389,011	384,880	377,450	300,750	-20%
Tires and Tubes	38,251	33,082	46,263	41,600	25,800	-38%
Incidental Expense	6	-	-	250	-	
Facility Repair/Maintenance	13,907	30,555	33,419	24,854	28,700	15%
Operating Supplies	1,051	4,748	1,513	17,350	13,500	-22%
Office Supplies	8,910	10,313	15,292	12,600	13,000	3%
Shop Supplies	10,613	11,922	11,587	9,000	11,500	28%
Cleaning/Sanitation Supplies	8,933	10,954	11,401	11,050	21,600	95%
Safety Training Material & Supply	1,512	2,809	1,920	9,700	2,800	-71%
Shelter Supplies	978	558	11,080	2,000	1,500	-25%
Vehicle Maintenance Parts	160,233	153,751	174,256	209,400	126,500	-40%
Software	2,113	3,114	13,592	3,200	12,000	275%
Communications Equipment	(342)	1,236	6,226	2,000	2,000	0%
IT Equipment	17,475	9,526	127,555	21,125	21,125	0%
Small Tools & Equipment	7,709	4,713	26,669	10,501	9,600	-9%
Safety Supplies	2,297	1,634	3,452	2,751	64,850	2257%
Small Equipment & Furniture	3,209	7,463	11,610	5,109	17,850	249%
Small Tools Replacement/Repair	223	1,336	2,940	1,000	1,800	80%
Water and Sewer	10,115	10,542	10,868	11,308	20,550	82%
Mobile Radio Service	19,932	20,052	20,715	20,000	22,000	10%
Garbage	6,957	8,364	8,900	8,850	11,000	24%
Gas	18,381	19,933	21,154	23,809	25,500	7%
Electric	59,717	60,369	61,249	65,170	63,000	-3%
Telephone Service	19,334	21,597	20,932	23,441	24,729	5%
Internet Services	3,305	3,667	3,932	4,930	5,050	2%
Insurance Premium	238,034	238,506	235,477	242,605	202,464	-17%
Taxes	750	683	514	250	-	
Property Tax	54	54	72	125	210	68%
Veh License/Registration Fee	370	936	389	800	200	-75%
Leasehold Tax	618	141	-	-	-	
Dues, Memberships, Subscriptions	32,908	32,368	31,842	32,849	29,492	-10%
Travel & Meeting Expense MTA	18,378	22,039	28,302	32,905	22,012	-33%
Travel Expense - VD Program	35,653	39,366	35,447	42,000	42,000	0%
Conference Registration	2,330	5,145	4,683	7,200	6,550	-9%
Training / Seminars	5,725	2,255	4,286	6,930	8,675	25%
Advertising/Promotion Media	18,139	19,970	23,680	51,088	129,500	153%

2021 Budgeted Expenses

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Budget % Change YoY
Intergovernmental Audit Fees	26,604	29,411	31,649	33,000	33,000	0%
Other Misc Expenses	1,301	100,072	4,466	3,500	4,050	16%
Bank Service Charges	851	-	-	-	-	
Credit Card Fees	6,729	6,699	7,202	6,800	4,110	-40%
Passenger Parking Facilities	24,062	25,054	25,590	28,000	29,000	4%
Rent - Equipment	-	277	-	-	-	
Rent - Office	3,600	3,600	3,690	4,500	13,500	200%
Office Equipment Lease	7,203	5,922	4,758	5,137	700	-86%
	<u>6,644,681</u>	<u>6,851,067</u>	<u>7,357,858</u>	<u>7,889,988</u>	<u>7,252,031</u>	<u>-8%</u>
Net Income	<u>1,392,941</u>	<u>2,328,175</u>	<u>2,506,941</u>	<u>(130,406)</u>	<u>225,675</u>	
Operating Reserves Allocation		(699,494)		130,406	(200,000)	
Net Income (Loss) Net Reserves Allocated	<u>1,392,941</u>	<u>1,628,681</u>	<u>2,506,941</u>	<u>-</u>	<u>25,675</u>	

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *DISCUSSION*
Subject: 2021 MTA Regular Board Meeting Calendar
Prepared by: Tracy Becht, Clerk of the Board
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Summary for Discussion Purposes:

The attached 2021 Mason Transit Authority Regular Board Meeting Calendar is provided for your review. In years past, two Board meetings have been held in other locations as a convenience to members of the public. Understandably, during the COVID-19 pandemic, members of the public have not been attending the Board meetings held at remote locations or in Shelton. Given current conditions relating to the pandemic, it is anticipated that this trend will continue during 2021.

The calendar is attached for review and discussion with a calendar in final form to be presented to the Board for approval at the November 17, 2020 Authority Board meeting.



MASON TRANSIT AUTHORITY BOARD 2020 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2020-XX on [REDACTED], 2020)

TIME	DATE	MONTH	LOCATION
4:00 P.M.	19	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	April	
4:00 P.M.	18	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	21	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	October	
4:00 P.M.	16	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:
Phone:
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584
360-426-9434 or 800-374-3747
clerk@masontransit.org

Mason Transit Authority Regular Board Meeting

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

Subject: Surplus Vehicles

Prepared by: Marshall Krier, Facilities and Maintenance Manager

Approved by: Danette Brannin, General Manager

Date: October 20, 2020

Background:

Mason Transit has six (6) coaches that have exceeded their useful life and are ready for surplus:

Vehicle Number	Year, Model & Description	Current Miles
805	1999 Gillig Coach	293,990
806	1999 Gillig Coach	238,801
807	2002 35' Gillig Coach	482,028
808	2003 30' Gillig Coach	427,630
850	2001 Gillig Coach	701,164
851	2001 Gillig Coach	658,577

The approximate value of each bus is \$2,500. Once declared surplus, the buses will be offered for sale to other transit agencies and any remaining will be auctioned. Buses 805, 806, 850 and 851 were replaced by recently acquired coaches numbered 860, 861, 870 and 871. Coaches 807 and 808 were placed in a contingent fleet and it was determined they were no longer needed for regularly scheduled service.

Summary: Surplus six (6) coaches.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2020-32 declaring and approving the surplus and disposal of the vehicles as set forth therein.

RESOLUTION NO. 2020-32

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS VEHICLES.**

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA; and

WHEREAS, such policies ensure that the public shall receive the greatest possible value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA'S Surplus Disposal Policy (POL-408):

Vehicle Number	Year, Model & Description	Current Miles
805	1999 Gillig Coach	293,990
806	1999 Gillig Coach	238,801
807	2002 35' Gillig Coach	482,028
808	2003 30' Gillig Coach	427,630
850	2001 Gillig Coach	701,164
851	2001 Gillig Coach	658,577

Adopted this 20th day of October, 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: Public Comment Using WebEx
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Background:

A citizen recently phoned in to request that during the COVID-19 pandemic citizens be able to make public comments during the meeting. The citizen was informed that members of the public may provide any comments to the Clerk of the Board by email, US Postal Service or telephone and that a report of any comments would be provided to the Board.

The citizen objected to this method of communication and desires that verbal comments should be allowed during the meeting.

Legal Counsel has indicated that public comment is required by law in public hearings only and not Board meetings.

We informed the citizen that we would bring this topic to the Board for discussion and consideration.

Summary: Consideration of receiving verbal public comment during MTA Board meetings.

Fiscal Impact:

None.

Staff Recommendation:

None.

Motion for Consideration:

Move that the Mason Transit Authority Board provide a public comment session on Board agendas and during the meeting when Governor proclamations mandate meetings be held electronically as a safeguard for the public.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Actionable*
Subject: Second Amendment to WSDOT Agreement PTD0044
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Background:

MTA received notification of the Sales Tax Equalization Formula award from WSDOT.

The award is to transit systems serving small cities and rural areas. Eligible transit agencies receive a prorated amount of the rural mobility funds based on annual sales tax revenues as report by the Department of Revenue.

The award is in the amount of \$1,755,845 and can be used for operating or capital as determined by the transit agency.

Staff will be allocating \$1,601,895 to operating. This amount will be added to MTA's Consolidated Grant Agreement PTD0044 for 2021-2023, previously approved by Resolution No. 2019-23, as amended by Resolution No. 2020-23, and which authorized the General Manager to sign that Agreement and First Amendment.

WSDOT has prepared a Second Amendment to that Agreement PTD0044 (the "Second Amendment") which provides that \$668,652 shall be allocated to Project A; \$466,755 shall be allocated to Project B and \$466,488 shall be allocated to Project C.

Staff will be allocating the remaining \$153,950 to be used for three capital purposes as described in the following business item.

Legal Counsel has reviewed the Agreement.

Summary: Approve the Second Amendment to Agreement PTD0044 for operating expenses for the 2019-2021 biennium.

Fiscal Impact:

\$0. Sales Tax Equalization funds do not require a match.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-33 that approves the Second Amendment to Agreement PTD0044 between WSDOT and MTA and authorizes the General Manager to sign that Second Amendment.

The SECOND AMENDMENT to AGREEMENT PTD0044 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason Transit Authority (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0044 to:

- Add \$668,652 in Rural Mobility Transit Formula Funding for Project A and apply to Contractor's Funds; and
- Add \$466,755 in Rural Mobility Transit Formula Funding for Project B and apply to Contractor's Funds; and
- Add \$466,488 in Rural Mobility Transit Formula Funding for Project C and apply to Contractor's Funds.

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

AGREEMENT

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

SCOPE OF WORK AND BUDGET

Current Agreement Costs	
Federal Funds	\$ 2,817,360
State Funds	\$ 3,413,111
Total Grant Funds	\$ 6,230,471
Contractor's Funds	\$ 3,427,105
Total Current Agreement Cost	\$ 9,657,576

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

Funding by Project

Project A: Regional Connections

UPIN # PTCO042

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

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

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	28%	\$ 1,463,452		\$ 1,463,452
FTA 5311	WA-18-X097; WA-2019-091; TBD	21%	\$ 1,067,040		\$ 1,067,040
Contractor's Funds	N/A	51%	\$ 2,619,983	\$ 4,232,816	\$ 6,852,799
Projected Grant Funds	N/A			\$ 1,109,722	\$ 1,109,722
Total Project Cost		100%	\$ 5,150,475	\$ 5,342,538	\$ 10,493,013

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

Project B: Demand Response

UPIN # PTCO043

Service Area: Mason County

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

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	34%	\$ 1,015,146		\$ 1,015,146
Paratransit Special Needs Transit Formula Funds	N/A	16%	\$ 468,025		\$ 468,025
FTA 5311	WA-2019-091; TBD	42%	\$ 1,244,880		\$ 1,244,880
Contractor's Funds	N/A	8%	\$ 229,875	\$ 2,770,904	\$ 3,000,779
Projected Grant Funds	N/A			\$ 1,294,675	\$ 1,294,675
Total Project Cost		100%	\$ 2,957,926	\$ 4,065,579	\$ 7,023,505

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

Project C: Zone (Deviated) Fixed Route

UPIN # PTCO044

Service Area: Mason County

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

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	30%	\$ 466,488		\$ 466,488
FTA 5311	WA-2018-077	33%	\$ 505,440		\$ 505,440
Contractor's Funds	N/A	37%	\$ 577,247	\$ 1,078,397	\$ 1,655,644
Projected Grant Funds	N/A			\$ 525,658	\$ 525,658
Total Project Cost		70%	\$ 1,549,175	\$ 1,604,055	\$ 3,153,230

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

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

Signed By: _____
Name Date
WSDOT Public Transportation Division

Signed By: _____
Name Date
Authorized Representative

Title: _____

Print Name: _____

RESOLUTION NO. 2020-33

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD AMENDING RESOLUTIONS NOS. 2019-23 AND 2020-22 BY APPROVING THE SECOND AMENDMENT TO AGREEMENT PTD0044 WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR THE OPERATING GRANT AGREEMENT AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE SECOND AMENDMENT TO AGREEMENT PTD0044.

WHEREAS, pursuant to Resolutions Nos. 2019-23 and 2020-22, Mason Transit Authority (MTA) approved Operating Grant Agreement PTD0044 and its First Amendment; and

WHEREAS, WSDOT has prepared a second amendment to the agreement to provide for allocation to each of the following projects, the additional amounts received by the FY 2021 Sales Tax Equalization funds as follows:

- Add \$668,652 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for Project A;
- Add \$466,755 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for Project B; and
- Add \$466,488 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for Project C.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Second Amendment to Agreement PTD0044 with the Washington State Department of Transportation (the "Agreement") for a total of \$9,657,576, an increase of \$1,601,895, in which no local match is required for the increase; and

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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 20th day of October, 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 6 – *Actionable*
Subject: First Amendment to WSDOT Agreement PTD0081
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: October 20, 2020

Background:

MTA received notification of the Sales Tax Equalization Formula award from WSDOT. The award is to transit systems serving small cities and rural areas. Eligible transit agencies receive a prorated amount of the rural mobility funds based on annual sales tax revenues as report by the Department of Revenue.

The award is in the amount of \$1,755,845 and can be used for operating or capital as determined by the transit agency.

Staff will be allocating \$153,950 to be used for capital purchases as follows:

1. Purchase a mini cutaway in the amount of \$96,650 for use in providing Dial-A-Ride service in MTA's service area.
2. Purchase a scissor lift in the amount of \$17,300. The purchase of this equipment is to be used for reaching high areas for the purpose of cleaning, repairing or maintaining facilities.
3. The roof of the Radich Building has been leaking in the past and by replacing the roof, it will ensure a longer life for the building. The cost of replacing the roof will be \$40,000.

WSDOT has presented a First Amendment to Agreement PTD0081 for the three capital purchases identified above.

As provided in the preceding business item, staff will be allocating the remaining \$1,601,895 to operating.

Legal Counsel has reviewed the Agreement.

Summary: Approve certain capital purchases and approve the First Amendment to Agreement PTD0081.

Fiscal Impact:

\$0. Sales Tax Equalization funds do not require a match.

Staff Recommendation:

Approve.

Motions for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-34 that approves the First Amendment to Agreement PTD0081 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment.

The FIRST AMENDMENT to AGREEMENT PTD0081 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Mason Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0081 to:

- Add \$153,950 in Rural Mobility Transit Formula Funding; and
- Update the Project Title and Scope of Work for Project C; and
- Add Project E: Scissor Lift; and
- Add Project F: Roof Replacement.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0081:

AGREEMENT

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

SCOPE OF WORK AND BUDGET

Current Agreement Costs	
Federal Funds	\$ 1,427,052
State Funds	\$ 350,450
Total Grant Funds	\$ 1,777,502
Contractor's Funds	\$ 475,684
Total Current Agreement Cost	\$ 2,253,186

3. Amend the existing language in 'SCOPE OF WORK AND BUDGET – Funding by Project' and replace it to read as follows (no changes to Projects A, B, and D):

Funding by Project

Project A: Nine Replacement Cutaways
UPIN # PTCV032

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties
Scope of Work: Purchase nine (9) replacement ADA accessible light-duty cutaway vans to provide public transportation services for special needs citizens in Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
FTA 5339	WA-19-081	75%	\$ 699,118		\$ 699,118
Contractor's Funds	N/A	25%	\$ 233,039		\$ 233,039
Total Project Cost		100%	\$ 932,157	\$ -	\$ 932,157

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project B: Two Replacement Heavy-Duty Buses
UPIN # PTCV033

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties
Scope of Work: Purchase two (2) replacement ADA accessible heavy-duty buses to provide public transportation services for the public in Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
FTA 5339	WA-19-081	75%	\$ 727,934		\$ 727,934
Contractor's Funds	N/A	25%	\$ 242,645		\$ 242,645
Total Project Cost		100%	\$ 970,579	\$ -	\$ 970,579

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project C: Two Small Dial-a-Ride Cutaway Vehicles

UPIN # PTCV034

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

Scope of Work: Purchase two (2) small cutaway vehicle for use in providing Dial-A-Ride service in Mason Transit's service area.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	100%	\$ 176,650		\$ 176,650
Contractor's Funds	N/A	0%	\$ -		\$ -
Total Project Cost		100%	\$ 176,650	\$ -	\$ 176,650

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project D: Coach Repairs

UPIN # PTCE007

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

Scope of Work: Repair three (3) coaches including engine rebuilds and transmissions to prolong the life of the vehicles.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	100%	\$ 116,500		\$ 116,500
Contractor's Funds	N/A	0%	\$ -		\$ -
Total Project Cost		100%	\$ 116,500	\$ -	\$ 116,500

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project E: Scissor Lift

UPIN # PTCE008

Service Area: Mason County

Scope of Work: Purchase one (1) scissor lift for the purpose of cleaning, repairing, or maintaining facilities.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	100%	\$ 17,300		\$ 17,300
Contractor's Funds	N/A	0%	\$ -		\$ -
Total Project Cost		100%	\$ 17,300	\$ -	\$ 17,300

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project F: Roof Replacement

UPIN # PTCE009

Service Area: Mason County

Scope of Work: Replace roof on Randich Building, a small building owned by Mason Transit Authority.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	100%	\$ 40,000		\$ 40,000
Contractor's Funds	N/A	0%	\$ -		\$ -
Total Project Cost		100%	\$ 40,000	\$ -	\$ 40,000

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

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

Signed By: _____
Name Date
WSDOT Public Transportation Division

Signed By: _____
Name Date
Authorized Representative

Title: _____

Print Name: _____

RESOLUTION NO. 2020-34

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD AMENDING RESOLUTION NO. 2019-31 BY APPROVING THE FIRST AMENDMENT TO AGREEMENT PTD0081 WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR THE CAPITAL GRANT AGREEMENT AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE FIRST AMENDMENT TO AGREEMENT PTD0081.

WHEREAS, pursuant to Resolution No. 2019-31, Mason Transit Authority (MTA) approved Capital Grant Agreement PTD0081; and

WHEREAS, WSDOT has prepared a first amendment to the agreement to provide for allocation to each of the following projects, the additional amounts received by the FY 2021 Sales Tax Equalization funds as follows:

- Add \$96,650 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for Project C;
- Add \$17,300 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for new Project E; and
- Add \$40,000 in State Sales Tax Equalization Transit Rural Formula Funds into Current Funds for new Project F.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the First Amendment to Agreement PTD0081 with the Washington State Department of Transportation (the "Agreement") for a total of \$2,253,186, an increase of \$153,950, in which no local match is required for the increase; and

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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 20th day of October, 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 7 – *Actionable*

Subject: Grant Application

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: October 20, 2020

Background:

Staff is requesting approval to submit a grant application through the WSDOT Consolidated Grant Program for 2021-2023.

The application is for one 35' coach and six cutaways to replace vehicles that are beyond their useful life. We have funds encumbered to cover a match of 25%.

Summary: Approve General Manager to submit grant application for vehicles.

Fiscal Impact:

25% match on \$1,033,052 = \$317,381

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approve the General Manager to submit a grant application for vehicles to the Washington State Department of Transportation Public Transportation Division.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8 – *Informational*

Subject: Admin Move to T-CC

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: October 20, 2020

Summary for Informational Purposes:

The Board Operations and Maintenance Committee of Matt Jewett and Kevin Dorcy met on October 14, 2020 for the purpose of discussing the Admin Office Staff moving to the T-CC.

In renewing the contract for Family Education and Support Services (FESS), a current tenant at the T-CC, it was apparent FESS would struggle with the increase in rent required after doing a fair market analysis. This gave opportunity for discussion on having FESS move to Johns Prairie Admin area that would provide lower rent as well as needed space FESS desired to accommodate clients in a more private setting.

It gave opportunity for MTA to look at streamlining more of the operations and administration. This task was part of the discussion with the HR and Finance Committees on looking for ways to cut costs in preparation for potential revenue shortfall. The Comm Center staff has mostly transitioned to the T-CC as well as the Operations Supervisors. It makes sense to do the same with Admin. This gives opportunity for most of the workforce to have easy access to the Admin staff. Additionally, there is cost savings by only staffing one facility, a much-needed option considering upcoming potential challenges if grant funding is reduced due to I-976. Staff feels this move will accomplish several benefits.

Sometime ago, the committee began the process of looking at whether it was time to build a new administration/operations building or remodel. It makes more sense to use what we have versus spending money on a remodel or new building.

The loss of revenue equals \$7,304 annually. This is the difference between what FESS would have paid at the T-CC versus what they will pay at Johns Prairie. This difference will be made up in savings on staff and operational costs.

The committee recommends moving forward with the Admin move to the T-CC and leasing the JP space to FESS.

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: October 20, 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. Scarsella has decommissioned the abandoned manhole which caused the delay. The water line work has been completed along with the majority of the stormwater improvements. The landscape and electrical contractors are planning to work next week and the curb and gutter will come after that.

Program Construction: Rognlin's is preparing submittals for the overall project and evaluating how to order materials and stay in line with the available funding. Rognlin's has moved some of the stockpile of soil at the Belfair site and plans to prepare some preliminary foundation work in the next couple of weeks.

Other progress: Scarsella/Parsons is currently progressing construction of their portion of the Shelton-Matlock Road park and ride. The site has been graded and the stormwater improvements have been installed. Scarsella is in the process of constructing the illumination foundations and corresponding conduit and junction boxes.

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: October 20, 2020

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 20, 2020

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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.
- Phone meeting (2x) with Project Manager.
- Still working on schedule with Rognlins for Belfair, Pickering and Cole Rd.
- Had groundbreaking/ribbon cutting at the Belfair Park & Ride on October 5.
- Please see Park & Ride informational page for more details.

T-CC Parking Lot:

- We are still waiting for the No Further Action opinion but did hear it is in review now.

EDC: Attended monthly Oct EDC Board meeting (virtually).

WSTIP:

- Attended the Monthly Executive Committee meeting and Quarterly Board Meeting (virtually).
- Planning details of January Board Retreat.
- Participated in committee to review the Executive Director's contract and job description.

WSTA/SMTA:

- Participated in bi-weekly SMTA call with other GMs.
- Participated in assisting the Executive Director on writing a new Leave Policy.

Webinars: Attended the following webinars:

- Transit Tuesday: Race, Work, and Leadership: New Perspective on the Black Experience.
- Transit Tuesday: The Importance of Transit in Communities of Color.

PRTPO: Participated in PRTPO Technical Advisory Committee meeting.

External Activities:

- Participated with City on virtual site visit meeting for crosswalk improvements in Shelton.
- Met with Shelton Yacht Club stakeholders to discuss our Pear Orchard project and how we could assist them with meeting the desire to install a sewer line.

Internal Activities:

- Working on Consolidated Grant Applications.
- Employee Engagement Committee meeting. (2x)
- Released an informal solicitation for Public Relations assistance. Reviewed four proposals received.
- Met with staff regarding Ecolane progress.
- Met with Berg Marketing to review what projects are left to do in their agreement.
- Worked with Tracy to prepare Letters of Support for our grant applications.
- Various budget meetings and conversations with LeeAnn.
- Celebrated Kathy's retirement.
- Met with Matt Jewett and Kevin Dorcy to discuss Admin move to T-CC.
- Met with staff on signage needed at T-CC.
- Met with Mike and Chris Wilder to discuss COVID-19 plan moving forward.

Board Assistance, Awareness and Support:

- PR. We have budgeted for a PR firm to assist with several projects in 2021 including marketing services, thinking on new ways to reach the community and help redesign our website to be more user friendly.
- I-976 has been overturned by the WA State Supreme Court. While this is good news for transit, ferry systems, cities with Transportation districts, etc. I understand taxpayers voted in favor of \$30 car tabs. There are many issues surrounding I-976 from violation of the single subject matter to removing the motor vehicle excise tax for Sound Transit that was bonded. I assume either an appeal will happen (if that is possible) or another initiative will come forth that is written within the limits.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Attended WSTIP sponsored Mental Health C.A.R.E. webinar.
- Participated in Employee Engagement Committee meetings.
- Participated in interviews for Covid Coordinator position.
- Met with Danette to review EEO program updates.
- At the close of September, we sadly said goodbye to 4 drivers as a result of continuing reduced service levels.

Recruiting

- No open positions

Administrative Functions

- SAO virtual audit continues.
- Attended WSTIP virtual quarterly board meetings.
- Participated in scoring of public relations proposals.
- Worked with Tracy along with help from legal counsel to formalize tenant lease templates.
- Working with long term tenants at both TCC & JP to determine intentions for renewing leases in 2021 given the business changes in this Covid environment.
- Obtained data from commercial real estate partners and WSDOT for setting tenant lease market rates.
- Collaborated with WSDOT on requirements of FTA concurrence for tenant leases at the TCC.
- Met individually with department heads in preparation of the first draft of 2021 Budget.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Participated in the Centralia College Diesel Advisory Board zoom 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:** No activity.

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.
- On-going deep cleaning for COVID-19.
- Prepping for the JP Admin move to T-CC

Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Completed pricing from Gillig for two, 35-foot coaches utilizing the 5339 grant.
- Completed pricing for Schetky NW for 6 cutaways for the consolidated grant application.
- The nine surplus cutaways are at Ehli's have been sold, awaiting sales results.
- Completed the portable office move and set up at the Roy Boad Park & Ride facility.
- On-going deep cleaning for COVID-19.

OPERATIONS – Mike Ringgenberg

- **Belfair Office:** We moved out of the old MTA Belfair Office and are now 100% operational from the Roy Boad Park & Ride. Thanks to everyone who helped make this move happen!
- **COVID-19 Coordinator/Driver:** We interviewed and moved Chris Wilder into a new temporary position as a COVID-19 Coordinator/Driver to help us inventory/track/distribute our PPE to staff and riders and to monitor COVID-19 requirements.
- **Ecolane:** As ridership slowly increases, the software is streamlining rides better.
- **Meals on Wheels:** We delivered 560 meals to Mason County residents in September.

- **Office moves:** To help streamline our processes and improve our efficiencies, we have moved the closing scheduler/dispatcher to the customer service office at the T-CC. We also moved the Safety & Training Supervisor and the JP Operations Supervisor workstation into the CommCenter for better coverage and communication with the remaining Operations staff. We put the new COVID-19 Coordinator/Driver into the CommCenter.
- **Operations Meetings:** We scheduled the 2021 mandatory Operations meetings for: January 10, May 9 and September 12. During these meetings we will conduct shift bids for the scheduled driver shake ups for: February 1, June 7 and October 4. COVID-19 pandemic events may change shake up dates and possible cancel the Operation meetings if gatherings are still not allowed.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Retirements:** John Fenton retired at the end of September and Kathy Geist retired on October 9, 2020. Congratulations to Kathy & John!
- **Ridership:** We had 15,311 total riders in all modes of transportation in September 2020. This is up 1,027 riders from August 2020.
- **Training:** Supervisors conducted Ecolane tablet training for six drivers this month and Lisa has started a backup worker/driver CDL training class.
- **Unite GPS:** UniteGPS is being used for fixed routes buses. We are installing the hardware on the coaches to allow the tablet to make ADA announcements.
- **Vanpool:** Usage rate for September 2020 was 50%; 5 of 10 vans were in use.
- **Volunteer Driver:** Our extra board drivers performed 20 volunteer driver rides.
- **Worker/Driver:** We would like to welcome Michael Scafe to the MTA Worker/Driver team. He has started his CDL training to become a backup worker/driver.

2020 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2020 Work Items	Completed as of 10/16/2020	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required	✓	First Quarter Training included: 10 CPR/AED/FA Trainings; all drivers did 8 hours of refresher training on ADA callouts, Mindful Driving, G.O.A.L., Safety Incentives and PASS(wheelchair) Training. One Vol. Driver trained and one new Worker/Driver; 57 of Operations staff participated in a 90 minute presentaton 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	✓	All caught up in CPR/AED/FA and PASS training; 7 drivers trained in 40' coaches; 1 driver trained in new cutaway; tablet training for all drivers; 1 vanpool driver trained; 2 drivers currently being trained as back up worker/drivers.
4th Quarter Driver training and refresher training as required		
Complete CAD/AVL/GPS installation	✓	For the most part UniteGPS and Ecolane are now working. Still tweaking minor things put overall the project has been completed.
Change from flag stop to fixed stop in urban area of Shelton		
Curbs or bollards at Johns Prairie		
Purchase rain jackets	✓	Rainjackets have been ordered; grant request submitted to WSTIP
Manager or supervisor on-duty during service - Move Ops office	✓	Operations office at T-CC is complete. Operations Supervisors are now available while service is operating.
Ensure L & I safety compliance through training		
Review WSTIP Best Practices for Safety		
Define Safety Committee's purpose and direction		
Objective 2: Effective Transportation Services		
Review DAR services and hours for efficiency and availability	✓	Once regular service hours resume, we will continue to track DAR and complete a survey on the whether the changes we made in Feb are providing efficiency and availability. Until then, the project is considered completed as our Feb. 3, 2020 shake up changes showed an 8% increase in DAR ridership.
Expand Zipper route time to 8:00am-5:00pm	✓	Zipper route time has been expanded.
Seek Pilot opportunities and funding		Working on pilot route for Lakeland Village and ATS (Agate, Timberlake and Shorecrest). Will be adding new route once Shelton-Matlock Park & Ride is open.
Continue review of Comp Service Review	✓	We have completed looking at recommendations from the Comp. Service Review. However, we will continue to use this document as a reference.
Conduct outreach for all service changes		We did outreach on our current service changes - public meetings, direct communication with riders and a radio spot. Outreach has/is being conducted during the COVID-19 crisis through press releases and rider alerts, keeping website up-to-date with current information and route changes.

Improve passenger amenities		Completed the information center at the T-CC; working on new scheduling software that has an app for scheduling a ride and knowing where the bus is.
Plan for 2021 service adjustments due to impact of funding	✓	Service levels will be returning to 75% of what we had pre-COVID. We will be using this base line as the premise for future service levels should the impact of I-976 becomes a reality. In the TDP, we show a reduction in service in 2021-2022.
Benchmark route performance and monitor low-performing routes		
Objective 3: Financial Stewardship		
Procurement training for Public Works projects	✓	Staff attended training. Policy has been updated. Processes and forms have been created. Finance staff trained department heads.
Prepare for I-976 impacts	✓	We have prepared as best we can. MTA's financial outlook is healthy through 2021 at least.
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.
Objective 4: Community Partnerships and Responsibility		
Conduct Community Conversations to solicit input		This is currently on hold due to COVID-19.
Participate in community events		Delivering meals to seniors during the COVID-19 crisis.
Promote City and County partnerships		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.
Objective 5: Workplace Culture		
Improve communications through established methods		The Employee Engagement Committee is working through a communication plan.

Incorporate wellness program and encourage participation	Kick off of Wellness Program was done at the All-MTA Meeting with the first wellness challenge. The committee has several activities planned.
Promote skills and job knowledge	GM working with Ops and Finance on expanding knowledge of staff.
Bargain contracts for drivers and Comm Center	Drivers' contract has been ratified. Have not started the Comm Center contract yet.
Employee Engagement committee	Committee continues to meet. A survey was prepared for the All-MTA meeting and we had 78% participation. The next project to work on is a communication flow chart. Resumed meeting and plan to meet bi-weekly or as committee is available.
Enhance meaningful employee recognition	✓ We have revised the employee recognition policy; have incorporated a safety bonus for drivers; are being mindful of showing appreciation.
Provide more Belfair interaction and oversight	
Prepare a policy review schedule	✓ Created a schedule for reviewing policies.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 3 – *Informational*

Subject: Operational Statistics

Prepared by: LeeAnn McNulty, Administrative Services Manager

Approved by: Danette Brannin, General Manager

Date: October 20, 2020

Background:

The attached ridership data depicts the continued impact of the pandemic on passenger utilization of MTA services as it continues to show decreased ridership in 2020 over previous year. However, ridership has stabilized it appears and there was a slight increase in September over August.

RIDERSHIP DATA CHARTED

