



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, January 18, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2552 978 8238 (Password) 0790

In person attendance:

Mason Transit Authority

MTA Transit-Community Center*

Conference Room

601 West Franklin Street

Shelton

Please Note: *To be compliant with current TSA requirements, face masks are still required when on transit property that is considered to be a transit hub, and the Transit-Community Center is considered to be one.**

*Pursuant to Governor's Proclamations 20-28.15 and 20-25.14, the public meeting shall be held virtually using the above WebEx credentials
Members of the public may also attend in person.*

- | | | |
|----|--|--------------|
| 1. | CALL TO ORDER | Chair |
| 2. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 3. | PUBLIC COMMENT – <i>Limit of five (5) minutes per person</i> | Chair |
| 4. | APPROVAL OF AGENDA – ACTION | Chair |
| 5. | INTRODUCTIONS –IAM Business Representative, Zachary Collins | Amy |
| 6. | CONSENT AGENDA – <i>Action</i> | Chair |
| | A. Pg. 03: December 21, 2021 Regular Board meeting | |
| | B. Pg. 07: Check Approval: Dec 9, 2021 – Jan 13, 2022 | |
| 7. | ACTION ITEMS: | |
| | Unfinished Business: | |
| | A. Pg. 15: Actionable: Resolution No. 2022-01: Rescinding Resolution No. 2020-40 | |
| | B. Pg. 18: Actionable: Van Grant Award to Turning Pointe | |
| | C. Pg. 23: Actionable: Van Grant Award to Mason County Search and Rescue | |
| | New Business: | |
| | D. Pg. 28: Actionable: Resolution No. 2022-02: Construction Change Directive 010 | |
| | E. Pg. 37: Actionable: Resolution No. 2022-03: Construction Change Directive 011 | |
| | F. Pg. 47: Actionable: Resolution No. 2022-04: Partial Disposal of Phone System | |

8. **STAFF REPORTS**
 - A. **Pg. 50: Financial Reports**
 - B. **Pg. 56: Management Reports**
 - C. **Pg. 64: Park and Ride Update**
 - D. **Pg. 65: Operational Statistics**
9. **COMMENTS BY BOARD**
10. **NEXT REGULAR MEETING: *February 15, 2022 at 4:00 p.m. Virtually or in person at MTA Transit Community Center**, Conference Room, 601 West Franklin Street, Shelton**
11. **ADJOURNMENT**

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
December 21, 2021
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:02 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; John Campbell, Matt Jewett and Kevin Shutty. **Quorum met; all Board members attended via WebEx virtual conference.**

Authority Voting Board Members Not Present: Cyndy Brehmeyer, Kevin Dorcy, Wes Martin and Randy Neatherlin.

Authority Non-voting Board Member Not Present: Brandon Hemming, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present via WebEx: Amy Asher, General Manager; Marshall Krier, Maintenance and Facilities Manager; and LeeAnn McNulty, Administrative Services Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel

PUBLIC COMMENT – None (no members of the public in attendance in person or virtually).

RECOGNITION –

Board member Matt Jewett

The Board Chair thanked Board member Jewett for the value he brought to the MTA Authority Board while he served for the past two years and provided several examples of his service on the Board. She also expressed her appreciation and thanks for his work as they both served on the Finance Committee this year.

Brandon Hemming, IAM&AW representative

Amy Asher, General Manager, shared that she and MTA's Shop Stewards met with Brandon Hemming. Brandon is a transitional IAM&AW representative. It is expected that a permanent representative will be assigned in January and that Mr. Hemming will train the new representative.

ACCEPTANCE OF AGENDA

Moved that the agenda for the December 21, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Tarzwell. Motion carried.**

CONSENT AGENDA

Moved to approve Consent Agenda items 1 through 3 as follows:

1. Minutes of the MTA regular Board meeting of November 16, 2021.
2. Payments of November 10, 2021 through December 8, 2021 financial obligations on checks#35815 through 35893, as presented for a total of \$683,759.00.
3. Approval of 2022 Regular Board Meeting: The Board adopted Resolution No. 2021-35 establishing the 2022 schedule of regular MTA Authority Board meetings.

Campbell/Shutty. Motion carried.

UNFINISHED BUSINESS:

1. 2022 Budget for Approval. LeeAnn McNulty, Administrative Services Manager, shared with the Board that this was the third and final proposed version of the 2022 Budget. She described the updates since the version the Board received at its November meeting. She also indicated that \$120,000 were set aside for any unexpected needs. The Board Chair expressed her appreciation for all of Ms. McNulty's hard work on this budget. Board member Campbell praised her for the layout of the information, indicating it was much easier to understand. Vice Chair Tarzwell also expressed her appreciation for keeping the Board up-to-date and for setting aside money. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-36 adopting the 2022 Budget and Compensation Plan with Total Operating Revenues of \$9,287,418 and Total Operating Expenses of \$9,243,307 with Net Income from Operations of \$44,111 including the capital budget therein. **Tarzwell/Shutty. Motion carried.**

2. Board Composition Update.

Ms. Asher shared with the Board that the Board Composition meeting had occurred earlier this year. This year there will be two vacant seats as the terms for Mayor Dorcy and Matt Jewett will end December 31, 2021. The other Board members will need to apply by January 7, 2022, except for Ms. Brehmeyer, whose term does not end until 2024. Ms. Asher expressed her hope that the other Board members will reapply for their current positions. She also indicated that Ms. Tarzwell's appointment does not expire until February, 2022.

NEW BUSINESS:

1. Policy 402 – Travel and Travel Reimbursement Policy. Ms. Asher discussed the changes in the updated policy and that it had been reviewed by the Policy Committee and

Legal Counsel. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2021-37 that approves the revised Travel and Travel Reimbursement Policy (POL-402). **Jewett/Tarzwell. Motion carried.**

2. **MTA Employee Handbook.** Ms. Asher described the updates that resulted following discussions with Summit Law, L&I requirements and insurers. The changes to the Employee Handbook had also been reviewed by the Policy Committee and Legal Counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-38 approving the updated Mason Transit Employee Handbook dated December 21, 2021. **Tarzwell/Shutty. Motion carried.**
3. **Extend Term of John Piety as Citizen Advisor to the Board.** Ms. Asher mentioned that she had brought up at the November meeting that she would be recommending that the Board extend Mr. Piety's term for another as provided in MTA's bylaws. She praised his dedication to transit and attending Board meetings and public hearings. Given his proven dedication, she was recommending that the Board extend Mr. Piety's term as Citizen Advisor to the Board for another year. **Moved** that the Mason Transit Authority Board extend the term of current Citizen Advisor, John Piety, through 2022. **Shutty/Tarzwell. Motion carried.**
4. **Election of Officers for 2022.** Board Chair Trask called for nominations for the position of Board Chair for 2022:
 1. **Chair.** Current Board Chair Trask nominated current Vice Chair Tarzwell as 2022 Board Chair. Ms. Tarzwell explained she has a prior commitment that may have some conflicts in her schedule for the first few months, but if the Board was comfortable with that, Vice Chair Tarzwell accepted the nomination to serve as Board Chair for 2022. **Shutty/Campbell. Motion carried.**

Board Chair Trask called for nominations for the position of Board Chair for 2022:

2. **Vice Chair.** Current Board Vice Chair Tarzwell nominated John Campbell as 2022 Board Vice Chair. Board member Campbell accepted the nomination. **Tarzwell/Shutty. Motion carried.**

Legal Counsel indicated that if either of the Board members have not been appointed yet by the County, the MTA Board can hold new elections for nominating a Board member to fill either Chair or Vice Chair position.

INFORMATIONAL REPORTS:

Ms. Asher briefly covered the following items:

- She wanted to thank Ms. McNulty for all of her hard work on the budget and that she did an excellent job.
- She also shared that there are five contingent offers in the recruitment of drivers.
- Currently there is no finish date for the Belfair P&R project. The contractors ordered the electrical panel back in October and still has not received it. The contractor is looking at alternatives using an electrical panel that they currently have in stock and waiting for

final approval. There are also some drainage issues that need to be addressed and MTA is waiting for cost estimates for that and to get fencing around the drain pond. Hopefully the project will be completed in late January/early February.

- Matlock P&R should be done any day.
- Pickering was completed on December 1.
- No further questions by the Board regarding the reports.

Ms. Tarzwell inquired as to bus stops at Pacific Court and at the YMCA. Ms. Asher provided the Board with the following:

- Pacific Court – Funding by City of Shelton TIB grant for road upgrades. The City proposes that MTA put in a permanent bus stop. Looking at pouring a concrete pad and shelter.
- YMCA – City of Shelton would like to see plans for a poured pad/shelter or pullout. Looking at alternatives.

COMMENTS BY BOARD:

Board Chair Trask thanked Board member Jewett for his time. She shared that she was excited for Ms. Tarzwell to serve as Chair and Mr. Campbell to serve as Vice-Chair in 2022. She shared it had been an honor to be the Board Chair in 2021.

Board member Tarzwell expressed her appreciation for all of the information in the staff reports and updates; as well as being nominated to serve as Chair in 2022.

Board member Campbell praised the budget reserve and that MTA is a well-run organization.

Moved that the meeting be adjourned.

ADJOURNED 4:43 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
January 18, 2022 at 4:00 PM**
*On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton*

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2022

Summary for Discussion Purposes:

Disbursements:

- *Rognlins, Inc.
 - Check #35927 - \$55,860.00 – Progress billing park and rides
- *SCJ Alliance
 - Check #35966 - \$5,186.13 – Progress billing park and rides
- *Hood Canal Communications
 - Check #35954 - \$29,206.85 – Progress billing park and rides
- Association of Washington Cities
 - Check #35986 - \$7,142.65 – Annual enrollment employee benefit trust
- CCG Systems, Inc. dba FASTER Asset Solutions
 - Check #35994 - \$9,880.81 – Annual subscription, fleet mgmt.
- Smarsh
 - Check #36015 - \$8,677.47 – Annual subscription, records archival
- Right! Systems, Inc.
 - Check #36011 - \$10,955.25 – TCC conference room, communications technology

*Disbursements capital grant eligible.

December Fuel Prices: Diesel \$2.41, Unleaded \$3.14

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$689,409.08

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of December 09, 2021, through January 13, 2022, financial obligations on checks #35894 through #36026, as presented for a total of \$689,409.08.



Mason Transit Authority
January 18, 2022, Disbursement Approval

The following checks for the period of December 09, 2021, through January 13, 2022, have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	35894-36026	\$689,409.08

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 12/21/2021	35943	161,885.21
Payroll & DRS – 1/06/2022	35978	153,993.31
Rognlins, Inc.	35927	55,860.00
Hood Canal Communications	35954	29,206.85
SCJ Alliance	35966	5,186.13
Association of Washington Cities	35986	7,142.65
CCG Systems, Inc. dba FASTER	35994	9,880.81
Right! Systems, Inc	36011	10,955.25
Smarsh	36015	8,677.47

Submitted by: LeeAnn McNulty Date: 1-13-2022
LeeAnn McNulty, Administrative Services Manager

Approved by: Amy Asher Date: 1-13-2022
Amy Asher, General Manager

Mason Transit Authority Check Register
 January 2022 Board Report

Activity From 12/09/2021 Through 1/13/2022

Document Date	Check #	Vendor Name	Amount
12/15/2021	35894	Abila	271.25
12/15/2021	35895	AIG Retirement	974.00
12/15/2021	35896	Allstream	154.90
12/15/2021	35897	Associated Petroleum Products, Inc.	33,074.83
12/15/2021	35898	Aramark	307.45
12/15/2021	35899	Bradley Air Company	678.13
12/15/2021	35900	Mick Baker	248.64
12/15/2021	35901	Catholic Community Services	177.84
12/15/2021	35902	Kirk C Church dba 3C's	500.00
12/15/2021	35903	City of Shelton	939.80
12/15/2021	35904	Cascade Natural Gas	1,995.72
12/15/2021	35905	Comcast	228.85
12/15/2021	35906	Gene Currier	649.56
12/15/2021	35907	EJ's Glass Company	734.40
12/15/2021	35908	EMC - Mason Transit	92.65
12/15/2021	35909	Gillig, LLC	85.05
12/15/2021	35910	GORDON TRUCK CENTERS, INC.	346.27
12/15/2021	35911	Hood Canal Communications	3,146.34
12/15/2021	35912	Robert W. Johnson, PLLC	1,600.00
12/15/2021	35913	Kitsap Transit	1,518.75
12/15/2021	35914	Knight Fire Protection, Inc.	2,653.37
12/15/2021	35915	Les Schwab	47.91
12/15/2021	35916	Lift-U, Division of Hogan Mfg. Inc.	56.94
12/15/2021	35917	Mason County Garbage, Inc.	803.07
12/15/2021	35918	Mason County PUD #3	5,470.42
12/15/2021	35919	Mountain Mist Water	129.63
12/15/2021	35920	Office Depot, inc.	153.26
12/15/2021	35921	O'Reilly Auto Parts	132.28
12/15/2021	35922	Pitney Bowes	174.15
12/15/2021	35923	Pitney Bowes Purchase Power	171.00
12/15/2021	35924	Builders FirstSource	25.64
12/15/2021	35925	ProAir	626.66
12/15/2021	35926	Robison Plumbing	743.68
12/15/2021	35927	Rognlin's, Inc.	55,860.00
12/15/2021	35928	Seattle Automotive Distributing	232.35
12/15/2021	35929	Mason County Journal	800.00

Mason Transit Authority Check Register
 January 2022 Board Report

Activity From 12/09/2021 Through 1/13/2022

Document Date	Check #	Vendor Name	Amount
12/15/2021	35930	The Shoppers Weekly	1,352.19
12/15/2021	35931	Staples Business Advantage	2,315.69
12/15/2021	35932	Summit Law Group	132.00
12/15/2021	35933	Tozier Brothers, Inc.	38.81
12/15/2021	35934	United Way of Mason County	86.55
12/15/2021	35935	UniteGPS, LLC	1,053.00
12/15/2021	35936	U.S. Bank	4,165.92
12/15/2021	35937	Verizon Wireless	986.69
12/15/2021	35938	Voyager Fleet Systems, Inc.	30.16
12/15/2021	35939	Westbay Auto Parts	419.25
12/15/2021	35940	Whisler Communications	1,806.53
12/15/2021	35941	AWorkSAFE Service, Inc.	710.00
12/15/2021	35942	Washington State Park and Recreation Commission	150.00
12/21/2021	35943	Mason Transit Authority - ACH Account	161,885.21
12/24/2021	35944	Advance Glass	580.58
12/24/2021	35945	Aflac	822.14
12/24/2021	35946	AIG Retirement	974.00
12/24/2021	35947	Ecolube Recovery, LLC dba American Petroleum	222.98
12/24/2021	35948	Associated Petroleum Products, Inc.	26,275.96
12/24/2021	35949	Aramark	306.28
12/24/2021	35950	Belfair Water District #1	86.41
12/24/2021	35951	Brady Trucking Co., Inc.	688.98
12/24/2021	35952	City of Shelton	442.98
12/24/2021	35953	EMC - Mason Transit	99.65
12/24/2021	35954	Hood Canal Communications	29,206.85
12/24/2021	35955	District 160	1,527.50
12/24/2021	35956	JayRay Ads & PR, Inc.	3,024.75
12/24/2021	35957	LegalShield	216.20
12/24/2021	35958	Les Schwab	285.03
12/24/2021	35959	Mason County PUD #3	217.27
12/24/2021	35960	Purcor	292.96
12/24/2021	35961	Mountain Mist Water	36.23
12/24/2021	35962	O'Reilly Auto Parts	200.68
12/24/2021	35963	RAM Electric	1,344.50
12/24/2021	35964	Ricoh USA, Inc	101.96
12/24/2021	35965	Right! Systems, Inc.	3,980.00

Mason Transit Authority Check Register
 January 2022 Board Report

Activity From 12/09/2021 Through 1/13/2022

Document Date	Check #	Vendor Name	Amount
12/24/2021	35966	SCJ Alliance	5,186.13
12/24/2021	35967	Seattle Automotive Distributing	229.68
12/24/2021	35968	The Shoppers Weekly	534.47
12/24/2021	35969	Spike's Hydraulics	15.72
12/24/2021	35971	Staples Business Advantage	1,941.26
12/24/2021	35972	Total Battery & Automotive Supply	29.00
12/24/2021	35973	ULINE	138.77
12/24/2021	35974	United Way of Mason County	56.00
12/24/2021	35975	Westbay Auto Parts	349.56
12/24/2021	35976	Westcare Clinic, Inc.	85.00
12/31/2021	35977	AWC Employee Benefit Trust	88,506.84
1/6/2022	35978	Mason Transit Authority - ACH Account	153,993.31
1/13/2022	35979	Abila	271.25
1/13/2022	35980	Advance Glass	184.96
1/13/2022	35981	AIG Retirement	1,012.46
1/13/2022	35982	Stanley Convergent Security Solutions	1,699.32
1/13/2022	35983	Allstream	160.36
1/13/2022	35984	Associated Petroleum Products, Inc.	1,365.71
1/13/2022	35985	Aramark	307.98
1/13/2022	35986	Association of Washington Cities	7,142.65
1/13/2022	35987	Mick Baker	190.40
1/13/2022	35988	Bridge Church	90.00
1/13/2022	35989	City of Shelton	942.33
1/13/2022	35990	Comcast	228.85
1/13/2022	35991	Community Transportation Association NW	605.00
1/13/2022	35992	Gene Currier	470.96
1/13/2022	35993	EMC - Mason Transit	99.65
1/13/2022	35994	CCG Systems, Inc. dba FASTER Asset Solutions	9,880.81
1/13/2022	35995	Gillig, LLC	148.43
1/13/2022	35996	GORDON TRUCK CENTERS, INC.	2,283.14
1/13/2022	35997	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
1/13/2022	35998	Hood Canal Communications	2,183.33
1/13/2022	35999	Diane Hoosier	100.00
1/13/2022	36000	IPMA-HR	156.00
1/13/2022	36001	JayRay Ads & PR, Inc.	4,852.50
1/13/2022	36002	Kitsap Transit	1,406.91

Mason Transit Authority Check Register
 January 2022 Board Report

Activity From 12/09/2021 Through 1/13/2022

Document Date	Check #	Vendor Name	Amount
1/13/2022	36003	Mason County PUD #3	1,861.61
1/13/2022	36004	Mason County Treasurer	275.00
1/13/2022	36005	Mountain Mist Water	166.56
1/13/2022	36006	Northridge Properties, LLC	1700.00
1/13/2022	36007	O'Reilly Auto Parts	14.31
1/13/2022	36008	Pacific Mobile Structures, Inc.	1076.88
1/13/2022	36009	Progressive Business Publications	460.80
1/13/2022	36010	RAM Electric	707.20
1/13/2022	36011	Right! Systems, Inc.	10,955.25
1/13/2022	36012	Seattle Automotive Distributing	513.10
1/13/2022	36013	Mason County Journal	94.50
1/13/2022	36014	The Shoppers Weekly	525.46
1/13/2022	36015	Smarsh	8,677.47
1/13/2022	36016	Staples Business Advantage	195.78
1/13/2022	36017	TK Elevator Corporation	1,645.35
1/13/2022	36018	Total Battery & Automotive Supply	83.18
1/13/2022	36019	Tozier Brothers, Inc.	26.07
1/13/2022	36020	United Way of Mason County	86.55
1/13/2022	36021	U.S. Bank	5,047.64
1/13/2022	36022	Verizon Wireless	986.63
1/13/2022	36023	Westbay Auto Parts	781.44
1/13/2022	36024	Westcare Clinic, Inc.	170.00
1/13/2022	36025	Whisler Communications	1,806.53
1/13/2022	36026	AWorkSAFE Service, Inc.	1,212.00
Check Totals			<u>689,409.08</u>

Mason Transit Authority Credit Card Activity
 January 2022 Board Report

December 2021 Activity

GL Title	Transaction Description	Expenses
Construction in Progress P&R	Amazon - Fiber switch for Belfair P&R cameras	\$ 785.84
Other Non-Transportation Revenue	USBank Rewards credit	(1,375.00)
Publication Fees	JobTarget - Mechanic job posting renewal	20.00
Security Services	Checkr- Bell background check	58.98
Facility Repair/Maintenance	1000 Bulbs - Credit for broken merchandise	(166.81)
Facility Repair/Maintenance	1000 Bulbs - Lights (broken)	166.81
Facility Repair/Maintenance	1000Bulbs - Atrium lighting	122.89
Facility Repair/Maintenance	Amazon - Flush valve	106.33
Facility Repair/Maintenance	Amazon - Flush valve	108.26
Facility Repair/Maintenance	Amazon - Flush valve return credit (restocking fee	(99.32)
Facility Repair/Maintenance	Amazon - Garage door switch	75.72
Facility Repair/Maintenance	Amazon - WA State flag	26.17
Facility Repair/Maintenance	Amazon -Batteries for alarm board	7.14
Facility Repair/Maintenance	Home Depot - Flooring	16.89
Facility Repair/Maintenance	Home Depot - Flooring, tools, lights	568.04
Facility Repair/Maintenance	McKinneys - Belfair dishwasher exchange	303.58
Operating Supplies	Amazon - Driver seat cushions	132.86
Operating Supplies	Amazon - First aid pain relievers	39.52
Operating Supplies	Amazon - White boards for JP conference room	1,223.10
Operating Supplies	Neil's Pharmacy - Alcohol wipes for graphics	4.56
Office Supplies	Amazon - Post its, flashlights, chair supports	203.31
Office Supplies	Amazon - Toner for LeeAnn printer	308.75
Office Supplies	Walmart - Binders	12.59
Office Supplies	Walmart - Brooms to sweep snow	37.54
Cleaning/Sanitation Supplies	Amazon - Cleaning supplies	50.79
Cleaning/Sanitation Supplies	Amazon - Closure barricades	109.73
Cleaning/Sanitation Supplies	Amazon - Driver bathroom supply	23.09
Cleaning/Sanitation Supplies	Amazon - Zep professional sprayer bottle	53.31
Cleaning/Sanitation Supplies	Walmart - Driver bathroom supplies	41.16
Safety Training Material & Supply	CTAA Pass - PASS tests	90.00
IT Equipment	Amazon - Printer for LeeAnn	356.97
IT Equipment	Amazon - Wall mount for Belfair TV	54.24
IT Equipment	Best Buy - TV for Belfair conference room	743.91
Small Tools & Equipment	Amazon - LED Traffic Safety lights	23.56
Small Tools & Equipment	Home Depot - Plumbing tools	69.18
Safety Supplies	Amazon - N95 masks	82.48
Safety Supplies	Amazon - Opti glasses wipes	141.10
Dues, Memberships, Subscriptions	Amazon - Membership charged in error	14.09
Dues, Memberships, Subscriptions	Amazon - Membership charged in error, credit issued	(14.09)
Dues, Memberships, Subscriptions	DocuSign - Electronic signature software	326.40
Dues, Memberships, Subscriptions	J2 Efax Corporate - Monthly Efax invoice	89.97

Mason Transit Authority Credit Card Activity
January 2022 Board Report

December 2021 Activity

<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
Dues, Memberships, Subscriptions	WAPRO - Annual membership	25.00
Conference Registration	Free Doc - Winter records forum	79.00
	Total Credit Card Charges - December	<u>\$ 5,047.64</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 7A – *Actionable*
Subject: Request to Rescind Volunteer Driver Policy (POL-1000)
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2021

Background:

At the July 20, 2021 Board meeting, MTA staff discussed with the Board whether or not MTA should submit a four-year commitment to continue the Volunteer Driver program for years 2022-2025 with LMTAAA. Following the discussion, the Board agreed with staff that MTA should not submit the application.

Legal Counsel and staff recommend rescinding Resolution No. 2020-40, the most recent Board approval of the policy, as Mason Transit Authority no longer maintains the volunteer driver program funded by LMTAAA.

Summary: Rescind Resolution No. 2020-40 that approved the Volunteer Driver Policy (POL-1000).

Fiscal Impact:

None

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-01 rescinding Resolution No. 2020-40.

RESOLUTION NO. 2022-01

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
RESCINDING RESOLUTION NO. 2020-40.**

WHEREAS, Mason Transit Authority no longer maintains the Volunteer Driver Program funded by LMTAAA; and

WHEREAS, Resolution No. 2020-40 was the most recent approval of updates to the Volunteer Driver Program Policy (POL-1000), which policy is no longer necessary and the resolution approving that policy should be rescinded;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Resolution No. 2020-40 is hereby rescinded.

Adopted this 18th day of January, 2022.

Sandy Tarzwell, Chair

[Vacant], Vice Chair

Cyndy Brehmeyer, Authority Member

[Vacant], Authority Member

[Vacant/City of Shelton], Authority Member

Sharon Trask, Authority Member

[Vacant], Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, 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: Unfinished Business – Item 7B – *Actionable*

Subject: Van Grant Program Recipient:
Turning Pointe Survivor Advocacy Center

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: January 18, 2022

Background:

As a follow-up to Resolution No. 2010-11: A RESOLUTION adopting the Surplus Vehicle Grant program and Resolution No. 2021-33: A RESOLUTION authorizing the disposal of surplus vehicles; a surplus van shall be awarded to Turning Pointe Survivor Advocacy Center (“Turning Pointe”) based upon criteria defined in the Surplus Vehicle Grant program.

As discussed with the Board at its November 16, 2021 meeting, staff sought guidance relating to how the Board would like to see the five surplus vans appropriated. The Board agreed that two of the vans shall be used for MTA’s van grant program, followed by inquiries as to whether other governmental organizations would like to purchase one or more of the surplus vehicles and any remaining shall be auctioned.

MTA posted on its website the van grant program package on December 8, 2021, as well as published notification twice in the Shelton Journal, a press release was released by JayRay and other social posts, with a deadline to submit applications on January 10, 2022. MTA received three applications and those applications were scored based on certain criteria as identified in the application package. The two qualifying organizations scoring the highest were Turning Pointe and Mason County Search and Rescue.

Turning Pointe is an organization with a 501(c)(3) status that serves survivors of domestic violence and sexual assault from all over Mason County, as well as other counties. The van will be used to fill in a gap of transportation for these survivors by providing transportation for a survivor when needing to flee a dangerous situation and get to a shelter where they can be safe; support its growing Youth Program by taking youth to weekly outings; pick up supplies and resources for its clients. As a conservative estimate, Turning Pointe anticipates the van will provide 952 passenger trips over the next year as their programs grow.

Summary: Authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Turning Pointe.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Turning Pointe.



AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called “Mason Transit”), and Turning Pointe Survivor Advocacy Center (hereinafter referred to as the “Vehicle Recipient”) is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide the following described vehicle:

Make:	Ford
Year:	2006
Model:	Econoline 12-Passenger Van

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason County, WA as described in Section 2, Description of Proposed Vehicle Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.
3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys’ fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.
5. A Vehicle Recipient may not, within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle



covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit. Vehicle Recipient must return license plate, within fifteen (15) days from receipt of vehicle to Mason Transit.
7. The Vehicle Recipient shall provide to Mason Transit quarterly reports for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports due:

Report Due Date:	Quarter Being Covered
April 30, 2022	(Grant date through March 31, 2022)
July 31, 2022	(April 1, 2022 through June 30, 2022)
October 31, 2022	(July 1, 2022 through September 30, 2022)
January 18, 2023	(October 1, 2022 through December 31, 2022)

8. Information shall be submitted to Chris Wilder, Operations Coordinator, Mason Transit Authority, 790 E Johns Prairie Rd, Shelton, WA 98584, faxed to 360.426.0899 or emailed to cwilder@masontransit.org.
9. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.
10. The Vehicle Recipient will ensure that the trips originate in Mason County.



11. This Agreement shall commence January 18, 2022 and shall terminate January 18, 2023.

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: Amy Asher

(signature and date)
Title: General Manager

ATTEST:

Witness signature and date

TURNING POINTE SURVIVOR ADVOCACY CENTER

By:

(signature and date)
Title:

ATTEST:

Witness signature and date

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 7C – *Actionable*
Subject: Van Grant Program Recipient – Mason County Search and Rescue
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2022

Background:

As a follow-up to Resolution No. 2010-11: A RESOLUTION adopting the Surplus Vehicle Grant program and Resolution No. 2021-33: A RESOLUTION authorizing the disposal of surplus vehicles; a surplus van shall be awarded to Mason County Search and Rescue based upon criteria defined in the Surplus Vehicle Grant program.

As discussed with the Board at its November 16, 2021 meeting, staff sought guidance relating to how the Board would like to see the five surplus vans appropriated. The Board agreed that two of the vans shall be used for MTA's van grant program; followed by inquiries as to whether other governmental organizations that would like to purchase one or more of the surplus vehicles and any remaining shall be auctioned.

MTA posted on its website the van grant program package on December 8, 2021, as well as published notification twice in the Shelton Journal, a press release was released by JayRay and other social media posts, with a deadline to submit applications on January 10, 2022. MTA received three applications and those applications were scored based on certain criteria as identified in the application package. The two qualifying organizations scoring the highest were Turning Pointe and Mason County Search and Rescue.

Mason County Search and Rescue is an organization with a 501(c)(3) status that assists provides emergency services to people who may be lost or assist the Department of Emergency Management in times of emergencies, as well as assist the Mason County Sheriff's office on searches for evidence in criminal cases.

The van will be used to fill in a gap of transporting volunteers to and from search operations, as well as pull an operations trailer to and from base camps for searches and transporting residence and volunteers during welfare checks and evacuation scenarios.

Summary: Authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Mason County Search and Rescue.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Mason County Search and Rescue.



AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called “Mason Transit”), and Mason County Search and Rescue (hereinafter referred to as the “Vehicle Recipient”) is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide the following described vehicle:

Make:	Ford
Year:	2006
Model:	Econoline 12-Passenger Van

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason County, WA as described in Section 2, Description of Proposed Vehicle Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.
3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys’ fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.
5. A Vehicle Recipient may not, within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle



covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit. Vehicle Recipient must return license plate, within fifteen (15) days from receipt of vehicle to Mason Transit.
7. The Vehicle Recipient shall provide to Mason Transit quarterly reports for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports due:

Report Due Date:	Quarter Being Covered
April 30, 2022	(Grant date through March 31, 2022)
July 31, 2022	(April 1, 2022 through June 30, 2022)
October 31, 2022	(July 1, 2022 through September 30, 2022)
January 18, 2023	(October 1, 2022 through December 31, 2022)

8. Information shall be submitted to Chris Wilder, Operations Coordinator, Mason Transit Authority, 790 E Johns Prairie Rd, Shelton, WA 98584, faxed to 360.426.0899 or emailed to cwilder@masontransit.org.
9. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.
10. The Vehicle Recipient will ensure that the trips originate in Mason County.



11. This Agreement shall commence January 18, 2022 and shall terminate January 18, 2023.

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: Amy Asher

(signature and date)
Title: General Manager

ATTEST:

Witness signature and date

MASON COUNTY SEARCH AND RESCUE

By:

(signature and date)
Title:

ATTEST:

Witness signature and date

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7D – *Actionable*
Subject: Construction Change Directive No. 10
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2021

Background:

The General Manager has authority up to \$25,000 to approve change orders. Mason Transit has received a construction change directive in the amount of \$28,654.68 which has been approved by SCJ Alliance relating to modifying and adding fencing and a gate around the stormwater pond. MTA staff believes this is a necessary addition for several reasons, the most important being safety.

These costs will be paid from grant proceeds.

Summary: Approve Construction Change Directive No. 10 and authorize the General Manager to sign.

Fiscal Impact:

\$28,654.68

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approves Resolution No. 2022-02 that approves Construction Change Directive 010 and authorizes the General Manager to sign that Construction Change Directive.

Construction Change Directive: 010

January 6, 2022

Contract Modification:

The Contractor is hereby directed to make the following change(s) to the Work:

1. Add fencing and gate around the stormwater pond.

Attachments:

1. Roglin's Cost Breakdown

PROPOSED CONTRACT ADJUSTMENTS:

The contract sum will be adjusted on the following basis:

Lump Sum (increase) (~~decrease~~) per attached Roglin's breakdown:

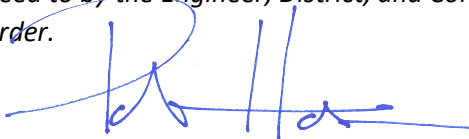
As follows: Time and Materials:

The contract time will:

Remain unchanged:

(Increase) (Decrease) by _____ days

When issued by the Engineer and approved by the District, this document shall serve as authorization to proceed with the Work as described above. When the actual adjustments to the Contract Sum and/or Contract Time are agreed to by the Engineer, District, and Contractor, this Work shall be added to the Contract by Change Order.

Issued By:  Date: 1/6/22
SCJ Alliance

Approved By: _____ Date: _____
Mason Transit Authority

Signature below indicates the Contractor's acknowledgement of the direction to proceed with the Work immediately. Signature also indicates the Contractor agrees with the proposed method of adjustment in the Contract Sum and Contract Time.

Accepted By: _____ Date: _____
Roglin's, Inc.

**CHANGE ORDER
010**

OWNER Mason Transit Authority
 ENGINEER SCJ Alliance
 CONTRACTOR Rognlin's Inc.
 FIELD
 OTHER

PROJECT: MTA Park and Ride Construction Project
 Belfair Park and Ride
 Belfair, WA

CHANGE ORDER NO.: 010
 DATE: January 6, 2022
 ENGINEER'S PROJECT NO.: 738.05

TO CONTRACTOR:
 Rognlin's, Inc,
 321 W. State Street
 Aberdeen, WA 98520

The Contract is changed as follows:

See attached detailed listing for CCD 010 \$28,654.68

Total Change Order # 010 \$28,654.68

This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

Not valid until signed by the Owner, Engineer, and Contractor.

The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$4,015,078.45
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased) \$28,654.68
 (unchanged) by this Change Order in the amount of
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$4,043,733.13

The Contract Time will be (increased) (decreased) (unchanged) by zero calendar (-0-) days.
 The date of Substantial Completion as of the date of this Change Order therefore is: TBD

NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

ENGINEER
 SCJ Alliance
 8730 Tallon Lane NE, Suite 200
 Lacey, WA 98516

CONTRACTOR
 Rognlin's, Inc,
 321 W. State Street
 Aberdeen, WA 98520

OWNER
 Mason Transit Authority
 790 East Johns Prairie Road
 Shelton, WA 98584

BY 

DATE 1/6/22



321 West State Street
 P.O. Box 307
 Aberdeen, WA. 98520
 Phone (360) 532-5220
 Fax (360) 532-5761

**Mason Transit Authority
 Park & Ride Project
 COP #22
 Fence at Belfair Pond**

Scope of Work:

Install additional fence at Belfair pond per email 12/20/21. This assumes no re-grading or clearing is required.

Labor

	Base Hourly Wage Rate			
Operating Engineer Foreman	0	Hrs. @	\$88.22	\$0.00
Laborer Foreman	0	Hrs. @	\$68.74	\$0.00
Laborer	0	Hrs. @	\$64.75	\$0.00
Pipelayer	0	Hrs. @	\$65.88	\$0.00
Carpenter Foreman	16	Hrs. @	\$84.67	\$1,354.72
Carpenter	0	Hrs. @	\$79.36	\$0.00
Operating Engineer OT	0	Hrs. @	\$112.50	\$0.00
Operating Engineer	0	Hrs. @	\$84.24	\$0.00
			<i>Labor Subtotal</i>	<i>\$1,354.72</i>
			<i>Overhead and Profit on Labor @ 31%</i>	<i>\$419.96</i>
			Labor Total	\$1,774.68

Equipment

85 Excavator	0	Hrs. @	\$55.16	\$0.00
5 CY Dump Truck	0	Hrs. @	\$49.46	\$0.00
Roller	0	Hrs. @	\$73.25	\$0.00
	0	Days @	\$0.00	\$0.00
	0	Hrs. @	\$0.00	\$0.00
			<i>Equipment Subtotal</i>	<i>\$0.00</i>
			<i>Overhead and Profit on Equipment @ 21%</i>	<i>\$0.00</i>
			Equipment Total	\$0.00

Materials

	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Material Use Tax @ 8.5%	\$0.00
	<i>Materials Subtotal</i>
	<i>\$0.00</i>

<i>Overhead and Profit on Materials @ 21%</i>	<u>\$0.00</u>
Material Total	\$0.00

Special Svcs.

<i>Special Services Subtotal</i>	<u>\$0.00</u>
<i>Overhead and Profit on Special Services @ 21%</i>	<u>\$0.00</u>
Special Services Total	\$0.00

Subcontractors

LaDue Fencing	\$24,000.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	<u>\$0.00</u>
<i>Subcontractor Subtotal</i>	<u>\$24,000.00</u>
<i>Overhead and Profit on Subcontractors Work @ 12%</i>	<u>\$2,880.00</u>
Subcontractor Total	\$26,880.00

Exclusions: Permits, engineering, special inspection, survey, traffic control, asbestos or other abatement, contaminated soil or water handling and/or disposal, and utility fees.

COP Total \$28,654.68

Time Extension Requested: 0 Days

DOES NOT INCLUDE WA. STATE SALES TAX

Andy Rudy

From: Paul LaDue <paulladue@comcast.net>
Sent: Tuesday, December 21, 2021 9:27 AM
To: Andy Rudy
Subject: [EXTERNAL] Re: [EXTERNAL] Belfair - Pond Fence

External Email

You are looking at 24,000.00 for type 3 6'x11 gage wire lg40 posts and 7 gage tention wire no top rail post size are 3" ends and corners. lines are 2 3/8
Set in 10" diameter x2' deep lines and 12" diameter x3' ends and corners
Let me know if you need anything else
Sent from my iPad

On Dec 20, 2021, at 3:03 PM, Andy Rudy <andy@rognlins.com> wrote:

Hi Paul,

Another one for you . . . Could you please give me a price on the attached fence, shown in red? Looks like 780 LF plus a 16' double gate. WSDOT Type 3. It is prevailing wage, no Buy America requirements. It is a change order to a project we are currently working on.

Thanks,

Andy Rudy
Rognlin's, Inc.
Office: (360) 532-5220
Cell: (360) 470-9290
<image001.png>

From: Patrick Holm <patrick.holm@scjalliance.com>
Sent: Monday, December 20, 2021 10:19 AM
To: Andy Rudy <andy@rognlins.com>
Subject: [EXTERNAL] Belfair - Pond Fence

External Email

Andy,
See attached per our previous conversations. Let me know if you need anything else.

--

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING CONSTRUCTION CHANGE DIRECTIVE 010 TO THE
AGREEMENT BETWEEN MTA AND ROGNLIN'S INC. EFFECTIVE
AUGUST 18, 2020 AND AUTHORIZING THE GENERAL MANAGER TO
SIGN THAT CHANGE ORDER.**

WHEREAS, Mason Transit Authority has received Construction Change Directive 010 to the Agreement between MTA and Rognlin's, Inc., effective August 18, 2020 with changes approved by SCJ Alliance; and

WHEREAS, the changes identified in Construction Change Directive 010 related to modifying and adding fencing and a gate around the stormwater pond located at the Belfair Park and Ride; and

WHEREAS, these changes are for safety purposes relating to the pond;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Construction Change Directive 010 in the amount of \$28,654.68; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign Construction Change Directive 010.

Adopted this 18th day of January, 2022.

Sandy Tarzwell, Chair

[Vacant], Vice Chair

Cyndy Brehmeyer, Authority Member

[Vacant], Authority Member

[Vacant/City of Shelton], Authority Member

Sharon Trask, Authority Member

[Vacant], Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, 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 7E – *Actionable*
Subject: Construction Change Directive No. 11
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2021

Background:

The General Manager has authority up to \$25,000 to approve change orders. Mason Transit has received Construction Change Directive No. 11 in the amount of \$28,549.30 which has been approved by SCJ Alliance relating to revising the site drainage to accommodate unanticipated offsite flow and groundwater. MTA staff believes this is a necessary addition due to the unprecedented amount of rainfall experienced this winter.

These costs will be paid from grant proceeds.

Summary: Approve Construction Change Directive No. 11 and authorize the General Manager to sign.

Fiscal Impact:

\$28,549.30

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approves Resolution No. 2022-03 that approves Construction Change Directive 011 and authorizes the General Manager to sign that Construction Change Directive.

Construction Change Directive: 011

January 6, 2022

Contract Modification:

The Contractor is hereby directed to make the following change(s) to the Work:

1. Revising the site drainage to accommodate unanticipated offsite flow and groundwater.

Attachments:

1. Rognlin's Cost Breakdown

PROPOSED CONTRACT ADJUSTMENTS:

The contract sum will be adjusted on the following basis:

Lump Sum (increase) (~~decrease~~) per attached Rognlin's breakdown:

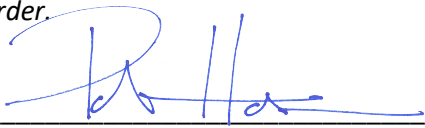
As follows: Time and Materials:

The contract time will:

Remain unchanged:

(Increase) (Decrease) by _____ days

When issued by the Engineer and approved by the District, this document shall serve as authorization to proceed with the Work as described above. When the actual adjustments to the Contract Sum and/or Contract Time are agreed to by the Engineer, District, and Contractor, this Work shall be added to the Contract by Change Order.

Issued By:  Date: 1/11/22
SCJ Alliance

Approved By: _____ Date: _____
Mason Transit Authority

Signature below indicates the Contractor's acknowledgement of the direction to proceed with the Work immediately. Signature also indicates the Contractor agrees with the proposed method of adjustment in the Contract Sum and Contract Time.

Accepted By: _____ Date: _____
Rognlin's, Inc.

**CHANGE ORDER
011**

OWNER Mason Transit Authority
ENGINEER SCJ Alliance
CONTRACTOR Rognlin's Inc.
FIELD
OTHER

PROJECT: MTA Park and Ride Construction Project
Belfair Park and Ride
Belfair, WA
CHANGE ORDER NO.: 011
DATE: January 6, 2022
ENGINEER'S PROJECT NO.: 738.05
TO CONTRACTOR:
Rognlin's, Inc,
321 W. State Street
Aberdeen, WA 98520

The Contract is changed as follows:

See attached detailed listing for CCD 011 \$28,549.30

Total Change Order # 011 \$28,549.30

This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

Not valid until signed by the Owner, Engineer, and Contractor.

The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$4,043,733.13
The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased) \$28,549.30
(unchanged) by this Change Order in the amount of
The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$4,072,282.43

The Contract Time will be (increased) (decreased) (unchanged) by zero calendar (-0-) days.
The date of Substantial Completion as of the date of this Change Order therefore is: TBD

NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

ENGINEER
SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516

CONTRACTOR
Rognlin's, Inc,
321 W. State Street
Aberdeen, WA 98520

OWNER
Mason Transit Authority
790 East Johns Prairie Road
Shelton, WA 98584

BY 

DATE 1/11/22



321 West State Street
 P.O. Box 307
 Aberdeen, WA. 98520
 Phone (360) 532-5220
 Fax (360) 532-5761

**Mason Transit Authority
 Park & Ride Project
 COP #25
 Storm Revisions at Bus Parking Area**

Scope of Work:

Install new CB and storm line per email received on 12/23/21. CDF backfill under pavement and restoration is included. This proposal assumes that our asphalt sub will be able to find an outside supplier at the time the work is to take place.

Labor

	Base Hourly Wage Rate			
Operating Engineer Foreman	16	Hrs. @	\$88.22	\$1,411.52
Truck Driver	16	Hrs. @	\$73.57	\$1,177.12
Laborer	0	Hrs. @	\$64.75	\$0.00
Pipelayer	16	Hrs. @	\$65.88	\$1,054.08
Carpenter Foreman	0	Hrs. @	\$84.67	\$0.00
Carpenter	0	Hrs. @	\$79.36	\$0.00
Operating Engineer OT	0	Hrs. @	\$112.50	\$0.00
Operating Engineer	16	Hrs. @	\$84.24	\$1,347.84
			<i>Labor Subtotal</i>	<u>\$4,990.56</u>
			<i>Overhead and Profit on Labor @ 31%</i>	<u>\$1,547.07</u>
			Labor Total	\$6,537.63

Equipment

85 Excavator	16	Hrs. @	\$90.37	\$1,445.92
Dump Truck	16	Hrs. @	\$89.06	\$1,424.96
	0	Days @	\$0.00	\$0.00
	0	Hrs. @	\$0.00	\$0.00
			<i>Equipment Subtotal</i>	<u>\$2,870.88</u>
			<i>Overhead and Profit on Equipment @ 21%</i>	<u>\$602.88</u>
			Equipment Total	\$3,473.76

Materials

HD Fowler	1	LS	\$2,486.50	\$2,486.50
CDF	30	CY	\$100.00	\$3,000.00
Quarry Spalls	4	TN	\$20.00	\$80.00
Pipe Bedding	16	TN	\$12.00	\$192.00
Risers, Erosion Control, & Misc.	1	LS	\$300.00	\$300.00
				\$0.00
Material Use Tax @ 8.5%				\$514.97
			<i>Materials Subtotal</i>	<u>\$6,573.47</u>
			<i>Overhead and Profit on Materials @ 21%</i>	<u>\$1,380.43</u>

Material Total **\$7,953.90**

Special Svcs.

	\$0.00
<i>Special Services Subtotal</i>	<u>\$0.00</u>
<i>Overhead and Profit on Special Services @ 21%</i>	\$0.00
Special Services Total	<u>\$0.00</u>

Subcontractors

Evergreen Concrete Cutting	\$550.00
C & P Fencing	\$800.00
Granite Construction	\$8,100.00
	\$0.00
	\$0.00
	\$0.00
	<u>\$0.00</u>
<i>Subcontractor Subtotal</i>	\$9,450.00
<i>Overhead and Profit on Subcontractors Work @ 12%</i>	\$1,134.00
Subcontractor Total	<u>\$10,584.00</u>

Exclusions: Permits, engineering, special inspection, survey, traffic control, asbestos or other abatement, contaminated soil or water handling and/or disposal, hydroseeding, and utility fees.

COP Total **\$28,549.30**

Time Extension Requested: 0 Days

DOES NOT INCLUDE WA. STATE SALES TAX



H.D. FOWLER COMPANY

Customer: ROGNLINS INC
Estimator: Mark Wilmes
Job Name: MTA - EXTRA STORM
Location: BELFAIR

Quote #: Q467258
Bid Date: 1/3/2022

Line	Qty	UoM	Description	Unit Price	Extended Price
1					
2	1	EA	TYPE 1 CONCRETE CATCH BASIN 34" X 30" X 44"	190.00	190.00
3	1	EA	20" X 24" CI FRAME AND DI BEEHIVE GRATE LOCKING	350.00	350.00
4	1	EA	SPEED CRETE RED LINE GROUT (5 MIN SET) 50LB	33.00	33.00
5	130	FT	12" X 13' ADS HP STORM PIPE, GRAY POLYPROPYLENE CORRUGATED, ASTM F2881, DUAL WALL, 12650013IBPL2	13.95	1,813.50
6					
7	1		HD FOWLER FLAT BED DELIVERY CHARGE	100.00	100.00
Approximate Total					2,486.50



**Washington Region
Western Washington Area**
3200 113th Ave SW
Olympia, WA 98512

P 425.551.3100

graniteconstruction.com

Rognlins Inc.
321 W. State St.
Aberdeen, WA 98520
Attn: Andy Rudy

01.04.22

**Mason Transit Authority Park & Ride
RE: Proposed Trench Patch at Log Yard Location**

Dear Andy,

In response to your request for pricing for approx. 255 SF of patching, for the added storm line, Granite proposed a unit price of \$900.00 per ton to perform the paving work. Due to the time of year, our asphalt plant is shut down until the beginning of April, so it is planned to use HMA from an outside supplier if the work needs to be done prior to April. Also, if no outside supplier is available there will be a \$5,000.00 monthly power demand charge and a \$1,500.00 per day opening fee for anything less than 500 Tons.

Thank you,

Granite Construction Co.
Jake Critcher

RESOLUTION NO. 2022-03

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING CONSTRUCTION CHANGE DIRECTIVE 011 TO THE
AGREEMENT BETWEEN MTA AND ROGNLIN'S INC. EFFECTIVE
AUGUST 18, 2020 AND AUTHORIZING THE GENERAL MANAGER
TO SIGN THAT CHANGE ORDER.**

WHEREAS, Mason Transit Authority has received Construction Change Directive 011 to the Agreement between MTA and Rognlin's, Inc., effective August 18, 2020 with changes approved by SCJ Alliance; and

WHEREAS, the changes identified in Construction Change Directive 011 relate to revising the site drainage to accommodate unanticipated offsite flow and groundwater located at the Belfair Park and Ride; and

WHEREAS, these changes are necessary to accommodate the unusually high level of precipitation and has made the changes necessary to avoid having standing water at the Belfair Park & Ride and water runoff issues affecting a neighboring property;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Construction Change Directive 011 in the amount of \$28,549.30; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign Construction Change Directive 011.

Adopted this 18th day of January, 2022.

Sandy Tarzwell, Chair

[Vacant], Vice Chair

Cyndy Brehmeyer, Authority Member

[Vacant], Authority Member

[Vacant/City of Shelton], Authority Member

Sharon Trask, Authority Member

[Vacant], Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, 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 7F – *Actionable*
Subject: Partial Disposal of Shoretel Phone System
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2022

Background:

Mason Transit Authority has abandoned the majority of Capital Asset Office Equipment ID 53001, the outdated Shoretel phone system placed in service on March 1, 2011. An audit of active capital assets has determined that a partial disposal of this asset is in order.

The recorded value of the Shoretel phone system was \$46,967.30. MTA will be disposing \$41,728.49 of the original value, retaining the original purchase of the T1K switch and mounting rack which remains in service and 8 spare phones with a total value of \$5,238.81.

Summary: Approve surplusing certain obsolete Shoretel phone system.

Fiscal Impact:

Reduction of active asset amount by \$41,728.49.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-04 regarding the disposal of the inactive portions of the Capital Asset ID 53001.

RESOLUTION NO. 2022-04

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

WHEREAS, the Mason Transit Authority Board has adopted policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest value for such items;

WHEREAS, Mason Transit Authority has abandoned the majority of capital asset office equipment ID 53001, the outdated Shoretel phone system placed in service on March 1, 2011. An audit of active capital assets has determined that a partial disposal of this asset is in order; and

WHEREAS, there is no value to the abandoned components and by the disposal of such assets, MTA will properly reflect the value of the active portion of capital asset 53001;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the abandoned phone system and licenses be deemed surplus pursuant to MTA's disposition of surplus property policy.

Adopted this 18th day of January, 2022.

Sandy Tarzwell, Chair

[Vacant], Vice Chair

Cyndy Brehmeyer, Authority Member

[Vacant], Authority Member

[Vacant/City of Shelton], Authority Member

Sharon Trask, Authority Member

[Vacant], Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, 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: Staff Report – Item 8A – *Informational*
Subject: Financial Reports – December 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2022

Summary for Informational Purposes:

Included is the financial performance for December 2021 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for October 2021 (received December 30, 2021) was \$576,267, 7% higher than October 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 100% (12/12) of the budget through the end of the year. Total YTD Revenue is over budget at 136.1%. Total YTD Operating Expenses are under budget at 86.7%.

- The agency has spent \$13,217 in COVID-19 response expenditures YTD.
- Fuel price increases slightly outpaced the 2021 budgeted amount. Factored in the 2022 budget.
- Passenger fare revenue has exceeded the 2021 budget as of December.
- Other Non-Operating Revenue has exceeded the 2021 budget primarily from the Gain/Loss on Disposal of Assets in the year.

Fiscal Impact:

December fiscal impact reflects total revenues of \$682,199 and operating expenses of \$526,805 for a net income of \$155,394.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

January 2022 Board Report

December Statement of Financial Activities	December Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,320	\$ 36,302	\$ 32,500		111.7%
PSNS Worker/Driver & Vanpool Fares	7,590	114,695	150,500		76.2%
Total Operating Revenue (Fares)	10,910	150,997	183,000		82.5%
Sales Tax	373,534	6,375,343	4,054,264	(1)	157.3%
Operating Grants	280,304	3,434,927	2,992,852	(2)	114.8%
Rental Income	11,844	139,786	144,180		97.0%
Investment Income	808	11,990	50,000		24.0%
Other Non-operating Revenue	4,799	65,402	53,410	(3)	122.5%
Total Revenue	682,199	10,178,444	7,477,706		136.1%
Expenses					
Wages and Benefits	422,862	4,951,549	5,474,061		90.5%
Contracted Services	24,779	331,421	346,332		95.7%
Fuel	25,403	315,188	300,750	(4)	104.8%
Vehicle/Facility Repair & Maintenance	9,920	163,597	265,752		61.6%
Insurance	15,821	189,856	210,364		90.3%
Intergovernmental - Audit Fees	-	29,779	38,000		78.4%
Rent - Facilities and Park & Ride	2,867	39,939	42,500		94.0%
Utilities	12,518	156,689	158,839		98.6%
Supplies & Small Equipment	7,257	107,638	226,590	(5)	47.5%
Training & Meetings	79	7,786	39,935		19.5%
Other operating expenses	5,299	129,092	307,808	(6)	41.9%
Total Operating Expenses	526,805	6,422,534	7,410,931		86.7%
Net Income (Deficit) from Operations	\$ 155,394	\$ 3,755,910	\$ 66,775		

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 thru Q3-2021 actuals, plus Oct, Nov & Dec accruals.
(3)	Includes LMTAAA Volunteer program revenue - \$18,431; Volunteer Donations - \$1,218; Sale of Maintenance Services - \$1,444; Community Van - \$0; Gain/Loss on Disp. of Asset - \$33,690; Sales Tax Interest Income - \$2,917; Insurance Recoveries - \$586; WSTIP Network Safety Grant - \$4,500; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$2.41. Average gasoline price per gallon year to date is \$3.14.
(5)	Printing- \$11,049; Cleaning/Sanitation/Safety supplies - \$26,644; Office Supplies - \$7,625; Shop Supplies - \$10,780; Small Tools & Equipment - \$4,212; IT Equipment - \$14,482; Communications Equipment - \$4,663; Operating Supplies - \$6,965; Small Equipment & Furniture - \$11,207; Software - \$7,077; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements - \$15,995; Advertising - \$59,982; Merchant/Credit Card fees - \$3,615; Dues, Memberships, Subscriptions - \$32,318; Unemployment Insurance - \$8,163; plus other misc. operating expenses.

Mason Transit Authority Cash and Investments

January 2022 Board Report

Cash Balances

	11/30/2021	12/31/2021	Change
Cash - MC Treasurer	\$ 2,145,974.98	\$ 1,350,781.43	\$ (795,193.55)
Investments - MC Treasurer	12,000,000.00	13,500,000.00	1,500,000.00
Payroll - ACH Columbia Bank	193,075.74	\$ 193,075.74	-
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 14,339,550.72	\$ 15,044,357.17	\$ 704,806.45

Cash Encumbrances

Grant Related:

Purchase 1-35' coach and 6 cutaways. State vs. Fed. - \$952,145. 25% match.	317,381
Total Grant Match	<u>\$ 317,381</u>

Reserves:

Total Grant Match	317,381.00
General Leave Liability (Vacation/Sick)	217,574.82
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,400,000.00
Capital Project Reserves ¹ /Park and Ride Projects	6,075,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	<u>\$ 13,459,955.82</u>

Total of Cash	\$ 15,044,357.17
Less Encumbrances	<u>13,459,955.82</u>
Undesignated Cash Balance Total (Including Reserves)	1,584,401.35
Investments - MC Treasurer (Reserves)	13,500,000.00
Less Encumbrances	<u>13,459,955.82</u>
Undesignated Cash Reserves	\$ 40,044.18

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves.

Mason Transit Authority Capital Budget

January 2022 Board Report

As of December 31, 2021

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133	-	5,070,513	9,846,965	Construct or improve 5 park & rides throughout county. Additional \$692,698 less \$169,633 MTA match applied to this project from PTD0044 unspent 2020/2021 Sales Tax Equalization funds.
Radich building roof repair. Replaced with Wheel End Hoists.	40,000	40,000	6,209	-	46,209	46,209	Project funded by Rural Mobility Formula Funds (sales tax equalization funds).
Radich Building improvements	100,000	-	-	100,000	-	-	Will seek grant or dedicate sales tax equalization funds to upgrade wiring and other improvements to the Radich Building.
Scissor Lift - TCC	17,300	17,300	261		17,561	17,561	Project funded by Rural Mobility Formula Funds (sales tax equalization).
Utility Trailer	5,000		5,000		2,795	2,795	Maintenance
HVAC Units at JP	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
IT Equipment	50,000	-	50,000	-	69,145	69,145	New IT switches and firewalls.
Phone System	75,000		75,000		57,128	57,128	Phone system upgrades to be completed not more than \$20,000. Unspent \$'s redirected to Arctic Wolf cyber security network protection, through Operating expenses.
TCC Customer Service Office Remodel	50,000			50,000			Contingent on future sales tax equalization.
TCC Generator	100,000			100,000			Contingent on future sales tax equalization.
Fax Machine	8,000		8,000				Will not be used. Implemented cloud based eFax service.
Admin Office - Furniture and Fixtures	20,000		20,000		7,327	7,327	Budgeted for 4, purchased 3 workstations admin staff
Admin Office	55,000		55,000	-			Build walls for offices in admin area at T-CC
Total Misc Capital Projects	11,092,800	10,084,998	1,546,603	300,000	5,270,678	10,047,129	
2 - 35' Coaches	1,033,052	468,636	564,416	-	1,025,958	1,025,958	Pending issuance of FTA/WSDOT contract to submit for reimbursement.
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Contingent on grant application being awarded. AWARD SUCCESSFUL 05/2021
Mini Cutaway	96,650	96,650	-	-	92,275	92,275	Expansion vehicle; funded by Rural Mobility Formula Funds (sales tax equalization).
Total Vehicle Replacements	2,399,228	1,517,431	881,797	-	1,118,233	1,118,233	
Total Capital Projects	\$ 13,492,028	\$ 11,602,429	\$ 2,428,400	\$ 300,000	\$ 6,388,911	\$ 11,165,362	

Capital Project Reserves - \$6,075,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

January 2022 Board Report

Sales Tax Collected as of 12/30/2021 for 10/31/2021



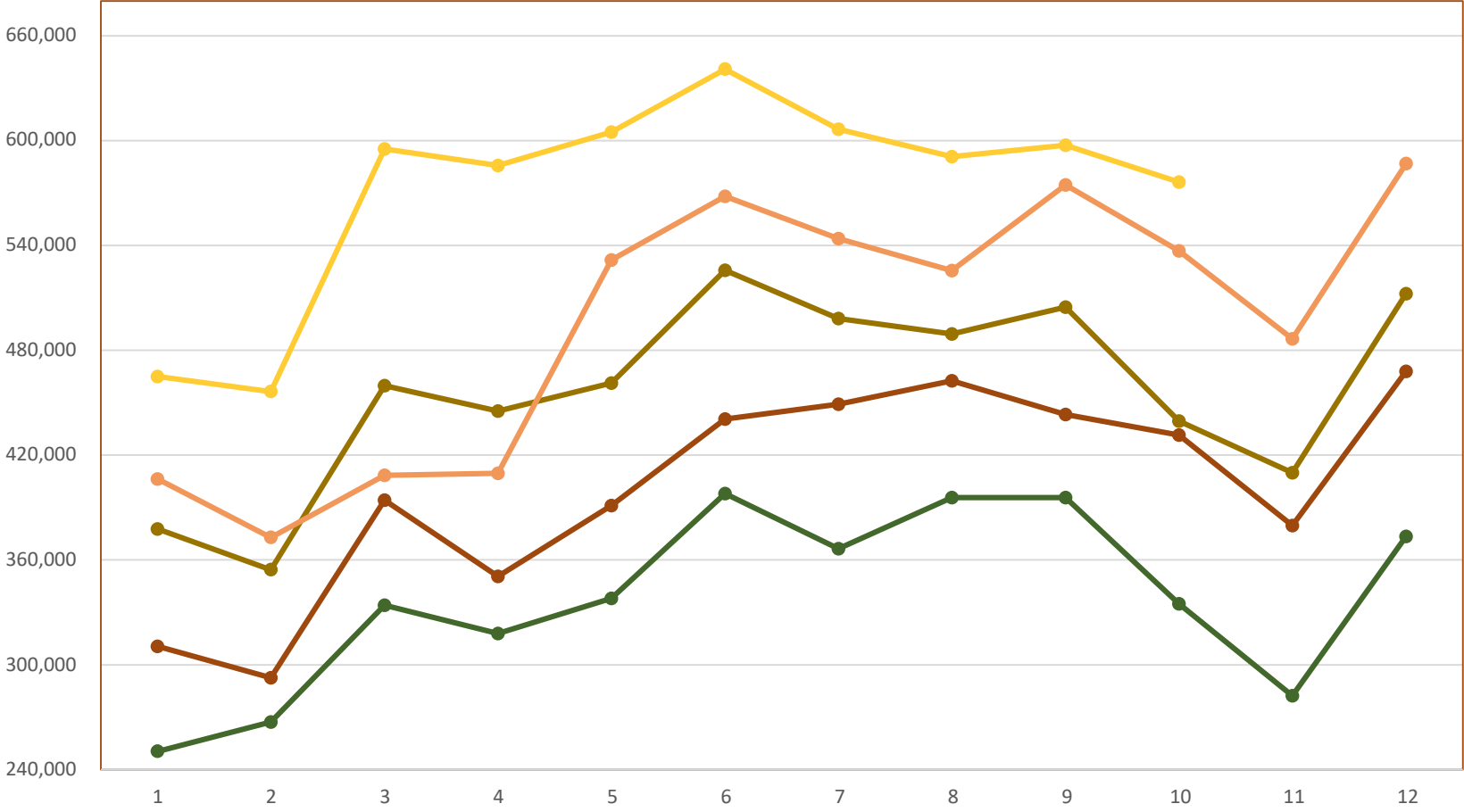
	2018	2019	2020	2021 Budget	2021 Actual	2021 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834	585,816	84%	43%
May	391,052	461,236	531,711	337,957	604,875	79%	14%
June	440,606	525,839	568,045	397,996	640,945	61%	13%
July	449,080	498,248	543,942	366,369	606,512	66%	12%
August	462,622	489,291	525,644	395,696	590,886	49%	12%
September	443,327	504,696	574,589	395,670	597,424	51%	4%
October	431,530	439,534	536,963	334,940	576,267	72%	7%
November	379,605	409,930	486,561	282,327			
December	467,960	512,346	586,883	373,534			
	4,813,813	5,478,270	5,951,698	4,054,264	5,719,482		

Budget Variance Average - YTD 70%

% Change 2020 vs 2021 Actual Average - YTD 19%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: January 18, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 18, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board January 18, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Participated in the Peninsula RTP0 TAC and Executive Committee meetings.
- Participated in Small Medium Transit Association legislative kick-off meeting.
- Participated in State Transit Manager's coordination calls.
- Participated in Washington State Transit Association Officer meetings.
- Participated in Gillig Pre-production meeting to review the 2022 bus order.
- Reviewed the Belfair Park and Ride drainage concerns and solutions. Attended initial walk through and punch list of the Belfair facility with project managers.
- Attended an onboarding session and Board Meeting for the Economic Development Council of Mason County.
- Participated in Marketing workshop series for rural transit agency marketing.
- Participated in interview with the Shelton Mason Journal on 2022 plans.
- Met with Shelton School District staff to discuss potential sale of MTA surplus vans.

Internal Activities:

- Met with Maintenance staff to plan for transitions in 2022.
- Reviewed new driver record monitoring options for 2022.
- Met with new MTA Board Chair for January meeting preparation.
- Continued meetings with HR on employee matters.
- Participated in Operations Supervisor interviews.
- Facilitated Executive Team Leadership meetings.
- Reviewed Employee Morale Club bylaws and coordinated with staff for leadership changes.
- Review contingency plans for possible staffing shortages due to COVID.
- Review Van Grant applications.
- Met with maintenance staff to review fueling and parts ordering processes.
- Met with new class of operators for onboarding and welcoming session.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Initiated procurement to review Drug and Alcohol TPA options.
- Opened an internal recruitment for the 4th Operations Supervisor position.
- Opened an internal recruitment for the vacant Operations Coordinator position.
- Participated in interview with Operations Supervisor applicants.
- Provided onboarding for the January 13 Driver class new hires.
- Navigate absenteeism, staying current with evolving guidance relating to COVID19 protocols, apply policy for varied leave situations.
- Met with each non-rep staff member to discuss wages with the adoption of the 2022 Budget.
- Monitoring the legislative action with the WA CARES Act. MTA chose to take employee deductions beginning January 1, 2022, as stated in the law, and is prepared to refund employees if there is a change to the current law.

Administrative Services Support

- Review of records for destruction with Tracy.
- Performing a capital asset inventory.
- Preparing for a complete physical inventory of maintenance parts at month end.
- Transferred \$1.5 million from Cash to the Investment account at year-end.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

Performed Gillig Pre-Construction meeting on a bus order. Construction to start August 1 and anticipated delivery date the first part of September.

T-CC Facility:

- Pickleball sessions continued during the pandemic and had 88 participants in the gym. CHOICE Highschool P.E. classes in the gym numbered 141 students. Special Olympics Basketball continues, and 64 athletes participated. T-CC hosted a wedding that drew 175 attendees. Also, 183 people utilized the kitchen during December.

T-CC Building Projects/Purchases/Maintenance

- Performed snow and ice removal activities during the inclement weather removal activities. Performed routine maintenance activities. Scheduled service appointments for annual L&I required inspections. (Burglar, fire, elevator, fire extinguishers, sprinkler systems, backflows, etc.)

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Performed fuel tank sampling for contaminants. Scheduled repairs for the Admin. Gate and annual fire extinguisher inspection.

Park and Rides

- **Shelton Matlock:** Waiting on security cameras. Received sign and installed.
- **Pear Orchard:** Completed
- **Belfair:** Construction is progressing. The facility now has electricity and security cameras. We also performed a walk through and developed a punch list.
- **Pickering and Cole Rd:** Cole has functioning security cameras and is completed. Pickering has some security cameras operating and is opened for use. There are some ponding issues in the parking lot and we are working with SCJ on resolution.

OPERATIONS – Mike Ringgenberg

- **COVID-19:** We transported 1 Covid-19 individual to get tested for COVID-19. We continue to keep a supply of masks available on each bus for passengers and staff.
- **Inclement Weather:** The recently finished 2021-2022 Inclement Weather plan was dusted off and utilized during the Snowmageddon II that happened the last week of December and first week of January. MTA closed completely down for a few days, we started late a few days and continue to monitor freezing road conditions. I want to THANK EVERYONE for the help driving in the poor conditions, plowing snow, shoveling snow from the shelters!!
- **Luminator:** We received 15 Luminator cameras to be installed in staff vehicles.
- **Meetings:** I attended a zoom meeting with JayRay about our upcoming outreach messages and advertisements.
- **New Driver Class 2021-02:** Ric and Peter are in-service training with driver trainers.
- **New Driver Class 2022-01:** We started a new class of 5 drivers on January 13, 2022. Please welcome: Susan Beck, Tina Coberly, Marianne Obenchain, Barb Ogonowsky and Bryan Pentland.
- **New Driver class 2022-02:** We are on track for the next new class to start on April 26, 2022.
- **New Operations Supervisor:** Please congratulate Chris Wilder who is a new Operations Supervisor.
- **Ridership:** With all the poor weather we only had 12,883 total riders in all modes of transportation in December 2021. This is a decrease of 1,831 riders from November 2021.
- **Ride Recovery:** Operations staff conducted three ride recoveries to ensure all passengers got to their final destinations.
- **Safety Meeting:** No safety meeting was held in December due to vacations and poor weather.
- **Shake-Up:** Operations is preparing for the Driver Shake-Up on February 7, 2022. The driver bidding will start on January 18, 2022.
- **Training:** Five Operations supervisors completed Active Shooter Training via WSTIP distance learning.
- **UniteGPS App:** “Where is my bus?” app for MTA buses was released to the public on January 10, 2022. It allows riders to check the location of their bus in real time and see how far away their bus is.
- **Van Grant for 2022:** MTA received 3 Van Grant packages for the 2022 Van Grant and MTA awarded vans to: Turning Pointe and Mason County Search and Rescue.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 1/14/2022	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification
2nd Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA.
3rd Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification. Supervisors attended Assault Awareness and Prevention for Transit Operators. Will train all staff early 2022.
4th Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA, PASS 7.0, Defense from the Seated Position, and Busing on the Look Out.
Change from flag stop to fixed stop in urban area of Shelton		Safety committee is creating a bus stop committee to begin looking at existing stops and siting future.
Curbs or bollards at Johns Prairie	✓	Bollards are in place along the building where parking is available.
Review WSTIP Best Practices for Safety	✓	Ongoing. Met with Chris DeVoll of WSTIP for an annual review of best practices. Started working on a bus stop committee and have reviewed the Best Practices for locations and layouts.
Continue to monitor COVID-19 compliance and adjust for any mandates as needed		On-going.
Update Safety Manual and prepare Emergency Plan		In process for review in 2022.
Roof replacement for the Radich building	✓	Project replaced with the investment in wheel-end hoists as per Motion at April 2021 meeting. Radich building repairs to be deferred until further discussion on what to do with the facility.
L&I Review of the T-CC		Scheduled for 2022.
Objective 2: Effective Transportation Services		
Benchmark route performance and monitor low-performing routes	✓	In Aug 2021 we reduced service due to the availability of drivers by 3 blocks of work--we put on hold the Route 4 and the Zipper route because they were the lowest performing routes.
Review DAR services and hours to ensure efficiency and availability of resources	✓	Because of the reduced routes we have brought in extra board drivers who were not scheduled to work to help with DAR to help recover the riders who may have missed their bus because it was cancelled.
Seek new route opportunities	✓	February new route to Olympia started that will utilize Shelton-Matlock Park & Ride once open.
Passenger Apps for scheduling and tracking bus	✓	In April - passenger app went live and we are using bus tracking. Passenger bus tracking started January 2022.
Sign at T-CC for estimated time of arrivals for fixed route		Evolving project. Work will be coordinated with external IT firm to integrate new technologies with existing sign.
Explore on-demand services for Shelton and Belfair	✓	Using DAR technology for day-of ride services via Ecolane.
Internal assistance with Volunteer Driver Program Transportation	✓	MTA Extra Board Drivers provided 109 volunteer rides in 2021. Program to end with MTA in 2022.
Conduct outreach for all service changes and new park & ride openings	✓	Shelton/Matlock and Belfair nearing completion. Pear Orchard and Cole opened August 2021. Pickering December 1.
Plan for restoring to full service (Pre-COVID) and adjust where needed to improve service	✓	October 2021 - Hired 4 drivers to prepare for service restoration in early 2022. 3 of the 4 are finishing training. Hired 5 more drivers December 2021 for January 2022 class.
Objective 3: Financial Stewardship		
Records Management - Network reorganization		Ongoing paper records continue to be analyzed for archive parameters, mapping of network restructure underway.
Continued work in records management		Exploring scan and toss. Tracy and Tyler in motion.
Hire an Accounting Coordinator with high level accounting skills	✓	Completed August 2021.
Prepare Fixed Asset policy, Investment policy, and other financial policies as identified		Collecting policy examples from peer transit ASK responses for Investment and Reserve policies. Have received a handful of policies from other transit's.
Explore moving MIP accounting software to the Cloud	✓	Completed August 2021.

Review 5-year sustainability plan and adjust as needed	√	Sustainability was reviewed with the preparation of annual TDP reporting.
Plan financially for future service changes or increases	√	Planning for service restoration to pre-COVID levels. Incorporated in 2022 Budget and hiring has been in process.
Prepare for GASB changes on leases and other regulations	√	Attended training by SAO & GFOA. Setting new leases to better comply with GASB.
Objective 4: Community Partnerships and Responsibility		
Conduct Community Conversations to solicit input regarding MTA services		This will take place in 2022 as part of the Human Services Transportation Plan update with PRTPO.
Participate in community events as available	√	Ongoing. Participating in Preparedness event September 2021. Trunk or Treat October 2021.
Park & Ride project (through 2023)	√	Park & Ride projects slated for substantial completion by year-end 2021.
Promote Partnerships with City, County and other entities by serving on committees, boards, supporting projects, etc.	√	Ongoing. Leadership team participates in WSTA Committees, EDC, Mason JIC, PRTPO, & TAC meetings.
Continue delivery assistance for Meals on Wheels and Commodity Boxes for senior centers	√	Delivered 2,586 meals and commodity boxes in YTD 2021
Transporting clients in cooperation with hospital and health department	√	Continued coordination with local hospitals, group homes, and shelters to transport COVID passengers.
1st Quarter PR Campaigns	√	DAR, COVID safety, Busing on the Lookout, Employee of the Year
2nd Quarter PR Campaigns	√	COVID Safety, Return of route 8, meet GM Candidates, DAR app.
3rd Quarter PR Campaigns	√	Long term employees celebrated, Take DAR in the dark, trip planner.
4th Quarter PR Campaigns	√	Hiring Drivers and Van Grants.
Objective 5: Workplace Culture		
Continue Employee Engagement Committee for seeking opportunities to improve the work environment	√	Committee continues to meet. Met August 30 to discuss communication plan. Next meeting early October.
Launch Communication Flow Plan		Communication flow plan is substantially complete and will be reviewed by managers before launch to staff.
Coordinate events with EMC	√	EMC supported local business Hunter Farms by purchasing May Day flowers for a staff event. EMC provided goodie baskets at Thanksgiving.
Create committee for Belfair Office furnishings		Will occur 1st Qtr 2022 when building is complete and furnishing can be moved from Roy Boad.
Encourage Castlight Challenges		
Create Uniform committee to select new uniform items		Taking input from drivers. Committee to meet 1st Qtr 2022.
Strive to meet goals and objectives of EEO program to broaden employment opportunities for all protected classes	√	Paylocity allows us to identify candidate classifications for consideration in the hiring process.
Consult with contractor for remodeling/updating Customer Service office at the T-CC		Contingency project for 2022.
Continue reviewing policies		Committee meets as needed to review policies.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report Item 8C - *Informational*

Subject: Mason Transit Authority Regional Mobility Park and Ride
Progress Update

Prepared by: Patrick Holm, Project Manager, SCJ Alliance

Approved by: Amy Asher, General Manager

Date: January 18, 2022

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Pear Orchard Construction: The Pear Orchard park and ride has been completed.

Belfair Park and Ride Construction: Rognlin's is wrapping up building construction. The punch through walkthrough occurred on 1/12. These will be the final items to complete construction with the building. There are two additional items left to complete that will provide fencing around the pond and address unforeseen drainage issues.

Shelton Matlock Park and Ride Construction: The Shelton Matlock park and ride is physically complete. There are a few minor items remaining that will be installed in the next couple of weeks.

Pickering Road Park and Ride Construction: The Pickering Road park and ride is physically complete and operational. There are a few minor revisions/corrections that will take place in the next couple of months.

Cole Road Park and Ride Construction: The Cole Road park and ride has been completed.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8D – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: January 18, 2022

Background:

The attached ridership data displays In County, Out of County, Demand Response and Worker Driver ridership as well as combined total ridership per month since 2018.

178,877 passenger trips were provided in 2021. This was a decrease of 18.8% when compared to 2020 at 220,308 recorded passenger trips.

RIDERSHIP DATA CHARTED

