



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, March 15, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2551 979 1004 (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 20-25.18, the public meeting shall be held in person and virtually using the above WebEx credentials.

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|----|---|--------------|
| 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. | CONSENT AGENDA – <i>Action</i> | Chair |
| | A. Pg. 03: February 15, 2022 Regular Board meeting minutes | |
| | B. Pg. 06: Check Approval: February 11 – March 10, 2022 | |
| 6. | ACTION ITEMS: | |
| | Unfinished Business: [None] | |
| | New Business: | |
| | A. Pg. 12: Actionable: Interlocal Agreement with City of Shelton for Bus Stop at Pacific Ct. – Resolution No. 2022-05 | Amy |
| | B. Pg. 25: Actionable: Location of MTA April Board Meeting | Amy |

7. **STAFF REPORTS**

A. **Pg. 26: Financial Reports**

B. **Pg. 33: Management Reports**

C. **Pg. 38: Operational Statistics**

8. **COMMENTS BY BOARD**

9. **NEXT MEETINGS:**

- **Special Meeting** on April 19, 2022 at 4:00 p.m. - *virtually or in person at a location to be determined by the Board as identified in Item 6B above*
- **Regular Meeting** on May 17, 2022 at 4:00 p.m. – *virtually or in person at MTA’s Transit-Community Center, 601 West Franklin Street, Shelton*

10. **ADJOURNMENT**

DRAFT

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
February 15, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sandy Tarzwell, Chair; John Campbell, Vice-Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Eric Onisko, John Sheridan, Kevin Shutty and Sharon Trask. **Quorum met; all Board members attended via WebEx virtual conference.**

Authority Voting Board Members Not Present: [None]

Authority Non-voting Board Member Not Present: Zachary Collins, new Business Representative, IAM and AW, District Lodge 160. *(Mr. Collins entered the Board room at a time following the determination of quorum and is noted below.)*

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present via WebEx: Amy Asher, General Manager; Mike Ringgenberg, Operations 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).

INTRODUCTION OF NEW AND REAPPOINTED BOARD MEMBERS –

Amy Asher, General Manager, presented the reappointed and new Board members as follows:

New Board Members: Mayor Onisko of the City of Shelton and John Sheridan of the Port of Allyn.

Reappointed Board Members: Sandy Tarzwell, John Campbell and Wes Martin.

Ms. Asher also stated that she will be scheduling individual orientation meetings with each of the newly appointed Board members.

ACCEPTANCE OF AGENDA

Moved that the agenda for the February 15, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Onisko. Motion carried.**

6. **CONSENT AGENDA**

Moved to approve Consent Agenda items 1 through 2 as follows:

1. Minutes of the MTA regular Board meeting of January 18, 2021.
2. Payments of January 14, 2022 through February 10, 2022 financial obligations on checks#36027 through 36119, as presented for a total of \$946,593.89.

Trask/Martin. Motion carried.

7. **ACTION ITEMS - NEW BUSINESS:**

- A. **2022 Proposed Committee Members.** Ms. Asher shared that a description of each of the committees was distributed previously to the Board members with a request to rank the committees on which they wanted to serve. She also reported that the Board members were placed on committees in which it ranked 1 or 2 of their preferences. The proposed Board member committees are being brought forward to the Board for approval. **Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above.
Neatherlin/Campbell. Motion carried.

8. **STAFF REPORTS:**

Ms. Asher briefly covered the following items:

- Described the various informational staff reports for the new Board members.
- She is keeping a watchful eye on the \$16B Move Ahead Washington, which is a historical transportation funding program.
- The Belfair P&R is inching toward completion. Next step is the indoor/outdoor punch list.
- Van grant program is wrapped up and Shelton School District has purchased the three remaining vans.
- Working with the City of Shelton for a bus pullout and bus stop shelter at Turning Pointe as a part of the Gateway project. Turning Pointe has expressed their appreciation for the new bus stop shelter and pullout.
- Ms. Asher met with Ted Jackson regarding the Radich building and its lease ending in June. She indicated to him that she is flexible with the timing of United Way's transition out as they look for new space. Ms. Asher will be setting up a meeting with the Maintenance and Operations Committee members to discuss the future of the Radich building.
- She is meeting with candidates on Friday for the Maintenance and Facilities Manager position.
- The last day for MTA's Operations Manager, Mike Ringgenberg, will be on March 9. He will be moving to be closer to his family. Recruitment for his position is in process.
 - Sentiments expressed by Board members were that they would miss Mr. Ringgenberg; it was a pleasure working with him; wishing him the best; thanks for all that he has done for MTA; and appreciation for his professionalism.

(Mr. Collins entered the Board meeting virtually at 4:15 PM)

9. **COMMENTS BY BOARD:**

- Board Chair Tarzwell commented that the sales tax revenue continues to remain strong.
- Board member Neatherlin described that MTA had a temporary park and ride lot that was leased to MTA by the property owner while the process of getting the Belfair P&R was being built. This was necessary so that transit riders were not parking at Safeway and QFC. This method has served well. Board member Neatherlin has observed a similar situation developing in the Port of Allyn. Ms. Asher thanked him for the history and will work with staff to see how many of the vehicles are for MTA ridership trips.
- Vice Chair Campbell shared his excitement for the April meeting at the Belfair Park & Ride Building.
- Ms. Asher also indicated to the Board that with the successful installation of the new technology in the T-CC Conference room, the March meeting would be offered in hybrid format. However, she reminded Board members that the transit center is subject to federal regulations of the TSA as the T-CC is a transit hub and masks are still required through March 18. MTA is waiting to see if TSA extends or modifies the current mandates.
- Board member Neatherlin welcomed new Board member John Sheridan to the Board. He is pleased to have another Board member with the experience of the transportation of goods and services as Mr. Sheridan is an elected official of the Port of Allyn.
- Vice Chair Campbell voiced his pleasure that transportation is important to our mission and connection to the Port of Allyn.

Moved that the meeting be adjourned.

ADJOURNED 4:35 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
March 15, 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: March 15, 2022

Summary for Discussion Purposes:

Disbursements:

- *Handi-Hut, Inc.
 - Check #36133- \$18,680.00– Bus Shelters-Park & Ride & Railroad
- Right! Systems, Inc.
 - Check #36144- \$7,354.68 –Conference Room AV Installation
- WSTA- Washington State Transit Association
 - Check #36151 - \$3,434.00 – Membership and Dues
- Dell Marketing L.P.
 - Check #36156 - \$3,434.00 – Software and Support for Server
- *Right! Systems, Inc.
 - Check #36171 - \$8,081.10 – IT Equip Belfair Connectivity
- Digital River, Inc.
 - Check #36203 - \$3,311.25 – Support for Servers
- Right! Systems, Inc.
 - Check #36212 - \$35,769.20 – Desktop computers replacement

*Disbursements capital grant eligible.

February Fuel Prices: Diesel \$3.42, Unleaded \$3.29

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$592,789.83

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of February 11, 2022, through March 10, 2022, financial obligations on checks #36120 through #36225, as presented for a total of \$592,789.83.



Mason Transit Authority
 March 15, 2022, Disbursement Approval

The following checks for the period of February 11, 2022, through March 10, 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 Accounts Payable Checks	Check Numbers 36120-36225	Total Amount \$592,789.83
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 2/16/2022	36152	186,044.73
Payroll & DRS – 3/02/2022	36179	168,341.97
Handi-Hut, Inc.	36133	18,680.00
Right! Systems, Inc.	36144	7,354.68
Washington State Transit Association	36151	3,434.00
Dell Marketing L.P.	36156	2,129.49
Right! Systems, Inc.	36171	8,081.10
Digital River, Inc.	36203	3,311.25
Right! Systems, Inc.	36212	35,769.20

Submitted by: LeeAnn McNulty Date: 3-10-2022
 LeeAnn McNulty, Administrative Services Manager

Approved by: Amy Asher Date: 3-10-2022
 Amy Asher, General Manager

Mason Transit Authority Check Register
 March 2022 Board Report

Activity From 2/11/2022 Through 3/10/2022

Document Date	Check #	Vendor Name	Amount
2/16/2022	36152	Mason Transit Authority - ACH Account	186,044.73
2/18/2022	36120	Aflac	771.44
2/18/2022	36121	AIG Retirement	1,012.46
2/18/2022	36122	Stanley Convergent Security Solutions	244.80
2/18/2022	36123	Ecolube Recovery, LLC dba American Petroleum	35.00
2/18/2022	36124	Aramark	155.75
2/18/2022	36125	Bridge Church	90.00
2/18/2022	36126	Belfair Water District #1	86.41
2/18/2022	36127	Bethel Towing	1,258.95
2/18/2022	36128	EMC - Mason Transit	99.15
2/18/2022	36129	CCG Systems, Inc. dba FASTER Asset Solutions	4,326.00
2/18/2022	36130	Northwest Cascade Inc. dba FloHawks	163.20
2/18/2022	36131	Gillig, LLC	2,083.24
2/18/2022	36132	GORDON TRUCK CENTERS, INC.	16.89
2/18/2022	36133	Handi-Hut, Inc.	18,680.00
2/18/2022	36134	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
2/18/2022	36135	District 160	1,625.50
2/18/2022	36136	Kitsap Transit	1,550.33
2/18/2022	36137	Marshall Krier	85.00
2/18/2022	36138	LegalShield	216.20
2/18/2022	36139	Mason County Garbage, Inc.	562.34
2/18/2022	36140	Mason County PUD #3	377.84
2/18/2022	36141	Purcor	146.48
2/18/2022	36142	Northridge Properties, LLC	1,700.00
2/18/2022	36143	Pacific Mobile Structures, Inc.	1,076.88
2/18/2022	36144	Right! Systems, Inc.	7,354.68
2/18/2022	36145	Seattle Automotive Distributing	299.59
2/18/2022	36146	SHL US LLC- Recruitment	450.27
2/18/2022	36147	Staples Business Advantage	396.48
2/18/2022	36148	United Way of Mason County	23.00
2/18/2022	36149	Westbay Auto Parts	64.95
2/18/2022	36150	AWorkSAFE Service, Inc.	350.00
2/18/2022	36151	Washington State Transit Association	3,434.00
3/1/2022	36153	Aramark	155.75
3/1/2022	36154	Kirk C Church dba 3C's	250.00
3/1/2022	36155	Cummins Northwest, LLC	509.44
3/1/2022	36156	Dell Marketing L.P.	2,129.49
3/1/2022	36157	Gillig, LLC	318.32
3/1/2022	36158	GORDON TRUCK CENTERS, INC.	89.29
3/1/2022	36159	Intermotive Vehicle Controls	463.50

Mason Transit Authority Check Register
 March 2022 Board Report

Activity From 2/11/2022 Through 3/10/2022

Document Date	Check #	Vendor Name	Amount
3/1/2022	36160	JayRay Ads & PR, Inc.	3,974.79
3/1/2022	36161	Landau Associates Inc	371.25
3/1/2022	36162	Mason County PUD #3	2,303.46
3/1/2022	36163	Mountain Mist Water	249.47
3/1/2022	36164	Office Depot, inc.	45.87
3/1/2022	36165	Olympic Lock & Key	28.29
3/1/2022	36166	O'Reilly Auto Parts	15.33
3/1/2022	36167	Builders FirstSource	22.27
3/1/2022	36168	ProAir	457.10
3/1/2022	36169	Ricoh USA, Inc	124.53
3/1/2022	36170	Robblee's Total Security, Inc	194.22
3/1/2022	36171	Right! Systems, Inc.	8,081.10
3/1/2022	36172	Seattle Automotive Distributing	349.06
3/1/2022	36173	The Shoppers Weekly	123.28
3/1/2022	36174	Tozier Brothers, Inc.	227.38
3/1/2022	36176	Westbay Auto Parts	549.69
3/1/2022	36177	ZEP Manufacturing Company	974.03
3/1/2022	36178	AWC Employee Benefit Trust	90,819.02
3/2/2022	36179	Mason Transit Authority - ACH Account	168,341.97
3/4/2022	36180	Abila	734.82
3/4/2022	36181	AIG Retirement	1,012.46
3/4/2022	36182	Aramark	167.34
3/4/2022	36183	Bradley Air Company	759.50
3/4/2022	36184	CDW Government	1,063.84
3/4/2022	36185	Lisa Davis	388.00
3/4/2022	36186	EMC - Mason Transit	99.15
3/4/2022	36187	Hood Canal Communications	2,189.60
3/4/2022	36188	Mason County PUD #3	110.59
3/4/2022	36189	NW Life Center	300.00
3/4/2022	36190	Pitney Bowes	188.95
3/4/2022	36191	Tobie and Gloriann Robinson	300.00
3/4/2022	36192	Mason County Journal	936.80
3/4/2022	36193	Staples Business Advantage	81.31
3/4/2022	36194	Star Rentals, Inc	293.22
3/4/2022	36195	Taylor Shellfish	300.00
3/4/2022	36196	TransitTalent.com LLC	190.00
3/4/2022	36197	United Way of Mason County	23.00
3/10/2022	36198	Advance Glass	513.27
3/10/2022	36199	Allstream	127.61
3/10/2022	36200	Associated Petroleum Products, Inc.	11,624.04

Mason Transit Authority Check Register
 March 2022 Board Report

Activity From 2/11/2022 Through 3/10/2022

Document Date	Check #	Vendor Name	Amount
3/10/2022	36201	City of Shelton	1,074.10
3/10/2022	36202	Comcast	237.99
3/10/2022	36203	Digital River, Inc.	3,311.25
3/10/2022	36204	Gillig, LLC	561.09
3/10/2022	36205	GORDON TRUCK CENTERS, INC.	135.54
3/10/2022	36206	Robert W. Johnson, PLLC	1,600.00
3/10/2022	36207	Kitsap Transit	1,617.39
3/10/2022	36208	Mason County Treasurer	94.00
3/10/2022	36209	Office Depot, inc.	22.81
3/10/2022	36210	Olympic Lock & Key	4.35
3/10/2022	36211	Builders FirstSource	8.69
3/10/2022	36212	Right! Systems, Inc.	35,769.20
3/10/2022	36213	Seattle Automotive Distributing	55.44
3/10/2022	36214	Smarsh	244.13
3/10/2022	36215	Spike's Hydraulics	10.50
3/10/2022	36216	Staples Business Advantage	230.00
3/10/2022	36217	Tozier Brothers, Inc.	17.01
3/10/2022	36218	United Way of Mason County	31.46
3/10/2022	36219	UniteGPS, LLC	1,053.00
3/10/2022	36220	U.S. Bank	4,254.50
3/10/2022	36221	Verizon Wireless	986.23
3/10/2022	36222	Voyager Fleet Systems, Inc.	186.62
3/10/2022	36223	Westbay Auto Parts	15.69
3/10/2022	36224	Whisler Communications	1,806.53
3/10/2022	36225	AWorkSAFE Service, Inc.	489.00
3/1/2022	36175	<i>Spoiled</i>	<i>0.00</i>
Check Totals			592,789.83

Mason Transit Authority Credit Card Activity
 March 2022 Board Report

February 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Veritch - Part	\$ 266.00
Employee Recognition	Shelton Mail & Ship - Krier retirement gift shipping	17.80
Employee Recognition	Tags - Krier retirement gift mug	17.50
Publication Fees	Gov Jobs - Ops Manager recruitment	199.00
Publication Fees	JobTarget - Ops Manager recruitment	349.00
Postage	UPS - parts sent back	11.75
Facility Repair/Maintenance	Amazon - Door stoppers	49.46
Facility Repair/Maintenance	Amazon - Ladder stand off	76.16
Facility Repair/Maintenance	Amazon -Extendable pole	119.10
Facility Repair/Maintenance	Digi-Key - LED drivers for ramps	355.44
Facility Repair/Maintenance	Harbor Freight - Tools	25.15
Facility Repair/Maintenance	Lowe's - Irrigation parts	193.26
Facility Repair/Maintenance	Shelton Outfitters - Work gloves	21.64
Facility Repair/Maintenance	Sprinkler Supply - Irrigation parts	42.43
Facility Repair/Maintenance	Tractor Supply - Hardware	12.98
Office Supplies	Amazon - Comm Center- Misc Office Supplies	52.96
Office Supplies	Amazon - Replenishment FirstAid kits	34.60
Office Supplies	Amazon - Markers for Ops	25.26
Office Supplies	Amazon - Restock of FirstAid kits	229.63
Office Supplies	Toziers - Masterlock for Belfair gate	20.66
Shop Supplies	Ellsworth Co - Digital Fuel meter	202.90
Cleaning/Sanitation Supplies	Amazon - Trash cans	54.39
Cleaning/Sanitation Supplies	Walmart - Trash bags	22.61
Safety Training Material & Supply	Amazon - Metal phone mount	21.65
IT Equipment	Amazon - Cables for new driver stations	45.54
IT Equipment	Amazon - Extended power cord for TCC desk	10.58
IT Equipment	Amazon - Keyboard & mouse for training room	16.27
IT Equipment	Amazon - New Driver workstations	863.68
IT Equipment	Amazon - Webcams	162.72
Safety Supplies	Amazon - 2000 pieces masks COVID	694.36
Safety Supplies	Amazon - 3m N95 masks COVID	48.77
Safety Supplies	Amazon - N95 masks COVID	43.38
Safety Supplies	Amazon - OptiPlus glass wipes COVID	103.86
Safety Supplies	Amazon - Replacement batteries for AED	223.28
Safety Supplies	Amazon - Smoke detectors for passenger rest area	28.28
Dues, Memberships, Subscriptions	ACDelco - Credit for duplicate charge error	(840.88)
Dues, Memberships, Subscriptions	Efax - Monthly subscription	102.15
Dues, Memberships, Subscriptions	WFOA - Jenna Membership	75.00
Conference Registration	Northwest LERA - Collective Bargaining conference	65.00
Training / Seminars	HSI - Davis CPR cert. update	38.09
Training / Seminars	HSI - Gwerder CPR cert. update	38.09
Training / Seminars	MRSC - Procurement training #3	40.00
Training / Seminars	WFOA - BARS GAAP	75.00

Total Credit Card Charges - February \$ 4,254.50

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6A – *Actionable*
Subject: Interlocal Agreement with City of Shelton – Bus Stop at Pacific Ct.
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: March 15, 2022

Background:

As mentioned in prior staff reports, MTA has been working with the City of Shelton in connection with a bus pullout and bus stop shelter at Pacific Court near Turning Pointe as a part of the Gateway project. Costs associated with this project were included in MTA's capital budget that were approved by the Board at its December 21, 2021 meeting.

Attached is an Interlocal Agreement (ILA) which has been prepared by the City of Shelton and modeled after a previous ILA with the City. An ILA is needed to provide an understanding of the responsibilities of each party and to provide terms of agreement. The project consists of construction of the bus pullout by the City and MTA providing the bus shelter at Pacific Ct. The City will introduce the resolution on March 15 with approval expected to occur in April. Should any unanticipated revisions be made by the City to the ILA, MTA staff will bring the proposals back to the Board for further consideration.

Legal Counsel has reviewed the ILA.

Summary: Approve the ILA with the City of Shelton.

Fiscal Impact:

\$71,370 as approved by MTA's 2022 capital budget.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-05 that approves the Interlocal Agreement between Mason Transit Authority and the City of Shelton relating to the bus pullout at Pacific Ct. and authorizes the General Manager to sign the Interlocal Agreement.

AFTER RECORDING RETURN TO:

City of Shelton
City Clerk
525 West Cota Street
Shelton, WA 98584

**CITY OF SHELTON AND MASON TRANSIT AUTHORITY
INTERLOCAL AGREEMENT FOR:
CONSTRUCTION OF BUS PULLOUT AT RAILROAD AVENUE & PACIFIC
COURT**

This is an Interlocal Agreement (Agreement), dated this _____ day of _____ 2022, by and between the City of Shelton, a Washington municipal corporation ("City") and Mason Transit Authority, a Washington municipal corporation ("MTA"), collectively referred to as the "Parties". In consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, it is agreed as follows:

RECITALS

WHEREAS: The City is constructing street, pavement, sidewalk, waterline, and storm drainage improvements associated with the City's Western Gateway Railroad Avenue Improvement project from 8th Street to Pacific Court; and

WHEREAS: MTA operates public transportation and bus service in the area subject to Railroad Avenue Project improvements, and has an interest in the design and construction of a bus pullout in the project area; and

WHEREAS: There are significant benefits for the City, MTA, and members of the public provided by the appropriate design and construction of the proposed bus pullout as a part of the City project; and

WHEREAS: The City and MTA have been working together to facilitate the design, construction, and funding of the bus pullout to serve the mutual interests of the City and MTA.

Now, therefore, in consideration of their mutual covenants, conditions, and consideration, it is agreed between the City and MTA as follows:

- I. **DESIGN AND DESIGN APPROVAL:** Design of the subject bus pullout has been completed, reviewed, and mutually agreed by the City and MTA, with associated depiction and plans attached hereto as **EXHIBIT A**.

2. **CONSTRUCTION:** The City shall construct the bus pullout, which includes storm improvements, paving, striping, curb and gutter, sidewalks, illumination, landscaping, and installation of the bus shelter.
3. **BUS SHELTER:** The bus shelter structure shall be provided by MTA, at no cost to the City, in a timely manner to enable the shelter to be erected in conjunction with other on-site improvements by the siteworks contractor.
4. **FUNDING:** MTA shall pay to the City the full cost of construction of the subject bus pullout (\$71,370.00) no later than December 2022. This shall be the full amount of the MTA payment to the City, based on the Engineer's construction cost estimate attached hereto as **Exhibit B**, regardless of actual bids for the work received by the City. MTA is responsible for any additional design or construction costs related to any changes to the plans, initiated or approved by MTA attached as **Exhibit A**.
5. **OWNERSHIP:** The improvements, including storm drainage, paving, striping, curb and gutter, sidewalks, illumination, and landscaping, shall be owned and maintained by the City. The bus shelter structure shall be owned and maintained by MTA.
6. There are no additional parties intended to be benefited under this agreement. There are no other agreements or representations, written or oral, concerning the subject matter of this agreement.
7. This Agreement shall be governed for all purposes by the law of the State of Washington. The venue for any action arising under this Agreement shall be in Mason County, Washington, unless otherwise mutually agreed in writing by the parties.
8. No amendments or variations of the terms and conditions of this Agreement shall be valid unless they are in writing and signed by all the parties thereto.
9. The Parties agree to perform any further acts and to execute and deliver any further documents as may be reasonably necessary to fully effectuate the provisions of this Agreement.
10. None of the Parties shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, terrorism, bomb threats, computer virus, epidemic, power outage, acts of war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery, or supplies, vandalism, strikes or other work interruptions by the employees of any party, or any other cause beyond the reasonable control of the party affected thereby. However, each

party shall utilize its best good faith efforts to perform under this Agreement in the event of any such occurrence or circumstance.

11. This Agreement will be enforced to the fullest extent permitted by applicable law. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable by a court or other governmental authority of competent jurisdiction, such invalidity, illegality, or unenforceability, shall not affect any other term or provision of this Agreement, which shall remain in full force and affect.
12. **ADMINISTRATION OF AGREEMENT:** The City of Shelton Public Works Department will administer this Agreement for the City. The designated point of contact for the City is: Ken Gill, City Engineer; (360) 432-5144; ken.gill@sheltonwa.gov. The designated point of contact for MTA is: Amy Asher; (360) 432-5755; aasher@masontransit.org.
13. **DURATION OF AGREEMENT:** This Agreement shall take effect upon execution of the Agreement by both the City and MTA and shall remain in effect until all obligations established in this Agreement are completed by both Parties, and until the City's governing body grants Final Acceptance at the time of project completion.
14. **NO LEGAL/ADMINISTRATIVE ENTITY CREATED:** No separate legal or administrative entity is created by or pursuant to this Agreement.
15. **INDEMNIFICATION/DEFENSE/HOLD HARMLESS:** The City will protect, defend, indemnify, and save harmless MTA, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the performance of this Agreement by the City, except for costs, claims, judgments, and awards of damage for injuries or damages arising out of or in any way resulting from negligent or allegedly negligent acts or omissions of MTA. MTA will protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from negligent or allegedly negligent acts or omissions of MTA, it's officers, employees, or agents.
16. **NO ASSIGNMENT:** The Parties shall not assign this Agreement or any interest, obligation, or duty herein without the express written consent of the other party.
17. **NOTICES:** All notices and payments hereunder shall be sent or delivered to the following respective addresses:

City: Ken Gill, City Engineer, 525 West Cota St., Shelton, WA 98584

MTA: Amy Asher, 790 E. Johns Prairie Road, Shelton, WA 98584

or to such other respective addresses as either Party may hereafter designate in writing. All notices and payments mailed by regular post (including first class) shall be deemed to be given on the second business

day following the date of mailing. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

18. **AUTHORITY:** Both Parties represent that by appropriate action by their respective governing bodies, they are authorized to enter into this Agreement and have finance approval for payments specified herein.
19. **NON-DISCRIMINATION POLICY:** The City and MTA shall not discriminate in the performance of this Agreement based on race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, military or veteran status, the presence of any physical, mental and/or sensory disability, or any other status protected by law.
20. **FILING OR POSTING:** This document shall be filed pursuant to Chapter 39.34 RCW, or alternatively, listed by subject on either of the Party's websites.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement effective the date first above written.

City of Shelton:

Jeff Niten, City Manager

Date

Mason Transit Authority:

Amy Asher, General Manager

Date

EXHIBIT A: Design Plans

January 13, 2022

Page 5 of 6

CITY OF SHELTON

MASON COUNTY

WASHINGTON



WESTERN GATEWAY PROJECT

SCHEDULE A - SIDEWALK IMPROVEMENTS

TIB PROJECT NO. P-W-194(P01)-1

SCHEDULE B - ROADWAY OVERLAY

TIB PROJECT NO. 3-W-194(004)-1

SCHEDULE C - WATER MAIN IMPROVEMENTS

SCHEDULE C SUPPORTED IN PART BY FEDERAL AWARD NO. SLFRP2616 BY U.S. DEPT. OF THE TREASURY

CITY OFFICIALS

ERIC ONISKO

Mayor, Seat Four

JAMES BOAD

Seat One

KATHY McDOWELL

Seat Two

SHARON SCHIRMAN

Seat Three

DEIDRE PETERSON

Seat Five

JOE SCHMIT

Deputy Mayor, Seat Six
City Councilmembers

MIGUEL GUTIERREZ

Seat Seven

JAMES HARRIS, P.E.

Public Works Director

KEN GILL, P.E.

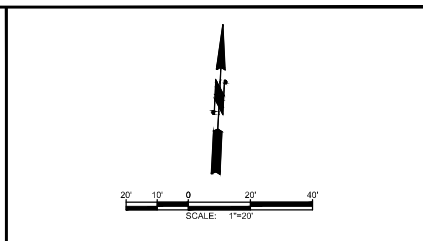
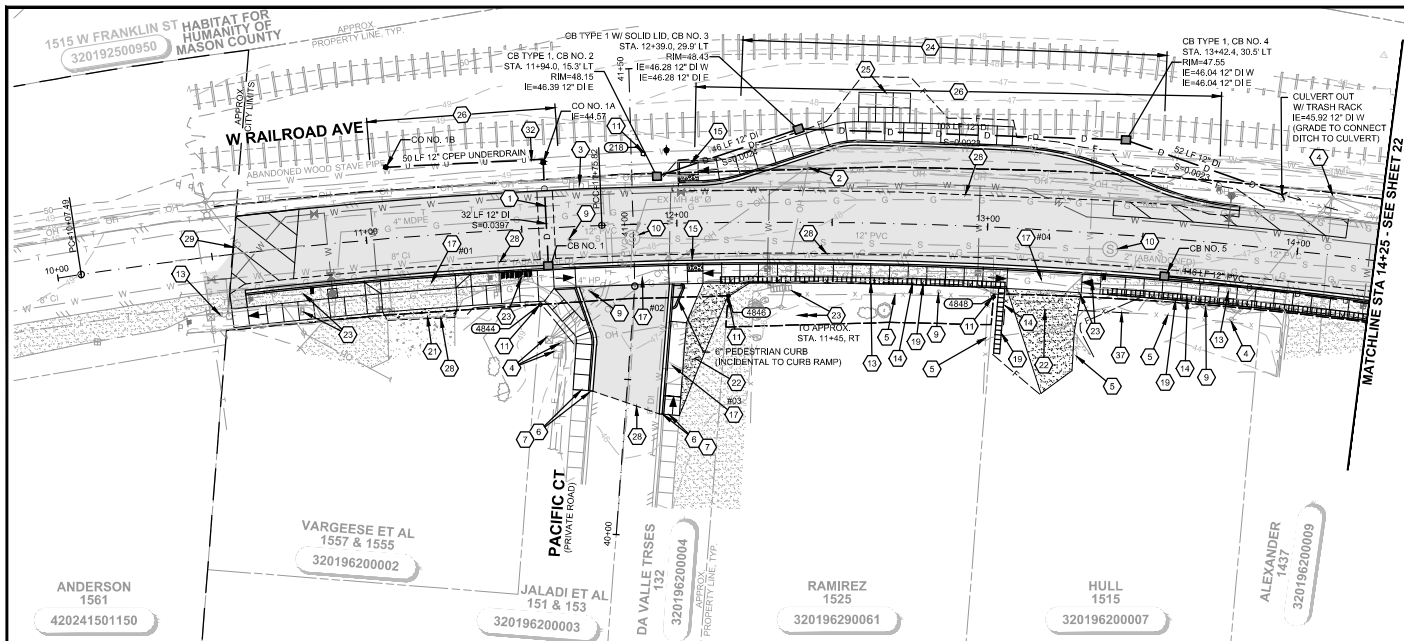
City Engineer



FEBRUARY 2022

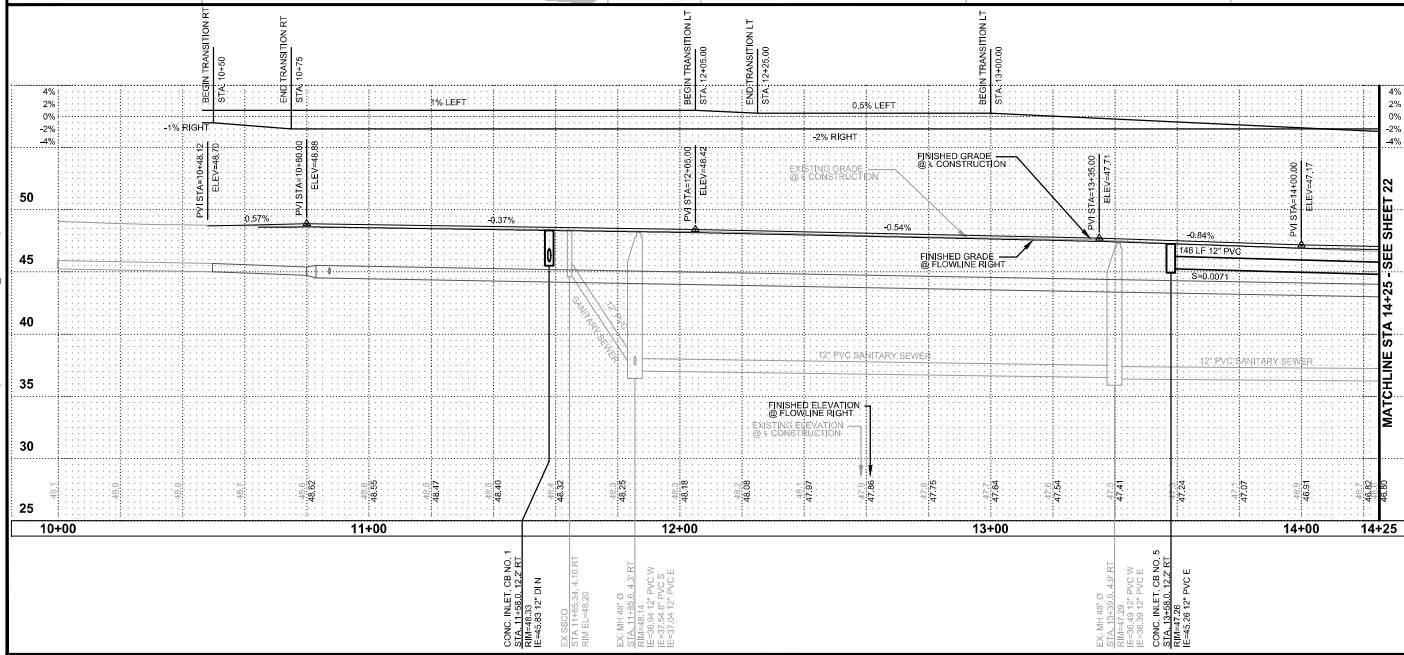
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ROADWAY & STORM DRAINAGE NOTES


- 1 CAUTION: POTENTIAL UTILITY CONFLICT. VERIFY (POTHOLE) EXACT LOCATION AND DEPTH OF EXISTING UTILITY. SEE ORDER OF WORK.
- 2 EXISTING UTILITY TO BE REMOVED/RELOCATED BY OTHERS. COORDINATE WORK WITH UTILITY REPRESENTATIVE.
- 3 EXISTING UTILITY VALUET TO BE ADJUSTED TO GRADE BY OTHERS. COORDINATE WORK WITH UTILITY REPRESENTATIVE.
- 4 PROTECT EXISTING UTILITY POLE, PEDESTAL, VAULT, DURING CONSTRUCTION. SEE GENERAL NOTE 10 SHEET 2.
- 5 PROTECT EXISTING CURB, SIDEWALK, STORM CHANNEL, FENCE, MAIL BOX, LUMINAIRE, WALL, TREE, LANDSCAPING DURING CONSTRUCTION.
- 6 SAWCUT EXISTING CURBS AND/OR SIDEWALK TO NEAREST FULL JOINT AND PROVIDE CLEAN EDGE.
- 7 REMOVE AND WASTEHAUL EXISTING CURB, GUTTER, SIDEWALK, ASPHALT PER THE SPECIFICATIONS. THIS WORK TO BE INCLUDED IN REMOVAL OF STRUCTURE AND OBSTRUCTION.
- 8 ADJUST EXISTING SEWER CLEANOUT TO GRADE PER DETAIL SHEET 29.
- 9 ADJUST EXISTING SEWER MANHOLE TO GRADE PER DETAIL SHEET 29.
- 10 PROTECT SURVEY MARKER DURING CONSTRUCTION.
- 11 EXISTING GAS VALVE BOX TO BE ADJUSTED TO GRADE BY OTHERS.
- 12 EXISTING GAS PIPELINE MARKER TO BE RELOCATED BY OTHERS.
- 13 CONTRACTOR SHALL FURNISH AND INSTALL FENCE PER DETAIL SHEET 35.
- 14 CONSTRUCT CURB RAMP PER DETAIL(S) SHEET 37-44.
- 15 INSTALL RECTANGULAR SOLID LID. LIDS IN SIDEWALK SHALL BE SLIP RESISTANT.
- 17 CONTRACTOR SHALL FURNISH AND INSTALL CEMENT CONCRETE DRIVEWAY PER DETAIL ON SHEET 32.
- 18 ADJUST MONUMENT CASE AND COVER TO GRADE PER DETAIL T-15 ON SHEET 33.
- 19 CONSTRUCT MODULAR BLOCK WALL PER DETAIL SHEET 36.
- 20 CONSTRUCT ASPHALT DRIVEWAY REPAIR PER DETAIL SHEET 32.
- 21 CONSTRUCT CEMENT CONCRETE DRIVEWAY REPAIR PER DETAIL SHEET 32.
- 22 CONSTRUCT CRUSHED ROCK DRIVEWAY REPAIR PER DETAIL SHEET 32.
- 23 REMOVE AND RELOCATE EXISTING MAILBOXES) PER DETAIL SHEET 35.
- 24 RAILROAD TRACKS AND TIES TO BE REMOVED BY CONTRACTING AGENCY. PRIOR TO PROJECT.
- 25 CONSTRUCT BUS SHELTER PAD (18.5' x 9.5' x 8\"/>



RIGHT-OF-WAY DISCLAIMER
 THE RIGHT-OF-WAY AND/OR PROPERTY LINES SHOWN HEREON ARE BASED ON AVAILABLE INFORMATION, NOT ON A SURVEYED LOCATION AND ARE ONLY APPROXIMATE.


BURIED UTILITIES IN AREA CALL BEFORE YOU DIG 1-811
 EXISTING UTILITIES SHOWN ARE FROM THE BEST AVAILABLE INFORMATION AND NO GUARANTEE IS MADE AS TO THE EXACT SIZE, TYPE, LOCATION OR DEPTH.

TWO INCHES AT FULL SCALE. IF NOT, SCALE ACCORDINGLY.



Gray & Osborne, Inc.
 CONSULTING ENGINEERS
 1000 W. MARKET ST., SUITE 200
 WASHINGTON, VA 22180-1400

DATE:	FEB. 2022	YBP	BLS
DRAWN:		CHECKED:	
APPROVED:		DATE:	
REVISION:		NO.	

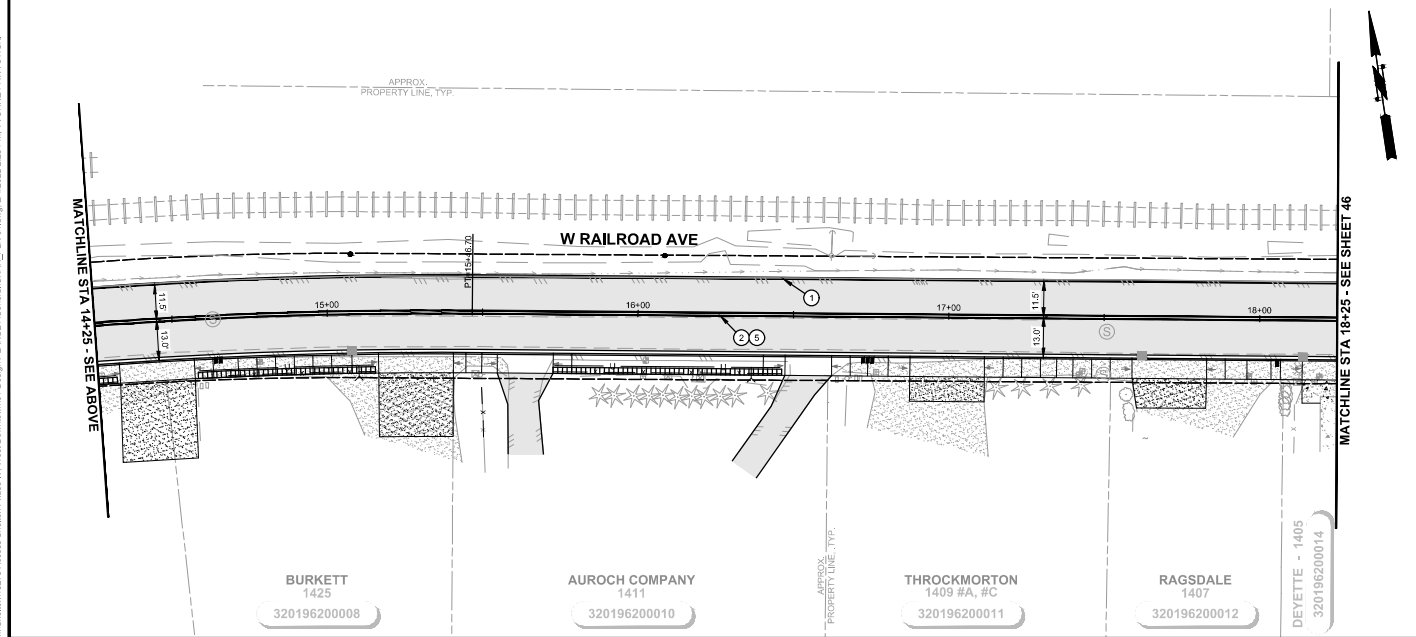
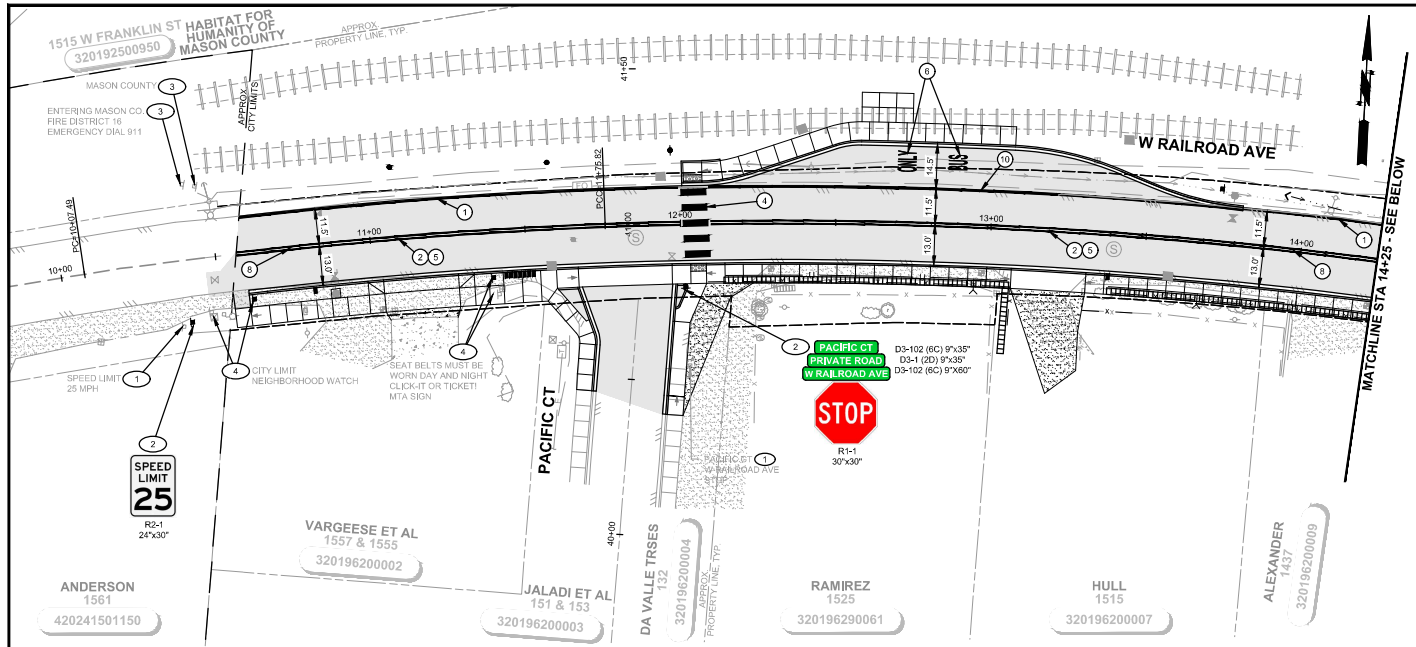


CITY OF SHELTON
 MASON COUNTY
WESTERN GATEWAY PROJECT
 PLAN AND PROFILE - W RAILROAD AVE
 STA 10+00 TO 14+25

SHEET: **21**
 OF: **58**

JOB NO.: 18273.00
 DWG/PLN_PRF 01

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GENERAL

1. ALL SIGN TYPES, COLORS, AND DIMENSIONS ARE STANDARD PER THE MUTCD, UNLESS OTHERWISE INDICATED.
2. SIGNS SHALL BE CONSTRUCTED ENTIRELY OF TYPE III OR TYPE IV REFLECTIVE SHEETING PER WSDOT STANDARD SPECIFICATIONS SECTION I-28.12.
3. ALL PLASTIC PAVEMENT MARKINGS SHALL BE TYPE D-1 MMA UNLESS OTHERWISE INDICATED.
4. CONTRACTOR SHALL FURNISH AND INSTALL TEMPORARY PAVEMENT MARKINGS IMMEDIATELY FOLLOWING PAVING.
5. CURB PAINTING SHALL BE INSTALLED AT THE LOCATIONS SHOWN IN CITY OF SHELTON STANDARD DETAIL T-16 ON SHEET 49.

CHANNELIZATION NOTES:

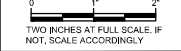
1. CONTRACTOR SHALL FURNISH AND INSTALL 4" PAINTED EDGE LINE PER CITY OF SHELTON STANDARD DETAIL T-01 ON SHEET 49.
2. CONTRACTOR SHALL FURNISH AND INSTALL TYPE YY RECESSED PAVEMENT MARKERS PER CITY OF SHELTON STANDARD DETAIL T-01 ON SHEET 49.
3. CONTRACTOR SHALL FURNISH AND INSTALL PLASTIC STOP LINE PER CITY OF SHELTON STANDARD DETAIL T-01 ON SHEET 49.
4. CONTRACTOR SHALL FURNISH AND INSTALL PLASTIC CROSSWALK LINE PER DETAIL 3 ON SHEET 49.
5. CONTRACTOR SHALL FURNISH AND INSTALL PAINTED DOUBLE YELLOW CENTER LINE STRIPE PER CITY OF SHELTON STANDARD DETAIL T-01 ON SHEET 49.
6. CONTRACTOR SHALL FURNISH AND INSTALL TRAFFIC LETTERS PER DETAIL 1 ON SHEET 49.
7. CONTRACTOR SHALL FURNISH AND INSTALL DOTTED EXTENSION LINE PER WSDOT STANDARD PLAN M-201 1249 ON SHEET 51.
8. CONTRACTOR SHALL FURNISH AND INSTALL TYPE 28B RPM PER CITY OF SHELTON STANDARD DETAIL W-08 ON SHEET 16.
9. CONTRACTOR SHALL FURNISH AND INSTALL TYPE 1S TRAFFIC ARROW PER WSDOT STANDARD PLAN M-24.40 ON SHEET 51.
10. CONTRACTOR SHALL FURNISH AND INSTALL 8" PAINTED GORE STRIPE PER CITY OF SHELTON STANDARD DETAIL T-01 ON SHEET 49.


SIGNING NOTES:

1. CONTRACTOR SHALL REMOVE EXISTING SIGN(S), POST AND FOUNDATION, SALVAGE SIGNS TO THE CONTRACTING AGENCY AND WASTE HAUL EXISTING POSTS AND FOUNDATIONS.
2. CONTRACTOR SHALL FURNISH AND INSTALL NEW SIGN ON NEW POST PER DETAILS ON SHEET 49 AND 50.
3. PROTECT EXISTING SIGN DURING CONSTRUCTION.
4. RELOCATE EXISTING SIGN, FURNISH AND INSTALL NEW POST AND HARDWARE, WASTE HAUL EXISTING POST AND FOUNDATION.

RIGHT-OF-WAY DISCLAIMER
THE RIGHT-OF-WAY AND/OR PROPERTY LINES SHOWN HEREON ARE BASED ON AVAILABLE INFORMATION, NOT ON A SURVEYED LOCATION AND ARE ONLY APPROXIMATE.


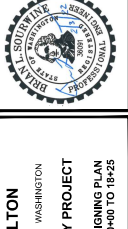
BURIED UTILITIES IN AREA CALL BEFORE YOU DIG 1-811
EXISTING UTILITIES SHOWN ARE FROM THE BEST AVAILABLE INFORMATION AND NO GUARANTEE IS MADE AS TO THE EXACT SIZE, TYPE, LOCATION OR DEPTH.





DATE: FEB. 2022
DRAWN: YBP
CHECKED: BLS
APPROVED: DMJ

NO.	REVISION	DATE	APRD

CITY OF SHELTON
WASHINGTON
MASON COUNTY
WESTERN GATEWAY PROJECT
CHANNELIZATION AND SIGNING PLAN
W RAILROAD AVE STA 10+00 TO 18+25

SHEET: 45	JOB NO.: 18273.00
OF: 58	DWG: CHAN_PLN_01

EXHIBIT B: Engineers Construction Cost Estimate

January 13, 2022

Page 6 of 6

**CITY OF SHELTON
WESTERN GATEWAY PROJECT
BUS PULL-OUT AREA
ENGINEER'S COST ESTIMATE
CITY OF SHELTON
Updated 2-10-2022**

NO.	ITEM	QUANTITY		UNIT PRICE	AMOUNT
1	Project Temporary Traffic Control (S.P. 1-10.5)	1	LS	\$ 7,000.00	\$ 7,000.00
2	Clearing and Grubbing (S.P. 2-01.5)	1	LS	\$ 2,000.00	\$ 2,000.00
3	Ex, Backfill, Compact & Grading Roadway, Incl. Haul (S.P. 2-03.5)	30	CY	\$ 45.00	\$ 1,350.00
4	Crushed Surfacing Base Course (S.P. 4-04.5)	55	TN	\$ 30.00	\$ 1,650.00
5	Crushed Surfacing Top Course (S.P. 4-04.5)	30	TN	\$ 30.00	\$ 900.00
6	HMA Cl. 1/2 Inch PG58H-22 for Pavement Repair (S.P. 5-04.5)	50	TN	\$ 100.00	\$ 5,000.00
7	Ductile Iron Storm Sewer Pipe, 12 In. Diam (Incl. Bedding) (S.P. 7-04.5)	200	LF	\$ 50.00	\$ 10,000.00
8	Catch Basin, Type 1 (S.P. 7-05.5)	3	EA	\$ 1,700.00	\$ 5,100.00
9	Bank Run Gravel for Trench Backfill (S.P. 7-08.5)	20	TN	\$ 35.00	\$ 700.00
10	Erosion and Water Pollution Control (S.P. 8-01.5)	1	LS	\$ 500.00	\$ 500.00
11	Cement Concrete Traffic Curb and Gutter (S.P. 8-04.5)	185	LF	\$ 80.00	\$ 14,800.00
12	Concrete Bus Shelter Pad (S.P. 8-14.5)	10	SY	\$ 80.00	\$ 800.00
13	Cement Concrete Sidewalk (S.P. 8-14.5)	60	SY	\$ 60.00	\$ 3,600.00
14	Install Bus Shelter (S.P. 8-12.5)	1	LS	\$ 1,500.00	\$ 1,500.00
Subtotal:					\$54,900.00
Sales Tax @ 0.0 % (W.S. Rev. Rule 171):					\$0.00
ENGINEER'S CONSTRUCTION COST ESTIMATE					\$54,900.00
DESIGN ENGINEERING					\$8,235.00
CONSTRUCTION MANAGEMENT					\$8,235.00
TOTAL ESTIMATED COST					\$71,370.00

This estimate does not include costs of relocation of the utility pole and guy wire by the utility company and removal of the Note: railroad tracks by the City.

Calculated By: Ken Gill, P.E.

RESOLUTION NO. 2022-05

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE INTERLOCAL AGREEMENT (ILA) WITH THE
CITY OF SHELTON REGARDING THE BUS PULLOUT
CONSTRUCTION AT PACIFIC COURT AND AUTHORIZING THE
GENERAL MANAGER TO SIGN THAT ILA.**

WHEREAS, as a part of the City of Shelton’s (“City”) Western Gateway Railroad Avenue Improvement project, Mason Transit Authority (“MTA”) through its Authority Board, desires to construct a bus stop pullout near Railroad and Pacific Court to provide safe transportation and loading/unloading passengers at that location (the “Project”); and

WHEREAS, the partnership between MTA and the City in connection with the Project will be a benefit to the citizens; and

WHEREAS, entering into an interlocal agreement is needed to identify the responsibilities of each party and terms of the agreement;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the interlocal agreement and terms set forth therein between the City and MTA is approved; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the interlocal agreement as approved above.

Adopted this 15th day of March, 2022.

Sandy Tarzwell, Chair

John Campbell, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Eric Onisko, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, 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 6B – *Discussion*

Subject: Location of MTA April Board Meeting

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: March 15, 2022

Background:

Unanticipated delays to finalize the details of the Belfair P&R building now necessitate that we consider another location for the April meeting. MTA has not yet received approval by the Fire Marshall, and we are waiting to conduct the final punch list before we can occupy the building. We do not anticipate that it will be ready for the April meeting.

We have reached out to the North Mason Timberland Regional (Belfair) and Hoodsport libraries and they did not have any conference rooms available. The Port of Allyn has indicated their conference room is available, which is where MTA has traditionally held their April meeting. If we choose to meet there, it will have to be all in-person as a hybrid option will not be available given the technology constraints there.

If the Board would prefer to meet in a hybrid format, the T-CC would be the best choice.

Summary: Discuss location for MTA's April Board meeting.

Fiscal Impact:

-0-

Staff Recommendation:

T-CC for hybrid meeting capabilities.

Motion for Consideration:

Move that the Mason Transit Authority Board hold its April 19, 2022 special meeting at the Transit-Community Center Conference Room.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A. – *Informational*
Subject: Financial Reports – February 2022
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: March 15, 2022

Summary for Informational Purposes:

Included are the updated December 2021 as well as February 2022 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for December 2021 (received February 28, 2022) was \$602,943. 3% higher than December 2020.

2021 Revenue & Expenses – Adjustments since last reporting:

- Sales tax received through December 2021.
- Wages earned in December that were paid in January Payroll have been adjusted back to the December Financials.
- Sick leave and vacation year end accruals also have been adjusted to reflect in the December financials.
- Insurance reflects an adjustment based on actual versus estimated miles driven.

2021 financials remain in draft form as we await WSDOT Q4 revenue reimbursements.

2022 Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses for February 2022 would be at 16.66% (2/12) of the budget through the end of the year. Total YTD Revenue is slightly under budget at 14.6%. Total YTD Operating Expenses are under budget at 10.8%.

Fiscal Impact:

February fiscal impact reflects total revenues of \$662,362 and operating expenses of \$578,191 for a net income of \$84,170

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

March 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	114,705	150,500		76.2%
Total Operating Revenue (Fares)	10,910	151,007	183,000		82.5%
Sales Tax	602,943	6,869,226	4,054,264	(1)	169.4%
Operating Grants	428,632	3,583,255	2,992,852	(2)	119.7%
Rental Income	11,844	139,786	144,180		97.0%
Investment Income	808	11,990	50,000		24.0%
Other Non-operating Revenue	5,008	65,803	53,410	(3)	123.2%
Total Revenue	1,060,145	10,821,066	7,477,706		144.7%
Expenses					
Wages and Benefits	618,411	5,147,098	5,474,061		94.0%
Contracted Services	24,779	331,421	346,332		95.7%
Fuel	25,403	315,188	300,750	(4)	104.8%
Vehicle/Facility Repair & Maintenance	9,950	163,825	265,752		61.6%
Insurance	23,864	197,899	210,364		94.1%
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	7,399	107,780	226,590	(5)	47.6%
Training & Meetings	79	7,786	39,935		19.5%
Other operating expenses	12,515	136,319	307,808	(6)	44.3%
Total Operating Expenses	737,786	6,633,722	7,410,931		89.5%
Net Income (Deficit) from Operations	\$ 322,360	\$ 4,187,345	\$ 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 actuals and Q4-request for reimbursement.
(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 - \$26,758; Office Supplies - \$8,848; Shop Supplies - \$10,782; Small Tools & Equipment - \$4,212; IT Equipment - \$14,482; Communications Equipment - \$4,663; Operating Supplies - \$5,742; Small Equipment & Furniture - \$11,207; Software - \$7,077; Postage \$1,483; Shelter supplies-\$1,118; 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; CDL Testing/Exams- \$3,380; Small Tools -\$1,082; Advertising - \$61,623; Merchant/Credit Card fees - \$3,625; Dues, Memberships, Subscriptions - \$32,318; Unemployment Insurance \$13,652; plus other misc. operating expenses.

Mason Transit Authority Statement of Financial Activities

% through the year: 16.7%

March 2022 Board Report

February Statement of Financial Activities	February Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 4,474	\$ 7,179	\$ 38,500		18.6%
PSNS Worker/Driver	6,050	13,200	110,000		12.0%
Total Operating Revenue (Fares)	10,524	20,379	148,500		13.7%
Sales Tax	356,980	727,234	5,620,000	(1)	12.9%
Operating Grants	280,304	560,608	3,363,648	(2)	16.7%
Rental Income	11,125	22,363	135,700		16.5%
Investment Income	992	1,879	10,000		18.8%
Other Non-operating Revenue	2,437	22,676	9,570	(3)	236.9%
Total Revenue	662,362	1,355,140	9,287,418		14.6%
Expenses					
Wages and Benefits	461,324	728,150	6,918,721		10.5%
Contracted Services	25,784	56,088	478,897		11.7%
Fuel	29,138	55,802	520,250	(4)	10.7%
Vehicle/Facility Repair & Maintenance	11,376	39,228	329,170		11.9%
Insurance	18,429	36,857	222,188		16.6%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	2,867	5,734	8,620	(5)	66.5%
Utilities	14,120	27,716	191,254		14.5%
Supplies & Small Equipment	5,548	14,645	179,094	(6)	8.2%
Training & Meetings	256	(9)	43,150		0.0%
Other Operating Expenses	9,350	34,338	193,963	(7)	17.7%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	578,191	998,550	9,243,307		10.8%
Net Income (Deficit) from Operations	\$ 84,170	\$ 356,590	\$ 44,111		

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 Jan and Feb. 2022 accruals.
(3)	Includes: Sale of Maintenance Services - \$1,938; Community Van - \$499; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$0; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.24. Average gasoline price per gallon year to date is \$3.22.
(5)	The Rent - Facilities Park & Ride budgeted amount is based on the anticipated Belfair park and ride project being completed by end of March with this expense ending and not spread throughout the year.
(6)	Printing- \$477; Cleaning/Sanitation/Safety supplies - \$3,699; Office Supplies - \$1,543; Shop Supplies - \$2,221; Small Tools & Equipment - \$227; IT Equipment - \$2,422; Communications Equipment - \$0; Operating Supplies - \$543; Small Equipment & Furniture - \$0; Software \$4,561-Postage 183; plus other misc supplies and small equipment.
(7)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$10,952; Merchant/Credit Card fees - \$442; Dues, Memberships, Subscriptions - \$21,688; Unemployment Insurance - \$0; CDL Testing \$ 250; Office Equip Lease \$189; plus other misc. operating expenses.

Mason Transit Authority Cash and Investments

March 2022 Board Report

Cash Balances

	1/31/2022	2/28/2022	Change
Cash - MC Treasurer	\$ 1,523,895.54	\$ 1,602,578.99	\$ 78,683.45
Investments - MC Treasurer	13,500,000.00	13,500,000.00	-
Payroll - ACH Columbia Bank	192,286.84	\$ 193,072.52	785.68
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 15,216,682.38	\$ 15,296,151.51	\$ 79,469.13

Cash Encumbrances

Grant Related:

Purchase 1-35' coach and 6 cutaways. Fed. 5339 - \$952,145. 25% match.	317,381.00
Total Grant Match	\$ 317,381.00

Reserves:

Total Grant Match	317,381.00
General Leave Liability (Vacation/Sick)	259,179.63
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	6,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 13,426,560.63

Total of Cash	\$ 15,296,151.51
Less Encumbrances	13,426,560.63
Undesignated Cash Balance Total (Including Reserves)	1,869,590.88
Investments - MC Treasurer (Reserves)	13,500,000.00
Less Encumbrances	13,426,560.63
Undesignated Cash Reserves	\$ 73,439.37

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

Mason Transit Authority Capital Budget

March 2022 Board Report

As of February 28, 2022

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		51,061	9,908,653	Finalize construction on 5 park & rides throughout county. Match satisfied in 2021.
JP natural gas line replacement	25,000		25,000		-	-	Johns Prairie facility maintenance.
JP building painting	90,000		90,000		-	-	Facility maintenance preservation cost. All buildings at JP need painted.
JP septic grinder pumps	7,000		7,000		-	-	Two of three septic grinder pumps need replaced.
JP HVAC unit replacements	125,000		125,000		-	-	The HVAC system is all original and in need of replacement.
TCC customer service office remodel	100,000			100,000	-	-	Contingent on future sales tax equalization.
Belfair furniture	25,000		25,000		-	-	Outfit Belfair conference room.
Two sanders	5,000		5,000		-	-	Two sanders to allow multiple staff to sand during snow/ice events.
Truck mounted snow plows	5,000		5,000		-	-	Two truck mounted snow plows to allow staff to clear staff, maintenance and park and ride lots.
Bus washer	45,000			45,000	-	-	Additional walk behind bus washer.
Bus stop improvements	30,000		30,000		-	-	Begin bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops.
UV air purifiers in transit buses	120,000		120,000		-	-	In vehicle UV air purifiers for full fleet of transit vehicles.
Bus stop pull out on Railroad at Pacific Ct.	70,000		70,000		10,134	10,134	Estimate from the City of Shelton to be done in conjunction with TIB funded street improvement project.
Badge access door security	100,000		100,000		-	-	Install badge access at MTA facilities for safety and security
Replacement laptops	40,200		40,200		-	-	Replace supervisor/manager laptops, includes warranty, docking stations, & sales tax - 15 each.
Replace desktop computer	45,000		45,000		35,769	35,769	Replace desktop computers approaching end of useful life, includes warranty and sales tax - 33 each.
Security cameras update	56,000		56,000		-	-	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
Total Misc Capital Projects	11,410,700	10,027,698	2,070,333	145,000	96,964	9,954,556	
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Grant PTD0344 Federal 5339
Total Vehicle Replacements	\$ 1,269,526	\$ 952,145	\$ 317,381				
Total Capital Projects	\$ 12,680,226	\$ 10,979,843	\$ 2,387,714	\$ 145,000	\$ 96,964	\$ 9,954,556	


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

Mason Transit Authority Sales Tax Receipts

March 2022 Board Report

Sales Tax Collected as of 02/28/2022 for 12/31/2021

Monthly Cash-Flow Trend (January - December)



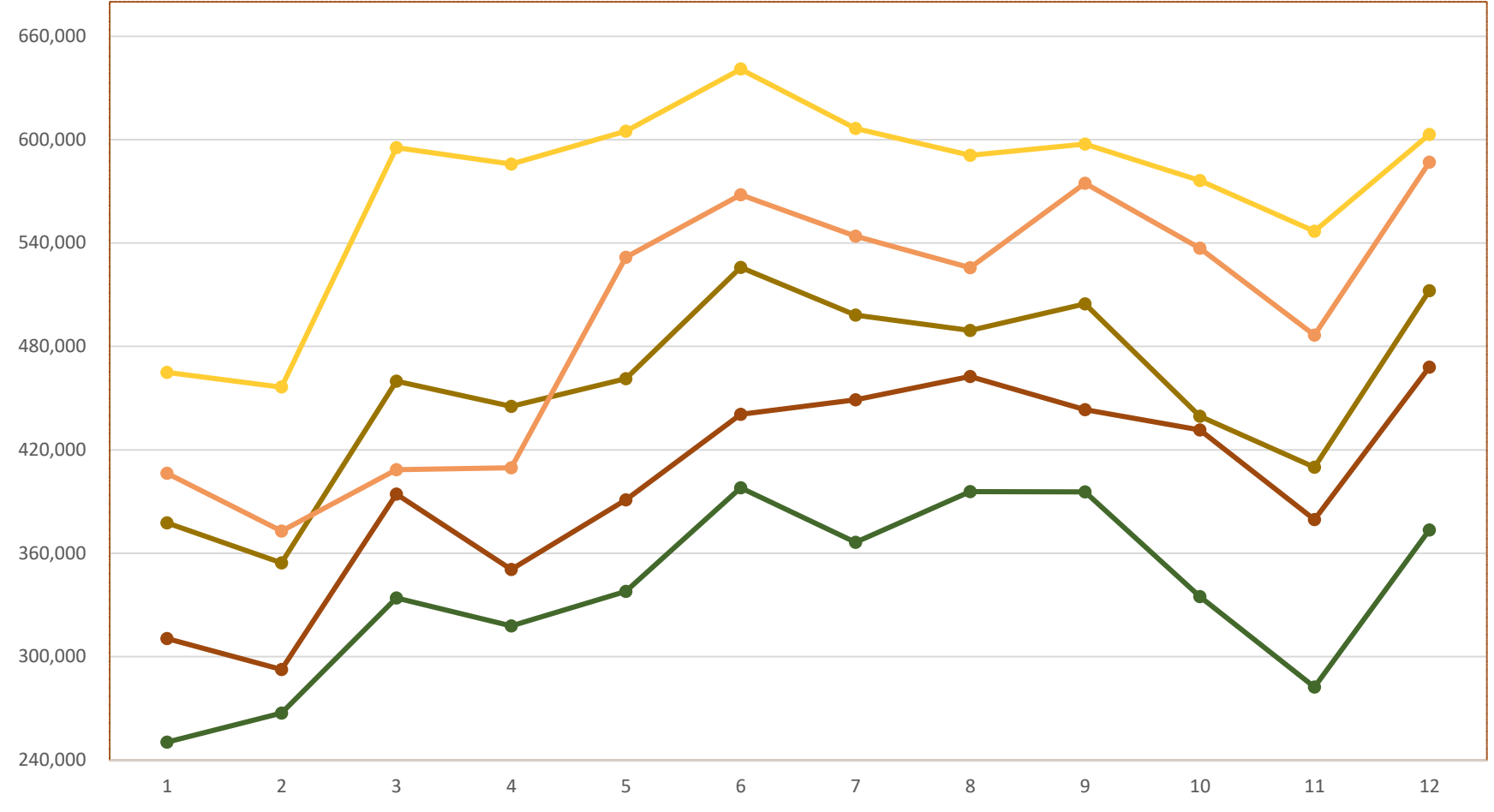
	2018	2019	2020	2021 Budget	2021 Actual	2021 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834	585,816	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	546,801	94%	12%
December	467,960	512,346	586,883	373,534	602,943	61%	3%
	4,813,813	5,478,270	5,951,698	4,054,264	6,869,226		

Budget Variance Average - YTD 71%

% Change 2020 vs 2021 Actual Average - YTD 17%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 7B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: March 15, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 15, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 15, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Continued attendance at weekly Small and Medium Transit Association Legislative Meetings.
- Attended Statewide General Manager discussions.
- Coordination with City of Shelton on Gateway project bus stop construction at Pacific Ct.
- Attended Economic Development Council Administrators Coordination meeting at Olympic College.
- Attended TIP CAP meeting in Shelton.
- Attended Mason/Thurston/Lewis transit provider coordination meeting.
- Attended Economic Development Council Board meeting.
- Attended Mason County Opioid Group meeting.
- Attended WSDOT Mobility Management meeting.

Internal Activities:

- Reviewed and selected Operations Manager candidates for interviews. Conducted interviews.
- Hosted Joint Labor Management meeting.
- Hosted Employee Engagement Committee meeting. Reviewed Employee of the Year nominations and selected Anita Givens for MTA's 2021 Employee of the Year. Congratulations Anita!
- Conducted Maintenance Manager Interviews. Paul Bolte will begin with MTA on April 4. Welcome Paul!
- Worked with outgoing Operations Manager on project status updates.
- Attended Bus Stop Placement committee meeting to review process and locations for fixed stops in Shelton.
- Conducted annual EEO policy review.
- Reviewed and discussed performance review process for 2021 reviews.
- Conducted Operations Manager Interviews. Jason Rowe has been promoted to Operations Manager. Congratulations Jason!

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Attended Joint Labor Management meeting.
- Prepared and submitted 2021 D&A MIS report.
- Organized Maintenance Manager interviews.
- Navigated onboarding tasks with new Maintenance Manager.
- Reviewed process for performance appraisals with Amy.
- Met with Amy and Haley to review 2021 EEO plan metrics.
- Launched and facilitated Operations Manager recruitment
- Set up interviews for two internal and one external Operations Manager candidates.
- Worked with Ops to determine next best Drivers class start date.

Administrative Services Support

- Jenna and I participated in SAO/WFOA BARS GAAP training.
- Attended WSTIP Audit and Executive Committee meetings.
- Admin staff performed cyclical count on vehicle parts.
- Prepared most accounting entries to wrap up 2021. Awaiting WSDOT payments for Q4-21 to wrap up and begin preparation of annual report and the financial component of the NTD for 2021.
- I will be away from the office on medical leave effective March 14. I will be supporting the agency remotely in the coming weeks.

MAINTENANCE/FACILITIES – Amy Asher

Outreach and meetings:

- Hosted Local 21 union meeting for United Food and Commercial Workers.
- Gave T-CC tour to Paul B. with Amy A. attending.
- Prepped for vaccination/resource event to be held at T-CC on March 2.
- Hosted a quick United Way meeting in the old GRAVITY office space at the T-CC.

T-CC Building Projects/Purchases/Maintenance

- Meeting with Michaels Construction regarding alley project.
- Worked with Christina H. on several procurement items.
- Completed annual testing of T-CC fire suppression systems including all fire extinguishers, smoke alarms, sprinkler heads, burglar/fire alarms, pressurized dry system, claxon alarms, and backflows. Passed all inspections. Conducted by Stanley Securities and Knight Fire Systems.
- Gillig bus order is on track for assembly July 25 with delivery in August 2022.
- Met with American Seating to review new seating options.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

Park and Rides

- Shelton Matlock: Completed.
- Pear Orchard: Completed.
- Belfair: Waiting for approval by Fire Marshall and going over final punch list. Tyler is working with our IT contractor to get internet and cameras functional.
- Pickering and Cole Rd: Completed.

OPERATIONS – Amy Asher

- **COVID-19:** We transported 0 COVID-19 individual that were positive for COVID-19. We continue to keep a supply of masks available on each bus for passengers and staff.
- **Training:** Trina trained four drivers in CPR/AED/FA training. Matt C. completed Defensive Driver training with 17 drivers. Chris W conducted refresher training on bus 650 with 3 drivers.
- **Meetings:** Dan S. and Mike attended the monthly Mason County Emergency Management Planning Committee meeting. Amy and Mike conducted a few meetings with JayRay ensure all upcoming ads and promotions were prepared for release.
- **New Driver Class 2022-01:** Bryan P. completed his CDL road test on February 20! Congratulations!
- **New Driver Class 2022-02:** We are preparing the details for the next new class to start on June 2. We will start advertising on March 31 and hope to get 8 drivers into the class.
- **New Operations Manager:** We are in the process of advertising/recruiting/interviewing for a new Operations Manager.
- **NTD:** Operations has started working on the 2021 National Transit Database report for the calendar year 2021.
- **Outreach:** Dan conducted an Outreach program for the Fawn Lake HOA, Lake Limerick HOA, DJ's Mini Market and a had a booth during the COVID Vaccination clinic held at the T-CC on March 2.
- **QR Code for MTA:** Dan S. and Jason R. created a QR code for passengers to scan to download the routes and maps.
- **Ride recovery:** Operations staff conducted 10 ride recoveries to ensure all passengers got to their final destinations.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 7C – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: March 15, 2022

Background:

The attached ridership data displays In County, Out of County, Demand Response and Worker Driver ridership with combined Total Ridership monthly since 2019.

To be easily identifiable, 2022 passenger trips are labeled with the actual number.

Of note, ridership increased an average of 73 passengers per day in February as compared to January 2022, based on the number of operating days in each month.

RIDERSHIP DATA CHARTED

