



AGENDA

Mason Transit Authority Board Special Meeting

Tuesday, April 19, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2550 786 6101 (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: March 15, 2022 Regular Board meeting minutes | |
| | B. Pg. 06: Check Approval: March 11 – April 11, 2022 | |
| | C. Pg. 12: Certifications and Assurances for FTA Awards | |
| 6. | ACTION ITEMS: | |
| | Unfinished Business: [None] | |
| | New Business: | |
| | A. Pg. 42: Update: Report from Operations and Maintenance Committee | Amy |
| | B. Pg. 44: Actionable: Grant Application for Vehicles | Amy |

7. **STAFF REPORTS**
 - A. **Pg. 45: Financial Reports**
 - B. **Pg. 52: Management Reports**
 - C. **Pg. 57: Operational Statistics**
8. **COMMENTS BY BOARD**
9. **NEXT MEETINGS:**
 - **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
March 15, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:01 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: Sandy Tarzwell, Chair; John Campbell, Vice-Chair; Wes Martin, Randy Neatherlin, Eric Onisko, John Sheridan, Kevin Shutty and Sharon Trask.

Authority Voting Board Member Present in Person: Cyndy Brehmeyer

Quorum met.

Authority Non-voting Board Member Present Virtually: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel; Elizabeth Safsten of WSDOT

PUBLIC COMMENT – None (Matt Baide of the Shelton-Mason County Journal as member of the public in attendance in person and no members of the public attended virtually).

ACCEPTANCE OF AGENDA

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

5. **CONSENT AGENDA**

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

- A. Minutes of the MTA regular Board meeting of February 15, 2022.
- B. Payments of February 15, 2022 through March 10, 2022 financial obligations on checks#36120 through 36225, as presented for a total of \$592,789.83.

Shutty/Campbell. Motion carried.

6. **ACTION ITEMS – UNFINISHED BUSINESS** [None].

ACTION ITEMS - NEW BUSINESS:

- A. **Interlocal Agreement with the City of Shelton for Bus Stop at Pacific Ct.**
Prior to discussion of the matter, Board Member Onisko recused himself from the discussion and vote. Ms. Asher, General Manager, described the project and that MTA included in its Board approved capital budget costs associated with this project. Chair Tarzwell asked if this project was similar to the library pullout, to which Ms. Asher affirmed that this project is similar. **Moved** 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.
Trask/Neatherlin. Motion carried.
- B. **Location of MTA April Board Meeting.** Ms. Asher explained that due to various delays, the Belfair P&R building would not be ready for the April meeting. Staff explored the possibility of holding it at other areas, with the Port of Allyn indicating its conference room was available. Ms. Asher indicated that if the Board desired to meet in a hybrid format, she recommended the T-CC as it has the necessary technology. Additionally, Rob Johnson, Legal Counsel, stated that on March 12, 2022, the Department of Health stated that it was up to the local jurisdiction to determine whether it was necessary to have a social distancing standard. MTA is required to adhere to TSA (federal) requirements regarding mask mandates, but TSA has no social distancing mandate and it would be up to the MTA Board or General Manager to determine whether social distancing would be necessary. **Moved** that MTA hold its April 19, 2022 meeting at the Transit-Community Center and hold the July 19, 2022 meeting in the Belfair Park & Ride facility. **Neatherlin/Campbell. Motion carried.**

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

- MTA received its final sales tax revenue for 2021 and it was 15% above 2020.
- Staff Changes:
 - Jason Rowe has been promoted to be the new Operations Manager. Jason has been with MTA since 2013; has a thorough understanding of MTA's service; and has played a key role in the bus technology development in recent years. Most recently, Jason and Dan Sharp, MTA's new Operations Coordinator, have been working together on a QR code to be installed at all shelters so that when scanned, all service routes and times will be viewable.
 - Paul Bolte will be joining MTA on April 4 as the new Facilities and Fleet Maintenance Manager and comes from Around the Sound Transportation.
- The State legislature recently passed the "Move Ahead Washington" package containing more than \$3B to be distributed over 16 years and is part of the climate commitment of which MTA is expected to be a recipient.
- The community meetings are beginning to be held in person.
- Ms. Asher anticipates an uptick in ridership as the cost of gas approaches \$5/gal.

- The State just renegotiated its fuel contracts, so Ms. Asher will be reaching out to discuss and will report back to the Board.

8. **COMMENTS BY BOARD:**

- Board Member Neatherlin shared the praise he received from members of TIP CAP in which they shared their enthusiasm of working with Ms. Asher and that she has a wonderful wealth of knowledge.
- Board Chair Tarzwell congratulated Jason Rowe on his promotion and looks forward to working with him.
- Vice Chair Campbell is looking forward to the July Board meeting and to the celebration and ribbon cutting.
- Board member Neatherlin has been receiving inquiries as to whether or not the Belfair P&R facility will be available for public use. Ms. Asher responded that staffing may be an issue as it is not staffed similarly to the Transit-Community Center.

Moved that the meeting be adjourned.

ADJOURNED 4:34 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Special Meeting
April 19, 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 5B – *Actionable* Check
Subject: Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: April 19, 2022

Summary for Discussion Purposes:

Disbursements:

- Bradley Air Company
 - Check #36230- \$3,187.19 – Building#1 Water Leak Repair & Duct work
- GORDON TRUCK CENTERS, INC.
 - Check #36236- \$7,301.16 – Service and Labor for General Engine repair
- *Rognlin's, Inc.
 - Check #36249 - \$67,086.83 – Progress billing park and rides
- *SCJ Alliance.
 - Check #36251 - \$2,760.07 – Belfair Park & Ride Development
- City of Shelton
 - Check #36260 - \$19,052.42 – TCC parking lot retro-fit Retainage
- Right! Systems, Inc.
 - Check#36316 - \$12,482.65- TCC/JP Security Camera upgrade equipment

*Disbursements capital grant eligible.

March Fuel Prices: Diesel \$3.94, Unleaded \$3.60

General Manager Travel Expenditures:
N/A

Check Disbursement Fiscal Impact:

\$642,231.51

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 11, 2022, through April 11, 2022, financial obligations on checks #36226 through #36330, as presented for a total of \$642,231.51.



Mason Transit Authority
 April 19, 2022, Disbursement Approval

The following checks for the period of March 11, 2022, through April 11, 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 36226-36330	Total Amount \$642,231.51
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 3/16/2022	36226	174,379.91
Payroll & DRS – 3/30/2022	36272	158,665.83
Bradley Air Company	36230	3,187.19
GORDON TRUCK CENTERS, INC	36236	7,301.16
Rognlin's, Inc.	36249	67,086.83
SCJ Alliance.	36251	2,760.07
City of Shelton	36260	19,052.42
Right! Systems, Inc.	36316	12,482.65

DocuSigned by:
 Submitted by: LeeAnn McNulty Date: 4/11/2022
 LeeAnn McNulty, Administrative Services Manager

DocuSigned by:
 Approved by: Amy Asher Date: 4/11/2022
 Amy Asher, General Manager

Mason Transit Authority Check Register
 April 2022 Board Report

Activity From 3/11/2022 Through 4/11/2022

Document Date	Check #	Vendor Name	Amount
3/16/2022	36226	Mason Transit Authority - ACH Account	174,379.91
3/24/2022	36227	Aflac	771.44
3/24/2022	36228	AIG Retirement	1,012.46
3/24/2022	36229	Aramark	313.42
3/24/2022	36230	Bradley Air Company	3,187.19
3/24/2022	36231	Belfair Water District #1	86.41
3/24/2022	36232	Cascade Natural Gas	1,811.40
3/24/2022	36233	Cummins Northwest, LLC	32.28
3/24/2022	36234	EMC - Mason Transit	98.15
3/24/2022	36235	Gillig, LLC	287.96
3/24/2022	36236	GORDON TRUCK CENTERS, INC.	7,301.16
3/24/2022	36237	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
3/24/2022	36238	District 160	1,622.50
3/24/2022	36239	JayRay Ads & PR, Inc.	3,120.35
3/24/2022	36240	Legal Shield	216.20
3/24/2022	36241	Les Schwab	1,140.14
3/24/2022	36242	Mason County Garbage, Inc.	791.58
3/24/2022	36243	Mason County PUD #3	4,118.34
3/24/2022	36244	Mountain Mist Water	102.41
3/24/2022	36245	Office Depot, inc.	36.85
3/24/2022	36246	O'Reilly Auto Parts	6.93
3/24/2022	36247	Power Clean Hoods	734.40
3/24/2022	36248	Builders FirstSource	71.20
3/24/2022	36249	Rognlin's, Inc.	67,086.83
3/24/2022	36250	Right! Systems, Inc.	5,799.43
3/24/2022	36251	SCJ Alliance	2,760.07
3/24/2022	36252	Seattle Automotive Distributing	654.99
3/24/2022	36253	The Shoppers Weekly	190.42
3/24/2022	36254	Staples Business Advantage	87.80
3/24/2022	36255	Titus-Will	69.33
3/24/2022	36256	Tozier Brothers, Inc.	7.88
3/24/2022	36257	United Way of Mason County	23.00
3/24/2022	36258	Westbay Auto Parts	740.53
3/25/2022	36259	Bridge Church	90.00
3/25/2022	36260	City of Shelton	19,052.42
3/25/2022	36261	Gillig, LLC	174.25
3/25/2022	36262	GORDON TRUCK CENTERS, INC.	438.28
3/25/2022	36263	Mountain Mist Water	205.12

Mason Transit Authority Check Register
 April 2022 Board Report

Activity From 3/11/2022 Through 4/11/2022

Document Date	Check #	Vendor Name	Amount
3/25/2022	36264	Northwest Lift & Equipment LLC	50.42
3/25/2022	36265	Northridge Properties, LLC	1,700.00
3/25/2022	36266	Pacific Mobile Structures, Inc.	1,076.88
3/25/2022	36267	Ricoh USA, Inc	70.43
3/25/2022	36268	Seattle Automotive Distributing	89.60
3/25/2022	36269	The Shoppers Weekly	178.87
3/25/2022	36270	AWC Employee Benefit Trust	88,951.50
3/25/2022	36271	Westbay Auto Parts	15.34
3/30/2022	36272	Mason Transit Authority - ACH Account	158,665.83
4/5/2022	36273	Abila	734.82
4/5/2022	36274	AIG Retirement	1,012.46
4/5/2022	36275	Stanley Convergent Security Solutions	286.20
4/5/2022	36276	Associated Petroleum Products, Inc.	39,521.80
4/5/2022	36277	Aramark	170.34
4/5/2022	36278	City of Shelton	1,081.68
4/5/2022	36279	Comcast	237.99
4/5/2022	36280	Commercial Brake & Clutch, Inc.	373.29
4/5/2022	36281	EMC - Mason Transit	93.15
4/5/2022	36282	Gillig, LLC	2,697.67
4/5/2022	36283	GORDON TRUCK CENTERS, INC.	65.45
4/5/2022	36284	Hood Canal Communications	2,619.93
4/5/2022	36285	Instrument Sales and Service, Inc.	72.84
4/5/2022	36286	Les Schwab	2,348.27
4/5/2022	36287	Mason County PUD #3	2,287.67
4/5/2022	36288	Purcor	146.48
4/5/2022	36289	Office Depot, Inc.	46.94
4/5/2022	36290	O'Reilly Auto Parts	30.58
4/5/2022	36291	Pitney Bowes Supplies	87.60
4/5/2022	36292	Robison Plumbing	260.47
4/5/2022	36293	Right! Systems, Inc.	218.75
4/5/2022	36294	Seattle Automotive Distributing	447.31
4/5/2022	36295	The Shoppers Weekly	421.86
4/5/2022	36296	Staples Business Advantage	924.71
4/5/2022	36297	Summit Law Group	140.00
4/5/2022	36298	Tozier Brothers, Inc.	13.24
4/5/2022	36299	United Way of Mason County	49.46
4/5/2022	36300	Westbay Auto Parts	108.69
4/11/2022	36301	Advance Glass	253.62

Mason Transit Authority Check Register
 April 2022 Board Report

Activity From 3/11/2022 Through 4/11/2022

Document Date	Check #	Vendor Name	Amount
4/11/2022	36302	Allstream	142.73
4/11/2022	36303	Aramark	335.74
4/11/2022	36304	Bradley Air Company	244.13
4/11/2022	36305	Cascade Natural Gas	1,643.48
4/11/2022	36306	Gillig, LLC	214.99
4/11/2022	36307	Gillis Auto Center, Inc.	18.37
4/11/2022	36308	GORDON TRUCK CENTERS, INC.	488.82
4/11/2022	36309	Mason County Garbage, Inc.	227.52
4/11/2022	36310	Mason County PUD #3	3,389.30
4/11/2022	36311	Mountain Mist Water	73.12
4/11/2022	36312	Office Depot, inc.	35.32
4/11/2022	36313	Olympic Lock & Key	54.40
4/11/2022	36314	O'Reilly Auto Parts	746.37
4/11/2022	36315	Pitney Bowes Purchase Power	171.00
4/11/2022	36316	Right! Systems, Inc.	12,482.65
4/11/2022	36317	Seattle Automotive Distributing	426.16
4/11/2022	36318	Mason County Journal	1,636.30
4/11/2022	36319	The Shoppers Weekly	318.06
4/11/2022	36320	Staples Business Advantage	192.94
4/11/2022	36321	TK Elevator Corporation	694.44
4/11/2022	36322	Titus-Will	69.33
4/11/2022	36323	UniteGPS, LLC	1,053.00
4/11/2022	36324	U.S. Bank	5,202.25
4/11/2022	36325	Verizon Wireless	986.33
4/11/2022	36326	Westbay Auto Parts	82.66
4/11/2022	36327	Westcare Clinic, Inc.	85.00
4/11/2022	36328	Whisler Communications	1,806.53
4/11/2022	36329	AWorkSAFE Service, Inc.	621.00
4/11/2022	36330	ZEP Manufacturing Company	994.05
Check Totals			642,231.51

Mason Transit Authority Credit Card Activity
 April 2022 Board Report

March 2022 Activity

GL Title	Transaction Description	Expenses
Employee Recognition	Cost Plus World Market - EE Recognition for 20 years	\$ 65.05
Employee Recognition	Fred Meyer - Transit Appreciation Day	37.70
Employee Recognition	Subway - Transit Appreciation Day	789.16
Employee Recognition	Tags - Plaque for Employee of the year	17.50
Publication Fees	JobTarget - Mechanic Recruitment	20.00
Publication Fees	JobTarget - Mechanic Recruitment	249.00
Security Services	Checkr - Background Maintenance manager	48.13
Postage	USPS - Postage for certified return receipt	14.76
Facility Repair/Maintenance	Amazon - Flourscent lights for ballasts	121.89
Facility Repair/Maintenance	Amazon - Hair catcher for sink	8.58
Facility Repair/Maintenance	Amazon - LED lights for post lights	199.72
Facility Repair/Maintenance	Amazon - Spud wrench and gasket	39.04
Facility Repair/Maintenance	Home Depot - Irrigation-parts for Pear Orchard	16.44
Facility Repair/Maintenance	Home Depot - Irrigation-parts for Pear Orchard	39.77
Facility Repair/Maintenance	Kully Supply - Valve kit for bathrooms	55.62
Facility Repair/Maintenance	McLendons - Light switch	1.51
Facility Repair/Maintenance	Powerstride Battery - Industrial battery	822.14
Facility Repair/Maintenance	Sprinkler Supply - Irrigation for Pear Orchard	156.88
Facility Repair/Maintenance	Walmart - Batteries	9.49
Facility Repair/Maintenance	Walmart - Hose nozzles	21.63
Facility Repair/Maintenance	Walmart - Misc facility maintenance supplies	11.60
Facility Repair/Maintenance	Walmart - Mulch for Pear Orchard	14.57
Operating Supplies	Amazon - Laminator for Ops	291.94
Operating Supplies	Amazon - Locked scheduled cases for Ops	283.83
Operating Supplies	Amazon - Pamphlet holders for buses	112.72
Office Supplies	Amazon - White boards for records vault	65.64
Shop Supplies	Walmart - Breakroom supplies	22.21
Cleaning/Sanitation Supplies	Amazon - Vacuum bags	34.72
Cleaning/Sanitation Supplies	Amazon - Window washer	46.66
Cleaning/Sanitation Supplies	Walmart - Bleach, hose nozzle	25.63
Safety Training Material & Supply	Amazon - Measuring wheel	43.35
IT Equipment	Amazon - Cables for Belfair wire cabinet	55.84
IT Equipment	Amazon - Rackmount, Belfair base install	16.26
IT Equipment	Amazon - Webcam, Rowe	54.24
IT Equipment	Fluke Electronics - Cable wire mapper	151.89
Safety Supplies	Amazon - N95 masks	40.09
Dues, Memberships, Subscriptions	Cisco Webex - Webex yearly subscription	176.26
Dues, Memberships, Subscriptions	EFax - Monthly fax bill	89.97
Dues, Memberships, Subscriptions	QR Code Generator - Yearly subscription	208.77
Travel & Meeting Expense MTA	Delta Hotels - Safety & Training Supervisor training, Everett WA	658.45
Travel & Meeting Expense MTA	WA Ferries - Everett training	33.60
Training / Seminars	CTAA - PASS training materials	30.00
	Total Credit Card Charges - March	<u>\$ 5,202.25</u>

Mason Transit Authority Special Board Meeting

Agenda Item: Consent Agenda – Item 5C – *Actionable*

Subject: 2022 Certifications and Assurances

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: April 19, 2022

Background:

Awards of FTA funding are subject to certain mandatory certifications on the part of the grant recipient. These certifications are required by various statutes, regulations, or FTA and U.S. DOT policies. So that MTA may receive federal grant assistance for either capital or operating, it is required by the Federal Transit Administration (FTA) that MTA complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all federal statutes, regulations, Executive Orders and administrative requirements applicable to applications made to and grants received from the Washington State Department of Transportations (WSDOT).

Attached are the required forms to be signed and submitted to WSDOT.

Summary: Approve and authorize the Board Chair to sign FTA Fiscal Year 2022 Certifications and Assurances.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2022 Certifications and Assurances to acknowledge compliance as required.



April 19, 2022

Ms. Tina Rea
Business Analyst & Planner
Washington State Department of Transportation
Public Transportation Office
P. O. Box 47387
Olympia, WA 98504-7387

Dear Ms. Rea:

Mason Transit Authority (“MTA”) hereby certifies that it will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to its application made to and grants received from the Washington State Department of Transportation under 49 U.S.C. Sections 5309, 5311, and 5339.

In addition, MTA hereby accepts all the provisions of the Department of Labor’s Special Section 5333(b) Warranty for Applications to the Small Urban and Rural Program. MTA’s transportation employees are represented by IAM and AW District 160, 2121 – 70th Avenue West, Suite A, University Place, WA 98466.

The provisions of 49 U.S.C. Section 5333(b), 290 CFR Part 215, and Section 1001 of Title 18, U.S.C., apply to all certifications and submissions in connection with applications made to and grants received from 49 U.S.C. Sections 5309, 5311 and 5339.

MTA certifies or affirms the truthfulness and accuracy of the contents of the statements and understands that the provisions of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Sincerely,

Sandy Tarzwell
Chair of the Authority Board
Mason Transit Authority

ST:tb

FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

Name of Applicant: Mason Transit Authority The

Applicant certifies to the applicable provisions of all categories: (*check here*) XX.

Or,

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

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

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Cybersecurity Certification for Rail Rolling Stock and Operations

20 Tribal Transit Programs

21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Mason Transit Authority

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

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

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

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

Signature _____ Date: _____

Name Sandy Tarzwell, Board Chair Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): Mason Transit Authority

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

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

Signature _____ Date: _____

Name Robert W. Johnson Attorney for Applicant

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

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

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

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

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

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

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

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

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

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

1.2. Standard Assurances: Additional Assurances for Construction Projects.

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

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

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

1.3. Procurement.

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

The applicant certifies that its procurement system complies with:

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

1.4. Suspension and Debarment.

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

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

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

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

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (a) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 U.S.C. § 5329(d)(1) and 49 CFR § 673.13.

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

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673.

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

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

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

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

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

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

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

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

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

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

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

4.2. Statement for Loan Guarantees and Loan Insurance.

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

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

5.1. Charter Service Agreement.

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

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

5.2. School Bus Agreement.

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

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

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

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

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

The applicant certifies that it is in compliance with 49 CFR Part 625.

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

7.1. Rolling Stock Buy America Reviews.

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

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

7.2. Bus Testing.

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

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will

receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

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

The applicant certifies that it:

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

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

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

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

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

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

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

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

The applicant certifies that it:

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

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

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula

Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

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

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

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

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

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

The applicant certifies that:

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

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

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

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

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

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

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

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

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

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

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

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

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

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

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

- (a) Response time;

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

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

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

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

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

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

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS
FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT
PROGRAMS).**

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),

- (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
- (4) Category 09 (Formula Grants for Rural Areas),
- (5) Category 15 (Alcohol and Controlled Substances Testing), and
- (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

Name of Applicant: _____

The Applicant certifies to the applicable provisions of all categories: (*check here*) _____.

Or,

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

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

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Cybersecurity Certification for Rail Rolling Stock and Operations

20 Tribal Transit Programs

21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

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

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

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

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

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): _____

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

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

Signature _____ Date: _____

Name _____ Attorney for Applicant

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

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
	Mason Transit Authority	International Association of Machinists and Aerospace Workers, Lodge 160	Intercity Transit	International Association of Machinists and Aerospace Workers, Lodge 160
	Amy Asher	Zac Collins	Heather Stafford-Smith	Zac Collins
	790 East Johns Prairie Road	9135-15th Pl. S., 2nd Floor	P.O. Box 659	9135-15th Pl. S., 2nd Floor
	Shelton, WA 98584	Seattle, WA 98108	Olympia, WA 98507	Seattle, WA 98108
	360-432-5755	206-762-7990	360-705-5861	206-762-7990
	aasher@masontransit.org	zac@iam160.com	hsmith@intercitytransit.com	zac@iam160.com
			Intercity Transit <i>(continued)</i>	Amalgamated Transit Union
				Local 1765
				Paul Tischer
				906 Columbia Street SW
				Olympia, WA 98501
				360-229-9869
				president.ba@atu1765.org

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			Kitsap Transit	Amalgamated Transit Union
				Local 587
			Angela Moreno	Representing ACCESS and
			60 Washington Avenue, Suite 200	Routed Operators
			Bremerton, WA 98337	2815 Second Avenue, Suite 230
				Seattle, WA 98121
			360-478-5865	Ken Price, President
				206-448-8588
				206-448-4482 (fax)
			AngelaM@KitsapTransit.com	kprice@president@atu587.org
			Kitsap Transit (continued)	International Association of Machinists and Aerospace Workers, Lodge 160
				(representing Maintenance)
				Rusty Gabel
				9135-15th Pl. S., 2nd Floor
				Seattle, WA 98108
				360-362-2898
				rusty@iam160.com

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers
			Jefferson Transit Nicole Gauthier, Interim General Manager 634 Corners Road Port Townsend, WA 98368 360-385-3020, ext. 107 ngauthier@jeffersontransit.com	Amalgamated Transit Union Local 587 Representing Dial-A-Ride and Routed Operators 2815 Second Avenue, Suite 230 Seattle, WA 98121 Ken Price, President 206-448-8588 206-448-4482 (fax) Kprice.president@atu587.org

Mason Transit Authority Regular Board Meeting

Agenda Item:

New Business - Item 6A – *Update*

Subject:

Operations and Maintenance Committee Agenda

Prepared by:

Amy Asher, General Manager

Approved by:

Amy Asher, General Manager

Date:

April 19, 2022

Summary for Informational Purposes:

The Operations and Maintenance Committee Agenda of April 13, 2022 is attached.

Operations and Maintenance Committee Agenda

April 13, 2022 1:30 PM – 3PM

Attendees: Sandy Tarzwell, Kevin Shutty, Amy Asher, Paul Bolte and Jason Rowe

Goal: Discuss future use of Radich building.
Determine MTA's future use of alternately fueled vehicles and facility needs.
Make a recommendation to the full MTA Authority Board.

Agenda:

- Status update on Radich Building. United Way wishes to continue lease through February 2023. Review history of the facility while under MTA ownership. Discuss options for next steps once United Way vacates.
- Transition to zero emission vehicles:
 - Funding at federal and state levels are favoring zero emissions – a trend that will likely continue. \$1.1B for low/no emission vehicles vs. \$372M for bus and bus facilities.
 - There are many variables to consider when transitioning to zero emissions:
 - Vehicle base price comparisons:
 - \$420,000 for 35 ft. diesel coach;
 - \$585,000 for hybrid;
 - \$810,000 for electric; or
 - \$780,000 for rebuilt.
 - Estimate 300 mile range from hydrogen and 140 miles from electric.
 - Charging infrastructure on base and route for electric. Plug in, inductive, overhead. All vary in price and complexities. Hydrogen availability.
 - There is a new federal requirement to have a fleet transition plan in place when applying for low or no emission buses. Includes workforce development training. Will require work with our labor groups.
 - All of it is still new and emerging technology. Mixed fleet is likely the best scenario.
 - WSDOT and FTA have planning grants available to assist with planning for feasibility of moving to alternative fuels. September deadline for State Green Transportation Planning Grant applications.
 - What is MTA's appetite for beginning this transition?
- Future meeting topics for Summer 2022:
 - MTA Fares – Grant Funds available if we offer fares free to youth. Has MTA discussed dropping out of county fares?
 - T-CC Facility Rental Rates for non-profits– Kitchen, Gym, Conference Room
 - Discuss use of Belfair Conference Room

Mason Transit Authority Regular Board Meeting

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

Subject: Grant Application

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: April 19, 2022

Background:

Staff is requesting approval to submit a grant application for the Federal FY 2022 Bus and Bus Facilities grant program through the Washington State Department of Transportation. This grant would support the replacement of five coaches that are currently past their useful life. Two of the vehicles are 2005 40' Gilligs and the other three are 2007 35' Gilligs that have had engine replacements. The useful life of these vehicles is 15 years. We expect to receive these vehicles sometime in 2024 if this grant request is successful. Award announcements will be made in late August 2022.

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

Fiscal Impact:

There is a 20% local match requirement for this grant request. The total project cost is expected to be \$2,573,120 for all five vehicles with a local match of \$514,624. There are adequate funds in the budget to cover this request.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A. – *Informational*
Subject: Financial Reports – March 2022
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: April 19, 2022

Summary for Informational Purposes:

Included are the numbers for March 2022 Financial Reports.

Included is the final presentation of the 2021 December Financial Statement which includes one additional facility repair bill of \$3,187 from what was presented in March 2022. The 2021 YTD totals are considered in draft form until audited by the State Auditor's Office.

Highlights:

Sales Tax Revenue

Sales tax revenue for January 2022 (received March 31, 2022) was \$492,351. 6% higher than January 2021.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 25% (3/12) of the budget through the end of the year. Total YTD Revenue is slightly under budget at 24.0%. Total YTD Operating Expenses are under budget at 16.9%.

Rent – Facilities and Park & Ride were anticipated to occur through March putting the expenditure at 100% through March. It is now expected that these expenses will remain through May as we continue navigating opening the Belfair Park and Ride complex.

Fiscal Impact:

March fiscal impact reflects total revenues of \$749,170 and operating expenses of \$566,589 for a net income of \$182,581.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

April 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	618,337	5,147,024	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	13,137	169,540	265,752		63.8%
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	740,899	6,639,363	7,410,931		89.6%
Net Income (Deficit) from Operations	\$ 319,247	\$ 4,181,704	\$ 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: 25.0%

April 2022 Board Report

March Statement of Financial Activities	March Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,730	\$ 10,910	\$ 38,500		28.3%
PSNS WorkerDriver	7,590	21,289	110,000		19.4%
Total Operating Revenue (Fares)	11,320	32,199	148,500		21.7%
Sales Tax	445,239	1,294,570	5,620,000	(1)	23.0%
Operating Grants	280,304	840,912	3,363,648	(2)	25.0%
Rental Income	11,211	33,575	135,700		24.7%
Investment Income	1,071	2,950	10,000		29.5%
Other Non-operating Revenue	25	22,428	9,570	(3)	234.4%
Total Revenue	749,170	2,226,633	9,287,418		24.0%
Expenses					
Wages and Benefits	440,173	1,168,396	6,918,721		16.9%
Contracted Services	23,939	80,028	478,897		16.7%
Fuel	35,229	91,113	520,250	(4)	17.5%
Vehicle/Facility Repair & Maintenance	19,927	59,155	329,170		18.0%
Insurance	18,429	55,286	222,188		24.9%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	2,867	8,601	8,620	(5)	99.8%
Utilities	15,229	42,945	191,254		22.5%
Supplies & Small Equipment	5,211	19,898	179,094	(6)	11.1%
Training & Meetings	1,110	1,101	43,150		2.6%
Other Operating Expenses	4,476	38,899	193,963	(7)	20.1%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	566,589	1,565,422	9,243,307		16.9%
Net Income (Deficit) from Operations	\$ 182,581	\$ 661,211	\$ 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, Feb and March 2022 accruals.
(3)	Includes: Sale of Maintenance Services - \$1,963; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$221; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; Other Non Transportation Revenue - \$6; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.55. Average gasoline price per gallon year to date is \$3.32.
(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- \$992; Cleaning/Sanitation/Safety supplies - \$3,783; Office Supplies - \$1,760; Shop Supplies - \$4,224; Small Tools & Equipment - \$278; IT Equipment - \$2,715; Communications Equipment - \$0; Operating Supplies - \$1,232; Small Equipment & Furniture - \$0; Software \$4,651-Postage \$198; 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 - \$14,115; Merchant/Credit Card fees - \$706; Dues, Memberships, Subscriptions - \$22,163; Unemployment Insurance - \$0; CDL Testing- \$ 250; CDL Exams- \$255; Property tax- \$94; Veh. Registration fee- \$71; Office Equip Lease -\$277; plus other misc. operating expenses- \$968.

Mason Transit Authority Cash and Investments

April 2022 Board Report

Cash Balances

	2/28/2022		3/31/2022		Change
Cash - MC Treasurer	\$ 1,602,578.99	\$	2,595,812.26	\$	993,233.27
Investments - MC Treasurer	13,500,000.00		13,500,000.00		-
Payroll - ACH Columbia Bank	193,072.52	\$	193,072.56		0.04
Petty Cash/Cash Drawers	500.00		500.00		-
TOTAL	\$ 15,296,151.51	\$	16,289,384.82	\$	993,233.31

**\$1,000,000 moved to Investment Account 4-5-2022*

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	\$ 16,289,384.82
Less Encumbrances	13,426,560.63
Undesignated Cash Balance Total (Including Reserves)	2,862,824.19
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 placed in Capital Project Reserves.

Mason Transit Authority Capital Budget

April 2022 Board Report

As of March 31, 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		59,369	9,968,022	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		12,482	12,482	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	117,754	10,026,407	
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	\$ 117,754	\$ 10,026,407	

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

April 2022 Board Report

Sales Tax Collected as of 03/31/2022 for 01/31/2022



	2019	2020	2021	2022 Budget	2022 Actual	2022 Budget Variance	% Change 2021 - 2022 Actual
January	377,689	406,391	464,970	370,254	492,351	33%	6%
February	354,467	372,932	456,479	356,980			
March	459,822	408,506	595,307	445,239			
April	445,171	409,532	585,816	423,319			
May	461,236	531,711	604,875	475,066			
June	525,839	568,045	640,945	535,482			
July	498,248	543,942	606,512	514,228			
August	489,291	525,644	590,886	521,727			
September	504,696	574,589	597,424	531,592			
October	439,534	536,963	576,267	481,509			
November	409,930	486,561	546,801	428,630			
December	512,346	586,883	602,943	535,975			
	5,478,270	5,951,698	6,869,226	5,620,000	492,351		

Budget Variance Average - YTD

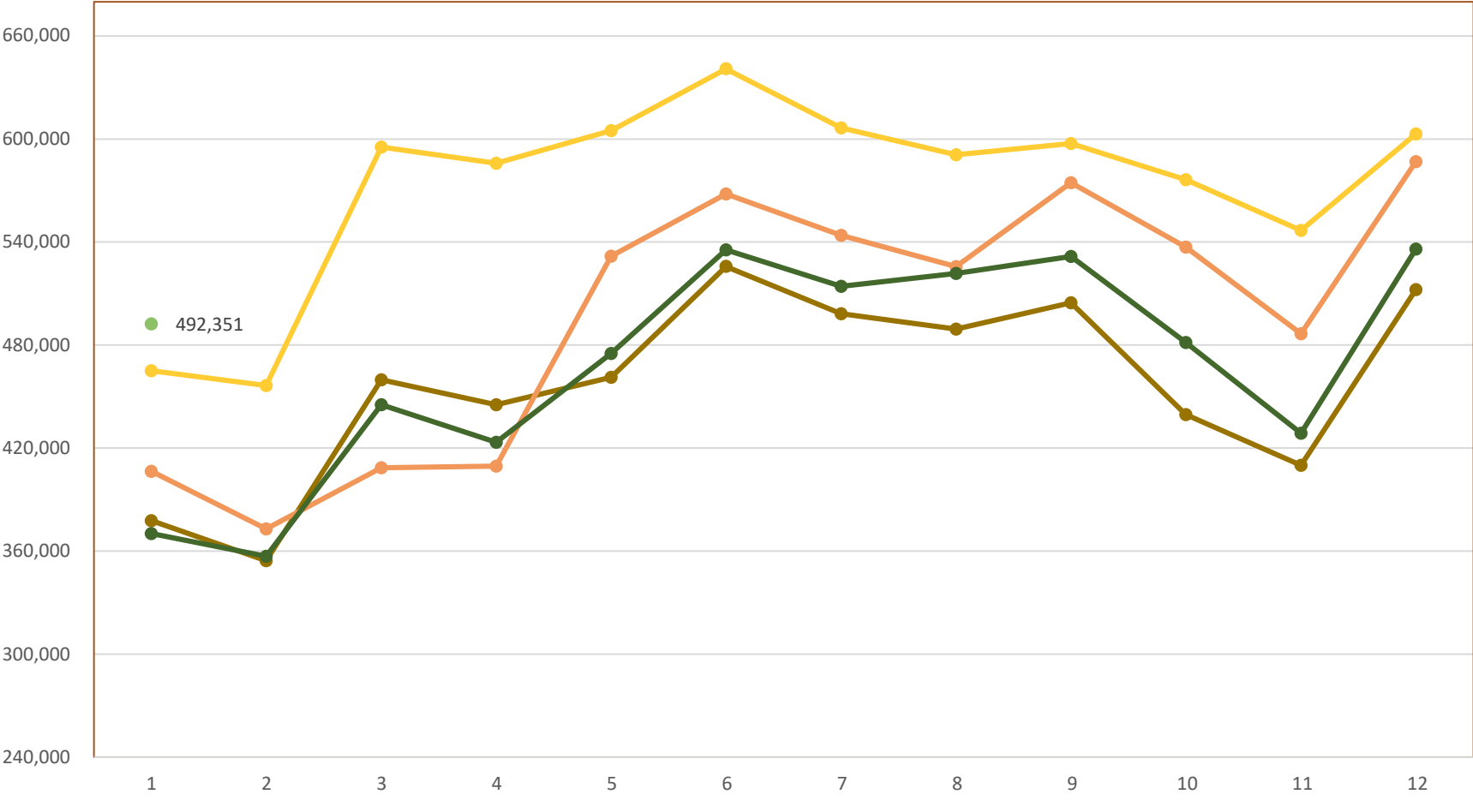
33%

% Change 2021 vs 2022 Actual Average - YTD

6%

Monthly Sales Tax Trend

2019 2020 2021 2022 Budget 2022 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: April 19, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 19, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 19, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Attended the State Transit Association Small Medium Transit Association Meetings.
- Attended monthly EDC Board Meeting.
- Attended Monthly TIP CAP meeting.
- Met with Ken Gill to discuss Shelton/MTA ILA for bus stop.
- Attended Shelton Mason Chamber/EDC Legislative Wrap Up event.
- Met with Commissioner Shutty.
- Attended WSDOT SR 3 Agate Rd/Pickering Rd Pre-Design Study.
- Attended PRTPO TAC Meeting.
- Attended WSTIP Quarterly Board Meeting.
- Attended Transit Support Grant committee with WSTA and WSDOT to help develop new grant program.
- Attended South Sound Regional Transit Symposium in Centralia to discuss grant funding, staffing challenges, and zero emissions vehicles.
- Presented to the Shelton Chamber's Governmental Affairs Committee.

Internal Activities:

- Meetings with new leadership staff.
- Met with Boarding and Alighting Committee to review fixed bus stops in Shelton city limits.
- Coordination with Jay Ray on social media postings for April.
- Worked with Tracy on records management plan.
- Reviewed and submitted our annual National Transit Database data for submission to WSDOT.
- Submitted preliminary grant request notice to WSDOT for FY 22 Bus and Bus Facilities Grant.
- We celebrated our drivers on March 18 for Transit Driver Appreciation Day! Jason included a personal note of thanks for our team members, and everyone enjoyed a sandwich lunch.
- Submitted new cyber insurance coverage survey.
- Issued letters of intent to vacate to Roy Boad and The Church at Belfair in preparation for moving into the Belfair Park and Ride facility.
- Met with WSTIP staff on site for annual safety review discussion.
- Coordination with Tyler on beginning new multi-factor authentication for all staff with e-mail access.
- Held Maintenance and Operations Committee meeting.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Haley attended the virtual WSTA HR Committee meeting on my behalf while I attended WSTIP Board meeting.
- Haley and I refreshed and launched the next Driver class recruitment. Next class start date June 2, 2022.
- Mechanic recruitment remains stalled. Job posting has been placed in multiple forums but has not garnered candidates to date.
- Attended the Drug and Alcohol Program Manager virtual meeting.

Administrative Services Support

- Attended WSTA Finance Committee meeting.
- Attended WSTIP Q1 Board meetings.
- Staff executed the monthly cyclical count on vehicle parts.
- Prepared financial data for the 2021 NTD. Responded to subsequent WSDOT data validation questions, with all matters resolved.
- Jenna and I attended SAO Annual Report Filing Requirements.
- Completed substantial work on the 2021 Annual Report.
- I continue to work remotely while on medical leave. The Admin Services team is doing a wonderful job during this time.

MAINTENANCE/FACILITIES – Amy Asher/Paul Bolte

Outreach and meetings:

- Welcomed new Maintenance Manager, Paul Bolte to the Team on April 4. We are happy to have him on board!
- Amy, Paul, and Brenton attended the Washington State Transit Association Maintenance Committee and Annual Forum and Vendor Expo
- Coordinated with County Public Works on the need to connect to the new Belfair Sewer in the next 1.5 to 2 years. Will budget for design, install, and connection fees for 2023 in case the project moves ahead of schedule. The current manhole placement at Belfair was situated in anticipation of this future connection so we won't have to do much pavement work.

Facilities and Fleet Projects/Purchases/Maintenance

- Pumped septic tanks at JP Base.
- Repairs to Bay 2 door at JP.
- Hired contractor to repair front entrance gate at JP. Work to start week of April 18.
- Worked with key vendor to get keys for new Belfair building.
- Worked with Gillig to revise current bus order with changes to flooring and head signs due to vendors having supply chain issues.

TCC Events/Maintenance

- Increased use of the gym with 210 Pickleball players and 227 Choice Students. FESS vacation clinic held in March welcomed 60 participants.
- The conference room was used by MTA for the Board Meeting (7 in attendance) and the monthly Bus Stop Committee (5 members).
- The kitchen was not used in March.
- Received and passed all annual fire suppression inspections.
- Ordered new glass for broken window at Telecare office.
- Began locking bathrooms and requiring customers to ask MTA staff for use in response to an increase in drug activity.

Park and Rides

- Shelton Matlock: Completed.
- Pear Orchard: A large truck with a flat tire jumped the curb and damaged our irrigation system. Staff made repairs so we will be ready for spring irrigation.
- Belfair: Received Fire Marshal final approval. Need to finalize a few items identified in final inspection: Install second strap on water heater, pull strings in empty conduits, plumbing items, re-polish floor, replace damaged ceiling tiles. Connections have been established in the building. HCC to factory reset the cameras so that we can have access remotely. We are working on scheduling subcontractors and MTA staff for training on the buildings functions.
- Pickering and Cole Rd: Additional curbing was installed to prevent vehicles from driving on the grass.

OPERATIONS – Jason Rowe

Outreach: We attended three community outreach events:

- Vaccine Clinic and Resource Fair at the T-CC;
- Community Lifeline’s Picnic in the Park Resource Fair; and
- Gave a “How to ride the bus” demonstration and service education talk for the seniors at the Hub in Belfair.

We are also in the process of updating service information at locations around the county.

QR Code Stickers: Have been posted in bus shelters and all buses. We have tracking software attached to these stickers which allows us to track the number of scans and so far, we have had over 120 scans already in the past month.

New Driver Class 2022-02: We have four viable candidates so far. We plan to conduct interviews starting the week of April 25.

Meetings: Jason attended the South Sound Regional Transit Symposium with Amy. Also met with Apex Engineering regarding Belfair Post Office bus stop to support Olympic Sunset View Apartments in Belfair.

Special Transportation: We will be providing Special Transportation for the Forest Festival Fun Run Saturday, June 4, 2022 as well as Allyn Days on Saturday July 16, 2022.

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: April 19, 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.

RIDERSHIP DATA CHARTED

