



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, June 21, 2022 at 4:00 p.m.

Remote Meeting via WebEx

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

Meeting access code 2559 199 6823 (Password) 0790

In person attendance:

Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

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.

- | | | |
|----|---|--------------|
| 1. | CALL TO ORDER | Chair |
| 2. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 3. | PUBLIC COMMENT – <i>Limit of three (3) minutes per person</i> <i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.</i> <i>The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and residence for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.</i> | Chair |
| 4. | APPROVAL OF AGENDA – ACTION | Chair |
| 5. | CONSENT AGENDA – ACTION | Chair |
| | A. Pg. 03: May 21, 2022 Regular Board meeting minutes B. Pg. 07: Check Approval: May 12 – June 16, 2022 | |
| 6. | ACTION ITEMS: Unfinished Business: [None] | |

New Business:

- | | | |
|-------------------|---|-------------|
| A. Pg. 14: | Actionable: Tire Procurement | Amy |
| B. Pg. 15: | Actionable: Surplus Maintenance Items (Resolution No. 2022-07) | Paul |
| C. Pg. 25: | Actionable: Operating Grant Agreement PTD0541 (Resolution No. 2022-08) | Amy |
| D. Pg. 42: | Actionable: Green Transportation Grant | Amy |
| E. Pg. 43: | Discussion: Belfair Conference Room Technology | Amy |
| F. Pg. 44: | Actionable: July Board Meeting location | Amy |

7. STAFF REPORTS

- A. Pg. 45: Financial Reports**
- B. Pg. 51: Management Reports**
- C. Pg. 56: Operational Statistics**

8. COMMENTS BY BOARD

9. 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
May 17, 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, John Sheridan and Kevin Shuttly.

Authority Voting Board Member Present in Person: Cyndy Brehmeyer.
Quorum met.

Authority Voting Board Member Not Present: Sharon Trask and Mayor Eric Onisko

Authority Non-voting Board Member Present via WebEx: 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; Paul Bolte, Facilities & Fleet Maintenance Manager; LeeAnn McNulty, Administrative Services 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; Deputy Mayor Schmit, City of Shelton.

PUBLIC COMMENT – [None (virtually or in-person).]

ACCEPTANCE OF AGENDA

Amy Asher, General Manager, requested an amendment to the agenda to provide for a new Item C under Action Items/New Business. This matter relates to a request received 90 minutes prior to the meeting by tenant Community Youth Services relating to lease space. **Moved** that the agenda for the May 17, 2022 Mason Transit Authority (MTA) regular board meeting be approved, as amended. **Sheridan/Campbell. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A and B as follows:

- A. Minutes of the MTA special Board meeting of April 19, 2022.
- B. Payments of April 12 through May 11, 2022 financial obligations on checks#36331 through 36394, as presented for a total of \$674,122.05.

Sheridan/Campbell. Motion carried.

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

ACTION ITEMS - NEW BUSINESS:

A. **Electronic Signature Policy (POL-705).**

Amy Asher, General Manager, shared with the Board that the MTA Policy Committee, consisting of Board members Randy Neatherlin and John Campbell, had met with staff and Legal Counsel to discuss this policy. She shared that since the policy was previously approved by the Board, this version is a complete revision of that initial version. This new version provides for the current use of electronic signatures and is written in a broader sense to include future technologies. It also provides for an approval procedure to be followed by MTA employees and shall be governed by the Administrative Services Manager in consultation with the General Manager and Legal Counsel, as appropriate. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2022-06 that approves the revised Electronic Signature Policy (POL-705). Commissioner Neatherlin shared that the Policy Committee had made a motion at its meeting to bring this policy forward to the Board for approval and, because the motion was made by the Policy Committee, a second was not necessary. **The aye votes were unanimous. Motion carried.**

- B. **Recent OPMA Changes.** Robert Johnson, Legal Counsel to MTA, described the recent OPMA changes with the Board and staff. He indicated that some items were encouraged while others that were required. Mr. Johnson still recommends not video taping Board meetings. He stated that the public comment item must be placed on the agenda prior to any action items so that members of the public may present their comments to the Board prior to action being taken. Mr. Johnson also said that it was required that the minutes reflect the reason for going into Executive Session. The OPMA/PRA Emergency Proclamation will expire on June 1.

- C. **Community Youth Services (CYS).** Ms. Asher described the circumstances to the Board as to why CYS had previously given up Space G201 at the T-CC, namely being the impacts of the COVID-19 pandemic. New CYS leadership currently sees a need to serve the community and would like to be able to lease the space that was relinquished in 2021. In reviewing MTA's Leasing Policy (POL-800), Ms. Asher indicated the policy provides for a request for proposals process. Due to the unique circumstances that caused the tenant to relinquish the space, Ms. Asher is requesting an exception by the Board to the Leasing Policy (POL-800) so that Community Youth Services may enter into a new lease with MTA for Space G201. **Moved** that the Mason Transit Authority Board hereby approves an exception to MTA's Leasing Policy (POL-800) to allow the previous Lessee, Community Youth Services, to return to

Space G201 at the Transit-Community Center that it was previously leasing from Mason Transit Authority. **Sheridan/Campbell. Motion carried.**

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher will be meeting with U.S. Congressman Kilmer on May 27. The previously scheduled meeting had to be rescheduled as he was invited to attend various functions with President Biden while he was in town.

Financial:

- Decrease in operating costs and higher than anticipated sales tax revenue.
- The Finance team is preparing for the annual audit.

Operations:

- The Belfair Park & Ride will be opening on May 23 for those who wish to park their vehicles and use the Worker Driver Bus. Two Belfair routes will be picking up and dropping off passengers starting June 6.
- Jason is coordinating summer transportation support for events such as Moto-Cross and Forest Festival.
- Worker/Driver requests and services relating to the Belfair Park & Ride.

Facilities & Fleet:

- Currently working with the Policy Committee relating to facilities rentals and increasing costs.
- There is a nationwide chassis shortage, so it is an unknown as to when we will receive the vehicles that we have ordered.

8. **COMMENTS BY BOARD:**

- The Vice Chair shared that Mark Woytowich was an instrumental person in creating videos for MTA and many others in the community. He will purchase a condolence card and arrange for signatures by Board members. **Moved** that in recognition of Mark Woytowich and the subcommittee comprised of the Vice Chair and Board member Sheridan, that the Vice Chair shall head up the subcommittee and also be the official representative from MTA to speak at the Celebration of Life event. **Neatherlin/Sheridan. Motion carried.**

The Vice Chair also agreed to serve as the lead and representative as stated in the motion. Board members may personally donate towards flowers for Mr. Woytowich's memorial.

- Board member Neatherlin complimented Ms. Asher and stated that MTA is well represented by her presence at the TIPCAP Committee.
- Board Chair Tarzwell indicated that one of the functions of the Board is to provide performance reviews of Ms. Asher. The General Manager Evaluation Subcommittee will consist of the Board Chair and Board members Martin and Trask. She shared that the subcommittee will meet soon to review and that more information will come.

- The Board Chair stated that the next regular Board meeting will be on June 21, 2022.

Moved that the meeting be adjourned.

ADJOURNED 4:51 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
June 21, 2022 at 4:00 PM**
*On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton*

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: June 21, 2022

Summary for Discussion Purposes:

Disbursements:

- Northwest Fencing
 - Check #36418 - \$9,506.11 – Repair of Johns Prairie Gate
- *SCJ Alliance
 - Check #36424 - \$7,110.25 – Park and Ride Project Management
- Right! Systems, Inc.
 - Check #36454 - \$2,551.92 – OKTA Multi-factor Authentication
- Lease Query, LLC.
 - Check #36501 - \$4,882.50 – Lease Software and Support
- CDW-G
 - Check #36442 - \$19,643.93 –Laptop purchase/warranties see Capital Budget
- *SCJ Alliance
 - Check #36516 - \$1,860.00 – Park and Ride Project Management

*Disbursements capital grant eligible.

May Fuel Prices: Diesel \$4.48, Unleaded \$4.52

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$663,262.24

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of May 12, 2022, through June 16, 2022, financial obligations on checks #36395 through #36528, as presented for a total of \$663,262.24.



Mason Transit Authority
June 21, 2022, Disbursement Approval

The following checks for the period of May 12, 2022, through June 16, 2022, have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

| Description | Check Numbers | Total Amount |
|-------------------------|---------------|--------------|
| Accounts Payable Checks | 36395-36528 | 663,262.24 |

| Included within the checks were: | | |
|----------------------------------|---------|------------|
| | Check # | Amount |
| Payroll & DRS – 5/25/2022 | 36459 | 168,420.77 |
| Payroll & DRS – 6/08/2022 | 36481 | 196,754.94 |
| Northwest Fencing | 36418 | 9,506.11 |
| SCJ Alliance | 36424 | 7,110.25 |
| Right! Systems, Inc. | 36454 | 2,551.92 |
| CDW-G | 36442 | 19,643.93 |
| Lease Query, LLC | 36501 | 4,882.50 |
| SCJ Alliance | 36516 | 1,860.00 |
| <i>Spoiled</i> | 36480 | 0 |
| <i>Spoiled</i> | 36523 | 0 |

Submitted by: LeeAnn McNulty Date: 06/16/2022
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:
Approved by: Amy Asher Date: 6/17/2022
Amy Asher, General Manager

Mason Transit Authority Check Register
 June 2022 Board Report

Activity From 5/12/2022 Through 6/16/2022

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|--|------------|
| 5/16/2022 | 36436 | Whisler Communications | 1,806.53 |
| 5/16/2022 | 36437 | AWorkSAFE Service, Inc. | 489.00 |
| 5/20/2022 | 36438 | Ecolube Recovery, LLC dba American Petroleum Environmental | 391.98 |
| 5/20/2022 | 36439 | World Kinect Energy Services | 35,302.66 |
| 5/20/2022 | 36440 | Aramark | 167.44 |
| 5/20/2022 | 36441 | Belfair Water District #1 | 86.41 |
| 5/20/2022 | 36442 | CDW Government | 19,643.93 |
| 5/20/2022 | 36443 | Cooper Studios | 107.71 |
| 5/20/2022 | 36444 | Gillig, LLC | 898.61 |
| 5/20/2022 | 36445 | GORDON TRUCK CENTERS, INC. | 209.85 |
| 5/20/2022 | 36446 | Hung Right Door, LLC. | 2,110.59 |
| 5/20/2022 | 36447 | District 160 | 1,541.75 |
| 5/20/2022 | 36448 | Mason County PUD #3 | 210.57 |
| 5/20/2022 | 36449 | Purcor | 158.19 |
| 5/20/2022 | 36450 | MOHAWK MFG. & SUPPLY | 53.55 |
| 5/20/2022 | 36451 | Mountain Mist Water | 224.06 |
| 5/20/2022 | 36452 | ODP Business Solutions, LLC | 33.05 |
| 5/20/2022 | 36453 | Builders FirstSource | 8.13 |
| 5/20/2022 | 36454 | Right! Systems, Inc. | 2,551.92 |
| 5/20/2022 | 36455 | Schetky Northwest Sales, Inc. | 602.18 |
| 5/20/2022 | 36456 | The Shoppers Weekly | 143.22 |
| 5/20/2022 | 36457 | Spike's Hydraulics | 218.58 |
| 5/20/2022 | 36458 | Westbay Auto Parts | 344.64 |
| 5/25/2022 | 36459 | Mason Transit Authority - ACH Account | 168,420.77 |
| 5/27/2022 | 36460 | Advance Glass | 391.15 |
| 5/27/2022 | 36461 | Aflac | 771.44 |
| 5/27/2022 | 36462 | AIG Retirement | 1,012.46 |
| 5/27/2022 | 36463 | Aramark | 182.63 |
| 5/27/2022 | 36464 | Economic Development Council | 1,000.00 |
| 5/27/2022 | 36465 | Gillig, LLC | 1,503.33 |
| 5/27/2022 | 36466 | GORDON TRUCK CENTERS, INC. | 136.01 |
| 5/27/2022 | 36467 | LegalShield | 216.20 |
| 5/27/2022 | 36468 | Les Schwab | 2,003.38 |
| 5/27/2022 | 36469 | Mason County Garbage, Inc. | 583.17 |
| 5/27/2022 | 36470 | MOHAWK MFG. & SUPPLY | 136.71 |
| 5/27/2022 | 36471 | ODP Business Solutions, LLC | 263.62 |
| 5/27/2022 | 36472 | Builders FirstSource | 49.55 |
| 5/27/2022 | 36473 | Ricoh USA, Inc | 134.76 |
| 5/27/2022 | 36474 | Seattle Automotive Distributing | 88.20 |
| 5/27/2022 | 36475 | Staples Business Advantage | 233.75 |
| 5/27/2022 | 36476 | United Way of Mason County | 18.00 |

Mason Transit Authority Check Register
 June 2022 Board Report

Activity From 5/12/2022 Through 6/16/2022

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|---------------------------------------|------------|
| 5/27/2022 | 36477 | AWC Employee Benefit Trust | 91,461.15 |
| 5/27/2022 | 36478 | Westbay Auto Parts | 499.99 |
| 6/3/2022 | 36479 | Lisa Davis | 310.00 |
| 6/8/2022 | 36481 | Mason Transit Authority - ACH Account | 196,754.94 |
| 6/16/2022 | 36482 | Abila | 734.82 |
| 6/16/2022 | 36483 | Advance Glass | 751.37 |
| 6/16/2022 | 36484 | AIG Retirement | 1,012.46 |
| 6/16/2022 | 36485 | Stanley Convergent Security Solutions | 286.20 |
| 6/16/2022 | 36486 | Allstream | 141.07 |
| 6/16/2022 | 36487 | World Kinect Energy Services | 1,587.20 |
| 6/16/2022 | 36488 | Aramark | 328.78 |
| 6/16/2022 | 36489 | Belfair Water District #1 | 86.41 |
| 6/16/2022 | 36490 | City of Shelton | 1,080.25 |
| 6/16/2022 | 36491 | Cascade Natural Gas | 2,324.48 |
| 6/16/2022 | 36492 | Comcast | 237.99 |
| 6/16/2022 | 36493 | EJ's Glass Company | 750.72 |
| 6/16/2022 | 36494 | Northwest Cascade Inc. DBA FloHawks | 151.06 |
| 6/16/2022 | 36495 | Gillig, LLC | 1,271.54 |
| 6/16/2022 | 36496 | GORDON TRUCK CENTERS, INC. | 221.98 |
| 6/16/2022 | 36497 | Hood Canal Communications | 2,491.11 |
| 6/16/2022 | 36498 | JayRay Ads & PR, Inc. | 5,259.98 |
| 6/16/2022 | 36499 | Robert W. Johnson, PLLC | 1,600.00 |
| 6/16/2022 | 36500 | Kitsap Transit | 2,510.56 |
| 6/16/2022 | 36501 | Lease Query, LLC. | 4,882.50 |
| 6/16/2022 | 36502 | Les Schwab | 2,048.76 |
| 6/16/2022 | 36503 | Mason County Garbage, Inc. | 216.09 |
| 6/16/2022 | 36504 | Mason County PUD #3 | 5,137.23 |
| 6/16/2022 | 36505 | Purcor | 158.19 |
| 6/16/2022 | 36506 | MOHAWK MFG. & SUPPLY | 354.64 |
| 6/16/2022 | 36507 | Mountain Mist Water | 63.54 |
| 6/16/2022 | 36508 | ODP Business Solutions, LLC | 1,056.77 |
| 6/16/2022 | 36509 | Olympic Lock & Key | 21.76 |
| 6/16/2022 | 36510 | Pitney Bowes | 188.95 |
| 6/16/2022 | 36511 | Pitney Bowes Purchase Power | 171.00 |
| 6/16/2022 | 36512 | Pacific Mobile Structures, Inc. | 2,702.61 |
| 6/16/2022 | 36513 | Builders FirstSource | 46.76 |
| 6/16/2022 | 36514 | Reliable Electric, Inc. | 1,832.05 |
| 6/16/2022 | 36515 | Right! Systems, Inc. | 5,153.75 |
| 6/16/2022 | 36516 | SCJ Alliance | 1,860.00 |
| 6/16/2022 | 36517 | Mason County Journal | 578.00 |
| 6/16/2022 | 36518 | The Shoppers Weekly | 991.92 |

Mason Transit Authority Check Register
June 2022 Board Report

Activity From 5/12/2022 Through 6/16/2022

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|--------------------------------------|-------------------|
| 6/16/2022 | 36519 | Tozier Brothers, Inc. | 233.62 |
| 6/16/2022 | 36520 | United Way of Mason County | 49.46 |
| 6/16/2022 | 36521 | U.S. Bank | 5,303.69 |
| 6/16/2022 | 36522 | Verizon Wireless | 940.69 |
| 6/16/2022 | 36524 | Westbay Auto Parts | 694.21 |
| 6/16/2022 | 36525 | Westcare Clinic, Inc. | 340.00 |
| 6/16/2022 | 36526 | Whisler Communications | 1,806.53 |
| 6/16/2022 | 36527 | AWorkSAFE Service, Inc. | 647.00 |
| 6/16/2022 | 36528 | Washington State Transit Association | 60.00 |
| 6/10/2022 | 36480 | <i>Spoiled Check</i> | 0.00 |
| 6/16/2022 | 36523 | <i>Spoiled Check</i> | 0.00 |
| | | Check Totals | <u>663,262.24</u> |

Mason Transit Authority Credit Card Activity
 June 2022 Board Report

May 2022 Activity

| GL Title | Transaction Description | Expenses |
|----------------------------------|---|--------------------|
| Parts Inventory | Amazon - Drive Belt | \$ 36.88 |
| Parts Inventory | Amazon - Drive Belt | 42.08 |
| Parts Inventory | Amazon - Fleetrunner Drive Belt | 46.42 |
| Parts Inventory | Amazon - Switch Assembly | 25.09 |
| Parts Inventory | Finditparts.com - Fuel/Water Separator | 266.55 |
| Parts Inventory | Kelderman - Airbag Replacement Kit | 329.84 |
| Parts Inventory | Wholesale GM - Heater | 142.40 |
| Employee Recognition | Safeway - Tilman Retirement Celebration cake | 32.99 |
| Employee Recognition | Safeway - Tilman Retirement Celebration drinks | 24.32 |
| Security Services | Checkr - Background check | 117.95 |
| Postage | USPS - Certified mail cancelling contract | 7.38 |
| Facility Repair/Maintenance | Amazon - Door sweeps | 114.98 |
| Facility Repair/Maintenance | Amazon - Glass cleaner | 20.58 |
| Facility Repair/Maintenance | Amazon - P&R signs | 46.76 |
| Facility Repair/Maintenance | Amazon - P&R surveillance signs | 91.60 |
| Facility Repair/Maintenance | Dornbos Sign - sign hardware | 83.94 |
| Facility Repair/Maintenance | Home Depot - hardware | 21.37 |
| Facility Repair/Maintenance | McClendon's - hardware | 7.58 |
| Facility Repair/Maintenance | McClendon's - Padlocks | 46.62 |
| Facility Repair/Maintenance | Sprinkler Supply - Irrigation parts | 34.49 |
| Facility Repair/Maintenance | Walmart - Dishwasher soap | 7.53 |
| Office Supplies | Amazon - HDMI cable for training equipment | 22.77 |
| Office Supplies | Amazon - Printer ink | 340.63 |
| Office Supplies | Amazon - Whiteboard cleaner | 34.11 |
| Shop Supplies | Amazon - Gloves | 48.73 |
| Shop Supplies | John Elsworth Co - Container valve | 123.28 |
| Cleaning/Sanitation Supplies | Amazon - Waterless urinal cleaner | 43.67 |
| Cleaning/Sanitation Supplies | Safeway - Dish soap | 22.87 |
| Small Tools & Equipment | Freedom Racing Auto - Crankshaft sleeve/seal install tools | 367.21 |
| Small Tools & Equipment | McLendon's - Weed Eater | 325.49 |
| Small Tools & Equipment | McLendon's - Weed Eater- partial return | (21.70) |
| Safety Supplies | Amazon - Dry Erase Markers | 8.51 |
| Safety Supplies | Amazon - N95 disposable respirators | 27.74 |
| Safety Supplies | Amazon - Spill kit | 69.44 |
| Small Equipment & Furniture | Amazon - Office Chair | 263.21 |
| Small Equipment & Furniture | Amazon - Office Chair | 263.21 |
| Dues, Memberships, Subscriptions | Efax Corp - Electronic fax monthly billing | 89.97 |
| Dues, Memberships, Subscriptions | International Institute Municipal Clerks - Membership renewal | 175.00 |
| Travel & Meeting Expense MTA | Fred Meyer - Water bottles for board meeting | 3.80 |
| Travel & Meeting Expense MTA | Ramada Hotel - AWC Labor Relations Lodging - Asher | 221.70 |
| Travel & Meeting Expense MTA | Ramada Hotel - AWC Labor Relations Lodging - Bolte | 221.70 |
| Conference Registration | WSTA - Annual Conference Registration - Asher | 400.00 |
| Conference Registration | WSTA - Annual Conference Registration -Bolte | 400.00 |
| Training / Seminars | GFOA - Lease Training | 85.00 |
| Training / Seminars | GFOA - Lease Training | 140.00 |
| Training / Seminars | Transpo Safety Institute - Transit System Security Training | 80.00 |
| | Total Credit Card Charges -May | <u>\$ 5,303.69</u> |



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

6/3/2022

Manager's Approval: _____

*Finance Use
Only*

| DATE | VENDOR | PURPOSE | AMOUNT | RECEIPT (Y/N) | DEPARTMENT | CODING | FINANCE DEPARTMENT REVIEW |
|--------------|-------------------------|--------------------------------|-----------|------------------|------------|--------|---------------------------------|
| 5/4-5/5 | Ramada | AWC Labor Relations Institute | 221.70 | Y | | | |
| 5/26/22 | Wash. ST Transit Assoc. | Annual Conference Registration | 400.00 | Y | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | | | \$ 621.70 | | | | |

Don't forget to attach original receipts

Signature

Date

6/3/2022

I hereby certify under penalty of perjury that this is a true and correct claim for necessary purchases or expenses on behalf of MTA and that no payment has been received by me on account thereof.

Mason Transit Authority Regular Board Meeting

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

Subject: Procurement for Tire Service Servicing

Prepared by: Paul Bolte, Fleet and Facilities Manager

Approved by: Amy Asher, General Manager

Date: June 21, 2022

Background:

As MTA Staff continue to examine ways to identify savings and efficiencies within MTA, one area in which MTA could accomplish both is by servicing its own tires, rather than outsourcing the work.

Staff performed an informal solicitation for purchasing the necessary equipment to service the tires of MTA vehicles. Hunter Engineering Company submitted the winning quote in the amount of \$54,052.41 to purchase the following equipment necessary to carry out the services:

- Heavy Duty Elite Balance with No Touch System and TDC Laser;
- BullsEye collet set;
- Heavy Duty Truck Tire Changer Plus; and
- Performance Table-Top Tire Changer.

An analysis of the investment and estimated return would be in 3-5 years based on 750,000 fleet miles and 20-25 sets of tires per year. It is estimated that the life of the equipment would be 10 years.

Summary: Approve purchase of tire servicing equipment.

Fiscal Impact:

\$54,052.41 + tax

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager to purchase the equipment necessary to perform in-house tire service for MTA vehicles not to exceed \$54,052.41 plus tax.

Mason Transit Authority Regular Board Meeting

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

Subject: Surplus Items

Prepared by: Paul Bolte, Fleet and Facilities Manager

Approved by: Amy Asher, General Manager

Date: June 21, 2022

Background:

Mason Transit has compiled a list of 318 part numbers in inventory with an estimated value of \$23,065.06. These parts no longer fit vehicles we have, nor have we used them in the past 36 months. We have sent this list out to other transit agencies and have found no one interested in these parts and would like to surplus them according to Mason Transit Surplus Disposal Policy.

Summary: Surplus Maintenance Items

Fiscal Impact:

TBD

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-07 regarding the surplusing of certain identified parts attached to the resolution.

RESOLUTION NO. 2022-07

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

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

WHEREAS, certain parts as identified in Exhibit A hereto no longer fit vehicles of MTA nor has MTA had use for them in the past 36 months;

WHEREAS, MTA has reached out to other transit agencies and have found no interest in these parts; and

WHEREAS, there is value to these items and by the disposal of such assets, MTA will be able to use the funds for other current MTA needs;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the parts identified on Exhibit A attached hereto be deemed surplus and that the parts to be sold pursuant to MTA's disposition of surplus property policy.

Adopted this 21st day of June, 2022.

Sandy Tarzwell, Chair

John Campbell, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Eric Onisko, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

EXHIBIT A - LIST OF ITEMS TO BE SURPLUSED

| <u>Part Number</u> | <u>Item</u> | <u>Quantity</u> | <u>Price</u> | <u>Total</u> |
|--------------------|----------------------|-----------------|--------------|--------------|
| 17926 | coat hook | 1 | 2.26 | 2.26 |
| 264728 | red emergency handle | 2 | 12.91 | 25.82 |
| 2958120 | pc board | 2 | 170.44 | 340.88 |
| 3059310 | actuator lights | 5 | 4.6 | 23.04 |
| 443073000 | leveling valve | 2 | 48.06 | 96.13 |
| 443073002 | height valve | 1 | 48.06 | 48.06 |
| 456627000 | regulator | 1 | 31.68 | 31.68 |
| 103028x | relay | 1 | 41.99 | 41.99 |
| 5323550000 | pin | 2 | 5.1 | 10.20 |
| 5323969000 | slack adjuster | 1 | 116.87 | 116.87 |
| 5327168003 | swaybar bushing | 2 | 4.89 | 9.78 |
| 5327653001 | hose | 1 | 21.11 | 21.11 |
| 5328088001 | insulator | 2 | 2.87 | 5.74 |
| 5329242003 | 12 fan sol | 1 | 158.11 | 158.11 |
| 5335407000n | wiper inter switch | 2 | 43.54 | 87.08 |
| 5345876002 | booster fan | 1 | 32.91 | 32.91 |
| 5411351013 | bolt | 2 | 5.517 | 10.34 |
| 5412600008 | washer | 2 | 0.04 | 0.08 |
| 5412935004 | elbow | 4 | 0.95 | 3.80 |
| 5413055025 | O RING | 4 | 1.24 | 4.99 |
| 54130603028 | FITTING | 1 | 15.09 | 15.09 |
| 5413093002 | CONNECTOR | 1 | 3.2 | 3.20 |
| 5413093005 | FITTING | 2 | 2.84 | 5.68 |
| 5421722000 | BUSHING | 1 | 0.1 | 0.10 |
| 5433553000 | DOOR BALL | 2 | 1.07 | 2.14 |
| 5437358000 | NUT | 2 | 1.32 | 2.64 |
| 5443423006 | SENDER | 2 | 17.92 | 35.84 |
| 54853PLP | 80A BREAKER | 1 | 22.3 | 22.30 |
| 5502356002 | PASS CHIME | 1 | 142.92 | 142.92 |
| 5509943000 | ISOLATOR | 2 | 42.87 | 85.75 |
| 5535298000N | WASHER | 5 | 2.43 | 12.15 |
| 56000007000 | DOOR GLAZE | 50 | 0.6 | 30.00 |
| 56007203 | RELAY | 1 | 0.01 | 0.01 |
| 5609125008 | HOSE | 1 | 11.9 | 11.90 |
| 5613736000 | SEAL | 1 | 3.68 | 3.68 |
| 667392 | VALVE | 4 | 21.97 | 87.88 |
| 800375 | valve | 1 | 35.28 | 35.28 |
| 8201190000 | bearing | 5 | 1.34 | 6.70 |
| 8202883501 | retrainer | 10 | 9.6 | 96.00 |
| 8203430000 | washer | 2 | 0.28 | 0.56 |
| 82035010000 | s cam | 6 | 0.20 | 1.23 |
| 8203703000 | gasket | 1 | 0.99 | 0.99 |

| | | | | |
|--------------|----------------|---|---------|--------|
| 8203705000 | gasket | 1 | 1.22 | 1.22 |
| 8203721001 | s cam | 1 | 401.25 | 401.25 |
| 8203721002 | s cam | 1 | 383.05 | 383.05 |
| 8204844000 | cam brake | 1 | 52.3 | 52.30 |
| 8206156000 | leveling valve | 2 | 5.75 | 11.50 |
| 8206170001 | horn | 5 | 13.99 | 69.98 |
| 8207630001 | screw | 7 | 0.54 | 3.78 |
| 8208243000 | cam brake | 1 | 52.3 | 52.30 |
| 8208883000 | nut | 2 | 5.42 | 10.84 |
| 8209286000 | bearing | 1 | 13.89 | 13.89 |
| 82093010000 | switch | 2 | 148.42 | 296.85 |
| 8209907001 | soleniod | 1 | 75.88 | 75.88 |
| 8210648001 | o ring | 1 | 0.54 | 0.54 |
| 8211462000 | driveline slip | 1 | 123.95 | 123.95 |
| 8211945000 | pin brake shoe | 4 | 28.67 | 28.67 |
| 8213197005 | CLAMP | 6 | 27.36 | 164.16 |
| 8215210 | BUSHING | 4 | 32.74 | 130.98 |
| 8215270 | BUSHING | 2 | 22.45 | 44.90 |
| 8215991 | ADJUSTER | 2 | 138.92 | 277.84 |
| 8215992 | ADJUSTER | 1 | 138.92 | 138.92 |
| 8217709000 | SCOKET | 6 | 3.35 | 20.11 |
| 8217738002 | EDGE | 1 | 69.07 | 69.07 |
| 8217738005 | EDGE | 1 | 69.07 | 69.07 |
| 8218860000 | SEAT SWITCH | 1 | 35.52 | 35.52 |
| 8221142000 | MIRROIR | 1 | 28.86 | 28.86 |
| 8221632000 | MIRROR | 1 | 30.71 | 30.71 |
| 8221963000 | FILTER | 3 | 7.23 | 21.69 |
| 8224121000 | SEAT SWITCH | 1 | 0.10 | 0.10 |
| 8226988000 | TUBE | 2 | 47.48 | 94.95 |
| 8227108000 | LUMBER | 1 | 16.22 | 16.22 |
| 8230409000 | NUT | 1 | 6.10 | 6.10 |
| 8231912000 | SWITCH | 1 | 90.68 | 90.68 |
| 8233080001 | FAN | 1 | 462.39 | 462.9 |
| 8233154000 | VOL REG | 3 | 162.863 | 488.51 |
| 82-33656-000 | PUMP | 1 | 95.07 | 95.07 |
| 8236676000 | SWITCH | 1 | 104.22 | 104.22 |
| 8237388000 | O RING | 2 | 10.48 | 20.96 |
| 8237458000 | SLACK ADJUSTER | 1 | 122.36 | 122.36 |
| 82374600000 | ADJUSTER | 1 | 154.42 | 154.42 |
| 8238286000 | ADJUSATER | 1 | 150.42 | 150.42 |
| 8238287000 | SLACK | 2 | 134.388 | 169.77 |
| 8240121000 | FILTER | 7 | 7.69 | 53.89 |
| 8244959000 | SENSOR | 1 | 65.12 | 65.12 |
| 8244318000 | SWITCH | 1 | 191.12 | 191.12 |
| 8246529000 | KIT | 1 | 99.16 | 99.16 |
| 8254771000 | COVER | 2 | 10.01 | 20.02 |
| 8267744000 | MOTOR | 2 | 39.23 | 78.46 |

| | | | | |
|--------------|------------|----|--------|--------|
| 8268738000 | GASKET | 1 | 1.62 | 1.62 |
| 8268738001 | GASKET | 1 | 0.81 | 0.81 |
| 8290652000 | REGULATOR | 1 | 41.23 | 41.23 |
| 100141 | COVER | 1 | 60.92 | 60.92 |
| 100541 | SEAT COVER | 1 | 143.8 | 143.8 |
| 5455450020 | CLAMP | 5 | 1.08 | 5.40 |
| 5508326000 | w/s | 1 | 196.61 | 196.61 |
| 5508327000 | w/s | 1 | 196.61 | 196.61 |
| 8224768000 | lamp | 27 | 7.85 | 212.15 |
| 8227507002 | lamp | 4 | 57.38 | 229.52 |
| 8227601001 | lamp | 3 | 57.38 | 172.14 |
| tg8t12red | tube | 10 | 11.19 | 111.94 |
| f4tz8287b | clamp | 1 | 7.23 | 7.23 |
| f58z7g550aa | lamp | 1 | 12.08 | 12.08 |
| f6uz13550aa | lamp | 1 | 10.58 | 10.58 |
| f6uz2a651aa | spring | 1 | 33.61 | 33.61 |
| kn20901 | knob | 1 | 9.70 | 9.70 |
| kn23500 | valve | 1 | 79.42 | 79.42 |
| kn24000 | valve | 1 | 65.81 | 65.81 |
| kn32005 | filter | 1 | 15.15 | 15.15 |
| lgzs | filler | 1 | 6.37 | 6.37 |
| obb40 | brush | 4 | 12.83 | 51.32 |
| op6661 | ops | 1 | 27.07 | 27.07 |
| 8c2z3b177a | bushinh | 2 | 12.54 | 25.08 |
| 9006 | switch | 3 | 20.15 | 60.45 |
| 9929987000 | galaze | 8 | 0.87 | 7.03 |
| 99351 | sleve | 1 | 43.58 | 43.58 |
| atcmount | mount | 8 | 46.18 | 369.50 |
| brcls1328rm | ford | 1 | 105.66 | 105.66 |
| brcls139rm | ford | 1 | 105.66 | 105.66 |
| d7uz3b244c | spacer | 2 | 3.17 | 6.34 |
| e10812 | roller | 6 | 5.81 | 34.89 |
| e10818 | spring | 6 | 4.75 | 28.51 |
| f2tz15a851a | switch | 1 | 14.68 | 14.68 |
| f37z15a8551a | switch | 1 | 9.88 | 9.88 |
| 11612278 | nuts | 3 | 5.23 | 15.68 |
| 120174 | seat belt | 13 | 18.7 | 243.17 |
| 120427 | switch | 1 | 39.83 | 39.83 |
| 1230233 | close flap | 2 | 22.34 | 44.68 |
| 124105111 | relay | 1 | 74.46 | 74.46 |
| 131118 | espar | 1 | 101.15 | 101.15 |
| 1341361044r | module | 1 | 503.75 | 503.75 |
| 1344296001 | mic | 2 | 47.55 | 95.11 |
| 1346071000 | lamp | 1 | 35.65 | 35.65 |
| 1354347001 | defrost | 1 | 1.30 | 1.30 |
| 1355950000 | switch | 1 | 26.94 | 26.94 |
| 1364897000 | box | 1 | 355.05 | 355.05 |

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|-------------|---------------|---|--------|--------|
| 13889 | lift clip | 4 | 9.71 | 38.87 |
| 1403955 | valve | 1 | 24.62 | 24.62 |
| 15552844 | nut | 1 | 14.24 | 14.24 |
| s1091 | SEAL | 2 | 4.10 | 8.20 |
| wm279e1 | valve | 1 | 87.41 | 87.41 |
| z15gqb7k | door switch | 1 | 20.26 | 20.26 |
| 5285129 | fan | 1 | 42.04 | 42.04 |
| 5300277000 | valve | 2 | 18.49 | 36.99 |
| 5300319000 | valve | 4 | 27.82 | 111.28 |
| 5300467000 | valve | 1 | 110.42 | 110.42 |
| 5300548003 | spitter | 1 | 89.21 | 89.21 |
| 5302125001 | valve | 1 | 57.07 | 57.07 |
| 53022231014 | spring | 1 | 10.63 | 10.63 |
| 5302237000 | spring | 3 | 13.83 | 13.83 |
| 5302351000 | probe | 1 | 18.47 | 18.47 |
| 5308219002 | solenoid | 1 | 45.01 | 45.01 |
| 5309320000 | bracket | 1 | 7.97 | 7.97 |
| 5309611012 | nut | 2 | 8.63 | 17.26 |
| 5309988000 | valve | 1 | 26.43 | 26.43 |
| 53010520002 | solenoid | 1 | 49.91 | 49.91 |
| 53139882 | sensor | 1 | 0.01 | 0.01 |
| 5314006002 | spring | 1 | 146.63 | 146.63 |
| 5314982000 | valve | 1 | 317.71 | 317.71 |
| 5317602015 | washer | 2 | 14.80 | 29.60 |
| 5320274000 | solenoid | 3 | 61.52 | 184.56 |
| 5320274002 | solenoid | 2 | 61.35 | 122.70 |
| 5320338000 | valve | 1 | 38.22 | 38.22 |
| 5320873001 | coolant valve | 1 | 8.13 | 8.13 |
| 5320873002 | valve | 5 | 27.59 | 137.95 |
| 5119332250 | fuse | 2 | 14.33 | 28.66 |
| 5119332325 | fuse | 1 | 21.62 | 21.62 |
| 5120829020 | fuse | 1 | 7.10 | 7.10 |
| 5122880004 | fuse | 4 | 8.63 | 33.46 |
| 5122906003 | relay | 1 | 18.38 | 18.38 |
| 5122968021 | sensor | 2 | 14.58 | 29.16 |
| 5123251006 | monitor | 1 | 108.5 | 108.50 |
| 5123339000 | low oil | 1 | 55.36 | 55.36 |
| 5125069001 | micro switch | 2 | 35.65 | 71.30 |
| 5126117015 | switch | 1 | 18.18 | 18.18 |
| 5126163003 | sender | 1 | 40.22 | 40.22 |
| 5126635005 | low coolant | 1 | 27.05 | 27.05 |
| 5129031000 | switch | 1 | 11.58 | 11.58 |
| 51322318000 | speaker | 1 | 13.61 | 13.61 |
| 5134477000 | switch | 1 | 150.59 | 150.59 |
| 5134803005 | lamp | 4 | 16.27 | 65.10 |
| 5134804001 | lamp | 2 | 62.72 | 125.44 |
| 5134804003 | lamp | 1 | 60.66 | 60.66 |

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|-------------|--------------|----|---------|---------|
| 5135525000 | chime | 1 | 134.72 | 134.72 |
| 5142261000 | joy stick | 1 | 55.35 | 55.35 |
| 5149741002 | relay | 1 | 6.29 | 6.29 |
| 5149741003 | relay | 1 | 11.31 | 11.31 |
| 5154624000 | light | 3 | 45.06 | 135.18 |
| 235 | kit | 2 | 46.69 | 87.38 |
| 236676 | pipe | 1 | 0.10 | 0.10 |
| 238 | VALVE | 2 | 9.23 | 18.47 |
| 24226707 | SEAL | 2 | 17.2 | 34.40 |
| 24A268 | switch | 9 | 4.96 | 44.68 |
| 25922402 | knob | 3 | 8.08 | 24.24 |
| 28324bk | lock | 4 | 7.23 | 28.92 |
| 28617n | egr | 1 | 53.64 | 53.64 |
| 287053 | unload kit | 1 | 10.80 | 10.80 |
| 2872288 | connector | 1 | 30.31 | 30.31 |
| 2878291 | nut | 4 | 3.83 | 15.32 |
| 291319 | hub seal | 2 | 19.27 | 38.53 |
| 29371 | washer | 7 | 5.28 | 36.98 |
| 29507434 | allison | 2 | 44.63 | 89.26 |
| 29507823 | SEAL | 2 | 4.69 | 9.38 |
| 29534362 | plug | 1 | 12.17 | 12.17 |
| 29539579 | filter | 3 | 15.99 | 47.97 |
| 29542516 | solenoid | 1 | 205.58 | 205.58 |
| 29546233 | SEAL | 1 | 43.01 | 43.01 |
| 2g2swi007 | switch | 1 | 58.78 | 58.78 |
| 3006310ks | pins | 10 | 2.84 | 28.47 |
| 3033915 | o ring | 1 | 20.02 | 20.02 |
| 3042401 | SEAL | 1 | 1.87 | 1.87 |
| 3069053 | clamp | 1 | 31.07 | 31.07 |
| 56203410000 | glazing | 2 | 109.77 | 219.54 |
| dexron3 | fluid | 6 | 2.74 | 16.48 |
| xt6qsp | fluid | 4 | 6.22 | 24.88 |
| valve stem | stims | 6 | 6.52 | 39.16 |
| 44919 | seals | 2 | 35.71 | 71.42 |
| 450434k | seals | 6 | 8.29 | 49.74 |
| 45102345000 | switch | 1 | 41.38 | 41.38 |
| 45253 | lights | 2 | 6.21 | 12.42 |
| 4902925px | injector | 1 | 1001.34 | 1001.34 |
| 49102 | clamp | 1 | 40.47 | 40.47 |
| 4955421rx | egr | 1 | 1454.09 | 1454.09 |
| 4966441 | gasket | 1 | 14.76 | 14.76 |
| 49664447 | gasket | 1 | 11.54 | 11.54 |
| 4985544 | fuel shutoff | 1 | 60.45 | 60.45 |
| 4988280 | gasket | 3 | 6.79 | 20.38 |
| 41290r | belt | 1 | 0.10 | 0.10 |
| 501586000 | door | 1 | 33.32 | 33.32 |
| 5053390002 | cable | 1 | 6.27 | 6.27 |

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|--------------|----------------|---|--------|--------|
| 5053390011 | cable | 2 | 37.97 | 75.90 |
| 5100072000 | switch | 2 | 44.4 | 88.80 |
| 5102164005 | switch | 1 | 15.68 | 15.68 |
| 5102164010 | switch | 1 | 6.07 | 6.07 |
| 5102164016 | switch | 1 | 5.75 | 5.75 |
| 5110534000 | switch | 1 | 9.74 | 9.74 |
| 5114118000 | sensor | 1 | 19.13 | 19.13 |
| 5114119000 | sensor | 2 | 33.96 | 67.92 |
| 5118894004 | light | 1 | 18.12 | 18.12 |
| 5119332060 | fuse | 2 | 11.92 | 23.84 |
| 5119332100 | fuse | 4 | 13.36 | 53.44 |
| 5119332150 | fuse | 2 | 24.23 | 48.46 |
| 3820667 | hose | 1 | 23.52 | 23.52 |
| 3892625 | gasket | 2 | 1.23 | 2.46 |
| 3903464 | nut | 1 | 2.89 | 2.89 |
| 3905216 | nut | 1 | 41.10 | 41.10 |
| 39005802 | tube end | 1 | 5.73 | 5.73 |
| 3913028 | t stat | 1 | 25.39 | 25.39 |
| 3913287 | air compressor | 1 | 8.99 | 8.99 |
| 3931348 | GASKET | 1 | 0.10 | 0.10 |
| 3940245 | GASKET | 1 | 10.60 | 10.60 |
| 3943917 | LIGHT | 2 | 12.04 | 24.08 |
| 3966716 | LIGHT | 1 | 1.17 | 1.17 |
| 3973049 | SWITCH | 2 | 25.37 | 50.75 |
| 3973232 | LIGHT | 2 | 0.20 | 0.40 |
| 3973293 | LIGHT | 5 | 0.10 | 0.50 |
| 3973889 | COVER | 2 | 0.10 | 0.20 |
| 3974653 | MIRROR | 5 | 0.01 | 0.05 |
| 3975336 | LIGHT | 1 | 52.27 | 52.27 |
| 40-15349-000 | BRACKET | 1 | 13.09 | 13.09 |
| 4016793000 | COVER | 1 | 33.21 | 33.21 |
| 4021372000 | DOOR | 1 | 7.23 | 7.23 |
| 4028640000 | GAS BRACKET | 1 | 13.39 | 13.39 |
| 404315 | CLAMP | 1 | 15.07 | 15.07 |
| 4070462 | BOLT | 3 | 2.73 | 8.21 |
| 413345 | SENSOR | 1 | 314.88 | 314.88 |
| 4221505000 | LAMP | 2 | 34.90 | 69.80 |
| 4336243000 | AC | 1 | 114.57 | 114.57 |
| 446263 | SWITCH | 2 | 65.59 | 125.18 |
| 3072919 | CLA,MP | 1 | 9.02 | 9.02 |
| 3080769 | O RING | 2 | 0.10 | 0.20 |
| 3103015 | COOLANT LINE | 2 | 1.22 | 2.44 |
| 3103077 | GASKET | 1 | 16.31 | 16.31 |
| 31004230 | GASKET | 2 | 30.06 | 60.12 |
| 31060 | LIGHT | 5 | 32.09 | 160.45 |
| 3155950000 | METER | 1 | 47.52 | 47.52 |
| 3163713 | SEAL | 2 | 3.49 | 6.98 |

| | | | | |
|--------------|-------------|---|--------|----------|
| 3163715 | SEAL | 6 | 4.10 | 24.60 |
| 331285 | SEAL | 1 | 0.10 | 0.10 |
| 3329054 | VALVE | 5 | 23.98 | 119.9 |
| 334372 | SHIM | 3 | 3.50 | 10.51 |
| 334380 | SHIM | 3 | 3.83 | 11.49 |
| 3486KS | SPRING | 2 | 27.48 | 54.96 |
| 3678912 | O RING | 1 | 8.26 | 8.26 |
| 36789120 | SEAL | 1 | 0.10 | 0.10 |
| 3804883RX | WATER PUMP | 1 | 98.76 | 98.76 |
| 56241L144.00 | MOLDING | 9 | 42.49 | 382.49 |
| 61039L144.00 | MOLDING | 8 | 3.79 | 30.35 |
| 15654866 | BOLT | 3 | 7.48 | 22.46 |
| 1772953 | LEVER | 1 | 35.09 | 35.09 |
| 1772961 | LEVER | 1 | 34.95 | 34.95 |
| 186780 | SEAL | 2 | 13.51 | 27.02 |
| 19121436 | U JOINT | 1 | 104.96 | 104.96 |
| 19127220 | ADJUSTER | 1 | 107.63 | 107.63 |
| 2042065N000 | LATCH CABLE | 1 | 0.10 | 0.10 |
| 204791 | RELAY | 1 | 2.92 | 2.92 |
| 205105N | VALVE | 2 | 30.28 | 60.45 |
| 207399 | VALVE | 1 | 30.82 | 30.82 |
| 21051R1 | LIGHT | 1 | 12.61 | 12.61 |
| 21051Y | LIGHT | 1 | 21.77 | 21.77 |
| 229898X | Q | 1 | 9.39 | 9.39 |
| 232 | FLASHER | 4 | 6.60 | 26.40 |
| 101900X | AD2 | 1 | 32.44 | 32.44 |
| 109080 | SEAL | 2 | 1.37 | 2.75 |
| 68749 | PLUG | 1 | 49.24 | 49.24 |
| 815LH1 | MIRROR | 1 | 174.33 | 174.33 |
| 186780 | SEAL | 2 | 12.66 | 25.32 |
| 64004B | DRUM | 2 | 245.63 | 491.26 |
| 64119b | drum | 2 | 220.29 | 440.59 |
| fe75201 | track | 2 | 49.50 | 99.00 |
| kvt4398d | shoes | 4 | 91.69 | 366.72 |
| mbst422fd | shoes | 8 | 67.81 | 542.5 |
| 1552844 | nut | 1 | 14.24 | 14.24 |
| sw4012 | switch | 1 | 0.01 | 0.01 |
| | | | | 23065.06 |

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6C – *Actionable*
Subject: Operating Grant Agreement PTD0541
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: June 21, 2022

Background:

Attached is the Operating Grant Agreement PTD0541 (“Agreement”) as a part of the American Rescue Plan (ARP) Act relating to eligible operating expenses necessary to operate, manage, and maintain public transportation services/day-to-day operations. Funding may also be used for minor capital items directly related to COVID 19 as identified in the Agreement.

No local funds are required to be committed by MTA.

Legal Counsel has reviewed this agreement.

Summary: Approve Agreement PTD0541 between WSDOT and MTA for certain eligible operating expenses.

Fiscal Impact:

Revenue from Federal funds: \$1,169,167
Local funds: \$0

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2022-08 and the attached American Rescue Plan (ARP) Act Operating Grant Agreement PTD0541 between WSDOT and MTA.



WSDOT Contact: Elizabeth Safsten

WSDOT E-mail: SafsteE@wsdot.wa.gov

WSDOT Phone: 360-705-6885

| American Rescue Plan (ARP) Act Operating Grant Agreement | | | |
|---|--|--------------------|--|
| Agreement Number | PTD0541 | Contractor: | Mason County Public Transportation Benefit Area dba Mason Transit Authority |
| Term of Agreement | March 11, 2021 through June 30, 2025 | | |
| Vendor # | 911554133 | | |
| ALN # | 20.509 5311 Formula Grants for Rural Areas and Tribal Transit | | |
| UEI # | GVJSNKK6EFQ3 | | |
| Service Area | Mason County | Contact: | Amy Asher |
| | | Email: | aasher@masontransit.org |

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter “WSDOT,” and the Contractor identified above, hereinafter the “CONTRACTOR,” individually the “PARTY” and collectively the “PARTIES.”

WHEREAS, Federal funding is authorized under the American Rescue Plan Act of 2021, Public Law No. 117-2, March 11, 2021 and other authorizing legislation that may be enacted;

WHEREAS, the CONTRACTOR has requested funds for the project(s) or program(s) shown under the heading titled “Funding by Project” (hereinafter known as the “Project(s)”) which has been selected by WSDOT for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

**Section 1
SCOPE OF WORK AND BUDGET**

Funding by Project

Project Title: ARPA Related Operating Expenses

UPIN # PTD0541

Scope of Work: Funding is provided to assist with eligible operating expenses necessary to operate, manage, and maintain public transportation services/day-to-day operations. Operating expenses usually include such costs as driver salaries, fuel, cleaning, and sanitization.

Funding can also be used for minor capital items directly related to COVID 19 such as equipment necessary for combating the spread of pathogens on transit systems, administrative leave, hiring of temporary workers, overtime, and other expenses related to maintaining critical staffing levels.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|---------------------------|---------------------------------------|---------------------------|----------------------|------------------------|--|
| FTA 5311 ARPA | WA-2022-031 | 100% | \$ 1,169,167 | | \$ 1,169,167 |
| Contractor's Funds | N/A | 0% | \$ - | | \$ - |
| Total Project Cost | | 100% | \$ 1,169,167 | \$ - | \$ 1,169,167 |

Budget: ARPA 5311 Funding is provided at 100% federal share.

Section 2

Purpose of Agreement

A. The purpose of this AGREEMENT is for WSDOT to provide funds to the CONTRACTOR for public transportation services that meet the needs of persons in the State of Washington.

B. If this AGREEMENT includes any funding with federal funds, in addition to the requirements of Sections 1 through 34 of the AGREEMENT the CONTRACTOR will also comply with all requirements imposed by, or pursuant to 49 USC chapter 53, all other applicable federal laws, regulations and requirements and the requirements set forth in Exhibit I, Federal Provisions for this AGREEMENT that Includes Federal Funds (Grant Agreement), which is attached hereto and by this reference incorporated into this AGREEMENT, "Federal Provisions ."

Section 3

Scope of Project

The CONTRACTOR shall undertake and complete the Project described and detailed in Section 1. The CONTRACTOR shall operate the service within the service area described in Section 1, in accordance with the terms and conditions of this AGREEMENT.

Section 4

Term of Agreement

The CONTRACTOR shall commence, perform, and complete the work identified under this AGREEMENT within the time defined in the caption space header titled "Term of Agreement" on this AGREEMENT regardless of the date of signature and execution of this AGREEMENT, unless terminated as provided herein.

Section 5

General Compliance Assurance

The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's *Consolidated Grants Program Guidebook*, hereinafter referred to as the "Guidebook", and any amendments thereto, found at <https://www.wsdot.wa.gov/transit/grants/apply-manage-your-grant>, which by this reference is fully incorporated herein.

Section 6

Contractor's Share of Project Costs

A. The Total Project Cost shall not exceed the amounts detailed in Section 1. The CONTRACTOR agrees to expend eligible funds, together with any Contractor's Funds allocated for the Project, in an amount sufficient to complete the Project. The CONTRACTOR agrees to expend eligible funds, together with other funds allocated for the Project, in an amount sufficient to complete the Project as detailed in Section 1. If at any time the CONTRACTOR becomes aware that the cost of the Project will exceed or be less than the amount identified in Section 1, the CONTRACTOR shall notify WSDOT in writing within thirty (30) calendar days of making that determination. Nothing in Section 6(A), shall preclude the requirements specified in Section 7 (B) for payments at the end of the biennium.

B. **Minimum Match:** The CONTRACTOR is required to provide a minimum match of funds for the Project as identified in Section 1, indicated as Contractor's Funds.

Section 7
Reimbursement and Payment

A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred, while performing eligible direct and related indirect Project work during the life of the Project. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by CONTRACTOR for reimbursement. Failure to send in progress reports and financial information as required in Section 9 –Reports may delay payment. The CONTRACTOR shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If approved by WSDOT, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.

B. **State Fiscal Year End Closure Requirement (RCW 43.88):** The CONTRACTOR shall submit an invoice for completed work in the same state fiscal period in which the work was performed. As defined in RCW 43.88, the state fiscal period starts on July 1 and ends on June 30 the following year. Reimbursement requests must be received by July 15 of each state fiscal period. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the expenses to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 8
Assignments and Subcontracts

A. The CONTRACTOR shall submit to WSDOT a copy of any contract, amendment, or change order thereto pertaining to this Project for review and documentation. This includes any completed Project facilities and/or infrastructure under this AGREEMENT, or other actions obligating the CONTRACTOR in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT, including any leasing and/or lending the Project or any part thereof to be used by anyone not under the CONTRACTOR's direct supervision.

B. The CONTRACTOR agrees to include all applicable sections of the AGREEMENT such as Section 5, Sections 8 through 18, Section 21 and Section 24 of this AGREEMENT in each subcontract and in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 9
Reports

A. The CONTRACTOR shall prepare quarterly reports regarding services provided pursuant to this AGREEMENT and other related information as prescribed in the Guidebook, and any amendments thereto, whichever is applicable, or as requested by WSDOT. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the aforementioned guidebook. Those reports include, but are not limited to:

1. Project Passenger Trips Provided
2. Project Service Hours Provided
3. Project Revenue Service Miles Provided
4. Narrative Progress Report
5. Financial Status/Summaries of the Project.

B. This subsection applies only to projects that are receiving Transit Coordination, Tier, or Regional Mobility grant funds. In addition to the requirements from subsection A, the CONTRACTOR shall submit a mutually agreeable Performance Measurement Plan to WSDOT.

C. **Remedies for Misuse or Noncompliance.** If WSDOT determines that the Project has been used in a manner materially different from Section 1, WSDOT may direct the CONTRACTOR to repay WSDOT the State funded share of the Project. WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to materially comply with any provision of this AGREEMENT.

Section 10

No Obligation by the State Government

No contract between the CONTRACTOR and its subcontractors shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

Section 11

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 12

Ethics

A. **Relationships with Employees and Officers of WSDOT.** The CONTRACTOR shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall CONTRACTOR knowingly rent or purchase any equipment and materials from any employee or officer of WSDOT.

B. **Employment of Former WSDOT Employees.** The CONTRACTOR hereby warrants that it shall not engage on a full-time, part-time, or other basis during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without written consent of WSDOT.

Section 13

Compliance with Laws and Regulations

The CONTRACTOR agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The CONTRACTOR will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the CONTRACTOR to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the CONTRACTOR to violate state or local law, the CONTRACTOR agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the CONTRACTOR agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the Project.

Section 14
Environmental Requirements

The CONTRACTOR agrees to comply with all applicable requirements of chapter 43.21C RCW “State Environmental Policy Act” (SEPA).

Section 15
Accounting Records

A. **Project Accounts.** The CONTRACTOR agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The CONTRACTOR agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.

B. **Documentation of Project Costs and Program Income.** The CONTRACTOR agrees to support all allowable costs charged to the Project, including any approved services contributed by the CONTRACTOR or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The CONTRACTOR also agrees to maintain accurate records of all program income derived from implementing the Project.

Section 16
Audits, Inspection, and Retention of Records

A. **Submission of Proceedings, Contracts, Agreements, and Other Documents.** During the performance period of the Project and for six (6) years thereafter, the CONTRACTOR agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as WSDOT may require. Project closeout does not alter these recording and record-keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the CONTRACTOR’s obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

B. **General Audit Requirements.** The CONTRACTOR agrees to obtain any other audits required by WSDOT at CONTRACTOR’s expense. Project closeout will not alter the CONTRACTOR’s audit responsibilities.

C. **Inspection.** The CONTRACTOR agrees to permit WSDOT and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, and other data, and to audit the books, records, and accounts of the CONTRACTOR and its subcontractors pertaining to the Project. The CONTRACTOR agrees to require each third party to permit WSDOT, and the State Auditor or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

Section 17
Labor Provisions

Overtime Requirements. No CONTRACTOR or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek CONTRACTOR will comply with all applicable provisions of Title 49 RCW, Labor Regulations.

Section 18
Changed Conditions Affecting Performance

The CONTRACTOR hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 19
Coordination of Special Needs Transportation

It is the policy of WSDOT to actively support coordination of special needs transportation in the state. As a condition of assistance, the CONTRACTOR is required to participate in local coordinated planning as led by CONTRACTOR's relevant Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO). Persons with special transportation needs means those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

Transit Projects and Regional Mobility Grant funded projects are explicitly excluded from the provisions of Section 19 – Coordination of Special Needs Transportation.

Section 20
Disputes

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of CONTRACTOR's receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

B. **Performance During Dispute.** Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies.** All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by WSDOT or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Section 21
Termination

A. **Termination for Convenience.** WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written

notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
3. The CONTRACTOR is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
4. The CONTRACTOR is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project;
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

B. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
4. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default hereunder. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: (a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate

to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

D. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

E. If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, "Term of Agreement", WSDOT and the CONTRACTOR shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

Section 22 Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 23 Lack of Waiver

In no event shall any WSDOT payment of grant funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default.

Section 24 Limitation of Liability

A. The CONTRACTOR shall indemnify, defend, and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT arising out of, in connection with or incident to the execution of this AGREEMENT and/or the CONTRACTOR's performance or failure to perform any aspect of this AGREEMENT. This indemnity and defense provision applies to all claims against WSDOT, its agents, employees and officers arising out of, in connection with or incident to the negligent acts or omissions of the CONTRACTOR, its agents, employees, officers and subcontractors of any tier. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify, defend, and hold harmless or defend WSDOT, its agents, employees or officers to the extent that claims are caused by the sole negligent acts or omissions of WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the CONTRACTOR its employees, agents, officers or contractors and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity and defense provisions provided herein shall be valid and enforceable only to the extent of the negligence of the PARTY, its employees, officers, authorized agents, and/or contractors. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.

C. The CONTRACTOR agrees that its obligations under this AGREEMENT extend to any claim, demand, and/or cause of action by, or on behalf of its employees or agents while performing under this AGREEMENT. For this purpose, the CONTRACTOR, by MUTUAL NEGOTIATION,

hereby waives any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions in Title 51 RCW.

D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

Section 25 Agreement Modifications

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, PIN the contact person of either PARTY, or dollar amount changes that do not affect the Project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of the revision in writing.

Section 26 WSDOT Advice

The CONTRACTOR bears complete responsibility for the administration and success of the Project as defined by this AGREEMENT and any amendments thereto. If the CONTRACTOR solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the CONTRACTOR for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the CONTRACTOR.

Section 27 Venue and Process

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

Section 28 Subrogation

A. **Prior to Subrogation.** WSDOT may require the CONTRACTOR to take such reasonable action as may be necessary or appropriate to preserve the CONTRACTOR's right to recover damages from any person or organization alleged to be legally responsible for injury to any equipment, property, or transportation program in which WSDOT has a financial interest.

B. **Subrogation.** WSDOT may require the CONTRACTOR to assign to WSDOT all right of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the CONTRACTOR shall execute, deliver, and do whatever else reasonably necessary to secure WSDOT's rights. The CONTRACTOR shall do nothing after any loss to intentionally prejudice the rights of WSDOT.

C. **Duties of the CONTRACTOR.** If WSDOT has exercised its right of subrogation, the CONTRACTOR shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT. The CONTRACTOR shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

**Section 29
Counterparts**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect.

**Section 30
Complete Agreement**

This document contains all covenants, stipulations, and provisions agreed upon by the PARTIES. No agent or representative of WSDOT or the CONTRACTOR has authority to make, and neither WSDOT nor the CONTRACTOR shall be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

**Section 31
Severability**

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

**Section 32
Order of Precedence**

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. Federal law
2. Exhibit I, Federal Provisions, if applicable
3. State law
4. This AGREEMENT
5. The Guidebook

**Section 33
Execution**

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

**Section 34
Binding Agreement**

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year signed last below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

Brian Lagerberg, Director
Public Transportation Division

Authorized Representative

Title

Print Name

Date

Date

EXHIBIT I
Summary of Federal Requirements and Incorporating by Reference Annual List of
Certifications and Assurances for FTA Grants and Cooperative Agreements
("Certifications and Assurances") and Federal Transit Administration Master Agreement
("Master Agreement")

Recipient of federal assistance under 49 U.S.C. chapter 53 must submit annually or as part of its application for federal assistance. Recipient and Recipient's subrecipient(s), contractor(s), or subcontractor(s), at any tier, if any, must comply with all applicable federal requirements contained in the most current approved Certifications and Assurances available at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>. The Certifications and Assurances are by this reference incorporated herein.

Recipient further agrees to comply with all applicable requirements included in the most current approved Master Agreement. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available at <https://search.usa.gov/search?query=master+agreement&affiliate=dot-fta>.

Note and comply with the following language stated under the master agreement:

"Each provision of this Master Agreement must be interpreted in context with all other provisions of this Master Agreement and the Underlying Agreement. If a single provision is read apart from the rest of this Master Agreement or the Underlying Agreement, that provision might not convey the extent of the Recipient's responsibility to comply with the requirements of this Master Agreement and the Underlying Agreement."

Without limiting the foregoing, the following are some requirements applicable to transactions covered by this AGREEMENT

1. Changes to Federal Requirements - Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

2. Civil Rights

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and

reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- a. Withholding monthly progress payments;
- b. Assessing sanctions;
- c. Liquidated damages; and/or
- d. Disqualifying the contractor from future bidding as non-responsible.

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

3. Disadvantaged Business Enterprises

- The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- The Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26 and USDOT's official interpretations (i.e., Questions & Answers) apply to this Contract. As such, the requirements of this Contract are to make affirmative efforts to solicit DBEs, provide information on who submitted a Bid or quote and to report DBE participation. No preference will be included in the evaluation of Bids/Proposals, no minimum level of DBE participation shall be required as a Condition of Award and Bids/Proposals may not be rejected or considered non-responsive on that basis.

4. ADA Access - The contractor shall comply with the requirements of 49 CFR FTA C 4710.1 as applicable to this contract. Equal access and the opportunity should be given to individuals with disabilities to fully participate in or benefit from the goods, services, facilities, privileges, advantages, or accommodations.

5. Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.

RESOLUTION NO. 2022-08

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING OPERATING GRANT AGREEMENT PTD0541 AND
AUTHORIZING THE GENERAL MANAGER TO SIGN THAT AGREEMENT.**

WHEREAS, the Mason Transit Authority Board has received notification of the award of FTA 5311 ARPA operating grant funds in the amount of \$1,169,167 through the Washington State Department of Transportation (WSDOT); and

WHEREAS, Mason Transit Authority was awarded those FTA 5311 funds for certain operating expenses necessary to operate, manage, and maintain public transportation services/day-to-day operations;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Operating Grant Agreement PTD0541 between WSDOT and MTA (Agreement) in the total amount of \$1,169,167 and which no local match is required; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 21st day of June, 2022.

Sandy Tarzwell, Chair

John Campbell, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Eric Onisko, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

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

Subject: Green Transportation Grant

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: June 21, 2022

Background:

Staff brought forward to the Board at its April 19, 2022 Board meeting a request to submit a grant application for the Federal FY 2022 Bus and Bus Facilities grant program for replacement of five coaches. At that meeting, staff spoke of future funding availability being tied to requirements of becoming more “green” by moving to alternatively fueled vehicles and the requirement to have a fleet transition plan in order to apply for those funds. An opportunity for MTA to submit an application for funding to develop the required transition plan is available through the Washington State Green Transportation Grant supplemental funding and will assist MTA now in moving toward a green standard so they may be eligible for future grant funds.

Summary: Approve General Manager to submit grant application for Green Transportation Grant.

Fiscal Impact:

There is a 20% local match requirement for this grant request. The total project cost, based on estimates from similarly sized agencies, is estimated to be \$100,000 with a local match of \$20,000. 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 a Fleet and Facilities Transition Plan to the Washington State Department of Transportation Public Transportation Division.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6E – *Discussion*

Subject: Belfair Conference Room Technology

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: June 21, 2022

Background:

The Conference Room at the Belfair Park and Ride facility is not set up to provide for Board meetings to be held in a hybrid fashion as they are at the Transit-Community Center. The only technology available for that facility is a telephone on speaker mode. Staff finds that this limits the ability for MTA to use the North Mason County location to hold Board meetings and public hearings.

Staff would like to discuss the Board's desire to outfit this meeting facility with the necessary equipment to hold a meeting. Options range from acquiring mobile speaker and camera units that will allow for video and WebEx or Zoom connections, to wiring the building as it was done at the TCC. Prices for these options range from \$3,000 to \$15,000.

The Washington State Transit Association has obtained two mobile video/speaker units and is willing to let MTA test them before purchasing.

Summary: Board to discuss desire to hold public meetings subject to OPMA at the Belfair facility. If there is a desire, discuss technology options available.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6F – *Actionable*
Subject: July Board Meeting location
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: June 21, 2022

Background:

At its March 15, 2022 Board meeting, the Board approved moving the location of the July 19, 2022 Board meeting to the new Belfair Park and Ride conference room location.

Currently, the Belfair Conference Room is not set up to provide for Board meetings to be held in a hybrid fashion as has been designed at the Transit-Community Center. The only technology available for that facility is a monitor and telephone on speaker mode, which is very limiting when holding a meeting in hybrid format.

Given the number of Board members still attending virtually, we recommend that the Board hold its meeting at the Transit-Community Center until we have the technology to hold hybrid meetings that also provide for public comment.

Summary: Move the location of the July 19, 2022 Board meeting to the T-CC.

Fiscal Impact:

None

Staff Recommendation:

Move the Board meeting to the Transit Community Center to allow for easier public and Board Member access via remote technology.

Motion for Consideration:

Move that the Mason Transit Authority Board hold its July 19, 2022 Board meeting in Shelton at the Transit-Community Center.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A – *Informational*
Subject: Financial Reports – May 2022
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: June 21, 2022

Summary for Informational Purposes:

Included are the numbers for May 2022 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for March 2022 (received May 31, 2022) was \$646,582. 9% higher than March 2021.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 41.7% (5/12) of the budget through the end of the year. Total YTD Revenue is just over budget at 43.2%. Total YTD Operating Expenses are under budget at 31%. We are delighted to see passenger fare revenue exceeding forecast and encouraged with interest in ridership returning to the Worker Driver program.

Operating Grant Revenue: With continued difficulties recruiting for Drivers and the Mechanic position, anticipated expenditures are below expectations, resulting in less claim for operating grant reimbursement.

Rent – Facilities and Park & Ride were anticipated to occur through March 2022 putting the expenditure at 100% through March. With the delays in moving into the Belfair complex, this expense did remain through May. The Park & Ride has been completed and no further expenditures will be incurred in this category.

As it stands currently, the 2022 Budget is in a favorable position to absorb the inflation we are experiencing for fuel, and other cost areas as we proceed through the year.

Fiscal Impact:

May fiscal impact reflects total revenues of \$783,082 and operating expenses of \$565,993 for a net income of \$217,089

Mason Transit Authority Statement of Financial Activities

% through the year: 41.7%

June 2022 Board Report

| May Statement of Financial Activities | May Actual | 2022 YTD Actual | 2022 Budget | Notes | Percentage of Budget Used |
|---|-------------------|---------------------|------------------|-------|---------------------------|
| Revenue | | | | | |
| Passenger Fares | \$ 3,819 | \$ 18,381 | \$ 38,500 | | 47.7% |
| PSNS WorkerDriver | 6,820 | 34,049 | 110,000 | | 31.0% |
| Total Operating Revenue (Fares) | 10,639 | 52,430 | 148,500 | | 35.3% |
| Sales Tax | 475,066 | 2,550,867 | 5,620,000 | (1) | 45.4% |
| Operating Grants | 280,304 | 1,318,089 | 3,363,648 | (2) | 39.2% |
| Rental Income | 12,331 | 58,161 | 135,700 | | 42.9% |
| Investment Income | 4,742 | 10,232 | 10,000 | | 102.3% |
| Other Non-operating Revenue | - | 25,555 | 9,570 | (3) | 267.0% |
| Total Revenue | 783,082 | 4,015,335 | 9,287,418 | | 43.2% |
| Expenses | | | | | |
| Wages and Benefits | 432,055 | 2,188,346 | 6,918,721 | | 31.6% |
| Contracted Services | 27,954 | 134,929 | 478,897 | | 28.2% |
| Fuel | 41,206 | 169,415 | 520,250 | (4) | 32.6% |
| Vehicle/Facility Repair & Maintenance | 13,015 | 104,376 | 329,170 | | 31.7% |
| Insurance | 18,429 | 92,143 | 222,188 | | 41.5% |
| Intergovernmental - Audit Fees | - | - | 38,000 | | 0.0% |
| Rent - Facilities and Park & Ride | 5,569 | 17,037 | 8,620 | (5) | 197.6% |
| Utilities | 10,981 | 67,315 | 191,254 | | 35.2% |
| Supplies & Small Equipment | 6,592 | 34,332 | 179,094 | (6) | 19.2% |
| Training & Meetings | 1,936 | 5,150 | 43,150 | | 11.9% |
| Other Operating Expenses | 8,256 | 53,416 | 193,963 | (7) | 27.5% |
| Pooled Reserves | - | - | 120,000 | | 0.0% |
| Total Operating Expenses | 565,993 | 2,866,459 | 9,243,307 | | 31.0% |
| Net Income (Deficit) from Operations | \$ 217,089 | \$ 1,148,876 | \$ 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 Q1-22 actual, plus April and May 2022 accruals. |
| (3) | Includes: Sale of Maintenance Services - \$4,612; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$698 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 \$3.89. Average gasoline price per gallon year to date is \$3.67. |
| (5) | The Rent - Facilities Park & Ride budgeted amount was based on the anticipated Belfair Park and Ride project being completed by end of March. With the delay in moving into Belfair this expense has been incurred and satisfied in May. |
| (6) | Printing- \$1,784; Cleaning/Sanitation/Safety supplies - \$5,134; Office Supplies - \$3,916; Shop Supplies - \$6,692; Small Tools & Equipment - \$2,948; IT Equipment - \$5,921; Communications Equipment - \$0; Operating Supplies - \$1,353; Small Equipment & Furniture - \$526; Software - \$5,199; Postage - \$375; Shelter supplies - \$143; Training supplies-\$339; 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 - \$25,111; Merchant/Credit Card fees - \$1,214; Dues, Memberships, Subscriptions - \$23,987; Unemployment Insurance - \$14; CDL Testing- \$250; CDL Exams-\$680; Property tax- \$94; Veh. Registration fee- \$71; Office Equip Lease -\$466; plus other misc. operating expenses- \$1,529. |

Mason Transit Authority Cash and Investments

June 2022 Board Report

Cash Balances

| | 4/30/2022 | 5/31/2022 | Change |
|-----------------------------|-------------------------|-------------------------|----------------------|
| Cash - MC Treasurer | \$ 1,584,615.81 | \$ 1,793,421.92 | \$ 208,806.11 |
| Investments - MC Treasurer | 14,500,000.00 | 14,500,000.00 | - |
| Payroll - ACH Columbia Bank | 193,155.80 | \$ 193,155.89 | 0.09 |
| Petty Cash/Cash Drawers | 500.00 | 500.00 | - |
| TOTAL | \$ 16,278,271.61 | \$ 16,487,077.81 | \$ 208,806.20 |

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 | 7,000,000.00 |
| Fuel Reserves | 120,000.00 |
| IT Investments | 80,000.00 |
| Total Encumbered | \$ 14,426,560.63 |

| | |
|---|---------------------|
| Total of Cash | \$ 16,487,077.81 |
| Less Encumbrances | 14,426,560.63 |
| Undesignated Cash Balance Total (Including Reserves) | 2,060,517.18 |
| Investments - MC Treasurer (Reserves) | 14,500,000.00 |
| Less Encumbrances | 14,426,560.63 |
| 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

June 2022 Board Report

As of May 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 | | 119,400 | 9,976,992 | 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 | | 30,841 | 30,841 | 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 | | 13,126 | 13,126 | 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 | 209,270 | 10,066,862 | |
| 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 | \$ 209,270 | \$ 10,066,862 | |

Capital Project Reserves - \$7,000,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

June 2022 Board Report

Sales Tax Collected as of 05/31/2022 for 03/31/2022



| | 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 | 513,550 | 44% | 13% |
| March | 459,822 | 408,506 | 595,307 | 445,239 | 646,582 | 45% | 9% |
| 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 | | | |
| | <u>5,478,270</u> | <u>5,951,698</u> | <u>6,869,226</u> | <u>5,620,000</u> | <u>1,652,482</u> | | |

Budget Variance Average - YTD

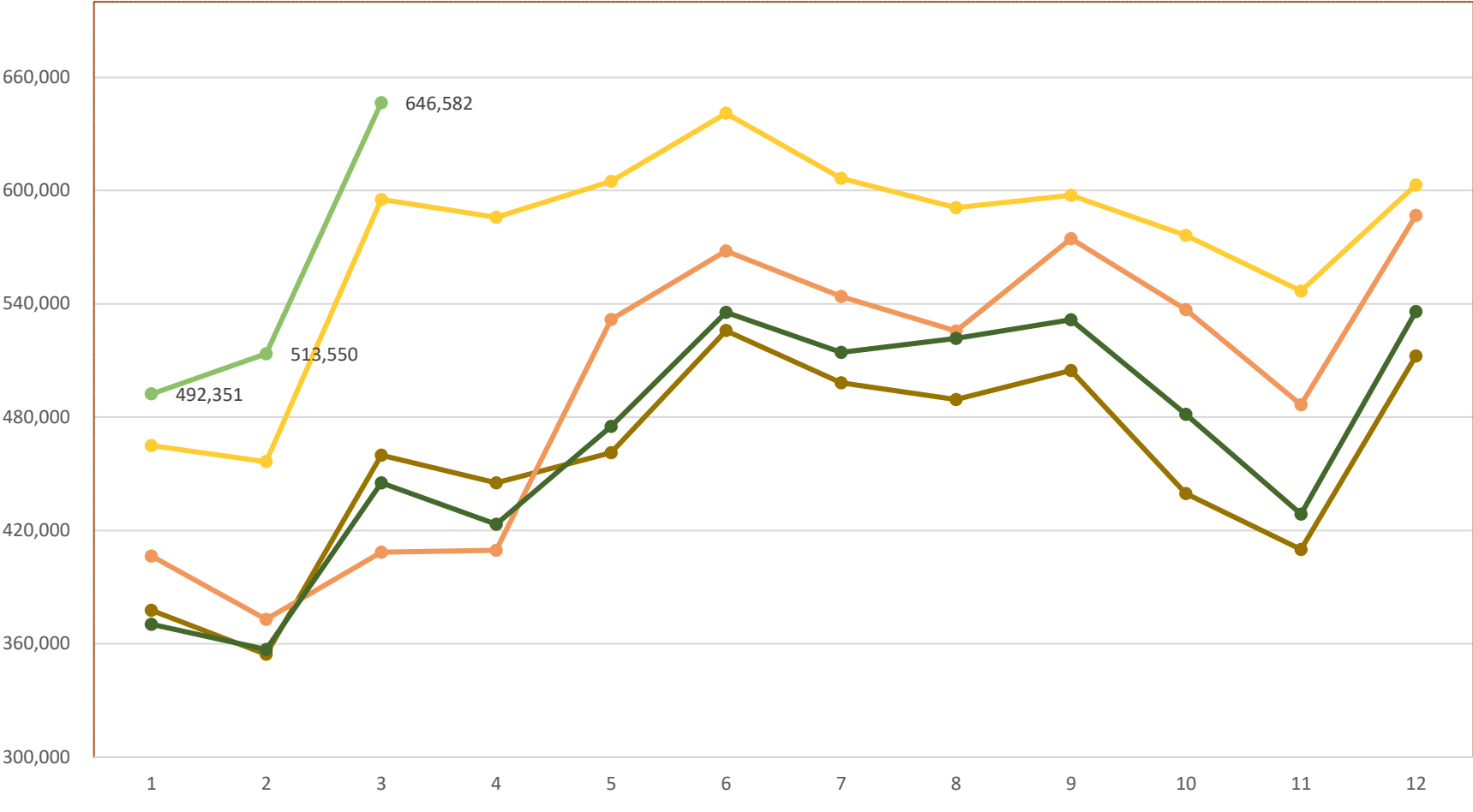
41%

% Change 2021 vs 2022 Actual Average - YTD

9%

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: June 21, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 21, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 21, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Attended Transportation Improvement Board (TIB) Meeting. Set annual call for project size.
- Attended Peninsula Regional Transportation Planning Organization (PRTPO) TAC meeting.
- Attended General Manager's Shop Talk.
- Attended Comprehensive Emergency Management Plan Update.
- Attended Forest Festival Parade. Walked with MTA Bus and Mason, the Shelton High School Robotics Club Bus.
- Attended Small Medium Transit Association meetings.
- Attended Washington State Transit Association meetings.
- Attended WSTA Transit Support Grants Committee meeting.
- Attended WSTA Audit Exit conference.
- Attended Mason Economic Development Board meeting.
- Attended Community Transportation Association of the Northwest (CTANW) Annual Membership meeting.
- Attended Shelton Library Grand Re-opening.

Internal Activities:

- Met with planner to discuss development of internal SOP documents in Maintenance and Dispatch.
- Worked with JayRay on summer advertising.
- Submitted further National Transit Database information to WSDOT.
- Met with Congressman Kilmer and staff.
- Met with Matt Baide of Shelton Journal to tour Belfair facility.
- Met with Complete Coach Works to discuss refurbished buses.
- Onboarding/Welcome new Operator, Dustin!
- Attended WSTIP Reasonable Suspicion for Drug and Alcohol Training – refresher.
- Held staff meetings for coordination on Belfair move in and transit service planning.
- Facilitated Staff Leadership meetings. Staff to provide training and update policies to include new L&I rules regarding heat and wildfire smoke.
- Met with State Auditor for Risk Assessment.
- Met with Driver Trainer to discuss training process and ideas for future.
- Submitted grant application to Department of Ecology for reimbursement of TCC Parking Lot clean up costs.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Hosted WSDOT for review of Drug and Alcohol Program. The outcome was a clean review.
- Updated Standard Occupational Classification assignments to be ready ahead of new reporting requirements.
- Participated in demo for benefits management and other services Paylocity has developed to bring efficiency to admin staff and ease for employee access.
- Assigned Diversity and Harassment training to all Supervisors and Managers.
- Managed a minor COVID outbreak. Reviewed the most recent CDC guidance for the definition of up-to-date vaccination status and how it pertained to those who needed to quarantine or isolate. Provided communication to staff; ensured sanitization of affected work areas; and communicated with Mason County Health Department.
- Soliciting vendors for drug and alcohol collection services.
- Haley attended two days of HR Development training.
- Haley provided onboarding for new driver.

Administrative Services Support

- Responded to WSDOT for the 2022 Site Visit. Reviewed the DBE Policy and Plan to ensure up-to-date compliance. Reviewed and updated the Equal Opportunities Employment (EEO) Plan per FTA Circular C 4704.1A. Provided the updated plan to employees to acknowledge.
- Implementing tracking of training opportunities for all staff to report EEO statistics for 2022 and forward to analyze and ensure equal access for development training based on sex and race.
- Attended multiple trainings for new GASB87 Lease Accounting. Contracted with Lease Query to manage this task to ensure compliance with 2022 Annual Report requirements.
- Received notification that the SAO Audit for FY2021 was to begin. Responded to data request and participated in a Risk Assessment. Forwarded Entrance Conference information to board members. The focus of this year's audit include:
 - Construction in Progress
 - Transportation Equipment
 - Depreciation
 - Net investment in Capital Assets
 - Payroll
 - Capital Contributions.I met with the SAO Audit team on 6/16 and learned the audit is moving along quickly and smoothly with an expectation of an Exit Conference the week of July 18.
- Attending training with FASTER, the Maintenance software that tracks vehicle maintenance and parts inventory.
- Met with Arctic Wolf to review cybersecurity risks.
- Worked with PUD to update utility for new Belfair building.

MAINTENANCE/FACILITIES –Paul Bolte

Outreach and meetings:

- Met with Complete Coach Works to discuss refurbished buses.
- Attended WSTIP Reasonable Suspicion for Drug and Alcohol training.
- Moved Belfair Park & Ride at Roy Boad to new Belfair Park & Ride.
- Watched L&I training video on excessive heat and smoke.
- Held shop safety meeting.
- Attended Bus Stop Committee meeting.
- Attended online cybersecurity class.
- Attended Boarding & Alighting Committee meeting.
- Did a Diversity and Harassment training for Supervisors and Managers.
- Attended a faster software training class on our fleet software

Facilities and Fleet Projects/Purchases/Maintenance

- Finished inventory asset assessment and clean up.
- Created Fixed Asset inventory.
- Finished tire procurement equipment research.
- Working on productivity action plan.
- Install bus shelter at new Belfair Post Office.
- Talked with Steve W. on ways to improve our service at the T-CC Building.

TCC Events/Maintenance

- **Gym:** May Stats: Pickleball sessions numbered 249 people. CHOICE High School P.E. numbered 217 students. The Cedar High School welcomed around 65 students to their Junior Class Dance. A Celebration of Life drew 65 guests.
- **Conference room:** The MTA monthly Board meeting welcomed 10 members this month. Monthly Bus Stop Placement Committee meeting had 10 employees attend. The monthly Ops meeting had 7 employees attend. The MTA Policy Board meeting numbered 6 attendees.
- **Kitchen:** The kitchen user total in May was 16 people.

Park and Rides

- Shelton Matlock, Pickering, Cole and Pear Orchard: Completed.
- Belfair Park and Ride opened May 23! Ribbon cutting ceremony to follow later this summer once we get settled in.

OPERATIONS – Jason Rowe

- **New Driver Class 2022-03:** We will be advertising and hope to have a new driver class start August 18, 2022.
- **Outreach:**
 - *Community Contact:* Since February 2022, we have contacted 44 community services organizations/agencies and visited 52 locations to advertise MTA.
 - *Forest Festival:* We participated in the Mason County Forest Festival Parade and “Mason” the robotic bus, was introduced at its first appearance in the parade. The robotic bus is a result of a joint venture between MTA and the Shelton High School Robotics Club.
 - *Presentations:* Dan S. continues to educate groups and organizations throughout Mason County on Mason Transit’s services, including EFI, Community Lifeline and Peninsula Community Health Services this month.
- **Special Transportation:**
 - *Fun Run:* We provided shuttle service transportation for the Fun Run at the Forest Festival.
 - *Upcoming Opportunity:* We will also be providing transportation for the Dynapac MotoAmerica Superbike race at the Ridge Motorsports Park which has huge ridership potential.
- **Service Changes:** We increased service effective June 6. We are already seeing increased ridership for the routes we have added and use of our new Belfair Park and ride is increasing as well.
- **Transportation Partnerships:**
 - *PSNS:* We are working closely with PSNS to increase riders for the Worker/Driver TIPS pass program. For those shipyard workers in which their shifts do not align with the worker/driver schedule, we are educating them about our other route options and the new Belfair Park and Ride. We hope that these other options may meet their transportation needs.
 - *Skokomish Tribe:* We worked closely with the Skokomish Tribe to identify and address transportation needs which were incorporated into our June 6 service changes.

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: June 21, 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

