



AGENDA

Mason Transit Authority Board
Regular Meeting
February 16, 2021, 4:00 p.m.
Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Pursuant to Governor's Proclamations 20-28.15 and 20-25.12, the public meeting shall be held virtually using the following WebEx credentials

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

Meeting number (access code): 182 502 3700 (Password) 0790

OPENING PROTOCOL

CALL TO ORDER

ROLL CALL AND DETERMINATION OF QUORUM

ACCEPTANCE OF AGENDA – ACTION

PUBLIC COMMENT – *Limit of five (5) minutes per person*

CONSENT AGENDA – ACTION

1. Pg. 03: Approval of Minutes: Approval of the minutes of the January 19, 2021 MTA regular Board meeting.
2. Pg. 07: Financial Reports: December, 2020 and January, 2021
3. Pg. 16: Check Approval: January 15, 2020 – February 12, 2021

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 23: Pear Orchard Park & Ride – *Informational* – (Danette)

NEW BUSINESS:

1. Pg. 34: JayRay's January Report on Public Relations – *Informational* – (Danette)

INFORMATIONAL

Reports

1. Pg. 42: Park and Ride Update
2. Pg. 43: Management Reports
3. Pg. 51: Park & Ride Development Projects

GENERAL MANAGER'S REPORT

EXECUTIVE SESSION: An executive session will be held pursuant to RCW 42.30.110(g) to review the performance of a public employee. The executive session is closed to the public. Action may follow the executive session.

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

March 16, 2021 at 4:00 p.m.

Transit-Community Center Conference Room
601 West Franklin Street
Shelton

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.

DRAFT

**Mason Transit Authority
Minutes of the Regular Board Meeting
January 19, 2021**



Pursuant to Governor's Proclamations 20-28.14 and 20-25.11, the public meeting was held only in virtual format using WebEx with the public, if any, being provided the opportunity to speak during the public comment period.

OPENING PROTOCOL

CALL TO ORDER: 4:06 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; John Campbell, Matt Jewett, Wes Martin, Randy Neatherlin and Kevin Shuttly. **Quorum met, all named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Kevin Dorcy (*arrived at 4:30PM*) and vacant Position through January, 2021.

Authority Non-voting Board Member Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present via WebEx: John Piety

MTA Staff present via WebEx virtual conference: Danette Brannin, General Manager; Tracy Becht, Clerk of the Board; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager and Marshall Krier, Maintenance and Facilities Manager.

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

ACCEPTANCE OF AGENDA

Moved that the agenda for the January 19, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Neatherlin/Campbell. Motion carried.**

PUBLIC COMMENT

None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the minutes of the MTA regular Board meeting of December 15, 2020.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for December, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of December 8, 2020 through January 14, 2021 financial obligations on checks #34746 through #34891, as presented for a total of \$945,865.55.
4. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06(4) for the provision of volunteer transportation services

Tarzwel/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Approval of Updated Strategic Plan** – Danette Brannin, General Manager, indicated that no additional changes were made since December meeting, when the Strategic Plan was first brought to the Board for review. Additionally, upon confirmation that Cyndy Brehmeyer was appointed by Mason County Commissioners, her name as well as the Citizen Adviser following appointment later in the meeting would be included. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-01 to approve the Strategic Plan. **Shutty/Tarzwel. Motion carried.**

NEW BUSINESS

1. **Appointment of Citizen Adviser to MTA Authority Board.** Ms. Brannin described the advertising of this position and that John Piety was the only application received by MTA. **Moved** that the Mason Transit Authority Board appoint citizen John Piety to serve as the non-voting citizen adviser to the Board with the term being January-December, 2021. **Neatherlin/Jewett. Motion carried.**
2. **Establish 2021 Authority Board Committees.** Ms. Brannin described the need for establishing the 2021 Authority Board Committees as follows:

Finance: Sharon Trask, Matt Jewett
 Human Resources: Wes Martin, Matt Jewett
 Policy: John Campbell, Cyndy Brehmeyer, Randy Neatherlin
 Operations and Maintenance: Kevin Dorcy, Kevin Shutty, Sandy Tarzwel

- Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committee as set forth above. **Tarzwel/Campbell. Motion carried.**
3. **Surplus Items.** LeeAnn McNulty, Administrative Services Manager, indicated that the items on the attached list for which she is requesting approval to surplus is for obsolete IT/Communication equipment items that are no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-02 regarding the disposal of

the assets as set forth in Exhibit A to that resolution. **Neatherlin/Campbell. Motion carried.**

4. **Contract for IT Managed Services.** As Ms. Brannin had indicated in prior meetings, as well as provided in the approved 2021 Budget, she and the MTA staff believed that the best way to support internal IT was to have its technology services managed by an outside company experienced in the daily management, monitoring and servicing. Right Systems is on the state contract and provides the types of services that MTA will need. MTA's Technical Support Analyst, Tyler Hildebrandt, will provide support for day-to-day support. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-03 authorizing the General Manager to sign and execute the Project Agreement and Terms and Conditions in the amount of \$210,860.54 between Right! Systems Inc. and Mason Transit Authority. **Shutty/Neatherlin. Motion carried.**
5. **Update of COVID-19 Supplemental Leave Authorization Policy (POL-312).** Ms. McNulty indicated that this policy was approved in 2020 in response to the COVID-19 pandemic and supplemental leave for MTA employees. This policy was adopted before the Family First policy. The suggested changes to the policy relate to providing clarification as well as conditions for returning to work relating to a negative test result. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2021-04 that approves the revised COVID-19 Supplemental Leave Authorization Policy (POL-312). **Campbell/Neatherlin. Motion carried.**
6. **Update of Americans with Disabilities Policy (POL-504).** Mike Ringgenberg, Operations Manager, shared with the Board that the Operations team made significant changes to the policy to bring it current and indicated that the Service Animal and Pets policy is now redundant as it is covered in this policy. (see next item on agenda). **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2021-05 that approves the revised Americans with Disabilities Policy (POL-504). **Jewett/Martin. Motion carried.**
7. **Request Rescinding of Service Animals and Pets Policy (POL-508).** As Mr. Ringgenberg had stated in the prior business item, he recommended that this policy be rescinded as it is redundant due to the updates to the Americans with Disabilities Policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-06 rescinding Resolution No. 2019-33. **Campbell/Martin. Motion carried.**

(Board member Dorcy joined the meeting)

INFORMATIONAL – Ms. Brannin provided an overview of the status of the various park and ride projects. She also described some other possibilities if the 2021-2023 biennium funding does not come through. She also shared that MTA has continued to assist with the Meals on Wheels program and that MTA has called back the last of the drivers that were laid off.

COMMENTS BY THE BOARD – Vice Chair Tarzwell expressed her appreciation for being on the Maintenance Committee

Moved that the meeting be adjourned.

ADJOURNED 4:49 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
February 16, 2021 at 4:00PM**
*On-line via WebEx and in person at
the Transit-Community Center
601 West Franklin Street
Shelton*

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – January 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Summary for Discussion Purposes:

Included are the updated December 2020 as well as January 2021 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

The 2020 YTD totals should be considered in draft form as additional expenses may be added post board meeting. There will be additional revenue adjustments to sales tax revenue based on actual amounts to be received on February 26, 2021. Further adjustments may be made based on year-end review.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2020 (received January 29, 2021) was \$486,561, 19% higher than November 2019, sales tax revenue is currently 8% higher YTD 2020 over 2019.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 8.33% (1/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 8.78%. Total YTD Operating Expenses are under budget at 4.85%.

Fiscal Impact:

January's fiscal impact reflects total revenues of \$656,376 and operating expenses of \$359,078 for a net income of \$297,298.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of January 2021, as presented.

Mason Transit Authority Statement of Financial Activities

% through the year: 8%

February 2021 Board Report

January Statement of Financial Activities	January Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 2,486	\$ 2,486	\$ 32,500		7.65%
PSNS Worker/Driver & Vanpool Fares	11,068	11,068	150,500		7.35%
Total Operating Revenue (Fares)	13,554	13,554	183,000		7.41%
Sales Tax	250,512	250,512	4,054,264	(1)	6.18%
Operating Grants	376,723	376,723	2,992,852	(2)	12.59%
Rental Income	11,090	11,090	144,180		7.69%
Investment Income	1,402	1,402	50,000		2.80%
Other Non-operating Revenue	3,096	3,096	53,410	(3)	5.80%
Total Revenue	656,376	656,376	7,477,706		8.78%
Expenses					
Wages and Benefits	260,302	260,302	5,474,061		4.76%
Contracted services	12,201	12,201	346,332		3.52%
Fuel	19,267	19,267	300,750	(4)	6.41%
Vehicle/Facility Repair & Maintenance	18,775	18,775	265,752		7.06%
Insurance	15,821	15,821	210,364		7.52%
Intergovernmental - Audit Fees	-	-	38,000		0.00%
Rent - Facilities and Park & Ride	3,417	3,417	42,500		8.04%
Utilities	13,156	13,156	158,839		8.28%
Supplies & Small Equipment	8,520	8,520	226,590	(5)	3.76%
Training & Meetings	624	624	39,935		1.56%
Other operating expenses	6,996	6,996	307,808	(6)	2.27%
Total Operating Expenses	359,078	359,078	7,410,931		4.85%
Net Income (Deficit) from Operations	\$ 297,298	\$ 297,298	\$ 66,775		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals January's accrual.
(3)	Includes LMTAAA Volunteer program revenue - \$2,088; Volunteer Donations - \$88; Sale of Maintenance Services - \$311; Community Van - \$0; Gain/Loss on Disp. of Asset - \$610; and other misc. supplies.
(4)	Average diesel price per gallon year to date is \$1.91. Average gasoline price per gallon year to date is \$2.43.
(5)	Printing- \$1045; Cleaning/sanitation/safety supplies - \$1,735; Office Supplies - \$345; Shop Supplies - \$934; Small Tools & Equipment - \$463; other misc supplies and small equipment.
(6)	Includes budget line items from Vehicle Licensing, Copier lease, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements \$1,292; Advertising \$2,000; Merchant/credit card fees \$328; Dues, Memberships, Subscriptions \$2,367; plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities

% through the year: 100%

February 2021 Board Report

December Statement of Financial Activities	December Actual	2020 YTD Actual	2020 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,256	\$ 39,262	\$ 105,000		37.39%
PSNS Worker/Driver & Vanpool Fares	12,037	162,050	260,000		62.33%
Total Operating Revenue (Fares)	15,293	201,312	365,000		55.15%
Sales Tax	373,534	5,738,350	4,054,264	(1)	141.54%
Operating Grants	398,223	4,009,998	3,049,288	(2)	131.51%
Rental Income	12,895	146,845	179,520		81.80%
Investment Income	1,343	73,434	50,000		146.87%
Other Non-operating Revenue	17,954	95,615	61,510	(3)	155.45%
Total Revenue	819,241	10,265,553	7,759,582		132.30%
Expenses					
Wages and Benefits	568,876	5,503,711	6,223,621		88.43%
Contracted services	14,206	219,239	180,475	(4)	121.48%
Fuel	20,660	222,898	377,450	(5)	59.05%
Vehicle/Facility Repair & Maintenance	13,662	168,694	325,354		51.85%
Insurance	20,217	242,605	242,605		100.00%
Intergovernmental - Audit Fees	1,810	31,046	33,000		94.08%
Rent - Facilities and Park & Ride	4,017	35,895	32,500	(6)	110.45%
Utilities	13,118	128,606	137,508		93.53%
Supplies & Small Equipment	32,852	304,215	122,801	(7)	247.73%
Training & Meetings	384	7,044	47,035		14.98%
Other operating expenses	12,413	117,469	167,639	(8)	70.07%
Total Operating Expenses	702,214	6,981,420	7,889,988		88.48%
Net Income (Deficit) from Operations	\$ 117,027	\$ 3,284,132	\$ (130,406)		

NOTES

(1)	YTD Sales Tax Revenue amount based on actuals for January thru November and accruals for December's budgeted amount, actual sales tax revenue is trending 47% above budget for 2020.
(2)	Operating grant revenue equals 2020 Q1-Q4 actual reimbursement requests.
(3)	Includes LMTAAA Volunteer program revenue - \$24,274, Volunteer Donations - \$947, Sale of Maintenance Services \$3,142, Community Van - \$912, Sales Tax Interest Income - \$5,975 and Insurance Recoveries - \$77, \$1,400 credit card rebate, Gain/Loss on Disp of Asset (sale of 9 cutaways and 6 coaches) \$53,800, and other misc. supplies.
(4)	The amount above budget is comprised of consulting fees for TCC Parking Lot- \$42,783.
(5)	Average diesel price per gallon year to date is \$1.78. Average gasoline price per gallon year to date is \$2.28.
(6)	Rent - Facilities impacted by the increased cost for temporary office for Belfair drivers break area.
(7)	Printing- \$19,020; TCC Ops Office cabinets, countertops, and lockers- \$9,747; furniture Admin office - \$7,264; Tablets for Ecolane - \$11,742; Cleaning/sanitation/safety supplies - \$113,512; Bulk advertising - pandemic related public messaging - \$1,800; Office Supplies - \$8,935; Shop Supplies - \$10,995; Small Tools & Equipment: Lawn mower bagger & blades, disinfecting equipment for fleet - \$2,322, \$88,651 implementation costs for bus technology, and other misc supplies and small equipment.
(8)	Includes budget line items from Vehicle Licensing, Copier lease, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements \$22,181; Advertising \$25,528; Merchant/credit card fees \$5,000; Rent-Equipment \$633; Office Equipment Lease \$2,543; Dues, Memberships, Subscriptions \$30,145; Unemployment Insurance \$22,626; plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities - TCC

		% through the year:			8.33%		
February 2021 Board Report							
January Statement of Financial Activities	2021 Combined January Actual	2021 YTD Actual	2021 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 8,678	\$ 8,678	\$ 116,687	(1)	7.44%	\$ 8,678	\$ -
Other Revenue	-	-	-			-	-
Total Revenue	8,678	8,678	116,687		7.44%	8,678	-
Expenses							
Wages and Benefits	7,737	7,737	145,106		5.33%	7,737	-
Contracted services	762	762	10,900		6.99%	736	26
Repair & Maintenance	2,217	2,217	44,952		4.93%	1,597	619
Insurance	1,498	1,498	16,128		9.29%	1,498	-
Utilities	4,554	4,554	51,500		8.84%	3,254	1,300
Supplies & Small Equipment	627	627	29,950		2.09%	472	156
Training & Meetings	-	-	1,100		0.00%	-	-
Other Operating Expenses	1,150	1,150	4,532	(2)	25.38%	931	219
Total Operating Expenses	18,545	18,546	304,168		6.10%	16,227	2,320
Net Income (Deficit) from Operations	\$ (9,868)	\$ (9,869)	\$ (187,481)			\$ (7,549)	\$ (2,320)

NOTES

(1)	T-CC Event rental revenue has been reduced due to cancelled event rentals during the pandemic.
(2)	Small Tools Replacement/Repair - \$756; Dues & Subscriptions - \$394.

Mason Transit Authority Statement of Financial Activities - TCC

% through the year: 100.00%

February 2021 Board Report

December Statement of Financial Activities	2020 Combined December Actual	2020 YTD Actual	2020 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 10,653	\$ 125,806	\$ 158,020	(1)	79.61%	\$ 125,806	\$ -
Other Revenue	18	67	-			67	-
Total Revenue	10,671	125,873	158,020		79.66%	125,873	-
Expenses							
Wages and Benefits	17,069	135,981	140,365		96.88%	135,981	-
Contracted services	90	9,037	20,823		43.40%	7,920	1,117
Repair & Maintenance	511	14,790	15,354		96.33%	9,715	5,075
Insurance	1,347	16,161	16,161		100.00%	16,161	-
Utilities	4,310	46,143	50,174		91.97%	32,834	13,309
Supplies & Small Equipment	2,029	10,359	8,011	(2)	129.30%	7,497	2,862
Other Operating Expenses	296	1,682	2,112		79.64%	1,596	86
Total Operating Expenses	25,652	234,153	253,000		92.55%	211,705	22,448
Net Income (Deficit) from Operations	\$ (14,981)	\$ (108,280)	\$ (94,980)			\$ (85,832)	\$ (22,448)

NOTES

(1)	T-CC Event rental revenue has been reduced due to cancelled event rentals during the pandemic. TCC Tenant Rental Income reduced with FESS move to JP.
(2)	Office supplies - \$1,406; Pandemic related Cleaning/Sanitation & Safety Supplies totaling \$6,231 YTD; Floor cleaning equipment \$1,248; plus other misc. supplies & small equipment.

Mason Transit Authority Cash and Investments

February 2021 Board Report

Cash Balances

	12/31/2020	1/31/2021	Change
Cash - MC Treasurer	\$ 1,633,678.26	\$ 1,143,453.91	\$ (490,224.35)
Investments - MC Treasurer	11,500,000.00	11,500,000.00	-
Payroll - ACH Columbia Bank	194,342.82	\$ 191,748.16	\$ (2,594.66)
Petty Cash/Cash Drawers	500.00	500.00	\$ -
TOTAL	\$ 13,328,521.08	\$ 12,835,702.07	\$ (492,819.01)

Cash Encumbrances

Grant Related:

Purchase two coaches. Received award of \$468,636 - 5339 Fed 25% Match. Encumbered funds to be used for the match and balance exceeding the award amount.	\$ 564,416
Park & Ride Development Project RMG 2015-2019 Match	950,000
Purchase 1 - 35' coach and 6 cutaways. Contingent on grant application award. 25% match	317,381
Total Grant Match	1,831,797

Reserves:

Total Grant Match	1,831,797
General Leave Liability (Vacation/Sick)	217,575
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Future Operating Reserves	3,600,000
Capital Project Reserves ¹ /Park and Ride Projects	3,400,000
Fuel Reserves	120,000
IT Investments	40,000
Total Encumbered	\$ 11,459,372

Total of Cash	\$ 12,835,702.07
Less Encumbrances	11,459,371.82
Undesignated Cash Balance Total (Including Reserves)	1,376,330.25
Investments - MC Treasurer (Reserves)	11,500,000.00
Less Encumbrances	11,459,371.82
Undesignated Cash Reserves	\$ 40,628.18

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

Mason Transit Authority Capital Budget

February 2021 Board Report

As of January 31, 2021

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	8,397,571	7,335,000	1,062,571	-	-	4,474,512	Construct or improve 5 park & rides throughout county including base in North Mason and roundabout at SR3 & Log yard road.
Radich building roof repair	40,000	40,000	-	-	-	-	Project funded by Sales Tax Equalization.
Radich Building improvements	100,000	-	-	100,000	-	-	Will seek grant or sales tax equalization funds to upgrade wiring and other improvements to the Radich Building.
Scissor Lift - TCC	17,300	17,300	-	-	-	-	Project funded by Sales Tax Equalization.
Utility Trailer	5,000	-	5,000	-	-	-	For Maintenance
HVAC Units at JP	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
IT Equipment	50,000	-	50,000	-	-	-	New IT switches
Phone System	75,000	-	75,000	-	-	-	Estimate. Still waiting for actual budget for new phone system.
TCC Customer Service Office Remodel	50,000	-	-	50,000	-	-	Contingent on future sales tax equalization.
TCC Generator	100,000	-	-	100,000	-	-	Contingent on future sales tax equalization.
Fax Machine	8,000	-	8,000	-	-	-	Replace outdated analog unsupported technology
Admin Office - Furniture and Fixtures	20,000	-	20,000	-	-	-	4 workstations admin staff at TCC
Admin Office	55,000	-	55,000	-	-	-	Build walls for offices in admin area at T-CC
Total Misc Capital Projects	8,967,871	7,392,300	1,275,571	300,000	-	4,474,512	
2 - 35' Coaches	1,033,052	468,636	564,416	-	-	-	Replacement inventory.
1 - 35' Coach; 6 - Cutaways	1,269,526	-	317,381	-	952,145	-	Contingent on grant application being awarded.
Mini Cutaway	96,650	96,650	-	-	-	-	Expansion vehicle; funded through Sales Tax Equalization.
Total Vehicle Replacements	2,399,228	565,286	881,797	-	952,145	-	
Total Capital Projects	\$ 11,367,099	\$ 7,957,586	\$ 2,157,368	\$ 300,000	\$ 952,145	\$ 4,474,512	

Capital Project Reserves - \$3,400,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

February 2021 Board Report

Sales Tax Collected as of 12/31/2020 for 11/30/2020

Monthly Cash-Flow Trend (January - December)

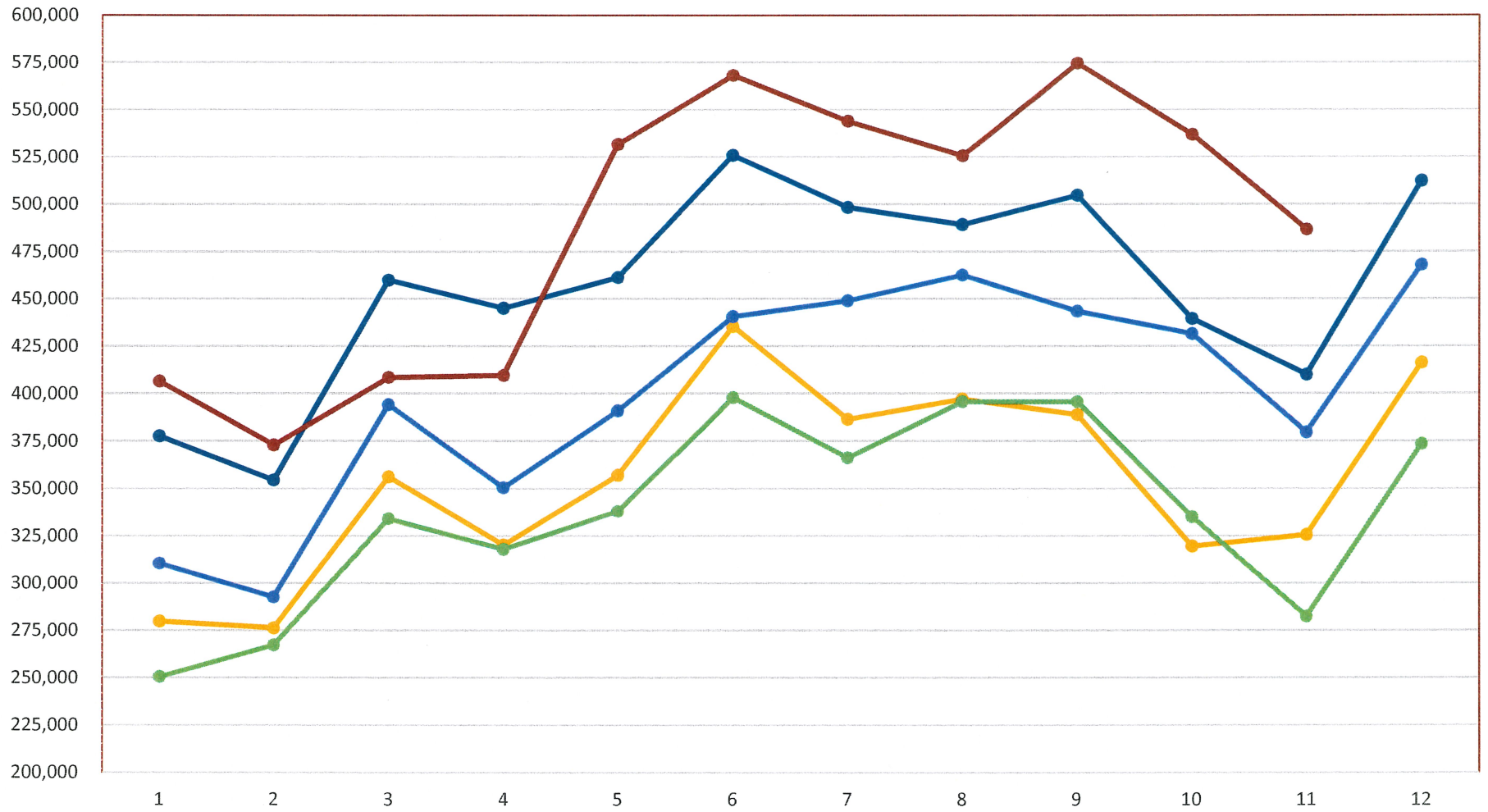
	2017	2018	2019	2020 Budget	2020 Actual	2019 Budget Variance	% Change 2019 - 2020 Actual
January	279,777	310,547	377,689	250,512	406,391	62%	8%
February	276,310	292,604	354,467	267,297	372,932	40%	5%
March	356,214	394,293	459,822	334,132	408,506	22%	-11%
April	320,241	350,586	445,171	317,834	409,532	29%	-8%
May	357,049	391,052	461,236	337,957	531,711	57%	15%
June	435,445	440,606	525,839	397,996	568,045	43%	8%
July	386,531	449,080	498,248	366,369	543,942	48%	9%
August	397,061	462,622	489,291	395,696	525,644	33%	7%
September	388,845	443,327	504,696	395,670	574,589	45%	14%
October	319,477	431,530	439,534	334,940	536,963	60%	22%
November	325,586	379,605	409,930	282,327	486,561	72%	19%
December	416,254	467,960	512,346	373,534			
	4,258,790	4,813,813	5,478,270	4,054,264	5,364,815		

Budget Variance Average - YTD 47%

% Change 2019 vs 2020 Actual Average - YTD 8%

Monthly Sales Tax Trend

2017 2018 2019 2020 Budget 2020 Actual



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Summary for Discussion Purposes:

Disbursements:

- Employment Security
 - Check #34904 – \$8,002.71 – Q4-20 Unemployment expense
- *Scarsella
 - Check #34919 – \$282,842.91 – Park and Ride Projects
- *SCJ Alliance
 - Check #34921 – \$6,325.00 – Park and Ride Projects
- Schetky Northwest Sales, Inc.
 - Check #34920 – \$16,817.50 – Barriers for driver areas - cutaways
- ChargePoint
 - Check #34942 – \$1,958.40 – Charging station lease – Pear Orchard
- Abila
 - Check #34893 – \$6,376.19 – Annual subscription finance software

*Disbursements capital grant eligible.

January Fuel Prices: Diesel \$1.91, Unleaded \$2.43

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$809,567.84

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 15, 2021 through February 12, 2021 financial obligations on checks #34892 through #34978, as presented for a total of \$809,567.84.



Mason Transit Authority
February 16, 2021 Disbursement Approval

The following checks for the period of January 15, 2021 through February 12, 2021 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	34892 – 34978	\$809,567.84

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 01/20/2021	34892	159,744.09
Payroll & DRS – 02/03/2021	34932	162,499.70
Employment Security	34904	8,002.71
Scarsella Bros., Inc.	34919	282,842.91
Schetky Northwest Sales, Inc.	34920	16,817.50
SCJ Alliance	34921	6,325.00
ChargePoint	34942	1,958.40
Abila	34893	6,376.19

Submitted by: LeeAnn McNulty Date: 2-12-2021
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:
Approved by: Danette Brannin Date: 2/11/2021
Danette Brannin, General Manager

Mason Transit Authority Check Register
February 2021 Board Report

Activity From 01/15/2021 Through 02/12/2021

Document Date	Check #	Vendor Name	Amount
1/20/2021	34892	Mason Transit Authority - ACH Account	159,744.09
1/27/2021	34893	Abila	6,376.19
1/27/2021	34894	Aflac	861.14
1/27/2021	34895	AIG Retirement	200.00
1/27/2021	34896	Aramark	153.91
1/27/2021	34897	Bridge Church	90.00
1/27/2021	34898	Belfair Water District #1	86.41
1/27/2021	34899	Commercial Brake & Clutch, Inc.	246.11
1/27/2021	34900	Cooper Studios	73.98
1/27/2021	34901	Cummins Northwest, LLC	1,549.66
1/27/2021	34902	Dept of Labor & Industries - Elevators	134.10
1/27/2021	34903	EMC - Mason Transit	108.65
1/27/2021	34904	Employment Security Department - WA State	8,002.01
1/27/2021	34905	Gillig, LLC	299.24
1/27/2021	34906	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
1/27/2021	34907	HR Direct	86.79
1/27/2021	34908	Robert W. Johnson, PLLC	1,600.00
1/27/2021	34909	LegalShield	141.50
1/27/2021	34910	Mason County Garbage, Inc.	932.52
1/27/2021	34911	Mason County PUD #3	2,713.48
1/27/2021	34912	Mountain Mist Water	145.16
1/27/2021	34913	Mood Media	118.77
1/27/2021	34914	Northridge Properties, LLC	1,700.00
1/27/2021	34915	Office Depot, inc.	13.15
1/27/2021	34916	Pacific Power Group, LLC	190.61
1/27/2021	34917	Builders FirstSource	149.16
1/27/2021	34918	Ricoh USA, Inc	90.04
1/27/2021	34919	Scarsella Bros., Inc	282,842.91
1/27/2021	34920	Schetky Northwest Sales, Inc.	16,817.50
1/27/2021	34921	SCJ Alliance	6,325.00
1/27/2021	34922	Shelton School District # 309	56.00
1/27/2021	34923	Staples Business Advantage	1,090.33
1/27/2021	34924	Summit Law Group	231.00
1/27/2021	34925	Tennant Sales and Service Company	720.25
1/27/2021	34926	ThyssenKrupp Elevator Corp.	672.32
1/27/2021	34927	Tozier Brothers, Inc.	12.69

Mason Transit Authority Check Register
February 2021 Board Report

Activity From 01/15/2021 Through 02/12/2021

Document Date	Check #	Vendor Name	Amount
1/27/2021	34928	ULINE	460.79
1/27/2021	34929	United Way of Mason County	21.00
1/27/2021	34930	AWC Employee Benefit Trust	80,406.86
1/27/2021	34931	Westbay Auto Parts	401.92
2/3/2021	34932	Mason Transit Authority - ACH Account	162,499.70
2/12/2021	34933	Abila	541.98
2/12/2021	34934	AIG Retirement	200.00
2/12/2021	34935	Allstream	104.98
2/12/2021	34936	Amerisafe	846.68
2/12/2021	34937	Associated Petroleum Products, Inc.	21,097.51
2/12/2021	34938	Aramark	465.40
2/12/2021	34939	Bradley Air Company	1,890.67
2/12/2021	34940	Mick Baker	293.44
2/12/2021	34941	Belfair Water District #1	86.41
2/12/2021	34942	ChargePoint, Inc.	1,958.40
2/12/2021	34943	City of Shelton	595.58
2/12/2021	34944	Cascade Natural Gas	1,989.83
2/12/2021	34945	Comcast	211.32
2/12/2021	34946	Commercial Brake & Clutch, Inc.	429.52
2/12/2021	34947	Cummins Northwest, LLC	6,185.07
2/12/2021	34948	Gene Currier	638.40
2/12/2021	34949	EMC - Mason Transit	105.65
2/12/2021	34950	Gillig, LLC	1,234.17
2/12/2021	34951	Hood Canal Communications	1,608.60
2/12/2021	34952	Robert W. Johnson, PLLC	1,600.00
2/12/2021	34953	Kitsap Transit	1,711.36
2/12/2021	34954	Les Schwab	1,632.27
2/12/2021	34955	Mason County PUD #3	3,095.41
2/12/2021	34956	Mason County Wood Recyclers	10.00
2/12/2021	34957	Eco Elite and Mathis Pest Management	146.48
2/12/2021	34958	Cheryl Moore	360.64
2/12/2021	34959	Mountain Mist Water	40.38
2/12/2021	34960	Office Depot, inc.	222.69
2/12/2021	34961	Pacific Mobile Structures, Inc.	1,076.88
2/12/2021	34962	Builders FirstSource	60.53
2/12/2021	34963	Seattle Automotive Distributing	146.32
2/12/2021	34964	Mason County Journal	800.00
2/12/2021	34965	The Shoppers Weekly	759.23

Mason Transit Authority Check Register
February 2021 Board Report

Activity From 01/15/2021 Through 02/12/2021

Document Date	Check #	Vendor Name	Amount
2/12/2021	34966	Staples Business Advantage	685.88
2/12/2021	34967	Total Battery & Automotive Supply	75.62
2/12/2021	34968	Tozier Brothers, Inc.	68.96
2/12/2021	34969	Transfor Corporation	120.00
2/12/2021	34970	United Way of Mason County	66.40
2/12/2021	34971	UniteGPS, LLC	624.00
2/12/2021	34972	U.S. Bank	6,159.46
2/12/2021	34973	Verizon Wireless	1,182.52
2/12/2021	34974	Voyager Fleet Systems, Inc.	4,618.90
2/12/2021	34976	Westbay Auto Parts	1,039.46
2/12/2021	34977	Whisler Communications	2,103.55
2/12/2021	34978	AWorkSAFE Service, Inc.	692.00
Check Totals			<u>\$ 809,567.84</u>

Mason Transit Authority Credit Card Activity
February 2021 Board Report

January 2021 Activity

GL Title	Transaction Description	Expenses
Publication Fees	Job Target - Recruitment Acct Coordinator	\$ 149.00
Facility Repair/Maintenance	Amazon - Flags	38.23
Facility Repair/Maintenance	Amazon - Gym clock and safety cage	23.66
Facility Repair/Maintenance	Amazon - Gym clock and safety cage	57.94
Facility Repair/Maintenance	Sweeperscrub - Floor cleaner parts	120.07
Facility Repair/Maintenance	Walmart - Papertowel Dispenser	3.56
Operating Supplies	Bunnomatic - Coffee pots switch	47.71
Operating Supplies	Bunnomatic - Coffee switches	17.61
Operating Supplies	Chevron - Forklift propane	24.08
Operating Supplies	Evergreen Safety Council - CPR, AED, BFA cards	257.86
Shop Supplies	Home Depot - Glass cleaning supply	34.94
Shop Supplies	Tractor Supply - Shop hardware	4.77
Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	10.68
Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	26.15
Software	AC Delco - Maintenance software subscription	840.88
IT Equipment	Amazon - Battery Backups	1,790.88
IT Equipment	Dell - Printer Drum part	168.16
Small Tools & Equipment	Amazon - Rain gutter cleaning kit	54.25
Small Tools & Equipment	Harbor Frieght - Tool box	317.21
Safety Supplies	Amazon - Batteries, gauze, youth masks	176.49
Safety Supplies	Amazon - Covid caution tape	12.56
Safety Supplies	Amazon - Covid caution tape	50.24
Safety Supplies	Amazon - Forhead thermometer	150.50
Safety Supplies	Amazon - Non Contact Forhead thermometer	108.49
Safety Supplies	Amazon - Non Contact Forhead thermometer	116.48
Safety Supplies	Emedco - Barricade tape	53.86
Small Equipment & Furniture	Office Depot - Chair	249.54
Small Tools Replacement/Repair	Cut Rate Auto Parts - Battery Maintenance Equip	10.41
Small Tools Replacement/Repair	Cut Rate Auto Parts - Battery Maintenance Equip	25.47
Dues, Memberships, Subscriptions	Bluehost - Website hosting subscription	167.88
Dues, Memberships, Subscriptions	IPMA - Membership	156.00
Dues, Memberships, Subscriptions	LFOA - Membership Renewal	160.00
Training / Seminars	MRSC - PR & OPMA Case Law	35.00
Training / Seminars	NAGARA - Winter Forum Registration	99.00
Other Misc Expenses	Aatrix - 1099 Misc Filing	24.95
Other Misc Expenses	Aatrix - 1099 Misc Filing	24.95
Passenger Parking Facilities	Glacier - Belfair Parking	550.00
	Total	<u>\$ 6,159.46</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Informational*
Subject: Pear Orchard Park & Ride
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Background:

Attached are two Construction Change Directives for Pear Orchard for minor changes. One was to add another ADA ramp at the other end of the bus pull-through and the other was for the electric vehicle charging station.

This location is near completion and is expected to be open within the next month, provided lighting is available.

Summary: Change Orders for Pear Orchard Park & Ride

Fiscal Impact:

CCD 4 = \$ 6,312.60
CCD 5 = \$11,120.83

Total project \$740,338.60 to date.

Pear Orchard Park and Ride Development

Mason Transit Authority

Construction Change Directive: 004

February 8, 2021

Contract Modification:

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

1. Add curb ramps and crossing to the east for future connection.
2. Provide additional staking for curb ramps and unforeseen utility conflicts.

Attachments:

1. Scarsella Brothers Inc. Breakdown

PROPOSED CONTRACT ADJUSTMENTS:


The contract sum will be adjusted on the following basis:

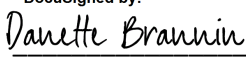
- Lump Sum (increase) (decrease) per attached Scarsella Bros breakdown:
- As follows: Time and Materials:

The contract time will:

- Remain unchanged:
- (Increase) (Decrease) by _____ days

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

Issued By:  Date: 2/9/21
 SCJ Alliance

Approved By:  Date: 2/10/2021
 Mason Transit Authority

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

Accepted By: _____ Date: _____
 Scarsella Brothers Inc.

**CHANGE ORDER
004**

OWNER Mason Transit Authority
 ENGINEER SCJ Alliance
 CONTRACTOR Scarsella Brothers Inc.
 FIELD
 OTHER

PROJECT: Pear Orchard Park and Ride Lot
 State Route 3 MP 3.1-3.2
 Shelton, WA 98584

CHANGE ORDER NO.: 004

DATE: February 8, 2021

ENGINEER'S PROJECT NO.: 738.05

TO CONTRACTOR:
 Scarsella Brothers Inc.
 8404 S 196th St
 Kent, WA 98031

The Contract is changed as follows:

See attached detailed listing for CCD 004 \$6,312.60

Total Change Order # 004 \$6,312.60

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

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

Net change by previously authorized Change Orders \$102,770.01
 The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$722,905.17
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) \$6,312.60
 (~~unchanged~~) by this Change Order in the amount of
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$729,217.77

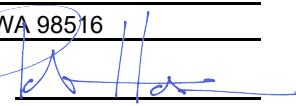
The Contract Time will be (increased) (~~decreased~~) (unchanged) by zero calendar (-0-) days.
 The date of Substantial Completion as of the date of this Change Order therefore is: TBD

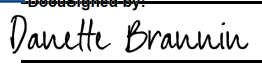
NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

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

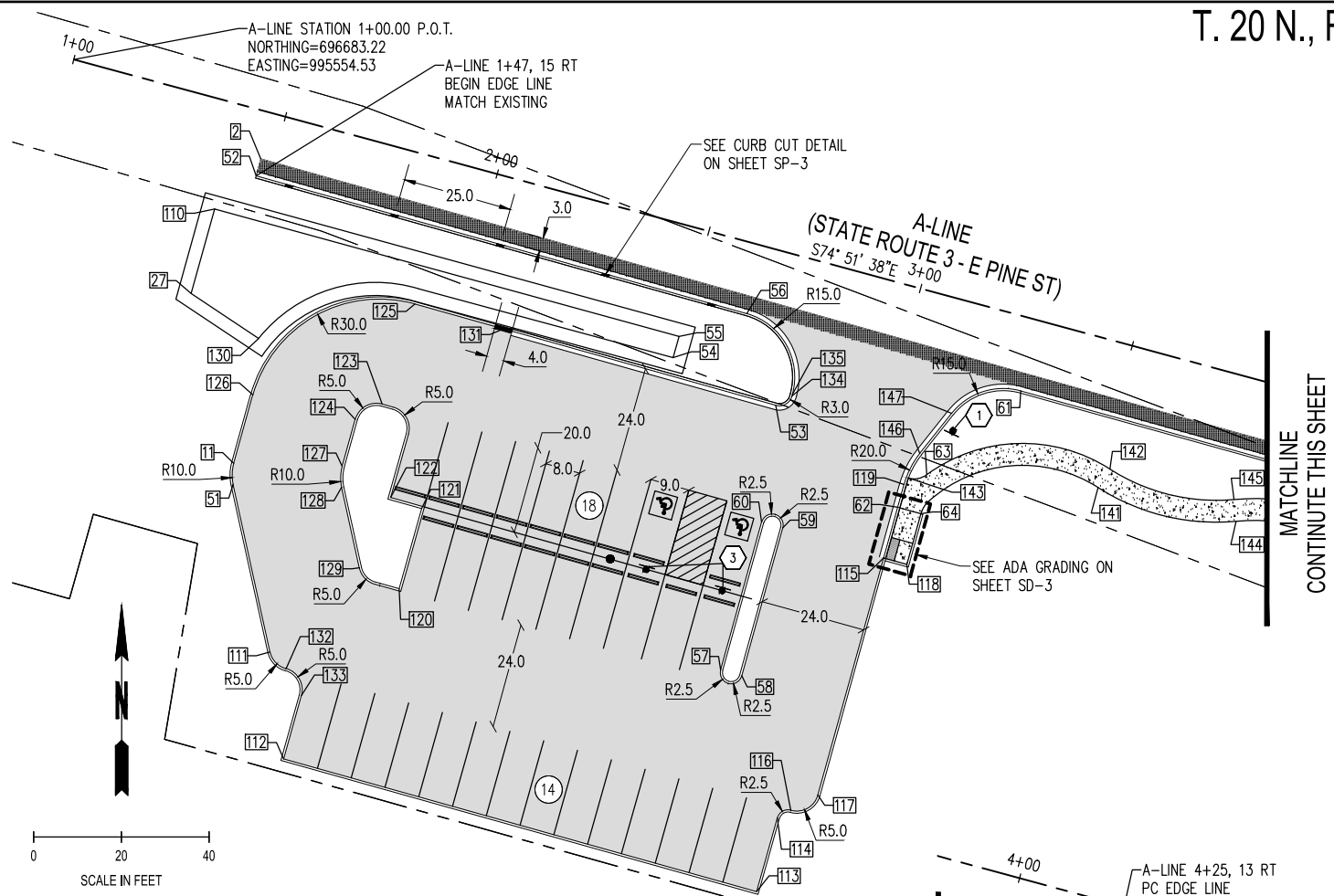
CONTRACTOR
 Scarsella Brothers Inc.
 8404 S 196th St
 Kent, WA 98031

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

BY 
 DATE 2/9/21


 D36D241317C2410...
 2/10/2021

T. 20 N., R. 03 W., S 20, W.M.



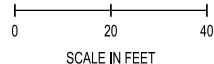
POINT #	NORTHING	EASTING
2	696660.51	995597.15
11	696591.11	995590.98
27	696629.84	995581.29
51	696586.29	995590.85
52	696656.69	995596.09
53	696604.36	995714.55
54	696615.23	995691.17
55	696620.06	995692.52
56	696625.26	995707.96
57	696544.00	995702.00
58	696542.67	995706.81
59	696576.40	995716.16
60	696577.73	995711.34
61	696607.63	995770.42
62	696581.08	995742.35
63	696588.55	995749.01
64	696579.61	995747.65
65	696579.39	995871.84
66	696543.30	995922.77
67	696530.27	995894.08

POINT #	NORTHING	EASTING
68	696556.08	995883.47
69	696565.35	995883.16
70	696523.14	995900.55
71	696507.11	995931.51
72	696559.06	995917.94
73	696538.98	995928.38
74	696547.28	995919.16
75	696556.28	995922.68
76	696561.05	995942.74
78	696542.68	995966.24
79	696542.45	995976.19
80	696542.35	995935.82
81	696547.00	995926.84
82	696550.98	995923.23
83	696536.89	995935.15
84	696529.97	995991.69
85	696510.39	996159.78
86	696510.39	996154.28
87	696499.35	996149.74
88	696493.21	996143.25

POINT #	NORTHING	EASTING
89	696489.62	996121.80
90	696501.48	996095.64
91	696506.36	996087.20
92	696515.38	996074.63
93	696520.67	996065.33
94	696540.39	995992.97
95	696541.72	995940.94
96	696541.50	995950.69
97	696529.65	996142.88
98	696489.22	996147.03
99	696495.36	996153.52
100	696484.61	996119.54
101	696509.54	996064.52
102	696500.19	995988.05
103	696482.21	996052.14
104	696457.29	996107.15
105	696467.41	996167.63
106	696508.30	996210.89
107	696514.09	996236.70
108	696514.83	996231.89

POINT #	NORTHING	EASTING
109	696519.03	996237.43
110	696649.13	995586.64
111	696548.08	995599.25
112	696523.69	995602.36
113	696493.41	995710.19
114	696510.26	995714.92
115	696569.51	995739.15
116	696511.99	995718.00
117	696515.47	995724.17
118	696568.04	995744.45
119	696586.30	995743.80
120	696562.51	995628.71
121	696580.80	995633.85
122	696583.31	995626.76
123	696604.63	995624.84
124	696601.15	995618.67
125	696627.46	995632.30
126	696606.76	995595.33
127	696590.44	995615.70
128	696585.62	995615.57

POINT #	NORTHING	EASTING
129	696567.30	995619.60
130	696619.60	995596.66
131	696621.79	995652.49
132	696544.30	995602.95
133	696538.13	995606.41
134	696606.44	995718.25
135	696606.81	995718.36
136	696563.74	995928.81
137	696569.54	995865.35
138	696564.68	995864.19
139	696573.22	995845.47
140	696577.74	995847.62
141	696585.58	995788.05
142	696589.79	995790.75
143	696587.78	995744.73
144	696577.87	995819.51
145	696582.85	995819.06
146	696593.39	995747.41
147	696602.51	995754.65
148	696495.20	996197.03



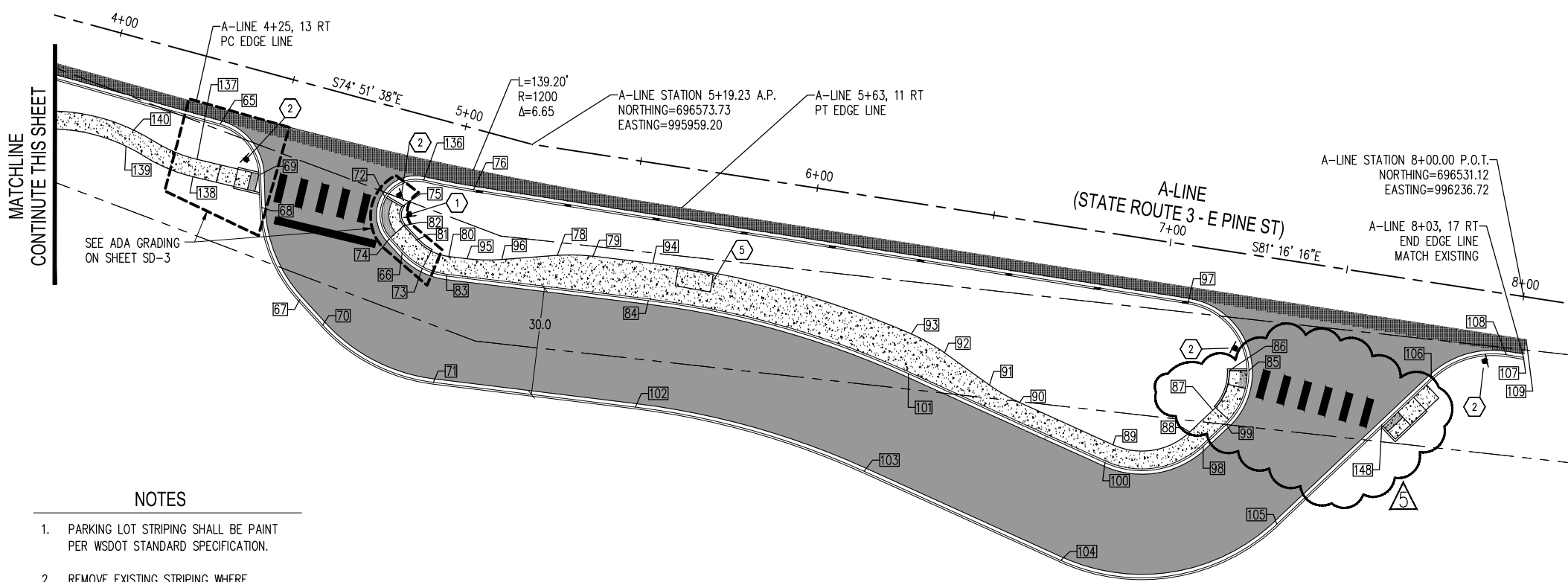
LEGEND

- PROPERTY LINE
- ACCESSIBLE PARKING (SEE DETAIL ON SHEET SP-3)
- WHEEL STOP PER DETAIL (SEE DETAIL ON SHEET SP-2)
- CEMENT CONCRETE TYPE C-1 CURB (SEE DETAIL ON SHEET SP-2)
- CURB CUT
- STALL COUNT
- CONCRETE SIDEWALK (SEE DETAIL ON SHEET SP-2)
- ASPHALT PAVING (SEE DETAIL ON SHEET SP-2)
- HEAVY DUTY ASPHALT PAVING (SEE DETAIL ON SHEET SP-2)
- WSDOT ASPHALT PAVING (SEE DETAIL ON SHEET SP-2)
- CROSSWALK LAYOUT (SEE DETAIL ON SHEET SP-3)
- PAINTED EDGE LINE (PER WSDOT STD. PLAN M-20.10)

- CONSTRUCTION NOTES**
- INSTALL STOP SIGN (SEE DETAIL ON SHEET SP-3)
 - INSTALL DO NOT ENTER SIGN AND TRANSIT ONLY SIGN (SEE DETAIL ON SHEET SP-3)
 - INSTALL ACCESSIBLE PARKING SIGN AND VAN ACCESSIBLE SIGN (SEE DETAIL ON SHEET SP-3)
 - INSTALL ACCESSIBLE PARKING SIGN (SEE DETAIL ON SHEET SP-3)
 - HANDI HUT MODEL #4-2R BUS SHELTER. CONTRACTOR SHALL COORDINATE SHELTER ORDER WITH MTA AND PERMIT WITH CITY OF SHELTON. CONTRACTOR TO INSTALL.

STALL COUNT SUMMARY

PEAR ORCHARD PARKING LOT	
EXISTING:	AVERAGES 12 CARS PER DAY
PROPOSED STALLS:	32 STALLS TO BE CONSTRUCTED



- NOTES**
- PARKING LOT STRIPING SHALL BE PAINT PER WSDOT STANDARD SPECIFICATION.
 - REMOVE EXISTING STRIPING WHERE CONFLICTING WITH NEW STRIPING.

DATE: 05/20/2020 7:53:48am User: nmayfield
 PROJECTS\0738 MASS TRANSIT AUTHORITY\0738.05 MTA PARK AND RIDE DEVELOPMENT\CADD\PEAR ORCHARD\0738.5-SP-1-POD.DWG

REVISIONS	DATE	BY	DESIGNED BY:	ISSUE DATE:
ADA RAMP AND CROSSWALK	12-24-2020	SCJ	P. HOLM	MAY 2019
			N.MAYFIELD	JOB No.: 0738.05
			S. SAWYER	DRAWING FILE No.: 0738.5-SP-1-PO

ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED

SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WASHINGTON 98516
P: 360-352-1465 F: 360-352-1509
SCJALLIANCE.COM

PROJECT NAME:

MASON TRANSIT AUTHORITY
PEAR ORCHARD
PARK AND RIDE DEVELOPMENT

February 16, 2021 Reg Board Mtg 26

DRAWING No.: SP-1
SHEET No.: 5 OF 23



Patrick Holm <patrick.holm@scjalliance.com>

FW: 19-056:Pear Orchard Park and Ride CHANGE ORDER NEEDED

Mike Wilson <mike.w@scarsellabros.com>

Mon, Jan 11, 2021 at 1:47 PM

To: "Patrick Holm (patrick.holm@scjalliance.com)" <patrick.holm@scjalliance.com>

Hi Patrick,

Contour Engineering has requested additional compensation for the work that they performed for office calculations and restaking as a result of RFI #4. Contour's total is listed below at \$1,313.75. Please add a markup of 12% to cover Scarsella's overhead and profit bringing the total change order to \$1,471.40.

Thanks,
Mike

From: Steve Woods [mailto:Steve.Woods@contourengineeringllc.com]

Sent: Wednesday, November 18, 2020 1:11 PM

To: Mike Wilson <mike.w@SCARSELLABROS.com>; Jodie Harris <jodie.h@SCARSELLABROS.com>

Cc: Mellissa Andrews <Mellissa.A@CONTOURENGINEERINGLLC.COM>; Paul Fisher <Paul.fisher@CONTOURENGINEERINGLLC.COM>

Subject: RE: 19-056:Pear Orchard Park and Ride CHANGE ORDER NEEDED

Mike,

WE need a change order for the additional work below for pear Orchard. Please call Paul Fisher or myself with any questions.

09/29/2020	1.25	\$125.00	Paul Fisher	Signed Extra W ...	Survey Draf ...	sketch to position cb 3 to client
09/23/2020	0.5	\$77.50	Josh Fleig	Signed Extra W ...	Survey Part ...	Stake cb#2
09/22/2020	0.75	\$75.00	Paul Fisher	Signed Extra W ...	Survey Draf ...	check/edit storm
09/21/2020	0.5	\$65.00	Steve Woods	Signed Extra W ...	Principal PLS	revised plans
09/18/2020	0.5	\$65.00	Steve Woods	Signed Extra W ...	Principal PLS	revised storm and entry verification
09/10/2020	3.75	\$0.00	Brendan O'S ...	Signed Extra W ...	Survey Chai ...	Chainman
09/10/2020	3.75	\$806.25	Nick Rightor	Signed Extra W ...	Survey Part ...	Staked sdmh1, cb1, n. Edge pond, sta 3+04 R24 rough,
09/10/2020	1	\$100.00	Paul Fisher	Signed Extra W ...	Constructio ...	data review/export to field crew
Total due: \$1,313.75						

Steve Woods, PLS
Contour Engineering, LLC
(253) 857-5454 ext. 103(Office)
253-234-9589 (Direct)
Fax (253)509-0044
steve.woods@contourengineeringllc.com<mailto:steve.woods@contourengineeringllc.com>

Please request a change order:

February 16, 2021 Reg. Board Mtg 29

09/29/2020	1.25	\$125.00	Paul Fisher	Signed Extra W ...	Survey Draf ...	sketch to position cb 3 to client
09/23/2020	0.5	\$77.50	Josh Fleig	Signed Extra W ...	Survey Part ...	Stake cb#2
09/22/2020	0.75	\$75.00	Paul Fisher	Signed Extra W ...	Survey Draf ...	check/edit storm
09/21/2020	0.5	\$65.00	Steve Woods	Signed Extra W ...	Principal PLS	revised plans
09/18/2020	0.5	\$65.00	Steve Woods	Signed Extra W ...	Principal PLS	revised storm and entry verification
09/10/2020	3.75	\$0.00	Brendan O'S ...	Signed Extra W ...	Survey Chai ...	Chainman
09/10/2020	3.75	\$806.25	Nick Rightor	Signed Extra W ...	Survey Part ...	Staked sdmh1, cb1, n. Edge pond, sta 3+04 R24 rough,
curb for placement of cb2. With Brendan						
09/10/2020	1	\$100.00	Paul Fisher	Signed Extra W ...	Constructio ...	data review/export to field crew
Total due: \$1,313.75						

Mellissa Andrews
[LOGO_color_sm]

PO Box 949 - Gig Harbor WA 98335
P: 253.857.5454 ext 115 F: 253.509.0044
D: 253.220.5116

DUE TO CURRENT CONDITIONS, CONTOUR'S OFFICE WILL BE CLOSED TO THE PUBLIC AND SEVERAL STAFF MEMBERS ARE WORKING REMOTELY.



Pear Orchard Park and Ride Development

Mason Transit Authority

Construction Change Directive: 005

February 8, 2021

Contract Modification:

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

1. Add car charging station and necessary equipment.
2. Revise conduit layout based on revised communication with PUD 3 and HCC.
3. Tie in charging station, security system, and irrigation system to revised panel.

Attachments:

1. Scarsella Brothers Inc. Breakdown

PROPOSED CONTRACT ADJUSTMENTS:

The contract sum will be adjusted on the following basis:

Lump Sum (increase) (decrease) per attached Scarsella Bros breakdown:

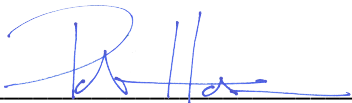
As follows: Time and Materials:

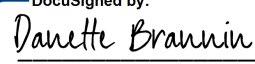
The contract time will:

Remain unchanged:

(Increase) (Decrease) by _____ days

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

Issued By:  Date: 2/9/21
 SCJ Alliance

Approved By:  Date: 2/10/2021
 Danette Brannin
 Mason Transit Authority

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

Accepted By: _____ Date: _____
 Scarsella Brothers Inc.

**CHANGE ORDER
005**

OWNER Mason Transit Authority
 ENGINEER SCJ Alliance
 CONTRACTOR Scarsella Brothers Inc.
 FIELD
 OTHER

PROJECT: Pear Orchard Park and Ride Lot
 State Route 3 MP 3.1-3.2
 Shelton, WA 98584

CHANGE ORDER NO.: 005

DATE: February 8, 2021

ENGINEER'S PROJECT NO.: 738.05

TO CONTRACTOR:
 Scarsella Brothers Inc.
 8404 S 196th St
 Kent, WA 98031

The Contract is changed as follows:

See attached detailed listing for CCD 005 \$11,120.83

Total Change Order # 005 \$11,120.83

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

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

Net change by previously authorized Change Orders \$107,578.24
 The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$729,217.77
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) \$11,120.83
 (~~unchanged~~) by this Change Order in the amount of
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$740,338.60

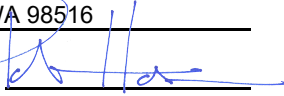
The Contract Time will be (increased) (~~decreased~~) (unchanged) by zero calendar (-0-) days.
 The date of Substantial Completion as of the date of this Change Order therefore is: TBD

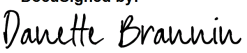
NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

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

CONTRACTOR
 Scarsella Brothers Inc.
 8404 S 196th St
 Kent, WA 98031

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

BY 
 DATE 2/9/21


 D36D241317C2410...
 2/10/2021

ADP							
2018 SOUTH 17TH STREET ~ TACOMA, WASHINGTON 98405-2912 ~ USA							
Phone 253-572-2363 ~ Fax 253-627-1373							
adpelectric@hotmail.com							
QUOTE 3 SBI-783							
Date:	2/1/2021						
Re:	Pear Orchard Park and Ride, Mason Transit Authority, Shelton, WA						
Subject:	Add Car Charger, Service Conduits, Wire & Misc. per revised plan dated 1-28-21						
COST BREAK DOWN FOR LABOR, MATERIALS, EQUIPMENT & DIRECT JOB EXPENSE							
LABOR:		HOURS			COST		
DATE	NAME	CRAFT	S.T.	O.T.	Unit	Extend	
	Tim	F/Elect	20		\$ 82.98	\$ 1,659.60	
	Allan	Elect	20		\$ 75.65	\$ 1,513.00	
Subtotal Labor						\$ 3,172.60	
Mark up @ 29%						\$ 920.05	
Total Labor						\$ 4,092.65	
MATERIALS:					COST		
DATE	Qty.	Unit	Material		Unit	Extend	
	1	LS	Service Feeders to Utility Pole			\$ -	
	160	ft	2" PVC SCH 80		\$ 3.50	\$ 560.00	
	2	ea	2" PVC SCH 80 90 ELBOW		\$ 12.00	\$ 24.00	
	210	ckft	(3) #1/0 Alum.		\$ 2.16	\$ 453.60	
	4	ea	Pole Stand off Brackets		\$ 33.79	\$ 135.16	
	1	ea	2" Weather Head		\$ 15.00	\$ 15.00	
	1	LS	Misc. Fittings		\$ 50.00	\$ 50.00	
	1	LS	Security Camera conduit to Utility Pole			\$ -	
	1	ea	20 amp circuit breaker for irrigation controller		\$ 28.00	\$ 28.00	
	160	ft	2" PVC SCH 80		\$ 3.50	\$ 560.00	
	2	ea	2" PVC SCH 80 90 ELBOW		\$ 12.00	\$ 24.00	
	1	ea	2" Weather Head		\$ 15.00	\$ 15.00	
	1	LS	Misc. Fittings		\$ 50.00	\$ 50.00	
	1	LS	Irrigation Feeders			\$ -	
	1	ea	20 amp circuit breaker for irrigation controller		\$ 28.00	\$ 28.00	
	80	ft	2" PVC SCH 80		\$ 3.50	\$ 280.00	
	4	ea	2" PVC SCH 80 90 ELBOW		\$ 12.00	\$ 48.00	
	50	ckft	(2) #6 use cu & (1) #8 gnd		\$ 3.02	\$ 151.00	
	1	LS	Misc. Fittings		\$ 25.00	\$ 25.00	
	1	OFM	Car Charger			\$ -	
	1	ea	40 amp/2 circuit breaker for Car charger		\$ 60.00	\$ 60.00	
	100	ft	2" PVC SCH 80		\$ 3.50	\$ 350.00	
	4	ea	2" PVC SCH 80 90 ELBOW		\$ 12.00	\$ 48.00	
	125	ckft	(2) #6 use cu & (1) #8 gnd		\$ 3.02	\$ 377.50	
	125	ckft	(2) #2 use cu & (1) #2 gnd		\$ 6.50	\$ 812.50	
	1	LS	Misc. Fittings		\$ 30.00	\$ 30.00	
Subtotal Materials						\$ 4,124.76	
Use Tax on Materials @ 10.2%						\$ 420.73	
Subtotal Materials + Taxes						\$ 4,545.49	
Mark up @ 21%						\$ 954.55	
Total Materials						\$ 5,500.04	
EQUIPMENT and or OTHER DIRECT JOB EXPENSE:					COST		
DATE	Equipment		Hours		Unit	Extend	
			Standby	Work	Standby	Work	
	Service truck 1 ton			20		\$13.91	\$ 278.20
						\$ -	
Subtotal Equipment & DJE						\$ 278.20	
Mark up @ 21%						\$ 58.42	
Total Equipment & DJE						\$ 336.62	
SUBTOTAL MAT., LABOR & EQUIP'MT.						\$ 9,929.31	
SCARSELLA TOTAL WITH 12% MARKUP						\$ 11,120.83	

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Informational*
Subject: Public Relations Report
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Background:

Informational report regarding Public Relations firm JayRay’s activities and results for the month of January 2021.

Mike Ringgenberg will be taking over this task moving forward.



PR & SOCIAL MEDIA REPORT

PREPARED FOR
MASON TRANSIT
AUTHORITY

For activity in January 2021

JAYRAY A PLACE TO THINK

Branding | Advertising | Strategic Communications

February 16, 2021 Reg. Board Mtg 35



PR and social media approach

- Elevate Mason Transit Authority's visibility on Facebook and Twitter
- Share news with local media outlets
- Build deeper awareness of MTA services
- Encourage ridership and engagement
- Balance service announcements with evergreen messages
- Launched January 11, 2021



Social media activity

- 6 posts each on Facebook and Twitter
- 55,400 people saw the posts on Facebook and Twitter combined (paid and organic reach)
- 24 new people follow the Facebook page;
7 people stopped following on Twitter
- The Jan. 13 Facebook had the most engagement, with 799 post clicks and 387 reactions, comments and shares



Mason Transit Authority
Published by Jackie Soler Zils [?] · 6d · 🌐

Let us help you with necessary trips! Dial-A-Ride is fare-free, door-to-door transportation. Just call ahead to reserve a ride. 360-427-5033
Learn more: <https://bit.ly/3pWdVY7>




4,827 People Reached 749 Engagements [Boost Post](#)

👤 Sharon Stevens, Joyce Walker and 176 others 4 Comments 22 Shares



Facebook posts

Results include organic and paid posts







	Reach (how many people saw your post)	Engagements (likes, comments, shares, page clicks)	Post content
Jan. 11	20,214	411	 Safety protocols
Jan. 13	8,114	1,186	 Dial-A-Ride
Jan. 15	17,639	197	 Human trafficking
Jan. 20	6,555	571	 Dial-A-Ride
Jan. 27*	2,074	220	 Social distancing
Jan. 29*	172	12	 New Route 16

*Ad still active at time of report



Twitter posts

Organic posts only; no paid spots

	Reach (how many people saw your post)	Engagements (likes, comments, shares, page clicks)	Post content
Jan. 11	166	20	 Safety protocols
Jan. 13	142	10	 Dial-A-Ride
Jan. 15	139	4	 Human trafficking
Jan. 20	112	6	 Dial-A-Ride
Jan. 27	94	3	 Social distancing
Jan. 29	71	3	 New Route 16



Press releases

Two news releases distributed

- Jan. 5: Safety protocols
- Jan. 12: Dial-A-Ride

Articles appeared in at least three media:

- Mason WebTV
- Shelton Mason-County Journal
- South Sound Business online



MASON TRANSIT AUTHORITY

Providing public transit to Mason County and beyond since 1992!!

January 5, 2021

Contact:

Danette Brannin, Mason Transit Authority General Manager
dbrannin@masontransit.org 360-545-5022 (mobile)

Mason Transit Authority Implements New State COVID-19 Safety Protocols

SHELTON, WA – Public transit is even safer now, with Mason Transit Authority (MTA) enhancing safety protocols to meet new COVID-19 guidelines recently issued by the Washington State Department of Health for transportation agencies.

"We have intensely focused on cleaning, physical distancing and wearing face coverings since last spring," said Danette Brannin, Mason Transit Authority General Manager. "These new state guidelines clarify industry standards and help us all ride safely."

Personal safety is the priority. Face coverings are required for employees, riders and people in vehicles and at MTA facilities including the Transit-Community Center in Shelton. Face masks are available to riders who don't have one. Hand sanitizer stations are in place now on all vehicles, including the front and rear doors of buses.

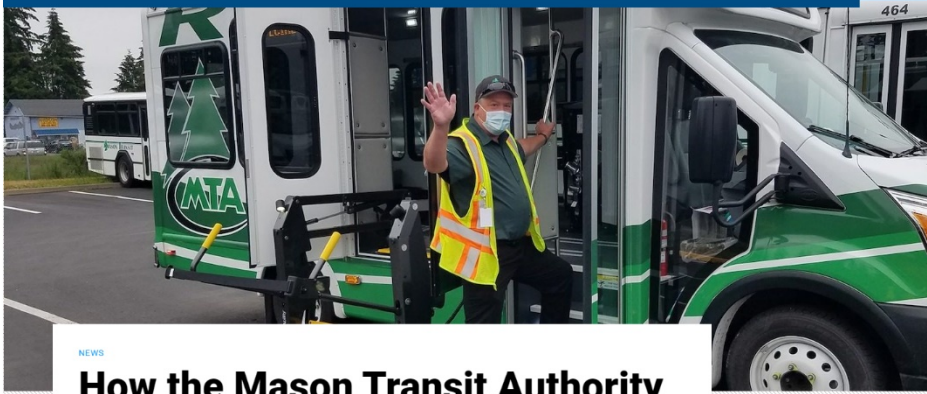
Physical distancing is maintained on vehicles and in the Transit-Community Center. MTA has installed new barriers around drivers, and whenever possible riders board and off-board at the rear of the bus. Bus rows and seats are now blocked off to ensure safe distances for riders. If a bus is full, another bus or vehicle will be dispatched to pick up riders waiting at a stop.

"We are very careful to ensure no riders are left behind when buses fill up," Brannin emphasized.

MTA is also again limiting the number of riders scheduled for each Dial-a-Ride trip, which not only makes trips safer, it also makes the shared rides faster.

MTA's fare-free rides within Mason County also help lower the risk of spreading the disease because no tickets or cash are involved. Riders for out-of-county trips may purchase tickets online or through the Token Transit mobile app. The fare box is still available for out-of-county trips if needed.

Daily employee health screenings and cleaning of high-touch services on vehicles also help



How the Mason Transit Authority is Making Transportation Safer

Written By Antonette Alexander

Mason Transit Authority (MTA) announced that it is enhancing safety protocols to meet new COVID-19 guidelines recently issued by the Washington State Department of Health for transportation agencies.

"We have intensely focused on cleaning, physical distancing, and wearing face coverings since last spring," said Danette Brannin, Mason Transit Authority general manager, in a press statement. "These new state guidelines clarify industry standards and help us all ride safely."

To help ensure the safety of public transit, the following protocols are in place:

- Face coverings are required for employees, riders, and people in vehicles and at MTA facilities including the Transit-Community Center in Shelton;
- Face masks are available to riders who don't have one;
- Hand sanitizer stations are now in place on all vehicles, including the front and rear doors of buses;
- Physical distancing is maintained on vehicles and in the Transit-Community Center;
- MTA has installed new barriers around drivers, and whenever possible riders board and off-board at the rear of the bus;
- Bus rows and seats are now blocked off to ensure safe distances for riders; and
- If a bus is full, another bus or vehicle will be dispatched to pick up riders waiting at a stop.

MTA is also again limiting the number of riders scheduled for each Dial-a-Ride trip. MTA's fare-free rides within Mason County also help lower the risk of spreading the disease because no tickets or cash are involved. Riders for out-of-county trips may purchase tickets online or through the Token Transit mobile app. The fare box is still available for out-of-county trips if needed. Daily employee health screenings and cleaning of high-touch services on vehicles also help keep riders safe.

Shelton Mason County Journal

Page A-14 - Shelton-Mason County Journal - Thursday, Jan. 14, 2021

MTA already meets new COVID safety standards

By Journal staff
news@msasonccny.com

The state Department of Health recently issued a new set of COVID-19 guidelines for transportation agencies, but Mason Transit Authority already met most of these safety standards.

"We were already living up to all the latest requirements, except for having a physical barrier between passengers and the driver," MTA General Manager Danette Brannin said.

Brannin told the Shelton-Mason County Journal that MTA is installing permanent plexiglass barriers, and has installed clear curtains to serve as temporary barriers in the meantime.

Brannin praised the new state guidelines, which she said will "clarify industry standards and help us ride safely," but at the same time, she emphasized the rigor and quality of the MTA's existing safety standards.

"We have intensely focused on cleaning, physical distancing and

wearing face coverings since last spring," Brannin said. "Personal safety is the priority."

Brannin said that face coverings are required for all employees, riders and others in MTA vehicles and facilities, including the transit community center in Shelton, and are made available to riders who don't have their own face masks.

Hand sanitizer stations are installed on all MTA vehicles, including the front and rear doors of buses, while new barriers and protocols have been established in an effort to maintain physical distancing on MTA vehicles, and in the transit community center.

Riders enter and exit at the rear of the buses whenever possible, with bus rows and seats blocked off to ensure safe distances for those riders as well, Brannin said.

"If a bus is full, another bus or vehicle will be dispatched to pick up the riders who are still waiting at a stop," Brannin said. "We are very careful to ensure no riders are left behind when buses fill up."

Brannin cited preventative measures such as daily employee health screenings and cleanings of "high-touch" surfaces on vehicles as helping keep MTA riders safe.

"We have a COVID-19 coordinator who helps monitor employee health and enforce our safety plan," Brannin said. "Our team is committed to passenger safety."

MTA is continuing to limit the number of riders scheduled for each Dial-a-Ride trip, which should make the shared rides both safer and faster, while its fare-free rides within Mason County not only allow riders to save on pocket change, but also help lower the risk of spreading the disease because tickets or cash don't change hands.

"Dial-A-Ride is meant for people who need that door-to-destination service, or who are going somewhere not along a regular bus route," Brannin said.

"We help people get to appointments, job interviews and shopping. You name it, and we'll take you there, as long as it's in Mason County and our shuttles can safely get there."

For more information, or to schedule a Dial-A-Ride, call 360-427-5633 or go to www.masontransit.org/dialarideandlinkservice.

Riders for out-of-county trips can purchase tickets online or through the Token Transit mobile app, although the fare box is still available for out-of-county trips.

Dial-A-Ride offers door-to-destination service

Dial-A-Ride uses accessible 14-16 passenger shuttle vans, allowing no

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MTA Offers Fare-Free Rides

Mason Transit Dial-A-Ride offers all county residents safe, fare-free rides from door to destination throughout Mason County.

TELEHEALTH

Schedule phone and video appointments for:

- Primary Care
- Behavioral Health
- Specialty Care

Call your provider's office or call Mason County at 360-426-2653

Find a provider at www.masontransit.org

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 1 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Patrick Holm, Project Manager, SCJ Alliance
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Summary for Discussion Purposes:

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

Permitting: Permits have been completed for the MTA Park and Ride Development Program.

Pear Orchard Construction: Scarsella is progressing construction. Paving took place in January. Scarsella is in the process of finishing the curb and sidewalk. The next step will be completing the landscaping, striping, and site lighting.

Program Construction: Rognlin's is sending in submittals and RFIs for the overall project. Rognlin's has begun work on the Belfair Park & Ride. They are progressing fine grading and building pad development. They are also progressing buried utilities.

Other progress: Scarsella/Parsons has completed the work at the Shelton/Matlock park and ride. WSDOT, MTA, and SCJ walked the site and pointed out deficiencies. Scarsella/Parsons remedied all deficiencies with the exception of seeding and this was confirmed by WSDOT. The next step at Shelton-Matlock will be seeding by Scarsella/Parsons in April and illumination/security installation by Rognlin's.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: February 16, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 16, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 16, 2021

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Belfair P/R work has begun.
- Met with Project Manager and Marshall to bring Marshall up-to-date.
- Please see Park & Ride informational page for more details.

T-CC Parking Lot:

- We are still waiting for the No Further Action opinion.
- MTA's cost for the parking lot equated to almost \$250k due to the removal of contaminated soil. In addition, we spent approximately \$75k for testing and Landau Associates for preparing reports and oversight of the Voluntary Cleanup Program.

EDC:

- Attended EDC Board Meeting.

WSTIP:

- Attended Executive Committee Retreat – virtually.
- Attended Governance Policy Committee meetings (2).
- Attended Risk & Opportunity Committee meeting.

WSTA/SMTA:

- Attended SMTA legislative calls.
- Attended Weekly Lobbyist Meeting calls.
- Attended GM/CEO Shoptalk on Vaccine Distribution/COVID-19 Related Topics.

Webinars:

Attended the following webinars:

- Summit Law COVID-19 Vaccine webinar.

PRTPO:

- PRTPO Board Meeting.

External Activities:

- Transportation Stakeholder Briefing with Rep. Fey.
- Pete Stark, GM at Whatcom Transit, virtual retirement party.

Internal Activities:

- Participated in interviews for the Accounting Coordinator.
- Met with JayRay regarding public relation campaigns and reports.
- Met with each manager to hand off duties.
- Employee Engagement Committee meeting. Selection of Employee of the Year.
- Finished review and edits of the MTA Employee Handbook.
- Met with WSDOT and LeeAnn regarding CRRSAA funds.
- Board Orientation with new board member Cyndy Brehmeyer.
- Prepared for and attended Joint Labor-Management Committee meeting.
- Prepared for Board Meeting.

Board Assistance, Awareness and Support:

- MTA has the best employees who are dedicated and passionate about the service to the community. I leave MTA in the best possible shape for the future, both financially and with a culture of respect. I will miss each and every one of the employees and board members and give you a heart-felt THANK YOU for supporting me and having confidence in me.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Employee Engagement Committee meetings.
- Attended Summit Law COVID-19 Vaccine webinar.
- Accounting Assistant Haley has begun training to obtain an HR Certification.
- Working with Danette to complete the revamp of the Employee Handbook.
- Participated in the Employee of the Year selection process. Congratulations Trina G.

Recruiting

- Performed second round interviews for Accounting Coordinator. MTA welcomes Brenda Barker to fill this position.
- Conducted an internal recruitment to fill a vacant Dispatch position.
- Preparing to launch recruitment for additional Fueller/Detailer as we continue increased fleet cleaning and the additional bus shelter/park and ride maintenance to come.

Administrative Functions

- Met with WSDOT and Danette regarding CRRSAA funds.
- Prepared Q4-20 operating and capital grant reimbursement requests.
- Accounting Assistant Christina has attended multiple state and federal procurement training courses.
- Participated in kickoff meeting to begin Managed Services onboarding with Right Systems.
- Participated in virtual meeting with finance software vendor in consideration for a move to the cloud-based platform.
- Attended virtual WSTIP Risk and Opportunity Committee Meeting.
- Review tenant lease contracts as they renew.
- Prepared 1099 Misc. & NEC forms for 2020.
- Prepared and submitted Q4-20 DOR tax returns.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Participated and scored Skills USA virtual presentations, Shelton High School was the sponsor.
- Continued planning for the Spring WSTA Maintenance virtual meeting.

T-CC Facility:

Gym: No Events held in the gym this January due to COVID-19.

Conference Room: No use of the conference room in January.

Kitchen: No use of the kitchen in January.

T-CC Building Projects/Purchases/Maintenance

Projects/Purchases

- Continuing to work with Tracy, LeeAnn, and Christina on T-CC leases, use agreements, and accounting requirements. Thanks all for your efforts.
- Continuing to maintain COVID-19 safe start measures. Working closely with Chris Wilder on requirements.
- Architect is drafting drawings for T-CC Admin office remodel.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance:

- Continuing work on the Pear Orchard Park & Ride/Shelton Matlock projects.
- Vehicle hoist inspections completed
- Continued COVID -19 cleaning protocol.
- Started wall construction building one.
- Completed yearly fire extinguisher inspection on all facilities and vehicles.

OPERATIONS – Mike Ringgenberg

- **All Staff Meeting:** The meeting scheduled for February 21, has been cancelled due to pandemic.
- **COVID-19:** In January, Chris W. transported seven individuals to MGH to be tested for COVID-19.
- **HUB Center for Seniors:** MTA is partnering with the HUB on Wednesdays to help transport seniors to get their COVID-19 vaccination in Belfair.
- **New Dispatcher/Scheduler:** Congratulations to Priscilla Dolci! She was hired to be the closing dispatcher starting on February 1, 2021!!
- **Meals on Wheels:** MTA delivered 819 meals to Mason County residents in January 2021.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 pandemic.
- **Operations Meeting:** We have cancelled the mandatory Operations meeting that is scheduled for May 9 due to the COVID-19 restrictions.
- **Returning Drivers:** Everyone please welcome back Nathan Zimbeck and Dan Sharp!!
- **Ridership:** We had 12,290 total riders in all modes of transportation in January 2021. This was down 1,572 riders from Dec 2020. We are down 66% of our ridership compared to January 2020.
- **Training:** Lisa trained 26 drivers on CPR/AED/FA in the last 4 weeks! Trina completed her Defensive Driver Instructor Recertification.
- **Truckers Against Trafficking:** MTA was recognized in the Annual Report for Truckers Against Trafficking for our Busing on The Lookout (BOTL) Posters in Action!! Great Job Lisa!!! You can find the article on page 15 of their report. <http://online.flipbuilder.com/wqwq/fxjz/mobile/index.html>
- **Volunteer Driver:** MTA extra board drivers completed 28 volunteer driver rides this month. We also secured five handicapped parking placards for these passengers to ensure our drivers can park close to the entrances for the passengers.
- **Vanpool:** Usage rate for January 2021 was 50%, 5 of 10 vans were in use.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 2/12/2021	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required		Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification
2nd Quarter Driver training and refresher training as required		
3rd Quarter Driver training and refresher training as required		
4th Quarter Driver training and refresher training as required		
Change from flag stop to fixed stop in urban area of Shelton		
Curbs or bollards at Johns Prairie	√	Bollards are in place along the building where parking is available.
Review WSTIP Best Practices for Safety		
Continue to monitor COVID-19 compliance and adjust for any mandates as needed		On-going.
Update Safety Manual and prepare Emergency Plan		
Roof replacement for the Radich building		
L&I Review of the T-CC		
Objective 2: Effective Transportation Services		
Benchmark route performance and monitor low-performing routes		
Review DAR services and hours to ensure efficiency and availability of resources		
Seek new route opportunities		February new route to Olympia started that will utilize Shelton-Matlock Park & Ride once open.
Passenger Apps for scheduling and tracking bus		
Sign at T-CC for estimated time of arrivals for fixed route		
Explore on-demand services for Shelton and Belfair		
Internal assistance with Volunteer Driver Program Transportation		MTA Extra Board Drivers provided 28 volunteer rides in January - we would not be able to provide this service if not for them.
Conduct outreach for all service changes and new park & ride openings		
Plan for restoring to full service (Pre-COVID) and adjust where needed to improve service		
Objective 3: Financial Stewardship		
Records Management - Network reorganization		
Hire an Accounting Coordinator with high level accounting skills	√	Welcome to Brenda Barker who started February 1.
Prepare Fixed Asset policy, Investment policy, and other financial policies as identified		
Explore moving MIP accounting software to the Cloud		
Review and update 5-year sustainability plan		
Plan financially for future service changes or increases		
Prepare for GASB changes on leases and other regulations		
Objective 4: Community Partnerships and Responsibility		
Conduct Community Conversations to solicit input regarding MTA services		

Participate in community events as available	
Park & Ride project (through 2023)	
Promote Partnerships with City, County and other entities by serving on committees, boards, supporting projects, etc.	
Continue delivery assistance for Meals on Wheels and Commodity Boxes for senior centers	Delivered 819 meals and commodity boxes in January
Transporting clients in cooperation with hospital and health department	Chris transported 7 riders in January to be tested for COVID-19
1st Quarter PR Campaigns	DAR, COVID safety, Busing on the Lookout, Employee of the Year
2nd Quarter PR Campaigns	
3rd Quarter PR Campaigns	
4th Quarter PR Campaigns	
Objective 5: Workplace Culture	
Continue Employee Engagement Committee for seeking opportunities to improve the work environment	
Launch Communication Flow Plan	Communication flow plan is completed and will be sent out for employee review
Coordinate events with EMC	
Create committee for Belfair Office furnishings	
Encourage Castlight Challenges	
Create Uniform committee to select new uniform items	
Strive to meet goals and objectives of EEO program to broaden employment opportunities for all protected classes	
Consult with contractor for remodeling/updating Customer Service office at the T-CC	
Continue reviewing policies	

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 3
Subject: Park & Ride Development Project
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 16, 2021

Background:

All design and permitting work is complete for all projects in the Park & Ride Development grant. Pear Orchard, Shelton-Matlock and Belfair Park & Rides are under construction. The building and bus lot in Belfair will begin after July 1, 2021. Pickering is getting cameras now due to car break ins and the remainder of the upgrades will occur after July 1, 2021. Cole Road upgrades will also happen after July 1.

The only concern at this point is whether MTA will be appropriated \$3.085m from the Connecting Washington Transit Project List in the next biennium – 2021-2023. Should that not happen or if only a portion is appropriated, I suggest completing the building and bus lot in Belfair with money in reserves. Pickering and Cole Rd could wait for the funding. Since the Belfair project has started, it would be costly to stop and restart at a later date. It should also be considered that we currently are renting a portable for our drivers in Belfair, parking our buses at a storage facility and paying rent for the use of a parking lot for passengers. All of these items have a high monthly cost.

Marshall is taking over the Park & Ride project and will keep the Board informed of the funding outcome.