



AGENDA

Mason Transit Authority Board
Regular Meeting
March 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): 182 216 3919 (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 March 3, 2021 MTA special Board meeting.
2. Pg. 05: Financial Reports: February 2021
3. Pg. 13: Check Approval: February 13 – March 12, 2021

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 20: HR Board Committee Report on General Manager Recruitment – Resolution No. 2021-08 – *Actionable* – (Mike/Wes)

NEW BUSINESS:

1. Pg. 29: 2021 Certifications and Assurances – *Actionable* – (Mike)
2. Pg. 39: Third Amendment to Agreement GCB2304 – Resolution No. 2021-09 – *Actionable* – (LeeAnn)
3. Pg. 45: Request for Approval of Additional FTEs – *Actionable* – (Mike)
4. Pg. 46: JayRay's February Report on Public Relations – *Informational* – (Mike)
5. Pg. 62: Change Order No. 001 for Belfair P&R – *Informational* – (Mike)

INFORMATIONAL

Reports

1. Pg. 72: Park and Ride Update
2. Pg. 73: Management Reports
3. Pg. 81: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

April 20, 2021 at 4:00 p.m.

Location:

**Port of Allyn
18560 East State Route 3
Allyn**

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 Special Board Meeting
on Manager Succession
March 3, 2021
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**



Pursuant to Governor's Proclamation 20-28.15 and 20-25.12, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 1:02 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Matt Jewett, Wes Martin, Randy Neatherlin and Kevin Shutty. **Quorum met, Board member Brehmeyer attended in person and remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Kevin Dorcy.

Authority Non-voting Board Member Not 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: Mike Ringgenberg, Interim General Manager; and Tracy Becht, Clerk of the Board.

MTA Staff present via WebEx virtual conference: LeeAnn McNulty, Administrative Services Manager and Marshall Krier, Maintenance and Facilities Manager.

Others present via WebEx virtual conference:
Robert Johnson, MTA Legal Counsel.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 3, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Martin. Motion carried.**

CONSENT AGENDA

Moved to approve Consent Agenda item 1 as follows:

1. **Moved** to approve the minutes of the MTA regular Board meeting of February 16, 2021.

Martin/Campbell. Motion carried.

REGULAR AGENDA

NEW BUSINESS

1. **Removal of Previously Authorized Staff Member to Sign on Financial Accounts and Approval of Interim General Manager.** The Board Clerk described the need to remove Ms. Brannon as an authorized staff member to sign on documents as described in the agenda and that the Interim General Manager should be authorized to have the signing authority. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-07 removing Danette Brannin from signing on financial accounts for Mason Transit Authority and authorizing Michael Ringgenberg, currently the Interim General Manager, to have signing authority for the Mason County Treasurer Depository Account currently held at Columbia Bank, as well as any and all other accounts that typically require the signature of the MTA General Manager. **Jewett/Tarzwell. Motion carried.**
2. **Manager Successor Process.** Various options were discussed. It was then asked that the HR Board Committee meet with the MTA Managers to discuss the process and provide a recommendation at the March 16 regular Board meeting. Board member Tarzwell was asked to attend the HR Board Committee meeting so she could provide some insights as Shelton School District has also been seeking a new Superintendent. Board member Tarzwell accepted the invitation to be a part of developing the process.

Citizen Adviser John Piety requested that once the candidates had been narrowed down, he would like an opportunity to participate in the interviews in his role as Citizen Adviser.

Moved that the meeting be adjourned.

ADJOURNED 1:26 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
March 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 – February 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Summary for Discussion Purposes:

Included are the final numbers for December 2020 as well as February 2021 Financial Reports including a breakout of T-CC revenue and expenses that shows the cost allocation of the Transit Community Center.

Adjustments to December financial reports include the receipt of final sales tax revenue, a \$59,242 credit from WSTIP based on the reduction of miles driven in 2020, and a \$7,436 bill from ESD for a miscalculation in their Q3-20 billing. There were no changes to the Transit Community Center's financial reports for December. No further adjustments are expected to be made to the 2020 Financial Statements. The 2020 YTD totals should be considered in draft form until audited by the State Auditor's Office.

Highlights:

Sales Tax Revenue

Sales tax revenue for December 2020 (received February 26, 2021) was \$586,883, 15% higher than December 2019, sales tax revenue ended 9% higher in 2020 over 2019.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 16.7% (2/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 17.8%. Total YTD Operating Expenses are under budget at 11.9%.

Fiscal Impact:

February's fiscal impact reflects total revenues of \$672,420 and operating expenses of \$503,433 for a net income of \$168,987.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Statement of Financial Activities

% through the year: 16.7%

March 2021 Board Report

February Statement of Financial Activities	February Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 2,333	\$ 4,819	\$ 32,500		14.8%
PSNS Worker/Driver & Vanpool Fares	11,068	22,136	150,500		14.7%
Total Operating Revenue (Fares)	13,401	26,955	183,000		14.7%
Sales Tax	267,297	517,809	4,054,264	(1)	12.8%
Operating Grants	376,723	753,446	2,992,852	(2)	25.2%
Rental Income	11,412	22,502	144,180		15.6%
Investment Income	1,312	2,714	50,000		5.4%
Other Non-operating Revenue	2,276	5,372	53,410	(3)	10.1%
Total Revenue	672,420	1,328,797	7,477,706		17.8%
Expenses					
Wages and Benefits	406,215	666,506	5,474,061		12.2%
Contracted services	19,319	31,659	346,332		9.1%
Fuel	19,494	38,760	300,750	(4)	12.9%
Vehicle/Facility Repair & Maintenance	6,093	24,868	265,752		9.4%
Insurance	15,821	31,642	210,364		15.0%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	3,454	6,871	42,500		16.2%
Utilities	13,029	26,185	158,839		16.5%
Supplies & Small Equipment	4,678	14,378	226,590	(5)	6.3%
Training & Meetings	725	1,349	39,935		3.4%
Other operating expenses	14,605	42,982	307,808	(6)	14.0%
Total Operating Expenses	503,433	885,199	7,410,931		11.9%
Net Income (Deficit) from Operations	\$ 168,987	\$ 443,598	\$ 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 & February accrual.
(3)	Includes LMTAAA Volunteer program revenue - \$4,253; Volunteer Donations - \$198; 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 \$1.93. Average gasoline price per gallon year to date is \$2.61.
(5)	Printing- \$2,269; Cleaning/sanitation/safety supplies - \$2,709; Office Supplies - \$893; Shop Supplies - \$2,335; Small Tools & Equipment - \$766; other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements \$2,739; Advertising \$16,120; Merchant/credit card fees \$678; Dues, Memberships, Subscriptions \$21,803; plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities

% through the year: 100%

March 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		37.4%
PSNS Worker/Driver & Vanpool Fares	12,037	162,050	260,000		62.3%
Total Operating Revenue (Fares)	15,293	201,312	365,000		55.2%
Sales Tax	586,883	5,951,699	4,054,264	(1)	146.8%
Operating Grants	415,041	4,026,816	3,049,288	(2)	132.1%
Rental Income	12,895	146,845	179,520		81.8%
Investment Income	1,343	73,434	50,000		146.9%
Other Non-operating Revenue	18,362	96,024	61,510	(3)	156.1%
Total Revenue	1,049,818	10,496,130	7,759,582		135.3%
Expenses					
Wages and Benefits	569,319	5,504,155	6,223,621		88.4%
Contracted services	14,206	219,239	180,475	(4)	121.5%
Fuel	20,405	222,643	377,450	(5)	59.0%
Vehicle/Facility Repair & Maintenance	13,743	168,776	325,354		51.9%
Insurance	(39,025)	183,363	242,605		75.6%
Intergovernmental - Audit Fees	1,810	31,046	33,000		94.1%
Rent - Facilities and Park & Ride	4,017	35,895	32,500	(6)	110.4%
Utilities	13,118	128,606	137,508		93.5%
Supplies & Small Equipment	32,852	304,215	122,801	(7)	247.7%
Training & Meetings	384	7,044	47,035		15.0%
Other operating expenses	20,449	125,505	167,639	(8)	74.9%
Total Operating Expenses	651,279	6,930,485	7,889,988		87.8%
Net Income (Deficit) from Operations	\$ 398,539	\$ 3,565,645	\$ (130,406)		

NOTES

(1)	YTD Sales Tax Revenue amount based on actuals for January thru December actual receipts. Sales tax revenue was 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 - \$6,384 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 - \$9,516; 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 \$26,128; Merchant/credit card fees \$5,000; Rent-Equipment \$633; Office Equipment Lease \$2,543; Dues, Memberships, Subscriptions \$30,145; Unemployment Insurance \$30,062; plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities - TCC

		% through the year:						
March 2021 Board Report					16.7%			
February Statement of Financial Activities	2021 Combined February Actual	2021 YTD Actual	2021 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations	
Revenue								
T-CC Rental	\$ 8,744	\$ 17,422	\$ 116,687	(1)	14.9%	\$ 8,744	\$ -	
Other Revenue	-	-	-			-	-	
Total Revenue	8,744	17,422	116,687		14.9%	8,744	-	
Expenses								
Wages and Benefits	11,664	19,401	145,106		13.4%	19,401	-	
Contracted services	332	1,094	10,900		10.0%	972	122	
Repair & Maintenance	1,315	3,532	44,952		7.9%	2,532	1,000	
Insurance	1,498	2,997	16,128		18.6%	2,997	-	
Utilities	4,549	9,103	51,500		17.7%	6,505	2,598	
Supplies & Small Equipment	147	774	29,950		2.6%	576	198	
Training & Meetings	-	-	1,100		0.0%	-	-	
Other Operating Expenses	-	1,369	4,532	(2)	30.2%	1,150	219	
Total Operating Expenses	19,505	38,270	304,168		12.6%	34,133	4,137	
Net Income (Deficit) from Operations	\$ (10,761)	\$ (20,848)	\$ (187,481)			\$ (25,389)	\$ (4,137)	

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 - \$613.

Mason Transit Authority Cash and Investments

March 2021 Board Report

Cash Balances

	1/31/2021	2/28/2021	Change
Cash - MC Treasurer	\$ 1,143,453.91	\$ 1,295,583.49	\$ 152,129.58
Investments - MC Treasurer	11,500,000.00	11,500,000.00	-
Payroll - ACH Columbia Bank	191,315.78	\$ 193,899.78	\$ 2,584.00
Petty Cash/Cash Drawers	500.00	500.00	\$ -
TOTAL	\$ 12,835,269.69	\$ 12,989,983.27	\$ 154,713.58

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 2015-2023 Match	1,187,500
Purchase 1 - 35' coach and 6 cutaways. Contingent on grant application award. 25% match	317,381
Total Grant Match	2,069,297

Reserves:

Total Grant Match	2,069,297
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	3,150,000
Fuel Reserves	120,000
IT Investments	40,000
Total Encumbered	\$ 11,446,872

Total of Cash	\$ 12,989,983.27
Less Encumbrances	11,446,871.82
Undesignated Cash Balance Total (Including Reserves)	1,543,111.45
Investments - MC Treasurer (Reserves)	11,500,000.00
Less Encumbrances	11,446,871.82
Undesignated Cash Reserves	\$ 53,128.18

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves. Park & Ride Development Project grant match has been adjusted to match WSDOT agreements and addendums; this match requirement will be satisfied by June 30, 2021.

Mason Transit Authority Capital Budget

March 2021 Board Report

As of February 28, 2021

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	9,335,000	1,187,500	-	776,276	5,552,727	Construct or improve 5 park & rides throughout county. \$3,085,000 of grant amount remains projected, pending legislative action. Updated to reflect GCB2304-03.
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	11,092,800	9,392,300	1,400,500	300,000	776,276	5,552,727	
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	\$ 13,492,028	\$ 9,957,586	\$ 2,282,297	\$ 300,000	\$ 1,728,421	\$ 5,552,727	


Capital Project Reserves - \$3,150,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

March 2021 Board Report

Sales Tax Collected as of 2/28/2021 for 12/31/2020

Monthly Cash-Flow Trend (January - December)



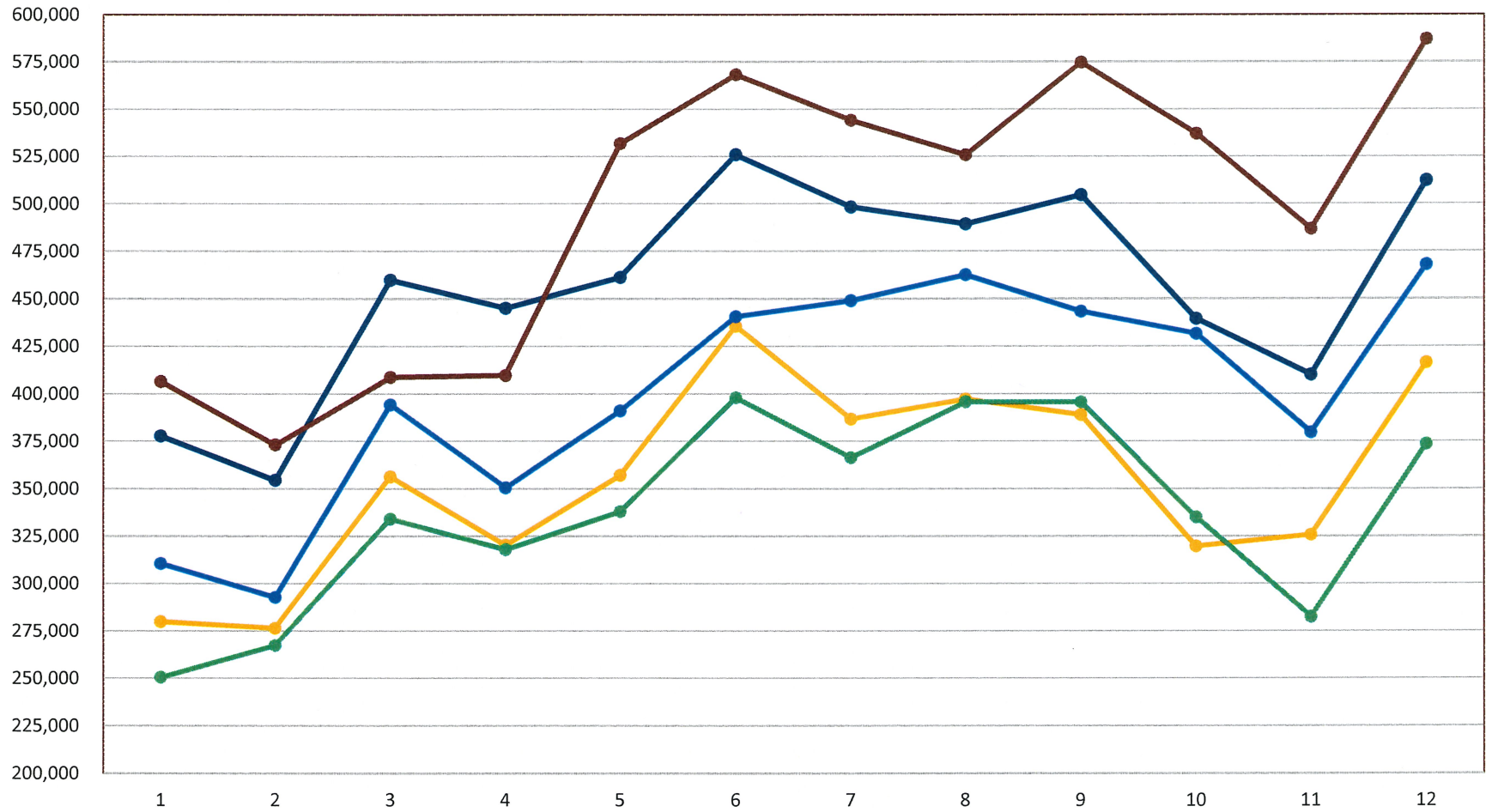
	2017	2018	2019	2020 Budget	2020 Actual	2019 Budget Variance	% Change 2019 - 2020 Actual
January	279,777	310,547	377,689	250,512	406,391	62%	8%
February	276,310	292,604	354,467	267,297	372,932	40%	5%
March	356,214	394,293	459,822	334,132	408,506	22%	-11%
April	320,241	350,586	445,171	317,834	409,532	29%	-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	586,883	57%	15%
	4,258,790	4,813,813	5,478,270	4,054,264	5,951,698		

Budget Variance Average - YTD 47%

% Change 2019 vs 2020 Actual Average - YTD 9%

Monthly Sales Tax Trend

2017 2018 2019 2020 Budget 2020 Actual



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Summary for Discussion Purposes:

Disbursements:

- Architect for Everyone
 - Check #34980- \$7,000.00 – TCC Admin Office
- CDW-Government
 - Check #34982- \$23,183.11 – Annual Microsoft 365 license renewals
- JayRay Ads & PR, Inc.
 - Check #34986- \$14,681.25 – Public Relations, future recurring expense
- Washington State Transit Association
 - Check #34993- \$8,679.00 – WSTA annual dues
- *WSDOT
 - Check #35057 – \$538,921.13 – Shelton/Matlock Park and Ride
- Employment Security
 - Check #35039 – \$7,436.06 – Adjusted Q3-20 unemployment
- *Rognlins
 - Check #35057 – \$222,642.00 – Belfair Park and Ride Project
- Right Systems.
 - Check #35058 – \$6,803.55 – IT Network revamp
- *SCJ Alliance
 - Check #35059 – \$14,712.90 – Park and Ride Project
- Small & Mid-Sized Transit Alliance
 - Check #35064 – \$3,434.00 – SMTA annual dues

*Disbursements capital grant eligible.

February Fuel Prices: Diesel \$2.27, Unleaded \$3.04

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$1,329,669.40

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of February 13, 2021 through March 12, 2021 financial obligations on checks #34979 through #35077, as presented for a total of \$1,329,669.40.



Mason Transit Authority
March 16, 2021 Disbursement Approval

The following checks for the period of February 13, 2021 through March 12, 2021 have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

Description Accounts Payable Checks	Check Numbers 34979 – 35077	Total Amount \$1,329,669.40
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 02/17/2021	34979	161,565.35
Payroll & DRS – 03/03/2021	35020	170,363.25
Architect for Everyone	34980	7,000.00
CDW Government	34982	23,183.11
JayRay Ads & PR, Inc.	34986	14,681.25
Washington State Transit Assoc.	34993	8,679.00
WSDOT	35037	538,921.13
Employment Security	35039	7,436.06
Rognlin's Inc.	35057	222,642.00
Right! Systems, Inc.	35058	6,803.55
SCJ Alliance	35059	14,712.90
Small & Mid-Sized Transit Alliance	35064	3,434.00

Submitted by: LeeAnn McNulty Date: 3-12-2021
LeeAnn McNulty, Administrative Services Manager

Approved by: Michael Ringgenberg Date: 3-12-2021
Michael Ringgenberg, Interim General Manager

Mason Transit Authority Check Register
 March 2021 Board Report

Activity From 02/13/2021 Through 03/12/2021

Document Date	Check #	Vendor Name	Amount
2/17/2021	34979	Mason Transit Authority - ACH Account	\$ 161,565.35
2/19/2021	34980	Architecture for Everyone	\$ 7,000.00
2/19/2021	34981	Association of Washington Cities	7,172.77
2/19/2021	34982	CDW Government	23,183.11
2/19/2021	34983	Northwest Cascade, Inc. DBA Honey Bucket	2,006.08
2/19/2021	34984	District 160	1,602.25
2/19/2021	34985	Island Superior Air Filter	329.00
2/19/2021	34986	JayRay Ads & PR, Inc.	14,681.25
2/19/2021	34987	Mason County Garbage, Inc.	727.31
2/19/2021	34988	Nisqually Automotive and Towing	437.40
2/19/2021	34989	Right! Systems, Inc.	3,950.00
2/19/2021	34990	The Shoppers Weekly	19.53
2/19/2021	34991	Staples Business Advantage	282.23
2/19/2021	34992	Westcare Clinic, Inc.	85.00
2/19/2021	34993	Washington State Transit Association	8,679.00
2/19/2021	34994	ZEP Manufacturing Company	897.84
3/1/2021	34995	Advance Glass	0.00
3/1/2021	34996	Aflac	861.14
3/1/2021	34997	AIG Retirement	200.00
3/1/2021	34998	Aramark	314.89
3/1/2021	34999	Bridge Church	90.00
3/1/2021	35000	Cummins Northwest, LLC	301.52
3/1/2021	35001	EMC - Mason Transit	110.65
3/1/2021	35002	Gillig, LLC	147.17
3/1/2021	35003	LegalShield	141.50
3/1/2021	35004	Les Schwab	537.23
3/1/2021	35005	Mason County PUD #3	219.85
3/1/2021	35006	Mountain Mist Water	130.89
3/1/2021	35007	Mood Media	118.77
3/1/2021	35008	Northridge Properties, LLC	1,700.00
3/1/2021	35009	Office Depot, inc.	60.54
3/1/2021	35010	Builders FirstSource	956.32
3/1/2021	35011	Ricoh USA, Inc	95.39
3/1/2021	35012	Schetky Northwest Sales, Inc.	102.50
3/1/2021	35013	The Shoppers Weekly	131.99
3/1/2021	35014	Spike's Hydraulics	1.51
3/1/2021	35015	Total Battery & Automotive Supply	47.43
3/1/2021	35016	Tozier Brothers, Inc.	86.93

Mason Transit Authority Check Register
 March 2021 Board Report

Activity From 02/13/2021 Through 03/12/2021

Document Date	Check #	Vendor Name	Amount
3/1/2021	35017	United Way of Mason County	21.00
3/1/2021	35018	AWC Employee Benefit Trust	82,966.49
3/1/2021	35019	Westbay Auto Parts	58.39
3/3/2021	35020	Mason Transit Authority - ACH Account	170,363.25
3/12/2021	35021	Advance Glass	835.10
3/12/2021	35022	AIG Retirement	200.00
3/12/2021	35023	Stanley Convergent Security Solutions	242.00
3/12/2021	35024	Allstream	113.14
3/12/2021	35025	Ecolube Recovery, LLC dba American Petroleum Env.	35.00
3/12/2021	35026	Associated Petroleum Products, Inc.	328.79
3/12/2021	35027	Aramark	311.67
3/12/2021	35028	Ascend Roofing Company LLC	560.32
3/12/2021	35029	Mick Baker	451.36
3/12/2021	35030	Belfair Water District #1	86.41
3/12/2021	35031	City of Shelton	579.09
3/12/2021	35032	Cascade Natural Gas	1,974.62
3/12/2021	35033	Comcast	228.84
3/12/2021	35034	Cummins Northwest, LLC	318.25
3/12/2021	35035	Gene Currier	781.04
3/12/2021	35036	Department of Enterprise Services	690.00
3/12/2021	35037	WSDOT	538,921.13
3/12/2021	35038	EMC - Mason Transit	108.15
3/12/2021	35039	Employment Security Department - WA State	7,436.06
3/12/2021	35040	Gillig, LLC	4,342.29
3/12/2021	35041	Hood Canal Communications	1,675.78
3/12/2021	35042	Robert W. Johnson, PLLC	1,600.00
3/12/2021	35043	Kitsap Transit	1,339.05
3/12/2021	35044	Knight Fire Protection, Inc.	783.37
3/12/2021	35045	Les Schwab	254.55
3/12/2021	35046	Mason County PUD #3	5,052.11
3/12/2021	35047	Mason County Treasurer	71.60
3/12/2021	35048	Eco Elite and Mathis Pest Management	146.48
3/12/2021	35049	Cheryl Moore	213.92
3/12/2021	35050	Mountain Mist Water	93.12
3/12/2021	35051	Office Depot, inc.	379.05
3/12/2021	35052	Olympic Lock & Key	226.30
3/12/2021	35053	Pitney Bowes	174.15
3/12/2021	35054	Pitney Bowes Purchase Power	171.00

Mason Transit Authority Check Register
 March 2021 Board Report

Activity From 02/13/2021 Through 03/12/2021

Document Date	Check #	Vendor Name	Amount
3/12/2021	35055	Pacific Mobile Structures, Inc.	1,076.88
3/12/2021	35056	Builders FirstSource	399.55
3/12/2021	35057	Rognlin's, Inc.	222,642.00
3/12/2021	35058	Right! Systems, Inc.	6,803.55
3/12/2021	35059	SCJ Alliance	14,712.90
3/12/2021	35060	Seattle Automotive Distributing	47.84
3/12/2021	35061	Mason County Journal	839.00
3/12/2021	35062	The Shoppers Weekly	1,488.19
3/12/2021	35063	Smarsh	122.06
3/12/2021	35064	Small & Mid-Sized Transit Alliance	3,434.00
3/12/2021	35065	Spike's Hydraulics	1.46
3/12/2021	35066	Staples Business Advantage	210.68
3/12/2021	35067	Summit Law Group	183.00
3/12/2021	35068	Tozier Brothers, Inc.	71.87
3/12/2021	35069	United Way of Mason County	66.40
3/12/2021	35070	UniteGPS, LLC	624.00
3/12/2021	35071	U.S. Bank	4,927.95
3/12/2021	35072	Verizon Wireless	1,449.34
3/12/2021	35073	Voyager Fleet Systems, Inc.	4,980.36
3/12/2021	35074	Westbay Auto Parts	228.74
3/12/2021	35075	Whisler Communications	1,776.42
3/12/2021	35076	AWorkSAFE Service, Inc.	326.00
3/12/2021	35077	Washington State Park and Recreation Commission	150.00
Check Totals			<u>\$ 1,329,669.40</u>

Mason Transit Authority Credit Card Activity
 March 2021 Board Report

February 2021 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Tacoma Screw Products - Nuts, bolts	\$ 51.79
Uniform Allowance	The Shoppers - Work shirts	52.66
Employee Recognition	Fred Meyer - Employee of the year balloons	26.04
Employee Recognition	National Safety Council - Safety pins	154.80
Employee Recognition	Safeway - Danette cupcakes, card	47.08
Security Services	Checkr- background check	38.08
Postage	Shelton Mail and Ship - postage, parts return	42.42
Facility Repair/Maintenance	AirFiltersDelivered - HVAC filters	231.66
Facility Repair/Maintenance	AirFiltersDelivered - HVAC filters	567.16
Facility Repair/Maintenance	Amazon - Key box for schedulers	33.76
Facility Repair/Maintenance	Amazon - Wet vac	63.70
Facility Repair/Maintenance	Amazon - Wet vac	155.97
Facility Repair/Maintenance	Home Depot - Hardware for JP wall project	43.17
Facility Repair/Maintenance	NAPA - 10-30W for power plow	4.01
Facility Repair/Maintenance	Walmart - Vaccum	84.87
Facility Repair/Maintenance	Walmart - Vaccum	207.80
Operating Supplies	Amazon - Medicine cabinet restock	35.58
Operating Supplies	Amazon - Ops backpack	36.74
Operating Supplies	Amazon - Ops safety backpack	32.40
Operating Supplies	Amazon - Tire thumpers	43.38
Operating Supplies	Uline - Hot cups, vinyl envelopes	91.36
Operating Supplies	Walmart - Belfair base supplies	51.93
Office Supplies	Walmart - floor heater, tape	58.52
Shop Supplies	Toziers - Squeegee, goo gone	22.28
Shop Supplies	Tractor Supply - Hardware	4.33
Cleaning/Sanitation Supplies	Walmart - Bleach	6.40
Cleaning/Sanitation Supplies	Walmart - Handsoap for all TCC bathrooms	9.78
Cleaning/Sanitation Supplies	Walmart - Handsoap for all TCC bathrooms	23.94
Safety Training Material & Supply	Evergreen Safety Council - CPR/AED/BFA cards	257.86
IT Equipment	Amazon - Flash drives for general use, PRR	60.72
IT Equipment	Amazon - Headsets for board meetings	71.58
IT Equipment	Amazon - Individual printers and toner	462.14
IT Equipment	Amazon - Trackball mouse	32.54
Small Tools & Equipment	Harbor Frieght - Tools for JP wall project	114.87
Small Tools & Equipment	Harbor Frieght - Tools for JP wall project	166.23
Small Tools & Equipment	Tractor Supply - Tools	22.20
Safety Supplies	Amazon - Eye wash	52.64
Safety Supplies	Amazon - Eye wash	56.84
Safety Supplies	Amazon - Optic glass wipes	186.94
Safety Supplies	Amazon - Optic glass wipes	281.60
Safety Supplies	Amazon - Optic glass wipes refund, damaged	(186.94)

Mason Transit Authority Credit Card Activity
March 2021 Board Report

February 2021 Activity

<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
Safety Supplies	Emedco - Barrier tape	53.86
Safety Supplies	Walmart - Band-aids	17.76
Garbage	Shelton Transfer - Garbage disposal	53.63
Garbage	Shelton Transfer - Garbage disposal	71.87
Training / Seminars	Evergreen Safety Council - Instructor certification	20.00
Training / Seminars	Evergreen Safety Council - CPR renewal	20.00
Training / Seminars	WFOA - GAAP training	100.00
Training / Seminars	WMCA - Clerk certification credits	125.00
Training / Seminars	WSTIP - TSI Bus System Safety training	115.00
Passenger Parking Facilities	Glacier - Belfair parking	550.00
		<u>\$ 4,927.95</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Actionable*
Subject: Recommendation of HR Board Committee
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: MTA HR Board Committee
Date: March 16, 2021

Background:

The HR Board Committee met with MTA's Managers on March 8, 2021 to discuss the recruitment process. In the interest of time, the Committee agreed that recruitment should be for both internal and external applicants simultaneously.

The pros and cons were discussed relating to having the recruitment done internally using tools available to MTA's HR resources or hire an external recruitment consultant and weighing costs versus the impact on an already taxed Administrative Services team. After the discussion, it was agreed that the external recruitment consultant would be a better use of resources and time.

Three consulting firms were approached and Prothman was selected by the Committee for the following reasons:

1. One of the consulting firms listed its cost estimates on its website to be 30% of the annual salary, with MTA staff estimating it to be \$31,500.
2. One of the consulting firms declined the opportunity as they are currently unable to take on any more recruitments.
3. Prothman responded with a proposal and cost estimates of \$18,500 plus expenses for an estimated total of \$25,000. Additionally, staff spoke with other transit agencies that had worked with Prothman and provided praise about working with Prothman and its process.

A copy of the contract is attached providing information about Prothman and its recruitment process.

Contract has been reviewed by legal counsel.

Summary: MTA's HR Board Committee recommendations regarding General Manager Recruitment.

Fiscal Impact:

up to \$25,000

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-08 that approves the agreement with Prothman and authorizes the Interim General Manager to sign that Agreement.



March 9, 2021

Mr. Mike Ringgenberg
Interim General Manager
Mason Transit Authority
790 East Johns Prairie Road
Shelton, WA 98584

Dear Mr. Ringgenberg:

We thank Mason Transit Authority for its confidence in Prothman to assist in providing services for the recruitment of its new General Manager. The following represents a scope of work for these services and the associated professional fee and expenses.

Scope of Work

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review salary and determine if a salary survey is needed

Information Gathering and Research

We will travel to Mason Transit Authority or meet via phone or Zoom and spend as much time as it takes to learn everything we can about your organization and the qualities and experience the new General Manager will need to be successful. We will:

- ◆ Meet with Mason Transit Authority Board of Directors
- ◆ Meet with Interim General Manager
- ◆ Meet with Leadership Team, as directed
- ◆ Meet with Staff and other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience, education required and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position, and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to transit management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via personal emails, plus networking and outreach from our database and knowledge of potential transit management candidates.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Mason Transit Authority or meet via Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels, community tours and/or a public evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
- ◆ **Evening Reception**
You may wish to have a reception the evening before the interviews so that the Board of Directors, staff, and other stakeholders have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years/positions.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include the candidates' application materials and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to Mason Transit Authority and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a **General Manager Recruitment with a one-year guarantee is \$18,500**. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and onsite meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, at the beginning, half way, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. Mason Transit Authority will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites, and other advertising (approx. \$1,500 - 1,700)
- Direct mail announcements (approx. \$1,400 - 1,600)
- Interview Binders & printing of materials (approx. \$300 - 500)
- Delivery expenses for Interview Binders (approx. \$100 - 250)
- Consultant travel: Mileage at IRS rate, travel time (approx. \$220 - 260 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

MASON TRANSIT AUTHORITY

_____ Date

Name

Title

PROTHMAN

Sonja Prothman _____ 03/09/2021
Sonja Prothman Date
Vice President

RESOLUTION NO. 2021-08

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE AGREEMENT WITH PROTHMAN FOR RECRUITMENT
SERVICES FOR A NEW GENERAL MANAGER OF MASON TRANSIT
AUTHORITY AND AUTHORIZING THE INTERIM GENERAL MANAGER TO
SIGN THE AGREEMENT.**

WHEREAS, the Mason Transit Authority HR Board Committee (the "Committee") has explored a variety of options for recruiting a new General Manager; and

WHEREAS, the Committee presented to the Mason Transit Authority Board its recommendation to secure recruitment services provided by Prothman; and

WHEREAS, Prothman has provided an agreement that outlines its scope of work and fee, expenses and guarantee in connection with its services to recruit a new General Manager for Mason Transit Authority;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the agreement between Prothman and Mason Transit Authority in a total amount of not to exceed \$25,000, which amount includes \$18,500 for services plus expenses that are not to exceed \$6,500 (the "Agreement");

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

Adopted this 16th day of March, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Michael Ringgenberg, Interim 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 1 – *Actionable*
Subject: 2021 Certifications and Assurances
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date:

Background:

In order to receive federal grant assistance for either capital or operating, it is required by the Federal Transit Administration (FTA) that MTA complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all federal statutes, regulations, Executive Orders and administrative requirements applicable to applications made to and grants received from the Washington State Department of Transportation (WSDOT).

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

Summary: Approve and authorize the Board Chair to sign FTA Fiscal Year 2021 Certifications and Assurances.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2021 Certifications and Assurances to acknowledge compliance as required.



March 16, 2021

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

Dear Ms. Rea:

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

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

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

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

Sincerely,

Sharon Trask
Chair of the Authority Board
Mason Transit Authority

ST:tb

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

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

Name of Applicant: **Mason Transit Authority**

The Applicant certifies to the applicable provisions of categories 01–21. X

Or,

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

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

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Construction Hiring Preferences

20 Cybersecurity Certification for Rail Rolling Stock and Operations

21 Tribal Transit Programs

FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: **Mason Transit Authority**

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature _____ Date: March 16, 2021

Sharon Trask, Board Chair
Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): Mason Transit Authority

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

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

Signature _____ Date: March 16, 2021

Robert W. Johnson
Name _____ Attorney for Applicant

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

Certifications & Assurances

Fiscal Year 2021

For Federal fiscal year 2021, FTA made the following changes to the annual Certifications and Assurances. This document is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Added coronavirus relief and CARES Act certification

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Pub. L. 116–260, Div. M), requires that, to the maximum extent possible, funds made available under the Act and in title XII of division B of the CARES Act (Pub. L. 116–136) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation), unless the recipient certifies that it has not furloughed any employees.

Removed certification regarding restricted telecommunications and video surveillance equipment and services

The John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232, § 889 (Aug. 13, 2018), prohibits FTA from obligating or expending grant funds to acquire “covered telecommunications equipment or services” from companies based in the People’s Republic of China after August 13, 2020. For Fiscal Year 2020, FTA required applicants to certify that they would not use Federal funds to acquire the covered equipment or services after the effective date. The covered equipment and services still are ineligible for Federal funding, however, in August 2020, the U.S. Office of Management and Budget added a new regulation, 2 CFR § 200.216 (“Prohibition on certain telecommunications and video surveillance services or equipment”), rendering FTA’s certification unnecessary.

Updated certification regarding public transportation agency safety plans (PTASP)

For Fiscal Year 2020, FTA required this certification from each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d) by July 20, 2020. FTA updated the annotation before this certification to reflect that the effective date has passed and certification is required.



(Note: On April 22, 2020, FTA published a temporary Notice of Enforcement Discretion stating that, in light of the extraordinary operational challenges presented by the COVID-19 public health emergency, FTA would refrain from taking enforcement action until December 31, 2020, if an FTA recipient or subrecipient subject to the PTASP regulation is unable to certify that it has established an Agency Safety Plan that complies with the regulation. On December 11, 2020, FTA published a second Notice of Enforcement Discretion extending the period of nonenforcement to July 20, 2021.)

Added catch-all certification for Public Transportation on Indian Reservations Formula and Discretionary Programs (Tribal Transit Programs)

To reduce confusion and administrative burden on federally recognized Indian tribes, FTA created a catch-all certification for the Tribal Transit Programs. Tribal Transit Program applicants may certify to this catch-all Category and Category 1 (Certifications and Assurances Required of Every Applicant), and need not make any other certification to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

Washington State Department of Transportation									
FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339									
SUBRECIPIENT SERVICE AREA INFORMATION									
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers					
	Mason Transit Authority	International Association of Machinists and Aerospace Workers, Lodge 160	Intercity Transit	International Association of Machinists and Aerospace Workers, Lodge 160					
	Mike Ringgenberg	Greg Heidal	Heather Stafford-Smith	Greg Heidal					
	790 East Johns Prairie Road Shelton, WA 98584	9135-15th Pl. S., 2nd Floor Seattle, WA 98108	P.O. Box 659 Olympia, WA 98507	9135-15th Pl. S., 2nd Floor Seattle, WA 98108					
	360-432-5750	253-468-6873	360 705-5861	253-468-6873					
	mringgenberg@masontransit.org	greg@iam160.com	hsmith@intercitytransit.com	greg@iam160.com					
			Intercity Transit <i>(continued)</i>	Amalgamated Transit Union					
				Local 1765					
				David Sharwark					
				906 Columbia Street SW					
				Olympia, WA 98501					
				360-229-9869					
				president.ba@atu1765.org					

Washington State Department of Transportation									
FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339									
SUBRECIPIENT SERVICE AREA INFORMATION									
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers					
			Kitsap Transit	Amalgamated Transit Union Local 587					
			Angela Moreno 60 Washington Avenue, Suite 200 Bremerton, WA 98337	Representing ACCESS and Routed Operators 2815 Second Ave., Suite 230 Seattle, WA 98121 Michael Shea, President					
			360-478-5865	206-448-8588 206-448-4482 (fax)					
			AngelaM@KitsapTransit.com	mshea@president@atu587.org					
			Kitsap Transit (continued)	International Association of Machinists and Aerospace Lodge 160, Local Lodge 282 (representing Maintenance) Greg Heidal 9135-15th Pl. S., 2nd Floor Seattle, WA 98108					
				253-468-6873					
				greg@iam160.com					

Washington State Department of Transportation									
FTA FUNDING SOURCES - SECTIONS 5309, 5311, and 5339									
SUBRECIPIENT SERVICE AREA INFORMATION									
FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Other Service Area Public Transit Providers					
			Kitsap Transit <i>(continued)</i>	Teamsters, Local 589					
				Local 587					
				Representing ACCESS and Routed Operators					
				2815 Second Ave., Suite 230					
				Seattle, WA 98121					
				Michael Shea, President					
				206-448-8588					
				206-448-4482 (fax)					
			Jefferson Transit	Amalgamated Transit Union					
				Local 587					
			Tammi Rubert	Representing Dial-A-Ride and Routed Operators					
			634 Corners Road	2815 Second Avenue, Suite 230					
			Port Townsend, WA 98368	Seattle, WA 98121					
				Ken Price, President					
			360-385-3020, ext. 107	206-448-8588					
				206-448-4482 (fax)					
			Trubert@jeffersontransit.com	Kprice.president@atu587.org					

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Third Amendment to Agreement GCB2304
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Background:

The Third Amendment to Capital Construction Grant Agreement GCB2304 between WSDOT and MTA is included herein. Agreement GCB2304 relates to the Park and Ride Development grant.

While staff was in discussions with WSDOT relating to the matching funds requirements of GCB2304, it was discovered that the required total match amount is \$1,187,500; the 20% Contractor Fund/Match requirement on the \$4,750,000 Regional Mobility Funds received. This Third Amendment GCB2304-03 recognizes \$433,366 in additional Contractor Funds, necessary to align to the allocation of funds between Regional Mobility Funds and State Multimodal Funds as the project has progressed.

The Projected Funds of \$3,085,000 to be used to complete the Belfair project in the next biennium are from the State Multimodal Fund and are match free.

Also included in the Third Amendment is a Project Milestone inserted by WSDOT; all park and ride projects within to be operationally complete by 04/2023.

This Third Amendment has been reviewed by legal counsel.

Summary: Approve Third Amendment to Agreement GCB2304.

Fiscal Impact:

\$433,366 increase in Contractor Funds.

MTA previously encumbered \$950,000 for the match requirement on GCB2304; the encumbrance has been updated to reflect the actual match of \$1,187,500.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-09 that approves the Third Amendment to Capital Construction Grant Agreement GCB2304 and authorizes the Interim General Manager to sign that agreement.

This is the THIRD AMENDMENT to AGREEMENT GCB2304 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Mason Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITAL

WHEREAS, WSDOT amends AGREEMENT GCB2304 to:

- Align the terms and biennial aging of the contract with the most recent enacted budget bill; and
- Add \$433,366 in Contractor’s Funds; and
- Incorporate the Project Milestone table into Exhibit I – Scope of Project and Budget.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB2304.

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend Caption heading ‘Term of Project’ on the first page of the AGREEMENT to read as follows:

Term of Project: July 1, 2015 through June 30, 2023

3. Amend Caption heading ‘PROJECT COSTS’ on the first page of the AGREEMENT to read as follows:

Project Costs:		
Prior State Funds	\$	1,534,140
19-21 Current State Funds	\$	4,715,860
21-23 Projected State Funds	\$	3,085,000
<hr/>		
Total Grant Funds	\$	9,335,000
Contractor's Share	\$	1,187,500
Total	\$	10,522,500

4. Amend the current language set forth in Exhibit I - Scope of Project and Budget - to read as follows:

Funding by Project:

Project A: Park and Ride Development

UPIN: 20150024; G2000042

Scope of Work: To provide capital funding assistance to complete the design, land/Right of Way (ROW) acquisition, and construction of three new park and ride lots and adding capital enhancements to existing park and ride lots including bus passenger shelters, lighting, video security and charging stations for electric vehicles in Mason County.

Funds	Prior Funds	2019-2021 Funds	Projected Funds	Total
State Regional Mobility Grant Funds	\$ 667,140	\$ 4,082,860	\$ 0	\$ 4,750,000
State Multimodal Funds	\$ 867,000	\$ 633,000	\$ 3,085,000	\$ 4,585,000
Contractor's Funds	\$ 340,030	\$ 847,470	\$ 0	\$ 1,187,500
Total Project Funds	\$ 1,874,170	\$ 4,885,875	\$ 3,085,000	\$ 10,522,500

5. Incorporate the Project Milestone table into Exhibit I – Scope of Project and Budget - as follows:

Project Milestone

Phases	Date
Preliminary Engineering Start Date	12/2016
Right of Way Certification (if applicable)	6/2017
Contract Award Date	8/2020
Construction Operationally Completed	4/2023

Note: The Project Milestone table is for planning purposes. While the total funding and match (contractor's funds) must be maintained, funding may be moved to different phases as mutually agreed upon by both PARTIES.

6. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the “AGREEMENT” shall mean “AGREEMENT as amended.”

7. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

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

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
WSDOT Public Transportation Division

By: _____
Authorized Representative

Title: _____

Print Name: _____

Date: _____

Date: _____

RESOLUTION NO. 2021-09

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE THIRD AMENDMENT TO AGREEMENT GCB2304
BETWEEN MASON TRANSIT AUTHORITY AND WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AND AUTHORIZING THE INTERIM
GENERAL MANAGER TO EXECUTE SAME.**

WHEREAS, Mason Transit Authority staff was recently in discussions with the Washington State Department of Transportation and it was discovered that the required total match amount is \$1,187,500, which represents the 20% Contractor Fund/Match requirement on the \$4,750,000 Regional Mobility Funds received; and

WHEREAS, as a result of the correction of the match amount, it will be necessary for Mason Transit Authority enter into the Third Amendment to Agreement GCB2304 to correct the Contractor Match Funds amount as well as amend the Term of the Project to be July 1, 2015 through June 30, 2023;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD to approve the Third Amendment to Agreement GCB2304 providing for the \$433,366 increase in Contractor Fund/Match requirement and Term of Project to be July 1, 2015 through June 30, 2023; and

BE IT FURTHER RESOLVED that the Interim General Manager is authorized to execute the Third Amendment to Agreement GCB2304.

Adopted this 16th day of March, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Mike Ringgenberg, Interim 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 3 – *Actionable*
Subject: Request for Approval of Additional FTEs
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Background:

The 2021 Budget by the Board was prepared with impacts anticipated by both the COVID-19 pandemic and the possible outcome of I-976. Since that time, it has become apparent that two additional FTEs are needed to keep up with demands that we anticipate will continue to grow throughout 2021. In an effort to maximize MTA's staff throughout the agency, two drivers have been working with the Maintenance team as bus cleaners in response to COVID-19 needs. More recently, the Operations team has had to call upon those drivers almost daily to fill in driver needs to keep service operating. The Maintenance team also needs predictable staffing to clean the buses.

Additionally, the COVID-19 Coordinator/Driver was designed as a temporary position, providing for a driver available part time when not attending to the COVID-19 matters. Since that time, it is clear that MTA will need to have a full-time Operations Coordinator with a focus on COVID-19 matters.

We are requesting approval of adding two new FTEs, specifically, a bus cleaner for the Maintenance Team and an Operations Coordinator for the Operations team, so that MTA can continue to serve its community with a sufficient amount of staff.

As we look further into 2021, we anticipate we will be coming to the Board to hire four new driver positions as ridership continues to grow in response to the vaccine rollout.

Summary: Requesting approval for two (2) new FTEs.

Fiscal Impact:

No fiscal impact at this time. We will monitor the impact to determine if a budget amendment will be needed this year.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the hiring of two new FTEs.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Informational*
Subject: Public Relations Report
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Background:

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



MARKETING REPORT

Social, PR, Advertising and Google Analytics

PREPARED FOR
**MASON TRANSIT
AUTHORITY**

For activity in February 2021

JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications



February Activity

- 4 social posts each on Facebook and Twitter
- 50,667 people saw the posts on Facebook and Twitter combined (paid and organic reach)
- Facebook posts garnered 3,293 engagements (reactions, comments, shares, clicks)
- The Employee of the Year announcement received 49 reactions and 22 congratulatory comments
- Two news releases resulted in three news stories
- Ads were placed in Shelton-Mason County Journal and MasonWebTV.com.
- Overall Google Analytics showed 36% more visitors to the website than our benchmark month of Oct. 2020.









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



Facebook posts

Results include organic and paid posts





	Reach (how many people saw your post)	Engagements (likes, comments, shares, page clicks)	Post content
Feb. 3	5,513	1,207	 Trip Planner
Feb. 10	604	206	 Employee of the Year
Feb. 17*	43,743	1,516	 Reminder: New Route 16
Feb. 25	171	9	 Dial-A-Ride

*Larger ad budget reached more people



Twitter posts

Organic posts only; no paid spots

	Impressions (number of times users saw the Tweet)	Engagements (clicks, retweets, replies, follows, likes)	Post content	
Feb. 3	227	3		Trip Planner
Feb. 10	224	6		Employee of the Year
Feb. 17	101	6		Reminder: New Route 16
Feb. 25	84	5		Dial-A-Ride



Press releases

Two news releases distributed

- Feb. 2: New route 16
- Feb. 10: Employee of the Year

Articles appeared in at least three media:

- Mason WebTV
- South Sound Business online
- Squaxin Tribe newsletter



MASON TRANSIT AUTHORITY
Providing public transit to Mason County and beyond since 1992!!

February 10, 2021

Contact:

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



Trina Gwerder Named Mason Transit Employee of the Year

SHELTON, WA – For keeping daily operations running smoothly and for inspiring employees during a challenging time for our community, Trina Gwerder has been named Mason Transit Authority's Employee of the Year.

Gwerder has worked at Mason Transit Authority for 14 years, starting out as a shelter monitor. As one of three operations supervisors, she plans, supervises and coordinates transit schedules and services. In addition, she supervises about 34 drivers.

In nominating her, coworkers described Gwerder as having "the biggest heart and compassion for the customers we serve." Other nominations noted that Gwerder is fair, caring and provides guidance "in an uplifting way that leaves you wanting to perform to the best of your ability."

"Trina keeps everything running smoothly. She cares about people and leads by example. We are very lucky to have her at MTA," said Danette Brannin, Mason Transit general manager.

When she's not working, Gwerder plays softball and spends time with family. She likes hiking, camping, working out and riding dirt bikes with her family.

Staff nominate fellow employees for Employee of the Year every February. Mason Transit leadership and the Employee Engagement Committee team select the recipient based on employee nominations.

*Mason Transit Authority serves the Mason County community and connects with area transit systems including Grays Harbor Transit, Intercity Transit (Thurston County), Jefferson Transit, Kitsap Transit, Squaxin Island Transit, and Sound Transit, which in turn provides connections to the ferries, Amtrak and Greyhound service. **You can go anywhere from here!** Mason Transit Authority is a partner in the Health & Safety Commitments Program of The American Public Transportation Association.*



NEWS

Mason Transit Authority Adds New Route to Olympia

Mason Transit Authority announced that it has added for commuters a bus route between Olympia and Shelton.

The new Route 16 runs in the morning and in the evening with few stops along the way.

The route currently runs between the Transit-Community Center in Shelton and the Olympia Transit Center, with a stop at the Kamilche Transit Center. The Shelton Matlock Park and Ride will be added to the schedule

MasonWebTV.com
 News, Sports, Information & Live Broadcasts for Mason County, Washington

NEWS | ELECTION | SPORTS | OPINIONS & EDITORIALS | COMMUNITY EVENTS | MASON COUNTY COMMISSION | LIVE & ARCHIVE

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KLAH-CHE-MIN
 A PUBLICATION OF THE SQUAXIN ISLAND TRIBE

MARCH 2021 dibəl tī 'acacittalbiḡ' gəb tī x'olə yax' tī stullulok' yax' tī calcaləb. COMPLIMENTARY

Emergency

Clean Out Your Medicine Cabinet 360-427-9670 ext. 400

Squaxin Police Department
 Office Hours Monday - Friday 8:00-4:00
 (360) 432-3831

PUD No. 3 Outage Hotline
 (360) 426-8255

Mason County Police Dispatch Non-Emergency
 (360) 426-4441

Mason County Fire Non-Emergency
 (360) 426-3348

MASON TRANSIT AUTHORITY
 Providing public transit to Mason County and beyond since 1992!!

Mason Transit Authority has added a bus route between Olympia and Shelton. Convenient for commuters, the new Route 16 runs between the Transit-Community Center in Shelton and the Olympia Transit Center, with a stop at the Kamilche Transit Center.

The Shelton Matlock Park & Ride will be added to the schedule when the Park & Ride is complete.

Route 16 operates Monday through Friday. Riders pay \$1.50 fare because the route travels outside Mason County. (Fully in-county routes are fare free.)

For the Route 16 schedule and more information, visit:
<http://www.masontransit.org/route-16-to-olympia>
 OR call (360) 427-5033, toll free (800) 374-3747



Advertising approach

- Scheduled for February-March
- Highlight Employee of the Year
- Position Mason Transit as a team deeply committed to community service
- Ads appeared in Shelton-Mason County Journal (digital and print) and MasonWebTV.com (digital).
- Web banners were created and posted on MasonTransit.com and the transit kiosk



← → ↻ ⚠ Not secure | masoncounty.com 🔍 ☆ ⚙️ ☰ 👤 ⋮

📱 Apps 📧 Gmail 📺 YouTube 📍 Maps 🛒 Amazon.com 📋 4 Steps to Perform...

Rushing a victory

Shelton High School senior quarterback Danny Mendible-Lopez rushes past a Kingsley defender toward the end zone Saturday at Jack Blank Field at Highlander Stadium in Shelton. The Clatsops defeated the Successors 22-6. Journal photo by Justin Johnson

For more of the Shelton-Mason County Journal, subscribe to our weekly edition.

Shelton-Mason County Journal

Lobby Hours Mon.-Fri. 8:30am-12:00pm

With Social Distancing, 6' and mask required please. Be safe. We care.

Congratulations Trina Gwerder!

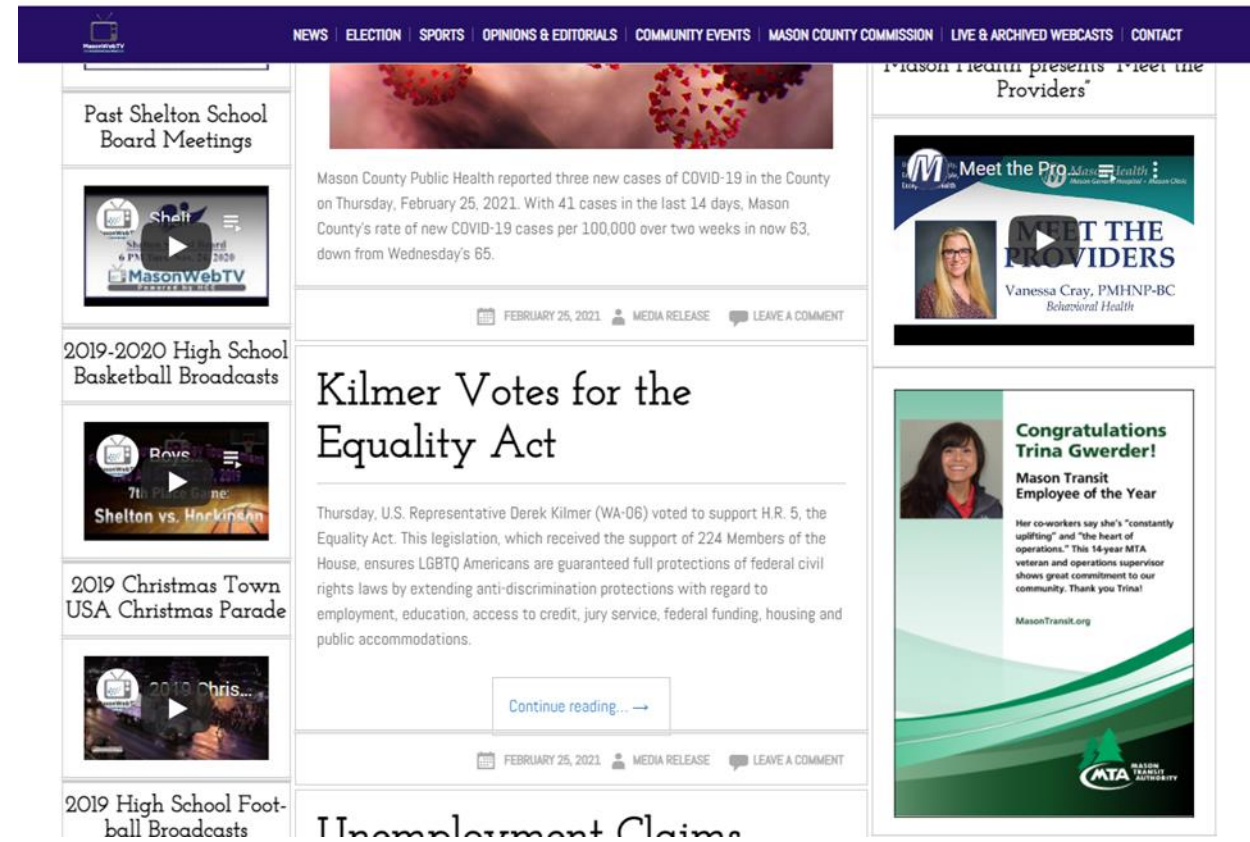
Mason Transit Employee of the Year

Her co-workers say she's "constantly uplifting" and "the heart of operations." This 14-year MTA veteran and operations supervisor shows great commitment to our community. Thank you Trina!

MasonTransit.org

Shelton-Mason County Journal

Web Ad – 5 weeks starting Feb. 25

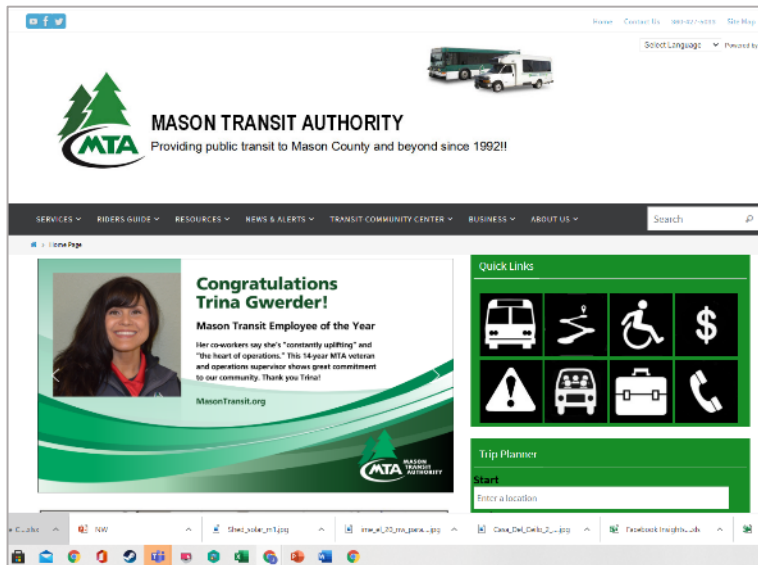


Mason WebTV.com

Web Ad – Feb. 25 – March 25 (We can change out earlier or later as needed. Year-long contract.)



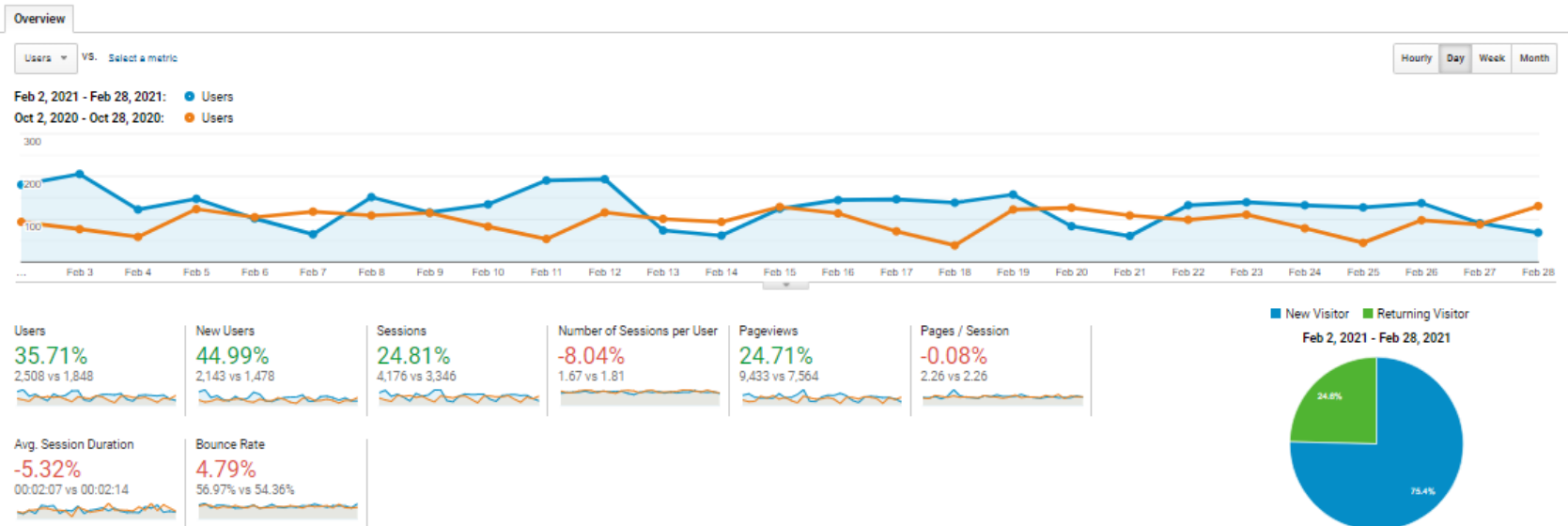
Web and kiosk banners





Google Analytics - Audience

- New visitors make up 75% of website users
- Website users are up 36% compared to Oct., 2020 baseline
- New users are up 45% compared to Oct., 2020 baseline
- Sessions (# of times someone uses the site) are up 25% compared to Oct. 2020 baseline



Google Analytics - Source

- All sources for website visitors are up.
- The “Direct” segment indicates 35% of users are going to a page URL from direct link via an ad, news story or other source.
- Nearly 9% of users are coming to the website from social media--up over 2,000% from the Oct. 2020 benchmark.





Google Analytics - Pages

- Most commonly used page is for bus schedules; this is up 21% over Oct. 2020 benchmark.
- The home page was viewed 40% more than during Oct. 2020.
- Routes 6, 1 and 3 are most commonly viewed by web visitors.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances
	24.71% ▲ 9,433 vs 7,564	23.20% ▲ 7,116 vs 5,776	5.07% ▼ 00:01:41 vs 00:01:46	25.04% ▲ 4,175 vs 3,339
1. /busschedules/				
Feb 2, 2021 - Feb 28, 2021	1,500 (15.99%)	777 (10.92%)	00:00:28	576 (13.80%)
Oct 2, 2020 - Oct 28, 2020	1,237 (16.35%)	663 (11.48%)	00:00:45	484 (14.50%)
% Change	21.26%	17.19%	-37.24%	19.01%
2. / HOMEPAGE				
Feb 2, 2021 - Feb 28, 2021	1,459 (15.47%)	1,149 (16.15%)	00:01:11	1,040 (24.91%)
Oct 2, 2020 - Oct 28, 2020	1,039 (13.74%)	811 (14.04%)	00:01:02	717 (21.47%)
% Change	40.42%	41.68%	13.82%	45.05%
3. /route-6toolympia/				
Feb 2, 2021 - Feb 28, 2021	797 (8.45%)	642 (9.02%)	00:03:04	335 (8.02%)
Oct 2, 2020 - Oct 28, 2020	743 (9.82%)	642 (11.11%)	00:03:05	354 (10.60%)
% Change	7.27%	0.00%	-0.66%	-5.37%
4. /route-1/				
Feb 2, 2021 - Feb 28, 2021	658 (6.98%)	493 (6.93%)	00:03:00	253 (6.06%)
Oct 2, 2020 - Oct 28, 2020	629 (8.32%)	496 (8.59%)	00:02:58	288 (8.63%)
% Change	4.61%	-0.60%	0.93%	-12.15%
5. /route-3/				
Feb 2, 2021 - Feb 28, 2021	513 (5.44%)	394 (5.54%)	00:02:40	236 (5.65%)
Oct 2, 2020 - Oct 28, 2020	535 (7.07%)	444 (7.69%)	00:03:15	282 (8.45%)
% Change	-4.11%	-11.26%	-18.08%	-16.31%

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Informational*
Subject: Change Order 001 – Belfair Park & Ride
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Background:

The Change Order 001 costs relate to revising the water line and fire line at the Belfair Park and Ride (Log Yard Road) to meet revised Mason County Fire Marshall and Belfair Water District requirements. The work being accomplished is more fully described in the attached change order.

The costs covered by Change Order 001 are within the procurement limits of the General Manager.

Summary: Information provided regarding Change Order 001.

Fiscal Impact:

\$24,652.05.

MTA Park and Ride Construction Project

Mason Transit Authority

Construction Change Directive: 001

March 11, 2021

Contract Modification:

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

1. Revise the water line and fire line at the Belfair (Log Yard Road) park and ride to meet revised Mason County Fire Marshall and Belfair Water District requirements.

Attachments:

1. Rognlin's Cost Breakdown

PROPOSED CONTRACT ADJUSTMENTS:

The contract sum will be adjusted on the following basis:

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

As follows: Time and Materials:

The contract time will:

Remain unchanged:

(Increase) (Decrease) by _____ days

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

Issued By:  Date: 3/11/21
SCJ Alliance

Approved By:  Date: 3/12/2021
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: _____
Rognlin's, Inc.

**CHANGE ORDER
001**

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

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

CHANGE ORDER NO.: 001

DATE: March 11, 2021

ENGINEER'S PROJECT NO.: 738.05

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

The Contract is changed as follows:

See attached detailed listing for CCD 001 \$24,652.05

Total Change Order # 001 \$24,652.05

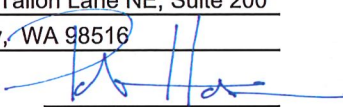
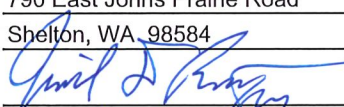
This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

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

Net change by previously authorized Change Orders \$0.00
 The (Contract Sum) (~~Guaranteed maximum Price~~) prior to this Change Order was \$3,875,750.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased) (unchanged) by this Change Order in the amount of \$24,652.05
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$3,900,402.05

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	CONTRACTOR	OWNER
SCJ Alliance	Rognlin's, Inc,	Mason Transit Authority
8730 Tallon Lane NE, Suite 200	321 W. State Street	790 East Johns Prairie Road
Lacey, WA 98516	Aberdeen, WA 98520	Shelton, WA 98584
BY 		
DATE 3/11/21		3/12/2021



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

**Mason Transit Authority
 Park & Ride Project
 COP #01.1
 Water Line Revisions**

Scope of Work:

Construct water line revisions per drawing emailed on 2/26/21. These include re-routing the 8" main for a future connection, eliminating the loop around the building, deleting 2 hydrants, installing underground vault w/ a DCVA, deleting the check valve assembly inside the building, re-routing the domestic service, adding an air/vac assembly, adding an inline blow-off assembly, and sleeving sewer pipe at crossings. This revision is to change fire line from 5" to 4" and use 575 vault for DCVA.

Labor

	Base Hourly Wage Rate			
Operating Engineer Foreman	14	Hrs. @	\$84.55	\$1,183.70
Laborer Foreman	0	Hrs. @	\$65.50	\$0.00
Laborer	14	Hrs. @	\$62.09	\$869.26
Flagger	0	Hrs. @	\$52.97	\$0.00
Carpenter Foreman	0	Hrs. @	\$80.91	\$0.00
Pipelayer	14	Hrs. @	\$63.17	\$884.38
Truck Driver	0	Hrs. @	\$72.71	\$0.00
Operating Engineer	28	Hrs. @	\$80.56	\$2,255.68
			<i>Labor Subtotal</i>	\$5,193.02
			<i>Overhead and Profit on Labor @ 31%</i>	\$1,609.84
			Labor Total	\$6,802.86

Equipment

160 Excavator	14	Hrs. @	\$95.92	\$1,342.88
544 Loader	14	Hrs. @	\$54.21	\$758.94
	0	Hrs. @	\$0.00	\$0.00
	0	Day @	\$0.00	\$0.00
	0	Day @	\$0.00	\$0.00
			<i>Equipment Subtotal</i>	\$2,101.82
			<i>Overhead and Profit on Equipment @ 21%</i>	\$441.38
			Equipment Total	\$2,543.20

Materials

HD Fowler Quote	1	LS	\$10,104.66	\$10,246.66
4" PVC C900 (for sleeving 2" sewer transport pipe)	20	LF	\$4.80	\$96.00
8" PVC C900 (for sleeving 4" sewer gravity pipe)	40	LF	\$16.65	\$666.00
Thrust Blocks, & Misc.	1	LS	\$500.00	\$500.00
Pipe Bedding	-28	TN	\$11.25	-\$315.00
				\$0.00

Material Use Tax @ 8.5%	\$951.46
	<u>Materials Subtotal</u> \$12,145.12
	Overhead and Profit on Materials @ 21% \$2,550.48
	Material Total <u>\$14,695.60</u>

Special Svcs.

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

Subcontractors

Columbia Fire - Delete Backflow Assembly	-\$1,455.00
Core Driller	\$800.00
Mtn2Coast Survey	\$1,200.00
	<u>Subcontractor Subtotal</u> \$545.00
	Overhead and Profit on Subcontractors Work @ 12% \$65.40
	Subcontractor Total <u>\$610.40</u>

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

COP Total \$24,652.05

Time Extension Requested: 0 Days

DOES NOT INCLUDE WA. STATE SALES TAX



Customer: BIDDING CONTRACTORS
 Estimator: Mark Wilmes
 Job Name: MTA WATER/FIRE CHANGE
 Location: BELFAIR

Quote #: M439909.1
 Bid Date: 3/26/2021

Line	Qty	UoM	Description	Unit Price	Extended Price
DELETED ITEMS					
1	-219	FT	8" CL 52 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	19.45	-4,259.55
2	-54.75	FT	6" CL 52 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	14.16	-775.26
3	-2	EA	8" MJ TEE DI, AWWA C153, C/L LESS ACCESSORIES (90 LBS)	199.09	-398.18
4	-1	EA	6" MJ X MJ ADAPTER (ADAPTER & ACCESSORY PACK)	105.37	-105.37
5	-2	EA	8" X 6" MJ BXB REDUCER DI, AWWA C153, C/L LESS ACCESSORIES (40 LBS)	63.64	-127.28
6	-1	EA	8" FL TEE DI, AWWA C110, C/L (179 LBS)	319.92	-319.92
7	-1	EA	8" X 6" FL TEE DI, AWWA C110, C/L (183 LBS)	276.49	-276.49
8	-4	EA	8" DUCTILE IRON MJ X FLG GATE VALVE AWWA C515 RESILIENT SEAT, LESS MJ ACCESSORIES (180 LBS)	783.70	-3,134.80
9	-2	EA	6" DUCTILE IRON MJ X MJ GATE VALVE AWWA C515 RESILIENT SEAT, LESS ACCESSORIES (120 LBS)	537.48	-1,074.96
10	-1	EA	6" DUCTILE IRON MJ X FLG GATE VALVE AWWA C515 RESILIENT SEAT, LESS MJ ACCESSORIES (111 LBS)	537.48	-537.48
11	-2	EA	M&H 129S FIRE HYDRANT, 6" MJ BASE, 4'0" BURY, 5-1/4" MVO, LESS MJ ACC, YELLOW	1,650.00	-3,300.00
12	-1	EA	4-1/2" NST PUMPER NOZZLE FOR M&H 929 & 129 HYDRANT PART# 23		
13	-2	EA	6" X 5'0" DIP SPOOL FLG X PE, CEMENT LINED, ASPHALTIC COATING OUTSIDE	244.09	-488.18
14	-2	EA	6" X 2" IP TAPT BLIND FLANGE DI, AWWA C110 NORMALLY BARE FINISH (28 LBS)	77.83	-155.66
15	-1	EA	6" MJ X FL 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (46 LBS)	113.77	-113.77
16	-1	EA	6" X 7'0" GALV SPOOL, FLG (GALV) X THREAD	367.62	-367.62
17	-1	EA	6" 90 DEGREE SIAMESE CONNECTION ROUGH BRASS MARKED "AUTO SPRINKLER" (2) 2-1/2" HOSE CONNECTION WITH CLAPPERS	498.51	-498.51
			Section Subtotal:		-15,933.03
ADDITIONAL ITEMS					
18					
19			WATER LINE		
20	1	EA	8" X 6" MJ X FL TEE DI, AWWA C153, C/L LESS ACCESSORIES (86 LBS)	251.35	251.35
21	1	EA	8" X 4" MJ X FL TEE DI, AWWA C153, C/L LESS ACCESSORIES (79 LBS)	248.93	248.93
22	2	EA	8" MJ 22-1/2 ELBOW DI, WWA C153, C/L LESS ACCESSORIES (51 LBS)	144.76	289.52

23			USE RESTRAINING KIT, FLG KIT AND GASKET FROM ORIGINAL ORDER		Note
24					
25			BLOW OFF ASSEMBLY		
26	1	EA	8" X 2" IP TAPT BLIND FLANGE DI, AWWA C110 NORMALLY BARE FINISH (43 LBS)	196.36	196.36
27	12	EA	8" FIELD LOCK TYTON JOINT GASKET SB RUBBER IMPORT ANSI/AWWA C111/A21.11	99.99	1,199.88
28	1	EA	2" X 4" SCH 40 GALVANIZED NIPPLE A53 ERW	4.11	4.11
29	1	EA	3" X 2" SCH 40 GALVANIZED REDUCER IMPORT	29.08	29.08
30	1	EA	3" X 24" SCH 40 GALVANIZED NIPPLE A53 ERW	61.18	61.18
31	1	EA	3" SCH 40 GALVANIZED 90 ELBOW IMPORT	38.94	38.94
32	1	EA	3" X 36" SCH 40 GALVANIZED NIPPLE A53 ERW	94.97	94.97
33	1	EA	3" SCH 40 GALVANIZED COUPLING IMPORT	30.57	30.57
34	1	EA	3" SCH 40 PVC PLUG T	3.12	3.12
35			USE 8" GATE VALVE, RESTRAINT KIT, FLG KIT AND GASKET, VALVE BOX FROM ORIGINAL SHIPMENT		Note
36					
37			FIRE LINE		
38	164.25	FT	4" CL 52 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	27.44	4,507.02
39	9	EA	4" FIELD LOCK TYTON JOINT GASKET SB RUBBER IMPORT ANSI/AWWA C111/A21.11	65.22	586.98
40	3	EA	4" MJ 45 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (22 LBS)	58.87	176.61
41	2	EA	4" MJ 22-1/2 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (21 LBS)	55.57	111.14
42	10	EA	4" WEDGE ACTION MJ KIT FOR DI PIPE W/BOLTS, WEDGE ACTION GLAND & GASKET (BOXED WITH BLACK LETTERING)	41.35	413.50
43			BUILDING RISER		
44	1	EA	4" MJ 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (26 LBS)	70.78	70.78
45	1	EA	4" X 5'0" DIP SPOOL FLG X PE, CEMENT LINED, ASPHALTIC COATING OUTSIDE	253.00	253.00
46	1	EA	4" X 2" IP TAPT BLIND FLANGE DI, AWWA C110 NORMALLY BARE FINISH (14 LBS)	88.44	88.44
47	2	EA	4" WEDGE ACTION MJ KIT FOR DI PIPE W/BOLTS, WEDGE ACTION GLAND & GASKET (BOXED WITH BLACK LETTERING)	41.35	82.70
48	1	EA	4" PLATED BOLT & NUT KIT, A307 GRADE A, (8EA 5/8" X 3" BOLT WITH NUT) IMPORT	7.92	7.92
49	1	EA	4" FLANGE-TYTE RING GASKET SBR NSF RATED IMPORT	15.28	15.28
50					
51			DOUBLE DETECTOR ASSEMBLY AND VAULT		
52	***	EA	OLDCASTLE 612-LA BASE, SOLID CENTER, TOP WITH 36"X72" LW HATCH OFFSET, 6' LADDER WITH 8" STANDOFFS	14,725.00	***
53	1	EA	OLDCASTLE 577 SOLID WALL BASE, WITH 57 COVER AND 36" X60" LW HATHC, 6' LADDER WITH 8" STANDOFF	8,357.00	8,357.00
54	***	EA	OLDCASLTE 575 SOLID BASE, 57 COVER WITH 36" X 60" LW HATCH, 4' LADDER WITH 8" STANDOFF	8,215.00	***
55			CONTRACTOR TO FIELD CORE ALL PENETRATIONS		Note
56					
57	1	EA	4" 350ASTDA STAINLESS DOUBLE CHECK DETECTOR W/OS & Y GATE VALVES AND C/F METER WILKINS	1,858.00	1,858.00
58	2	EA	TAMPER SWITCH FOR OS & Y GATE VALVE	118.35	236.70
59	2	EA	4" MJ X FL ADAPTER DI, AWWA C153, C/L LESS ACCESSORIES (24 LBS)	67.47	134.94

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60	2	EA	4" WEDGE ACTION MJ KIT FOR DI PIPE W/BOLTS, WEDGE ACTION GLAND & GASKET (BOXED WITH BLACK LETTERING)	41.35	82.70
61	8	EA	3/4" STAR BOLT 4-1/2" LONG	11.65	93.20
62	40	FT	3/4" HOT DIPPED GALVANIZED ALL THREAD A36 ROD 10 FT LENGTH IMPORT	5.00	200.00
63	8	EA	3/4" HOT DIPPED GALVANIZED WASHER IMPORT	0.37	2.96
64	8	EA	3/4" HOT DIPPED GALVANIZED NUT IMPORT	0.33	2.64
65	1	EA	KENNEDY #7071 4" P I VALVE MJ X MJ RESILIENT SEAT UL/FM DI LESS MJ ACCESORIES	498.03	498.03
66	1	EA	4" MJ X MJ ADAPTER (ADAPTER & ACCESSORY PACK)	97.22	97.22
67	1	EA	4" MJ X FL TEE DI, AWWA C153, C/L LESS ACCESSORIES (38 LBS)	104.92	104.92
68	1	EA	4" MJ X FL 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (28 LBS)	69.95	69.95
69	1	EA	4" X 4'0" DIP SPOOL FLG X PE, CEMENT LINED, ASPHALTIC COATING OUTSIDE	239.00	239.00
70	1	EA	KENNEDY #1126A 4" UL/FM CHECK VALVE FLANGED RUBBER FACE 13" LAYING LENGTH FUSION EPOXY IN/OUT	856.06	856.06
71	1	EA	3/4" BRASS 90 STREET ELBOW DOMESTIC NO-LEAD	13.40	13.40
72	1	EA	3/4" BRASS MIP BALL DRIP VALVE	24.05	24.05
73	1	EA	4" FL 90 ELBOW DI, AWWA C110, C/L (48 LBS)	112.95	112.95
74	1	EA	4" X 3'0" DIP SPOOL FLG X PE, CEMENT LINED, ASPHALTIC COATING OUTSIDE	204.00	204.00
75	5	EA	4" WEDGE ACTION MJ KIT FOR DI PIPE W/BOLTS, WEDGE ACTION GLAND & GASKET (BOXED WITH BLACK LETTERING)	41.35	206.75
76	5	EA	4" PLATED BOLT & NUT KIT, A307 GRADE A, (8EA 5/8" X 3" BOLT WITH NUT) IMPORT	7.92	39.60
77	5	EA	4" FLANGE-TYTE RING GASKET SBR NSF RATED IMPORT	15.28	76.40
78			FIRE DEPARTMENT CONNECTION		
79	1	EA	4" MJ X FL 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (28 LBS)	80.70	80.70
80	1	EA	4" X 6'0" GALV SPOOL, FLG (GALV) X THREAD	321.00	321.00
81	1	RL	2" X 100' POLY WRAP TAPE 10 MIL.	4.69	4.69
82	1	EA	4" 90 DEGREE SIAMESE CONNECTION ROUGH BRASS MARKED "AUTO SPRINKLER" (2) 2-1/2" HOSE CONNECTION WITH CLAPPERS	375.41	375.41
83	1	EA	4" WEDGE ACTION MJ KIT FOR DI PIPE W/BOLTS, WEDGE ACTION GLAND & GASKET (BOXED WITH BLACK LETTERING)	41.35	41.35
84	1	EA	4" PLATED BOLT & NUT KIT, A307 GRADE A, (8EA 5/8" X 3" BOLT WITH NUT) IMPORT	7.92	7.92
85	1	EA	4" FLANGE-TYTE RING GASKET SBR NSF RATED IMPORT	15.28	15.28
86			PI VALVE, YARD POST, TAMPER SWITCH, FDC, STAND PIPE, ELBOW - SHIPPED ON ORIGINAL FIRE LINE ORDER		Note
87					
88			2" AIR/VAC ASSEMBLY		
89	1	EA	9.80 X 2" IP 202 SADDLE BODY ONLY 8.63 - 9.80 ROMAC	40.82	40.82
90	1	EA	9.80 S S STRAP WITH NUTS FOR SADDLE RANGE 8.63 - 9.05 - 9.80 ROMAC	50.93	50.93
91	1	EA	FB500-7-NL 2" MIP X MIP BALLCORP CORP STOP NO-LEAD FORD	294.29	294.29
92	1	EA	2" BRASS 90 ELBOW DOMESTIC NO-LEAD	46.11	46.11
93	1	EA	C86-77-IDR7-NL 2" MIP X PEP PACK JOINT COUPLING NO-LEAD FORD	143.32	143.32
94	1	EA	2" IPS STIFFENER #75 FORD	4.37	4.37
95	1	FT	2" IPS BLUE SIDR-7 250 PSI POLY PIPE 100' ROLL BLUE OUTSIDE & BLACK INSIDE	2.87	2.87
96	1	EA	C86-77-IDR7-NL 2" MIP X PEP PACK JOINT COUPLING NO-LEAD FORD	143.32	143.32
97	1	EA	2" IPS STIFFENER #75 FORD	4.37	4.37
98	1	EA	B11-777-NL 2" FIP X FIP BALL VALVE CURB STOP NO-LEAD FORD	315.91	315.91

99	1	EA	2" X 18" SCH 40 BRASS NIPPLE	66.90	66.90
100	1	EA	2" BRASS 90 ELBOW DOMESTIC NO-LEAD	46.11	46.11
101	1	EA	2" BRASS 90 STREET ELBOW DOMESTIC NO-LEAD	67.01	67.01
102	1	EA	2" X 3" SCH 40 BRASS NIPPLE	11.17	11.17
103	1	EA	2" 145C COMBINATION AIR RELEASE VALVE DI BODY SS TRIM 2" & .094" DOUBLE ORIFICE 300PSI APCO	907.14	907.14
104	1	EA	2" X 3" SCH 40 BRASS NIPPLE	11.17	11.17
105	1	EA	2" BRASS UNION DOMESTIC NO-LEAD	97.92	97.92
106	1	EA	2" X 36" SCH 40 GALVANIZED NIPPLE A53 ERW	36.51	36.51
107	1	EA	2" SCH 40 GALVANIZED RETURN BEND DOMESTIC	107.97	107.97
108	1	EA	2" BRASS BLOWOFF STRAINER	67.89	67.89
109	2	EA	#2 CONCRETE METER BOX BOTTOM 17" X 29" X 12" I.D. FOGTITE	153.85	307.70
110	1	EA	#2 METER BOX FULL STEEL TRAFFIC LID W/HINGED READER AND TOUCH READ HOLE	287.69	287.69
Section Subtotal:					26,179.69
Approximate Total					10,246.66

NOTE: *** = Contractor to Determine Quantity. Items marked *** are not included in totals.

142
\$10,104.66



Columbia Fire
SPRINKLER SYSTEM SERVICE & REPAIR

Rognlin's, Inc.
321 West State St
Aberdeen, WA 98520
Attn: Andy Rudy
Re: MTA Park and Ride Building – Credit Backflow Assembly-Columbia Fire Job #2007137
Belfair, WA 98528

March 1, 2021

Dear Andy

The sum of \$1,445.00 can be deducted from our contract amount by the elimination of the fire sprinkler backflow from our scope of work. The backflow is no longer installed inside the buildings riser room and is now installed outside the building on the underground supply by others.

Yours Truly
John Goldberg
Sales Estimator 206 232 8569 Office 425 628 3370 Cell

111 South Findlay Street
Seattle, WA 98108

071105

TEL 206.232.8569 FAX 206.340.6100

LIC. #COLUMFI952MG
LOCAL 699 Contractor

www.ColumbiaFire.net

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: Mike Ringgenberg, Interim General Manager
Date: March 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.

Pear Orchard Construction: Scarsella is progressing construction. The majority of paving took place in January. Scarsella is in the process of finishing the asphalt shoulder pavement. The next step will be completing the landscaping, striping, and car charging station.

Belfair Park and Ride Construction: Rognlin's is sending in submittals and RFIs. Rognlin's has begun site work. They are progressing fine grading and building pad development including the foundation and bus canopy foundations. They are also beginning construction of buried utilities including water, sewer, and power.

SCJ is working with the Mason County Fire Marshall, Belfair Water District, and Rognlin's to incorporate revised water/fire requirements into the plans which include an exterior vs interior backflow preventers and relocated Fire Department Connection.

Shelton Matlock Park and Ride Construction: The next step at Shelton-Matlock will be seeding by Scarsella/Parsons in April and illumination/security installation by Rognlin's.

Pickering Road Park and Ride Construction: This project is under contract as part of Rognlin's contract but construction is on hold until the 2021-2023 biennium.

Hood Canal Communications is in the process of adding a temporary camera and illumination pole to the site until the permanent construction takes place.

Cole Road Park and Ride Construction: This project is under contract as part of Rognlin's contract but construction is on hold until the 2021-2023 biennium.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Mike Ringgenberg, Interim General Manager

Date: March 16, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 16, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 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.
- Conducted site visits with Marshall and review the project status.

WSTIP:

- Attended Executive Board meeting.

WSTA/SMTA:

- Attended WSTA Vanpool Committee meeting.
- Attended SMTA legislative calls.
- Attended Weekly Lobbyist Meeting calls.
- Attended GM/CEO Shoptalk on Vaccine Distribution/COVID-19 Related Topics.
- Attended Mason County Opioid Stakeholders Group meeting.
- Attended Operations Committee meeting.

Webinars:

Attended the following webinars:

- Virtual Transit Bus Summit.

External Activities:

- Met with JayRay regarding public relation campaigns and reports.

Internal Activities:

- Prepared for Special and Regular Board Meetings.
- Working on NTD report for 2020.

Board Assistance, Awareness and Support:

- Worked with the MTA Board HR Committee to create a plan moving forward with the General Manager recruitment.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Working with Managers and Board HR Committee on GM recruitment.
- Reviewed the job description for General Manager as compared to several other transit agencies.
- Attended payroll vendor Paylocity's full day Elevate virtual conference.
- Worked with Robert Half to find a temporary worker to assist Admin Services until we find a permanent replacement. A temporary worker will be joining us March 15th.
- Prepared and submitted annual OSHA injury tracking data.
- Prepared and filed 2020 Drug and Alcohol reporting to WSDOT/FTA.
- Finalized updated Employee Handbook draft; submitted for review to legal counsel, the Board HR Committee, Managers and the IAM 160 Business Rep.
- Putting finishing touches on the agency Communication Flow Plan.

Administrative Services Support

- Worked with WSDOT to get amended agreement to align Park and Ride contracted match to the appropriate funding received for the project.
- Finalizing 2020 financial entries for completion financial component of the NTD and 2020 Annual Report.
- Participated in WSTIP Risk and Opportunity Committee.
- Attended WSTIP Executive Committee meeting.
- Met with Right Systems to discuss status of network infrastructure replacement.
- WSTIP is requiring an extensive review and completion of an in-depth application before renewal of Cyber Liability coverage. Cyber liability coverage has become challenging with the extensive breaches that continue to occur.

Training

- Members of the Admin Services team are committed to improving their knowledge and support to the Agency. Christina has achieved certification in procurement and attended training offered by SAO on BARS for GAAP. Haley is working toward receiving an HR Certification.
- Attended SHRM Webcast on COVID-19 Vaccines in the Workplace.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Continued planning for the Spring WSTA Maintenance virtual meeting.
- Met with Schetky NW to discuss electric cutaways, chargers, and hydrogen fuels.
- Had a discussion with Freightliner NW to discuss parts procurement.

T-CC Facility:

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

Conference Room: One meeting held in the conference room in February.

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.
- Obtaining estimates for the Radich roof replacement.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Continued COVID -19 cleaning protocol.
- Continued wall construction building one.
- Replacement of 2 hot water tanks, all 3 are now new!
- Obtained estimates to re-paint the 2 spare Worker Driver buses
- Park & Rides:
 - **Shelton Matlock:** Waiting on light poles, security cameras and landscaping. I expect it to be completed in June.
 - **Pear Orchard:** Curbing is being completed. Needs landscaping and electric charger installed. I expect it to open in late April.
 - **Belfair:** Construction is progressing. Earthwork is almost completed for the parking area. Water infrastructure is being installed, building foundation prep work has been started. Began selection of interior materials for building.
 - **Pickering and Cole Rd:** No significant progress to report.

OPERATIONS – Trina Gwerder

- Access checks: Ten access checks were performed by Operations Supervisors Lisa, Matt, and Joseph.
- COVID-19: In February, Joseph transported one passenger to MGH to be tested for COVID-19.
- HUB Center for Seniors: MTA transported 215 seniors (430 rides) to get their COVID-19 vaccinations in Belfair.
- Meals on Wheels: We delivered 623 meals to Mason County residents in February 2021.
- Outreach presentations: All outreach presentations have stopped during the COVID-19 outbreak.
- Ridership: We had 14,081 total riders in all modes of transportation in February 2021, this is an increase of 1,791 riders over Jan 2021.
- Training: Trina trained 2 Volunteer drivers in PASS refresher and Defensive Driver training and 1 passenger Travel Training.
- Volunteer Driver: MTA extra board drivers completed 103 volunteer driver rides this month...
- Vanpool: Usage rate for February 2021 was 30%; 3 of 10 vans were in use.
- YMCA: Operations identified 3 flag stop locations for customers to ride our buses to get to the new facility.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 3/12/2021	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		February hire not right fit. Will seek to refill beginning in April.
Prepare Fixed Asset policy, Investment policy, and other financial policies as identified		
Explore moving MIP accounting software to the Cloud	√	This will happen EOY, once term of annual maintenance fee is exhausted.
Review and update 5-year sustainability plan		
Plan financially for future service changes or increases		
Prepare for GASB changes on leases and other regulations	√	Attended training by SAO & GFOA. Setting new leases to better comply with GASB.

Objective 4: Community Partnerships and Responsibility	
Conduct Community Conversations to solicit input regarding MTA services	
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 1,442 meals and commodity boxes in 2021
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	Committee continues to meet, recently met to select Employee of the Year award.
Launch Communication Flow Plan	Communication flow plan is substantially complete 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 – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: March 16, 2021

Background:

The attached ridership data displays an increase for February (a short month) in both In County and Out of County rides provided, while Demand Response and Worker Driver ridership remained steady. As Washington State moves into Phase 3 of the reopening plan and as the COVID-19 vaccine becomes more available, we are looking forward to providing more rides to the communities we serve.

RIDERSHIP DATA CHARTED

