



AGENDA

Mason Transit Authority Board
Regular Meeting
May 18, 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): 182 681 9664 (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 April 20, 2021 MTA regular Board meeting.
2. Pg. 07: Check Approval: April 14 – May 14, 2021

REGULAR AGENDA

UNFINISHED BUSINESS:

1. [None]

NEW BUSINESS:

1. Pg. 14: Second Amendment to Agreement PTD0081 – Resolution No. 2021-14 – *Actionable* – (LeeAnn)

INFORMATIONAL

Reports

1. Pg. 22: Financial Reports
2. Pg. 29: Management Reports
3. Pg. 37: Park and Ride Update
4. Pg. 40: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

EXECUTIVE SESSION – An executive session will be held pursuant to RCW 42.30.110(1)(i) relating to a potential litigation. Action may follow the executive session.

RESUME OPEN SESSION

ADJOURNMENT

UPCOMING MEETINGS:

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

June 15, 2021 at 4:00 p.m.

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

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

DRAFT

**Mason Transit Authority
Minutes of the Regular Board Meeting
April 20, 2021
Port of Allyn Conference Room
18560 East State Route 3
Allyn**



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, except during the public comment period, as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

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

Authority Voting Board Members Not Present: Matt Jewett.

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present in person: Tracy Becht, Clerk of the Board and Tyler Hildebrandt, Technical Support Analyst.

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

Others present via WebEx virtual conference:

Robert Johnson, MTA Legal Counsel, Elizabeth Safsten of WSDOT and Patrick Holm of SCJ Alliance.

ACCEPTANCE OF AGENDA

Board Member Neatherlin requested that the agenda be changed to reflect that the recognition may also reflect action taken by the Board. **Moved** that the agenda for the April 20, 2021 Mason Transit Authority (MTA) regular board meeting be amended as requested and approved. **Neatherlin/Campbell. Motion carried.**

PUBLIC COMMENT – None.

RECOGNITION – Board member Neatherlin read aloud the following letter from the Hub Center for Seniors:

"To Whom It May Concern,

I am writing this letter in appreciation of Dan the Mason Transit Driver who went above and beyond during the COVID 19 pandemic. He showed up at The HUB Center for Seniors every single week full of enthusiasm and concern for the senior citizens and underserved population of the county.

We have been running COVID shuttle buses to the local vaccination clinic in partnership with Randy Neatherlin, MTA and Peninsula Community Health for over 10 weeks. Through this partnership over 3000 underserved people have been able to be vaccinated and restore hope during this crisis.

Many might say that he was only doing his job, but I believe Dan should be commended for showing up without fear for his own safety to safely transport our most venerable clients to the clinic. He worked tirelessly to help calm people fears, roll out the ramp for those who were disabled and unable to board the bus without assistance and provided a kind word to all who entered the transit shuttle bus.

I want to extend a heartfelt thank you top Dan from Mason transit who was instrumental in helping thousands of citizens' receive access to a COVID vaccination and for stopping the spread of this terrible virus.

On Behalf of the seniors and people with disabilities in Mason County

Thank You

Beth Gizzi
Executive Director
The HUB Center for Seniors"

Following reading the letter from the Hub Center for Seniors, Board member Neatherlin further described Dan Sharp's exceptional attention to all of those he transported to ensure each and every passenger was accounted for and got a ride home following receiving their vaccination.

Moved by the Mason Transit Authority Board that Dan Sharp's file shall reflect a commendation recognizing his contribution to the seniors of the North Mason community as well as a copy of the letter from the Hub also be placed in his file. **Neatherlin/Campbell. Motion carried.**

Board Chair Trask also thanked Dan Sharp for his hard work and diligence.

CONSENT AGENDA

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

1. **Moved** to approve the minutes of the MTA regular Board meeting of March 16, 2021.
2. **Moved** that the Mason Transit Authority Board approve the payments of March 13, 2021 through April 13, 2021 financial obligations on checks#35078 through 35163, as presented for a total of \$1,030,263.21.

Tarzwell/Dorcy. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Update on Recruitments.** Interim General Manager, Mike Ringgenberg, updated the Board on the status of the current recruitment.

NEW BUSINESS

1. **Approval of Employee Handbook.** LeeAnn McNulty, Administrative Services Manager, described to the Board the process by which the Employee Handbook was now brought to the Board, as well as providing the highlights. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-10 approving the Mason Transit Authority Employee Handbook dated April 20, 2021. **Neatherlin/Martin. Motion carried.**
2. **Surplus Inventory.** Ms. McNulty shared that as a part of the movement of offices, there is a continued surplus of obsolete or abandoned IT and communications equipment and that none of the equipment identified impacts MTA's fixed assets. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-11 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Neatherlin/Tarzwel. Motion carried.**
3. **Request for Approval of Additional FTEs.** Mr. Ringgenberg chronicled for the Board the need for requesting four (4) FTE driver positions. Mr. Ringgenberg further noted that he anticipated that he may be requesting approval for additional FTE driver positions as MTA grows closer to providing full service again in the coming months. **Moved** that the Mason Transit Authority Board approve the hiring of four new FTEs that will be drivers of the Operations team. **Tarzwel/Martin. Motion carried.**
4. **Future of MTA Vanpool Program.** Mr. Ringgenberg shared the steady decline of vanpools over recent years, as well as other details that leads to the recommendation of terminating the vanpool program. Board member Neatherlin asked for input by the Citizen Adviser to the Board, John Piety, who agreed with the proposal to terminate the program. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-12 approving the termination of Mason Transit Authority's vanpool program. **Neatherlin/Martin. Motion carried.**
5. **Surplus Vehicles.** Marshall Krier, Maintenance and Facilities Manager, informed the Board that the four vehicles have exceeded their useful life and are ready for surplus. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-13 declaring and approving the surplus and disposal of vehicles as set forth herein. **Campbell/Tarzwel. Motion carried.**
6. **Surplus Vehicle Grant Program.** Mr. Ringgenberg shared with the Board that Mason Transit would like to have two of the now surplus vans be awarded to the surplus van grant program. Legal Counsel pointed out that the motion for consideration should reference 2010-11 and not 2021-13. **Moved** that the Mason Transit Authority Board approve and declare that surplus Vans 7626 and 7627 be awarded to the surplus vehicle grant program for use in accordance with Resolution No. 2010-11. **Tarzwel/Neatherlin. Motion carried.**

7. **Radich Building Roof Project.** Mr. Krier explained the events leading up to the request for reallocation of the funds from the Radich Building roof repair project to purchasing wheel end hoists. **Moved** that the Mason Transit Authority Board approve the reallocation of funds from the Radich Building roof repair to the purchase of wheel end hoists. **Neatherlin/Campbell. Motion carried.**

Informational Items:

Mr. Ringgenberg provided highlights relating to the reports.

General Manager's Report:

No additions to report.

Citizen Adviser John Piety praised the Board for designating vans to further benefit the community.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority Regular Meeting

May 18, 2021 at 4:00PM

*On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton*

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: May 18, 2021

Summary for Discussion Purposes:

Disbursements:

- Handi-Hut, Inc.
 - Check #35212- \$8,785.00 – Bus Shelter - Shelton Matlock Park and Ride
- Summit Law
 - Check #35228- \$2,211.00 – Review Employee Handbook
- Unite GPS
 - Check #35231- \$4,000.00 – Addtl. hardware bus technology initiative
- Prothman
 - Check #35190- \$1,940.00 – GM Recruitment progress billing
- *Rognlins
 - Check #35258 – \$522,049.97 – Belfair Park and Ride Project
- *Northwest Bus Sales, Inc.
 - Check #35253 – \$87,935.10 – Mini-Cutaway Bus 610
- *SCJ Alliance
 - Check #35193 – \$9,777.50 – Park and Ride Project
 - Check #35262 – \$23,759.87 ~
- *Scarsella Bros., Inc.
 - Check #35260 – \$276,285.61 – Park and Ride Project

*Disbursements capital grant eligible.

April Fuel Prices: Diesel \$2.11, Unleaded \$3.00

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$1,436,683.22

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of April 14, 2021 through May 14, 2021 financial obligations on checks #35164 through #35272, as presented for a total of \$1,436,683.22.



Mason Transit Authority
May 18, 2021 Disbursement Approval

The following checks for the period of April 14, 2021 through May 14, 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 | Check Numbers | Total Amount |
|-------------------------|---------------|----------------|
| Accounts Payable Checks | 35164 – 35272 | \$1,436,683.22 |

| Included within the checks were: | | |
|----------------------------------|---------|------------|
| | Check # | Amount |
| Payroll & DRS – 04/28/2021 | 35198 | 157,437.51 |
| Payroll & DRS – 05/12/2021 | 35237 | 151,999.98 |
| Handi-Hut, Inc. | 35212 | 8,785.00 |
| Summit Law Group | 35228 | 2,211.00 |
| Unite GPS | 35231 | 4,000.00 |
| Prothman | 35190 | 1,940.00 |
| Northwest Bus Sales, Inc. | 35253 | 87,935.10 |
| Rognlins, Inc. | 35258 | 522,049.97 |
| SCJ Alliance | 35193 | 9,777.50 |
| SCJ Alliance | 25262 | 23,759.87 |
| Scarsella Bros., Inc. | 35260 | 276,285.61 |

Submitted by: LeeAnn McNulty Date: 5-14-2021
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:
Approved by: Michael Ringgenberg Date: 5/14/2021
Michael Ringgenberg, Interim General Manager

Mason Transit Authority Check Register
 May 2021 Board Report

Activity From 04/14/2021 Through 05/14/2021

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|---|-------------|
| 4/22/2021 | 35164 | Accountemps | \$ 3,375.00 |
| 4/22/2021 | 35165 | Advance Glass | 202.64 |
| 4/22/2021 | 35166 | Aflac | 861.14 |
| 4/22/2021 | 35167 | AIG Retirement | 200.00 |
| 4/22/2021 | 35168 | Allwest Transportation, Inc. | 794.75 |
| 4/22/2021 | 35169 | Associated Petroleum Products, Inc. | 448.03 |
| 4/22/2021 | 35170 | Aramark | 156.11 |
| 4/22/2021 | 35171 | Bridge Church | 90.00 |
| 4/22/2021 | 35172 | Belfair Water District #1 | 86.41 |
| 4/22/2021 | 35173 | Cummins Northwest, LLC | 599.67 |
| 4/22/2021 | 35174 | EMC - Mason Transit | 108.15 |
| 4/22/2021 | 35175 | Employment Security Department - WA State | 2,609.54 |
| 4/22/2021 | 35176 | Northwest Cascade Inc. DBA FloHawks | 1,527.68 |
| 4/22/2021 | 35177 | Gillig, LLC | 2,479.37 |
| 4/22/2021 | 35178 | Guardian Security Group, Inc. | 1,725.69 |
| 4/22/2021 | 35179 | Northwest Cascade, Inc. DBA Honey Bucket | 1,620.35 |
| 4/22/2021 | 35180 | District 160 | 1,684.76 |
| 4/22/2021 | 35181 | JayRay Ads & PR, Inc. | 8,449.62 |
| 4/22/2021 | 35182 | Knight Fire Protection, Inc. | 1,489.71 |
| 4/22/2021 | 35183 | LegalShield | 125.55 |
| 4/22/2021 | 35184 | Mason County Garbage, Inc. | 480.59 |
| 4/22/2021 | 35185 | Mason County PUD #3 | 190.04 |
| 4/22/2021 | 35186 | Mountain Mist Water | 162.63 |
| 4/22/2021 | 35187 | Northridge Properties, LLC | 1,700.00 |
| 4/22/2021 | 35188 | Office Depot, inc. | 177.76 |
| 4/22/2021 | 35189 | Olympic Lock & Key | 9.74 |
| 4/22/2021 | 35190 | Prothman | 1,940.00 |
| 4/22/2021 | 35191 | Right! Systems, Inc. | 3,950.00 |
| 4/22/2021 | 35192 | Schetky Northwest Sales, Inc. | 35.50 |
| 4/22/2021 | 35193 | SCJ Alliance | 9,777.50 |
| 4/22/2021 | 35194 | The Shoppers Weekly | 1,916.81 |
| 4/22/2021 | 35195 | United Way of Mason County | 21.00 |
| 4/22/2021 | 35196 | AWC Employee Benefit Trust | 79,516.79 |
| 4/22/2021 | 35197 | Westbay Auto Parts | 191.66 |
| 4/28/2021 | 35198 | Mason Transit Authority - ACH Account | 157,437.51 |
| 5/6/2021 | 35199 | Accountemps | 1,080.00 |
| 5/6/2021 | 35200 | AIG Retirement | 50.00 |
| 5/6/2021 | 35201 | Stanley Convergent Security Solutions | 411.26 |

Mason Transit Authority Check Register
 May 2021 Board Report

Activity From 04/14/2021 Through 05/14/2021

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|---------------------------------------|------------|
| 5/6/2021 | 35202 | Allstream | 118.40 |
| 5/6/2021 | 35203 | Associated Petroleum Products, Inc. | 24,924.94 |
| 5/6/2021 | 35204 | Aramark | 326.55 |
| 5/6/2021 | 35205 | City of Shelton | 807.53 |
| 5/6/2021 | 35206 | Comcast | 228.84 |
| 5/6/2021 | 35207 | Commercial Brake & Clutch, Inc. | 486.49 |
| 5/6/2021 | 35208 | Cummins Northwest, LLC | 727.72 |
| 5/6/2021 | 35209 | Dept. of Labor & Industries - Boiler | 277.60 |
| 5/6/2021 | 35210 | EMC - Mason Transit | 103.15 |
| 5/6/2021 | 35211 | Gillig, LLC | 252.73 |
| 5/6/2021 | 35212 | Handi-Hut, Inc. | 8,785.00 |
| 5/6/2021 | 35213 | Hood Canal Communications | 1,520.64 |
| 5/6/2021 | 35214 | HR Direct | 86.79 |
| 5/6/2021 | 35215 | Les Schwab | 73.94 |
| 5/6/2021 | 35216 | Mason County PUD #3 | 2,352.74 |
| 5/6/2021 | 35217 | Eco Elite and Mathis Pest Management | 146.48 |
| 5/6/2021 | 35218 | Mountain Mist Water | 40.38 |
| 5/6/2021 | 35219 | Mood Media | 124.70 |
| 5/6/2021 | 35220 | North Mason Chamber of Commerce | 105.00 |
| 5/6/2021 | 35221 | Office Depot, inc. | 217.54 |
| 5/6/2021 | 35222 | Pacific Mobile Structures, Inc. | 1,076.88 |
| 5/6/2021 | 35223 | Builders FirstSource | 166.35 |
| 5/6/2021 | 35224 | Rexus Corporation | 429.00 |
| 5/6/2021 | 35225 | Ricoh USA, Inc | 211.40 |
| 5/6/2021 | 35226 | Mason County Journal | 1,230.40 |
| 5/6/2021 | 35227 | Staples Business Advantage | 564.47 |
| 5/6/2021 | 35228 | Summit Law Group | 2,211.00 |
| 5/6/2021 | 35229 | Total Battery & Automotive Supply | 8.66 |
| 5/6/2021 | 35230 | Tozier Brothers, Inc. | 52.09 |
| 5/6/2021 | 35231 | United Way of Mason County | 66.40 |
| 5/6/2021 | 35232 | UniteGPS, LLC | 4,000.00 |
| 5/6/2021 | 35233 | Venis-Cox, Debra | 105.28 |
| 5/6/2021 | 35234 | Verizon Wireless | 1,310.30 |
| 5/6/2021 | 35235 | Westbay Auto Parts | 291.59 |
| 5/6/2021 | 35236 | AWorkSAFE Service, Inc. | 533.00 |
| 5/12/2021 | 35237 | Mason Transit Authority - ACH Account | 151,999.98 |
| 5/14/2021 | 35238 | Accountemps | 1,039.50 |
| 5/14/2021 | 35239 | Aramark | 341.73 |

Mason Transit Authority Check Register
 May 2021 Board Report

Activity From 04/14/2021 Through 05/14/2021

| Document Date | Check # | Vendor Name | Amount |
|---------------|---------|--|------------------------|
| 5/14/2021 | 35240 | Mick Baker | 308.00 |
| 5/14/2021 | 35241 | Belfair Water District #1 | 86.41 |
| 5/14/2021 | 35242 | Commercial Brake & Clutch, Inc. | 121.41 |
| 5/14/2021 | 35243 | Cummins Northwest, LLC | 130.85 |
| 5/14/2021 | 35244 | Gene Currier | 999.60 |
| 5/14/2021 | 35245 | Gillig, LLC | 26.32 |
| 5/14/2021 | 35246 | Northwest Cascade, Inc. DBA Honey Bucket | 1,620.35 |
| 5/14/2021 | 35247 | Robert W. Johnson, PLLC | 1,600.00 |
| 5/14/2021 | 35248 | Kitsap Transit | 1,809.90 |
| 5/14/2021 | 35249 | Mason County Garbage, Inc. | 845.24 |
| 5/14/2021 | 35250 | Mason County PUD #3 | 2,973.37 |
| 5/14/2021 | 35251 | Cheryl Moore | 322.00 |
| 5/14/2021 | 35252 | Mountain Mist Water | 227.00 |
| 5/14/2021 | 35253 | Northwest Bus Sales, Inc. | 87,935.10 |
| 5/14/2021 | 35254 | Office Depot, inc. | 36.41 |
| 5/14/2021 | 35255 | Olympic Lock & Key | 6.53 |
| 5/14/2021 | 35256 | O'Reilly Auto Parts | 39.15 |
| 5/14/2021 | 35257 | Builders FirstSource | 49.08 |
| 5/14/2021 | 35258 | Rognlin's, Inc. | 522,049.97 |
| 5/14/2021 | 35259 | Right! Systems, Inc. | 1,045.94 |
| 5/14/2021 | 35260 | Scarsella Bros., Inc | 276,285.61 |
| 5/14/2021 | 35261 | Schetky Northwest Sales, Inc. | 273.03 |
| 5/14/2021 | 35262 | SCJ Alliance | 23,759.87 |
| 5/14/2021 | 35263 | Seattle Automotive Distributing | 100.45 |
| 5/14/2021 | 35264 | The Shoppers Weekly | 90.38 |
| 5/14/2021 | 35265 | Staples Business Advantage | 300.40 |
| 5/14/2021 | 35266 | Tozier Brothers, Inc. | 304.18 |
| 5/14/2021 | 35267 | UniteGPS, LLC | 1,014.00 |
| 5/14/2021 | 35268 | U.S. Bank | 8,618.56 |
| 5/14/2021 | 35269 | Voyager Fleet Systems, Inc. | 5,941.06 |
| 5/14/2021 | 35270 | Westbay Auto Parts | 14.81 |
| 5/14/2021 | 35271 | Whisler Communications | 1,776.42 |
| 5/14/2021 | 35272 | ZEP Manufacturing Company | 943.67 |
| Check Totals | | | <u>\$ 1,436,683.22</u> |

Mason Transit Authority Credit Card Activity
 May 2021 Board Report

April 2021 Activity

| GL Title | Transaction Description | Expenses |
|----------------------------------|---|--------------------|
| Employee Recognition | Dominoes - Pizza for maintenance | \$ 46.75 |
| Employee Recognition | Fred Meyer - Volunteer recognition cards | 61.72 |
| Security Services | Checkr - Volunteer background checks | 163.20 |
| Facility Repair/Maintenance | 1000Bulbs - TCC Atrium | 14.34 |
| Facility Repair/Maintenance | 1000Bulbs - TCC Atrium | 35.11 |
| Facility Repair/Maintenance | Amazon - Valve gasket kit driver bathroom | 12.60 |
| Facility Repair/Maintenance | DigiKey - LED controllers for passenger ramp | 14.05 |
| Facility Repair/Maintenance | DigiKey - LED controllers for passenger ramp | 34.39 |
| Facility Repair/Maintenance | Home Depot - Door hardware | 37.13 |
| Facility Repair/Maintenance | Tractor Supply - Inner tube garden supply | 11.92 |
| Cleaning/Sanitation Supplies | Walmart - Belfair cleaning supply | 17.34 |
| Cleaning/Sanitation Supplies | Walmart - Cleaning supplies | 26.64 |
| Cleaning/Sanitation Supplies | Walmart - Cleaning supplies | 65.22 |
| Cleaning/Sanitation Supplies | Walmart - Trash bags | 20.64 |
| IT Equipment | Amazon - Cable and tape measure | 20.56 |
| IT Equipment | Amazon - Chrome books for training laptops | 1,301.96 |
| IT Equipment | Amazon - Rolling TV mount training room | 184.49 |
| Small Tools & Equipment | Amazon - Admin vacuum cleaner | 98.70 |
| Safety Supplies | Amazon - cleaning wipes | 66.09 |
| Safety Supplies | Amazon - masks, cleaning wipes | 812.16 |
| Small Equipment & Furniture | Amazon - Admin kitchen accessories | 67.26 |
| Small Equipment & Furniture | Amazon - Admin kitchen accessories | 173.59 |
| Small Equipment & Furniture | Amazon - Desk corners (4) | 349.76 |
| Small Equipment & Furniture | Amazon - Ladder and brooms for basement retro | 169.54 |
| Small Equipment & Furniture | Grainger - Basement retro fit | 1,686.13 |
| Small Equipment & Furniture | Office Depot - Office chairs (3) | 781.17 |
| Garbage | Shelton Transfer station - Furniture disposal | 86.74 |
| Garbage | Shelton Transfer station - Trash disposal | 96.40 |
| Veh License/Registration Fee | DOL - Relicensing | 109.70 |
| Dues, Memberships, Subscriptions | WMCA - Annual Membership | 75.00 |
| Travel & Meeting Expense MTA | Alamo - Gillig bus build car rental | 222.46 |
| Travel & Meeting Expense MTA | Alaska Airlines - Gillig bus build travel | 226.80 |
| Conference Registration | IPMA HR - Western IPMA conference | 79.00 |
| Training / Seminars | CTAA - PASS trainger certification | 75.00 |
| Training / Seminars | CTANW - Summit conference training | 100.00 |
| Training / Seminars | MRSC - Procurement training (Christina) | 35.00 |
| Training / Seminars | MRSC - Public recrods training | 140.00 |
| Training / Seminars | NW Clerks Institute - Cerk certification training | 475.00 |
| Training / Seminars | WSTIP - Legal issue supervisor training | 75.00 |
| Passenger Parking Facilities | Glacier- Belfair parking | 550.00 |
| | | <u>\$ 8,618.56</u> |



PURCHASE LOG

Name: MIKE RINGGEBERG

Date Submitted

Department: ADMIN

5-3-2021

Manager's Approval: _____

Finance Use
Only

| DATE | VENDOR | PURPOSE | AMOUNT | RECEIPT (Y/N) | DEPARTMENT | CODING | FINANCE DEPARTMENT REVIEW |
|-----------|-------------------|--|--------------------|---------------|------------|--------|---------------------------|
| 4/13/2021 | Domios | FECO MAINT CREW - While - MOVED DESKS | 46.75 | N | 10 | 503020 | |
| | | STEVE K- DID NOT GET A RECEIPT- HE DID SIGN THE BILL | | | | | |
| 4/30/2021 | Association of WA | LABOR RELATIONS INSTITUTE TWG | 285. ⁰⁰ | Y | 10 | 509024 | |

TOTAL \$ -

Don't forget to attach original receipts

Signature

Date

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1– *Actionable*
Subject: Second Amendment to Agreement PTD0081
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: May 18, 2021

Background:

At the April 20, 2021 meeting, the MTA Board approved the reallocation of funds from the Radich Building roof repair to the purchase of wheel end hoists. Accordingly, WSDOT has prepared the Second Amendment to Agreement PTD0081 to document the change in scope for Project F. No other changes have been made to the other projects, except those identified in the First Amendment to Agreement PTD0081.

The Second Amendment to Agreement PTD0081 provides for the adjustment to the change in scope for Project F as described above. As indicated last month, the funds must be spent prior to June 30, 2021, so time is of the essence.

Legal Counsel has reviewed the Agreement.

Summary: Approve the Second Amendment to Agreement PTD0081 and authorize the Acting General Manager to sign the agreement.

Fiscal Impact:

An additional \$6,000 to come from local funds.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2020-14 that approves the Second Amendment to Agreement PTD0081 and authorize the Acting General Manager to sign the agreement.

The SECOND AMENDMENT to AGREEMENT PTD0081 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,”

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0081 to:

- Update the Project Title and Scope of Work for Project F

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0081:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the existing language in ‘SCOPE OF WORK AND BUDGET – Current Agreement Costs’ and replace it to read as follows:

SCOPE OF WORK AND BUDGET

| Current Agreement Costs | |
|-------------------------------------|---------------------|
| Federal Funds | \$ 1,427,052 |
| State Funds | \$ 350,450 |
| Total Grant Funds | \$ 1,777,502 |
| Contractor's Funds | \$ 475,684 |
| Total Current Agreement Cost | \$ 2,253,186 |

3. Amend the existing language in ‘SCOPE OF WORK AND BUDGET – Funding by Project’ and replace it to read as follows (no changes to Projects A through E):

Funding by Project

Project A: Nine Replacement Cutaways
UPIN # PTCV032

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties
Scope of Work: Purchase nine (9) replacement ADA accessible light-duty cutaway vans to provide public transportation services for special needs citizens in Mason County.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|---------------------------|--------------------------------|--------------------|-------------------|-----------------|-----------------------------------|
| FTA 5339 | WA-19-081 | 75% | \$ 699,118 | | \$ 699,118 |
| Contractor's Funds | N/A | 25% | \$ 233,039 | | \$ 233,039 |
| Total Project Cost | | 100% | \$ 932,157 | \$ - | \$ 932,157 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project B: Two Replacement Heavy-Duty Buses
UPIN # PTCV033

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties
Scope of Work: Purchase two (2) replacement ADA accessible heavy-duty buses to provide public transportation services for the public in Mason County.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|---------------------------|--------------------------------|--------------------|-------------------|-----------------|-----------------------------------|
| FTA 5339 | WA-19-081 | 75% | \$ 727,934 | | \$ 727,934 |
| Contractor's Funds | N/A | 25% | \$ 242,645 | | \$ 242,645 |
| Total Project Cost | | 100% | \$ 970,579 | \$ - | \$ 970,579 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project C: Two Small Dial-a-Ride Cutaway Vehicles

UPIN # PTCV034

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties

Scope of Work: Purchase two (2) small cutaway vehicle for use in providing Dial-A-Ride service in Mason Transit's service area.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|--------------------------------------|---------------------------------------|---------------------------|----------------------|------------------------|--|
| Rural Mobility Transit Formula Funds | N/A | 100% | \$ 176,650 | | \$ 176,650 |
| Contractor's Funds | N/A | 0% | \$ - | | \$ - |
| Total Project Cost | | 100% | \$ 176,650 | \$ - | \$ 176,650 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project D: Coach Repairs

UPIN # PTCE007

Service Area: Mason, Kitsap, Thurston, and Jefferson Counties

Scope of Work: Repair three (3) coaches including engine rebuilds and transmissions to prolong the life of the vehicles.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|--------------------------------------|---------------------------------------|---------------------------|----------------------|------------------------|--|
| Rural Mobility Transit Formula Funds | N/A | 100% | \$ 116,500 | | \$ 116,500 |
| Contractor's Funds | N/A | 0% | \$ - | | \$ - |
| Total Project Cost | | 100% | \$ 116,500 | \$ - | \$ 116,500 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project E: Scissor Lift

UPIN # PTCE008

Service Area: Mason County

Scope of Work: Purchase one (1) scissor lift for the purpose of cleaning, repairing, or maintaining facilities.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|--------------------------------------|--------------------------------|--------------------|------------------|-----------------|-----------------------------------|
| Rural Mobility Transit Formula Funds | N/A | 100% | \$ 17,300 | | \$ 17,300 |
| Contractor's Funds | N/A | 0% | \$ - | | \$ - |
| Total Project Cost | | 100% | \$ 17,300 | \$ - | \$ 17,300 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

Project F: Column Lift

UPIN # PTCE009

Service Area: Mason County

Scope of Work: Purchase one set of four column lifts for use in servicing buses.

| Funds | Federal Award Identification # | Current Percentage | Current Funds | Projected Funds | Total Current and Projected Funds |
|--------------------------------------|--------------------------------|--------------------|------------------|-----------------|-----------------------------------|
| Rural Mobility Transit Formula Funds | N/A | 100% | \$ 40,000 | | \$ 40,000 |
| Contractor's Funds | N/A | 0% | \$ - | | \$ - |
| Total Project Cost | | 100% | \$ 40,000 | \$ - | \$ 40,000 |

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium.

4. 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."

5. 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

Signed By: _____
Name Date
WSDOT Public Transportation Division

Signed By: _____
Name Date
Authorized Representative

Title: _____

Print Name: _____

RESOLUTION NO. 2021-14

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2019-31 AND 2020-34 BY APPROVING
THE SECOND AMENDMENT TO AGREEMENT PTD0081 BETWEEN MASON
TRANSIT AUTHORITY AND WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION AND AUTHORIZING THE
ACTING GENERAL MANAGER TO EXECUTE SAME.**

WHEREAS, pursuant to Resolution No. 2019-31, the Mason Transit Authority (MTA) Board approved Capital Grant Agreement PTD0081 between MTA and Washington State Department of Transportation (WSDOT); and

WHEREAS, pursuant to Resolution No. 2020-34, the MTA Board approved the First Amendment to Agreement PTD0081 to provide for certain amounts of the FY 2021 Sales Tax Equalization funds to be allocated to Projects C, E and F;

WHEREAS, by motion at its April 20, 2021 meeting, the MTA Board approved the reallocation of funds from the Radich Building roof repair to the purchase of wheel end hoists;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Second Amendment to Agreement PTD0081 with WSDOT (the "Agreement") which also includes a local match of \$6,000; and

BE IT FURTHER RESOLVED that the MTA Board authorizes the Acting General Manager to sign the Agreement between MTA and WSDOT.

Adopted this 18th day of May, 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: _____
LeeAnn McNulty, Acting 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: Informational Report – Item 1 – *Informational*
Subject: Financial Reports – April 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: May 18, 2021

Summary for Informational Purposes:

Included is the financial performance for April 2021 Financial Reports including a breakout of T-CC revenue and expenses that shows the cost allocation of the Transit Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for February 2021 (received April 30, 2021) was \$456,479, 22% higher than February 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 33% (4/12) of the budget through the end of the year. Total YTD Revenue is over budget at 39.2%. Total YTD Operating Expenses are under budget at 29.4%.

- The total project match of \$1,187,500 for the Park and Ride Projects has been satisfied with the most recent reimbursement request and has been removed from the total encumbered grant match. The balance of eligible expenses in the current biennium, as well as those in the upcoming 21-23 biennium will be reimbursed at 100% up to the awarded amount.
- With the depletion of operating grant funds for In-County service in the current biennium, reimbursement for the balance of the current biennium will be submitted against the federal CARES Act grant.
- The agency has spent \$4,580 in COVID-19 related expenditures YTD.

Fiscal Impact:

April's fiscal impact reflects total revenues of \$741,011 and operating expenses of \$673,148 for a net income of \$67,863.

Mason Transit Authority Statement of Financial Activities

% through the year: 33.0%

May 2021 Board Report

| April Statement of Financial Activities | April Actual | 2021 YTD Actual | 2021 Budget | Notes | Percentage of Budget Used |
|---|------------------|-------------------|------------------|-------|---------------------------|
| Revenue | | | | | |
| Passenger Fares | \$ 3,225 | \$ 11,045 | \$ 32,500 | | 34.0% |
| PSNS Worker/Driver & Vanpool Fares | 10,118 | 44,826 | 150,500 | | 29.8% |
| Total Operating Revenue (Fares) | 13,343 | 55,871 | 183,000 | | 30.5% |
| Sales Tax | 317,384 | 1,572,965 | 4,054,264 | (1) | 38.8% |
| Operating Grants | 376,723 | 1,222,453 | 2,992,852 | (2) | 40.8% |
| Rental Income | 11,659 | 45,738 | 144,180 | | 31.7% |
| Investment Income | 1,063 | 4,916 | 50,000 | | 9.8% |
| Other Non-operating Revenue | 20,839 | 29,638 | 53,410 | (3) | 55.5% |
| Total Revenue | 741,011 | 2,931,581 | 7,477,706 | | 39.2% |
| Expenses | | | | | |
| Wages and Benefits | 549,591 | 1,621,817 | 5,474,061 | | 29.6% |
| Contracted services | 27,298 | 103,116 | 346,332 | | 29.8% |
| Fuel | 24,698 | 94,242 | 300,750 | (4) | 31.3% |
| Vehicle/Facility Repair & Maintenance | 10,701 | 60,197 | 265,752 | | 22.7% |
| Insurance | 15,821 | 63,285 | 210,364 | | 30.1% |
| Intergovernmental - Audit Fees | - | - | 38,000 | | 0.0% |
| Rent - Facilities and Park & Ride | 3,417 | 13,704 | 42,500 | | 32.2% |
| Utilities | 14,905 | 54,275 | 158,839 | | 34.2% |
| Supplies & Small Equipment | 12,999 | 99,504 | 226,590 | (5) | 43.9% |
| Training & Meetings | 1,349 | 4,155 | 39,935 | | 10.4% |
| Other operating expenses | 12,368 | 67,714 | 307,808 | (6) | 22.0% |
| Total Operating Expenses | 673,148 | 2,182,009 | 7,410,931 | | 29.4% |
| Net Income (Deficit) from Operations | \$ 67,863 | \$ 749,572 | \$ 66,775 | | |

NOTES

| | |
|-----|---|
| (1) | Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used. |
| (2) | Operating grant revenue equals Q1-21 actual, plus April accrual. |
| (3) | Includes LMTAAA Volunteer program revenue - \$8,088; Volunteer Donations - \$528; Sale of Maintenance Services - \$311; Community Van - \$0; Gain/Loss on Disp. of Asset - \$1,445; Sales Tax Interest Income - \$748; Other State Capital Grant Revenue - \$17,300. |
| (4) | Average diesel price per gallon year to date is \$2.08. Average gasoline price per gallon year to date is \$2.87. |
| (5) | Printing- \$4,310; Cleaning/sanitation/safety supplies - \$7,536; Office Supplies - \$1,998; Shop Supplies - \$3,456; Small Tools & Equipment - \$900; IT Equipment - \$68,739; Communications Equipment \$4,305; 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 \$5,593; Advertising \$33,220; Merchant/credit card fees \$1,429; Dues, Memberships, Subscriptions \$22,371; plus other misc. operating expenses. |

Mason Transit Authority Statement of Financial Activities - TCC

% through the year: 33.0%

May 2021 Board Report

| April Statement of Financial Activities | 2021 Combined April Actual | 2021 YTD Actual | 2021 Budget | Notes | % of Budget Used | YTD - Community Center | YTD - Transit Operations |
|---|----------------------------|-----------------|----------------|-------|------------------|------------------------|--------------------------|
| Revenue | | | | | | | |
| T-CC Rental | \$ 8,991 | \$ 35,322 | \$ 116,687 | (1) | 30.3% | \$ 35,322 | \$ - |
| Other Revenue | - | - | - | | | - | - |
| Total Revenue | 8,991 | 35,322 | 116,687 | | 30.3% | 35,322 | - |
| Expenses | | | | | | | |
| Wages and Benefits | 16,557 | 47,883 | 145,106 | | 33.0% | 47,883 | - |
| Contracted services | 762 | 1,947 | 10,900 | | 17.9% | 1,772 | 175 |
| Repair & Maintenance | 2,065 | 6,638 | 44,952 | | 14.8% | 5,182 | 1,457 |
| Insurance | 1,498 | 5,994 | 16,128 | | 37.2% | 5,994 | - |
| Utilities | 4,548 | 18,144 | 51,500 | | 35.2% | 12,966 | 5,178 |
| Supplies & Small Equipment | 2,299 | 3,278 | 29,950 | | 10.9% | 2,924 | 354 |
| Training & Meetings | - | 70 | 1,100 | | 6.4% | 70 | - |
| Other Operating Expenses | - | 1,369 | 4,532 | (2) | 30.2% | 1,150 | 219 |
| Total Operating Expenses | 27,730 | 85,323 | 304,168 | | 28.1% | 77,939 | 7,383 |
| Net Income (Deficit) from Operations | \$ (18,739) | \$ (50,000) | \$ (187,481) | | | \$ (42,617) | \$ (7,383) |

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

May 2021 Board Report

Cash Balances

| | 3/31/2021 | 4/30/2021 | Change |
|-----------------------------|-------------------------|-------------------------|------------------------|
| Cash - MC Treasurer | \$ 1,424,457.91 | \$ 1,093,980.97 | \$ (330,476.94) |
| Investments - MC Treasurer | 11,500,000.00 | 11,500,000.00 | - |
| Payroll - ACH Columbia Bank | 193,899.78 | \$ 191,845.48 | \$ (2,054.30) |
| Petty Cash/Cash Drawers | 500.00 | 500.00 | - |
| TOTAL | \$ 13,118,857.69 | \$ 12,786,326.45 | \$ (332,531.24) |

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 |
| Purchase 1 - 35' coach and 6 cutaways. Contingent on grant application award. 25% match | 317,381 |
| Total Grant Match | 881,797 |

Reserves:

| | |
|---|----------------------|
| Total Grant Match | 881,797 |
| General Leave Liability (Vacation/Sick) | 217,575 |
| Emergency Operating Reserves | 2,000,000 |
| Facility Repair Reserve | 150,000 |
| Emergency/Insurance Reserves | 100,000 |
| Future Operating Reserves | 3,900,000 |
| Capital Project Reserves ¹ /Park and Ride Projects | 4,000,000 |
| Fuel Reserves | 120,000 |
| IT Investments | 60,000 |
| Total Encumbered | \$ 11,429,372 |

| | |
|---|---------------------|
| Total of Cash | \$ 12,786,326.45 |
| Less Encumbrances | 11,429,371.82 |
| Undesignated Cash Balance Total (Including Reserves) | 1,356,954.63 |
| Investments - MC Treasurer (Reserves) | 11,500,000.00 |
| Less Encumbrances | 11,429,371.82 |
| Undesignated Cash Reserves | \$ 70,628.18 |

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 satisfied with the Q1-21 reimbursement request. Total Grant Match has been reduced by \$1,187,500.

Mason Transit Authority Capital Budget

May 2021 Board Report

As of April 30, 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 | - | 1,884,196 | 6,660,648 | Construct or improve 5 park & rides throughout county. \$3,085,000 of grant amount remains projected, pending award and contract. Updated to reflect GCB2304-03. |
| Radich building roof repair- Replaced with Wheel End Hoists. | 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 | 261 | - | 17,561 | 17,561 | 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 | - | 51,269 | 51,269 | New IT switches and firewalls. |
| 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 | - | - | - | Will not be used. Implemented cloud based eFax service. |
| 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 | 1,400,761 | 300,000 | 1,953,027 | 6,729,478 | |
| 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 | \$ 2,282,558 | \$ 300,000 | \$ 2,905,172 | \$ 6,729,478 | |


Capital Project Reserves - \$4,000,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

May 2021 Board Report

Sales Tax Collected as of 4/30/2021 for 02/28/2021

Monthly Cash-Flow Trend (January - December)



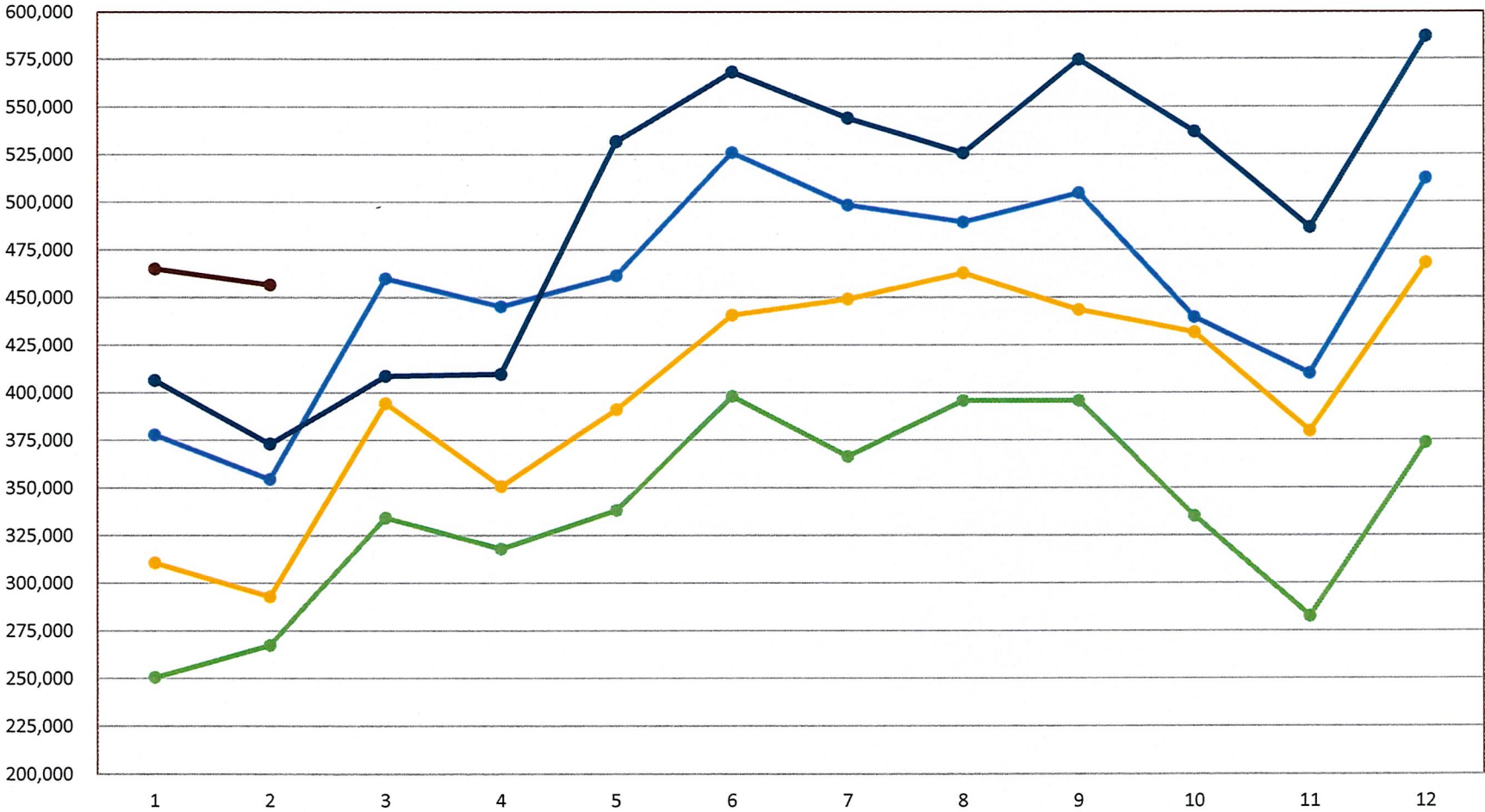
| | 2018 | 2019 | 2020 | 2021 Budget | 2021 Actual | 2020 Budget Variance | % Change 2020 - 2021 Actual |
|-----------|-----------|-----------|-----------|-------------|-------------|----------------------|-----------------------------|
| January | 310,547 | 377,689 | 406,391 | 250,512 | 464,970 | 86% | 14% |
| February | 292,604 | 354,467 | 372,932 | 267,297 | 456,479 | 71% | 22% |
| March | 394,293 | 459,822 | 408,506 | 334,132 | | | |
| April | 350,586 | 445,171 | 409,532 | 317,834 | | | |
| May | 391,052 | 461,236 | 531,711 | 337,957 | | | |
| June | 440,606 | 525,839 | 568,045 | 397,996 | | | |
| July | 449,080 | 498,248 | 543,942 | 366,369 | | | |
| August | 462,622 | 489,291 | 525,644 | 395,696 | | | |
| September | 443,327 | 504,696 | 574,589 | 395,670 | | | |
| October | 431,530 | 439,534 | 536,963 | 334,940 | | | |
| November | 379,605 | 409,930 | 486,561 | 282,327 | | | |
| December | 467,960 | 512,346 | 586,883 | 373,534 | | | |
| | 4,813,813 | 5,478,270 | 5,951,698 | 4,054,264 | 921,449 | | |

Budget Variance Average - YTD 78%

% Change 2019 vs 2020 Actual Average - YTD 18%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



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: May 18, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 18, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 18, 2021

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Belfair P/R work is making great progress.

WSTIP:

- Attended Executive Board meeting.

WSTA/SMTA:

- Attended WSTA Vanpool Committee meeting.
- Attended WSTA Shop Talk to discuss COVID-19 topics.
- Attended WSTA Rural Sales Tax meeting.
- Attended SMTA legislative calls.
- Attended WSTA weekly lobbyist meeting calls.

Webinars:

Attended the following webinars:

- Labor and Relations Institute.
- Attended WSTIP Claims Conference.

External Activities:

- Prothman will be interviewing seven (7) applicants for the General Manager position. The interviews will be conducted May 10-21. Then Prothman will meet with the Board GM hiring committee on May 25 for discussions for the 2nd round of interviews.
- Met with JayRay regarding public relation campaigns and reports.
- Attended EDC meeting.
- Attended PRTPO meeting.
- Attended a LMTAAA meeting.

Internal Activities:

- Operations on Driver shake up for June 7.
- Conducted 7 interviews to hire drivers for the May 18 New Driver class.
- Attended MTA Safety meeting.

Board Assistance, Awareness and Support:

- I am currently on vacation from May 12 to June 11, LeeAnn McNulty is the Acting General Manager.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Launched newly adopted Employee Handbook to all employees for acknowledgement.
- Successfully filled the Fueller/Detailer position.
- Managing recruitment and onboarding tasks for the May 18 Drivers class.
- Externally relaunched the Accounting Coordinator recruitment.
- Attended the monthly Safety Committee meeting.
- Incorporating Paylocity's Compensation Module in tandem with the Performance Management system to modernize the performance review and compensation process.
- Work with several staff members navigating leave of absence and ADA accommodations needs.
- Attended AWC's annual Labor Relations Institute conference.

Administrative Services Support

- Attended two Cyber Security meetings, one with outsourced IT firm, the other with WSTIP.
- Attended the 2021 WSTIP Claims Conference.
- Prepared and filed the capital and operating grant progress reports and reimbursement requests for Q1-21.
- Worked with SCJ to anticipate the balance of financial implications to complete all park and ride projects.
- Prepared and submitted DOR Q1-21 B&O and Leasehold tax returns.
- The framework for the 2022 budget is substantially developed.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Traveling to Gillig to inspect two new buses.

T-CC Facility:

- **Gym:** Pickleball continues to take place in the gym this April on a reduced schedule. This month 91 people participated.
- **Conference Room:** Monthly MTA operations meetings and training numbered 51 users for April.
- **Kitchen:** No use of the kitchen in April.

T-CC Building Projects/Purchases/Maintenance

- 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.
- Made a research trip to Olympia w/Steve K. for flatbed trailer.
- Installed storage racks for T-CC basement retro fit project.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Continued COVID -19 cleaning protocol.
- Continued wall construction building one and multiple office relocations.
- Researching elevator options for building one.
- Park & Rides:
 - **Shelton Matlock:** Waiting on light poles, security cameras and landscaping. I expect it to be completed in June.
 - **Pear Orchard:** Awaiting Charge Point car charger, bus shelter and security camera installations.

- **Belfair:** Construction is progressing. Earthwork is almost completed for the parking area. Water infrastructure is being installed. Building foundation prep work has been started. Continued selection of interior materials for building.
- **Pickering and Cole Rd:** Construction has started at both facilities.

Recruitments

- Completed recruitment for Detailer/Fueler position. I want to welcome James Lister to Mason Transit.

OPERATIONS – Trina Gwerder

- **Access checks:** Three access checks were performed by Operations Supervisor Joseph.
- **COVID-19:** In April, no passengers were transported COVID-19 positive.
- **Driver Manual:** The Driver Manual has been completed and sent to Mike, LeeAnn and Tracy for proofing. It will then be sent to Rob for final editing if needed.
- **HUB Center for Seniors:** MTA transported 70 seniors (140 rides) to get their COVID-19 vaccinations in Belfair.
- **Meals on Wheels:** We delivered 168 meals to Mason County residents in April 2021.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Ridership:** We had 16,514 total riders in all modes of transportation in April 2021, this is a decrease of 809 riders from March 2021.
- **Safety Committee:** A Safety Committee meeting was held on April 27, 2021. We are continuing to work on the Safety and Health Manual. Our MTA emergency alert test on April 30, 2021 was successful.
- **Training:** Lisa has completed the PASS 7.0 2-day training on all drivers and supervisors that are eligible.
- **Vanpool:** Usage rate for April was 20%; 2 of 10 vans were in use. The vanpool program will end on June 30, 2021.
- **Volunteer Driver:** MTA extra board drivers completed 121 volunteer driver rides this month.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

| 2021 Work Items | Completed as of 5/14/2021 | 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 | | The Safety Committee is reviewing with follow up at the 5/25 meeting. |
| Roof replacement for the Radich building | | Project replaced with the investment in wheel-end hoists as per Motion at April 2021 meeting. |
| 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 | | In April - passenger app went live and we are using bus tracking. |
| Sign at T-CC for estimated time of arrivals for fixed route | | Summer time project. Work will be coordinated with external IT firm. |
| Explore on-demand services for Shelton and Belfair | | |
| Internal assistance with Volunteer Driver Program Transportation | | MTA Extra Board Drivers provided 109 volunteer rides in 2021. |
| Conduct outreach for all service changes and new park & ride openings | | Shelton/Matlock, Pear Orchard, Pickering and Cole Road nearing completion. Openings to be publicized as we get closer. |
| Plan for restoring to full service (Pre-COVID) and adjust where needed to improve service | | TBD |
| Objective 3: Financial Stewardship | | |
| Records Management - Network reorganization | | Ongoing paper records continue to be analyzed for archive parameters, mapping of network restructure underway. |
| Continued work in records management | | Exploring scan and toss. Tracy and Tyler in motion. |
| Hire an Accounting Coordinator with high level accounting skills | | Recruitment restarted 5/4/2021 |
| Prepare Fixed Asset policy, Investment policy, and other financial policies as identified | | Collecting policy examples from peer transit ASK responses for Investment and Reserve policies. |
| Explore moving MIP accounting software to the Cloud | | This will happen EOY, once term of annual maintenance fee is exhausted. |
| Review 5-year sustainability plan and adjust as needed | | Began updating sustainability. With the addition of federal COVID-19 grants, we are achieving our 5-year sustainable benchmark. Waiting to determine what the American Rescue Plan award will be before publishing. |
| Plan financially for future service changes or increases | | Pending new GM input. |
| 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) | Park & Ride projects slated for substantial completion by year-end 2021. |
| 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 2,586 meals and commodity boxes in YTD 2021 |
| Transporting clients in cooperation with hospital and health department | 7 riders were transported in January to be tested for COVID-19; throughout March-May, three (3) COVID-19 positive passengers were transported to or from medical appointments, and one passenger transported from Mason General Hospital to the passenger's residence. Three (3) passengers were transported to receive their COVID vaccinations and in collaboration with the HUB, 140 clients were transported to obtain COVID vaccinations. |
| 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 reviewed by managers before launch to staff. |
| Coordinate events with EMC | EMC supported local business Hunter Farms by purchasing May Day flowers for a staff event. Events for the balance of the year are under consideration. |
| 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 | Paylocity allows us to identify candidate classifications for consideration in the hiring process. |
| 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 Report Item 3 - *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: May 18, 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 finishing up construction. SCJ performed a punch list walkthrough with MTA on Wednesday 4/14. Scarsella will wrap up the car charging station, bus shelter installation, and minor punch list items in the next couple of weeks. Hood Canal Communications is working toward installing the security cameras.

Belfair Park and Ride Construction: Rognlin's is sending in submittals and RFIs. Rognlin's is progressing site and building construction. Rognlin's has installed the curb and gutter and finished paving. They are now focused primarily on building construction. They are also working toward installing the illumination foundations.

Shelton Matlock Park and Ride Construction: Rognlin's is starting on the work at this site and aims to kick off some electrical work soon. The illumination poles have been delivered and will be installed once the controller and service cabinet have been installed.

Pickering Road Park and Ride Construction: Rognlin's has mobilized on the Pickering Road site and is doing grading and earthwork.

Cole Road Park and Ride Construction: Rognlin's mobilized on the Cole Road site. They are currently doing the grind and overlay at the Cole Road parking lot. They will complete the majority of the site work at this location in the next week or two.

BELFAIR BASE PROGRESS



Project goal is to be completed by the end of 2021!

PEAR ORCHARD PARK & RIDE

On track to be completed June 2021



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 4 – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: May 18, 2021

Background:

The attached ridership data displays an increase for March in both In County and Out of County rides provided, Demand Response and Worker Driver ridership remained steady. While Washington State remains in Phase 3 of the reopening plan and as the COVID-19 vaccine continues to become more readily available, we are looking forward to providing more rides to the communities we serve.

Average daily total ridership based on # of service days in the month:

| | | |
|----------|-------------------|-----|
| January | - 24 service days | 485 |
| February | - 23 service days | 569 |
| March | - 27 service days | 599 |
| April | - 26 service days | 605 |

Ridership is being monitored closely as we look toward transitioning to a new normal.

