



## **AGENDA**

Mason Transit Authority Board  
Regular Meeting  
June 15, 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): 182 069 8307 (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**

- Pg. 03: Approval of Minutes: Approval of the minutes of the following:**
  - May 18, 2021 MTA regular Board meeting; and
  - June 8, 2021 MTA special Board meeting.
- Pg. 08: Check Approval: May 15 – June 11, 2021**

### **REGULAR AGENDA**

#### **UNFINISHED BUSINESS:**

- Pg. 14: Van Grant Award to Gethsemane Ministries – Actionable – (LeeAnn)**
- Pg. 19: Van Grant Award to Shelton Youth Connection – Actionable – (LeeAnn)**

#### **NEW BUSINESS:**

- Pg. 24: Hiring of New MTA General Manager – Actionable (LeeAnn)**
- Pg. 25: Agreement for Star Pass Program – Resolution No. 2021-15 – Actionable (LeeAnn)**

### **INFORMATIONAL**

#### *Reports*

- Pg. 37: Financial Reports**
- Pg. 44: Management Reports**
- Pg. 52: Park and Ride Update**
- Pg. 53: Operational Statistics**

### **GENERAL MANAGER'S REPORT**

### **COMMENTS BY BOARD**

### **ADJOURNMENT**

**UPCOMING MEETINGS:**

**MTA Board Meeting**

**Mason Transit Authority  
Regular Meeting**

*July 20, 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  
May 18, 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, except during the public comment period, as well as in person.*

**OPENING PROTOCOL**

**CALL TO ORDER:** 4:02 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

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

**Authority Voting Board Members Not Present:** Kevin Shetty

**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 Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**MTA Staff present via WebEx virtual conference:** Mike Ringgenberg, Interim General Manager; LeeAnn McNulty, Acting General Manager; and Trina Gwerder, Acting Operations Manager.

**Others present via WebEx virtual conference:** Robert Johnson, MTA Legal Counsel, Elizabeth Safsten of WSDOT and Cedric Adams, Claims Manager of Washington State Transit Insurance Pool (WSTIP).

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the May 18, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Tarzwell. Motion carried.**

**PUBLIC COMMENT** – None.

## **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 April 20, 2021.
2. **Moved** that the Mason Transit Authority Board approve the payments 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.

**Campbell/Tarzwel. Motion carried.**

## **REGULAR AGENDA**

**UNFINISHED BUSINESS – [None]**

## **NEW BUSINESS**

1. **Second Amendment to Agreement PTD0081.** LeeAnn McNulty, Acting General Manager, shared with the Board that the enclosed agreement being presented to the Board provided for the change in scope to Project F as previously discussed with and agreed to by the Board at its April 20, 2021 meeting. Ms. McNulty indicated that at a future meeting, a bigger conversation will need to be discussed concerning the Radich building following a Maintenance Committee meeting regarding its future. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-14 that approves the Second Amendment to Agreement PTD0081 and authorizes the Acting General Manager to sign the agreement. **Tarzwel/Martin. Motion carried.**

## **INFORMATIONAL REPORTS:**

- Brief informational update: Beginning in June, MTA will be resuming service to Triton Cove so that riders can link with Jefferson Transit. Also discussed that there is to be 3' of space between riders which limits the number of passengers in vehicles.
- Ms. McNulty asked what information the Board would like for evaluating costs as we continue to return to normal service.
- Sales tax continues to exceed expectations.
- Discussion regarding park and ride projects and chronology of change orders. Ms. McNulty indicated there could be more costs coming through above the total project award in the amount of \$100-250,000. These costs would be paid from local funds.
- Update provided to Board regarding number of candidates. A work session has been scheduled.

**GENERAL MANAGER'S REPORT:** Mike Ringgenberg, Interim General Manager, indicated that MTA's projects continue to move forward.

**COMMENTS BY BOARD:** None.

**EXECUTIVE SESSION:** Executive session commenced at 4:38 PM. The Board Chair announced the Executive Session would be for 20 minutes. At 4:58 PM, the Board chair announced the Executive Session would be for another 5 minutes.

**RESUME OPEN SESSION:** Occurred at 5:02 PM

**Moved** that the meeting be adjourned.

**ADJOURNED** 5:03 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Special Meeting**

***June 8, 2021 at 11:45 AM***

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

**Mason Transit Authority  
Regular Meeting**

***June 15, 2021 at 4:00PM***

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

DRAFT

**Mason Transit Authority  
Minutes of the Special Board Meeting  
June 8, 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, except during the public comment period, as well as in person.*

**OPENING PROTOCOL**

**CALL TO ORDER:** 11:51 a.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, Matt Jewett, Wes Martin, Randy Neatherlin and Kevin Shutty. **Quorum met, Board members Sharon Trask, Sandy Tarzwell, Cyndy Brehmeyer, Kevin Dorcy, Matt Jewett, Randy Neatherlin and Kevin Shutty attended in person and the remaining named Board members were present via WebEx virtual conference.**

**Authority Voting Board Members Not Present:** [None]

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

**Citizen Advisor to the Board Present:** John Piety

**MTA Staff present in person:** LeeAnn McNulty, Acting General Manager and Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**MTA Staff present:** Mike Ringgenberg, Interim General Manager (WebEx/phone).

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

**Also Attending:** John Hodgson of Prothman; and, when called, General Manager candidates, Amy Asher, Joe Bales and Stephen Gardner.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the June 8, 2021 Mason Transit Authority (MTA) special board meeting be approved. **Tarzwell/Martin. Motion carried.**

**BOARD COMMENT** – None.

## **PROCESS DISCUSSION BY PROTHMAN**

John Hodgson described the process and timeline of interviewing each candidate.

**EXECUTIVE SESSION:** As the Executive Session began, all staff, except the Administrative Services Manager who serves in the role of HR Manager, were excused from the room (virtually and in-person). Individuals remaining in the Executive Session were Board members, Administrative Services Manager, Citizen Advisor to the Board, John Hodgson of Prothman and the three candidates, one at a time, as their individual interview began.

The Executive Session commenced at 12:04 PM. The Board Chair stated that the Executive Session would be for 3½ hours. Board member Wes Martin departed at 3:00 PM.

**RESUME OPEN SESSION:** Occurred at 3:25 PM

**Motion: Moved** that the Mason Transit Authority Board authorize the HR Manager to enter into negotiations for the General Manager position with Amy Asher. **Shutty/Neatherlin. Motion carried.**

**Moved** that the meeting be adjourned.

**ADJOURNED** 3:27 PM

## **UPCOMING MEETING**

### **BOARD MEETING**

**Mason Transit Authority  
Regular Meeting**

**June 15, 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:** June 15, 2021

### **Summary for Discussion Purposes:**

#### Disbursements:

- Hood Canal Communications
  - Check #35280- \$44,952.60 – Street Light Poles and Cameras - Park and Rides
- Landau
  - Check #35317 - \$7,556.25 – TCC Parking Lot
- Prothman
  - Check #35324- \$6,166.67 – GM Recruitment progress billing

\*Disbursements capital grant eligible.

April Fuel Prices: Diesel \$2.27, Unleaded \$3.14

#### General Manager Travel Expenditures:

- No Travel

### **Check Disbursement Fiscal Impact:**

\$485,486.86

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of May 15, 2021 through June 11, 2021 financial obligations on checks #35273 through #35333, as presented for a total of \$485,486.86.



Mason Transit Authority  
June 15, 2021 Disbursement Approval

The following checks for the period of May 15, 2021 through June 11, 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	35273 – 35333	\$485,486.86

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 05/26/2021	35305	150,062.29
Payroll & DRS – 06/09/2021	35333	152,336.53
Hood Canal Communications	35280	44,952.60
Landau Associates Inc	35317	7,556.25
Prothman	35324	6,166.67

Submitted by: LeeAnn McNulty Date: 6-11-2021  
LeeAnn McNulty, Administrative Services Manager

DocuSigned by:  
Approved by: Mike D. Ringgenberg Date: 6/11/2021  
Michael Ringgenberg, Interim General Manager

Mason Transit Authority Check Register  
 June 2021 Board Report

Activity From 05/15/2021 Through 06/11/2021

Document Date	Check #	Vendor Name	Amount
5/21/2021	35273	<i>Spoiled</i>	\$ -
5/27/2021	35295	<i>Spoiled</i>	-
5/21/2021	35274	AIG Retirement	200.00
5/21/2021	35275	Aramark	154.94
5/21/2021	35276	Bridge Church	90.00
5/21/2021	35277	Cummins Northwest, LLC	147.53
5/21/2021	35278	EMC - Mason Transit	103.15
5/21/2021	35279	5th Wave Mobile Technologies	56.94
5/21/2021	35280	Hood Canal Communications	44,952.60
5/21/2021	35281	District 160	1,606.01
5/21/2021	35282	JayRay Ads & PR, Inc.	11,312.23
5/21/2021	35283	Mason County PUD #3	138.52
5/21/2021	35284	Eco Elite and Mathis Pest Management	146.48
5/21/2021	35285	Northridge Properties, LLC	1,700.00
5/21/2021	35286	Pacific Mobile Structures, Inc.	1,076.88
5/21/2021	35287	Right! Systems, Inc.	3,950.00
5/21/2021	35288	Seattle Automotive Distributing	80.26
5/21/2021	35289	Tozier Brothers, Inc.	4.50
5/21/2021	35290	ULINE	446.47
5/21/2021	35291	United Way of Mason County	21.00
5/21/2021	35292	Westbay Auto Parts	8.16
5/27/2021	35293	Accountemps	1,890.00
5/27/2021	35294	Aflac	861.14
5/27/2021	35296	Cascade Natural Gas	1,603.09
5/27/2021	35297	Cummins Northwest, LLC	425.07
5/27/2021	35298	Gillig, LLC	83.63
5/27/2021	35299	LegalShield	125.55
5/27/2021	35300	Les Schwab	28.29
5/27/2021	35301	Mountain Mist Water	15.43
5/27/2021	35302	Pacific Power Group, LLC dba OWP	145.84
5/27/2021	35303	Ricoh USA, Inc	181.18
5/27/2021	35304	Westbay Auto Parts	225.41
5/26/2021	35305	Mason Transit Authority - ACH Account	150,062.29
5/28/2021	35306	AWC Employee Benefit Trust	77,720.75
6/4/2021	35307	Accountemps	2,978.10
6/4/2021	35308	AIG Retirement	200.00
6/4/2021	35309	Associated Petroleum Products, Inc.	316.52

Mason Transit Authority Check Register  
 June 2021 Board Report

Activity From 05/15/2021 Through 06/11/2021

Document Date	Check #	Vendor Name	Amount
6/4/2021	35310	Aramark	350.98
6/4/2021	35311	City of Shelton	768.61
6/4/2021	35312	Comcast	228.85
6/4/2021	35313	Cummins Northwest, LLC	345.60
6/4/2021	35314	Department of Ecology	71.75
6/4/2021	35315	EMC - Mason Transit	88.15
6/4/2021	35316	Hood Canal Communications	1,588.46
6/4/2021	35317	Landau Associates Inc	7,556.25
6/4/2021	35318	Les Schwab	1,151.61
6/4/2021	35319	Mason County PUD #3	2,337.69
6/4/2021	35320	Mood Media	124.70
6/4/2021	35321	Olympic Lock & Key	8.71
6/4/2021	35322	Pitney Bowes	188.95
6/4/2021	35323	Builders FirstSource	23.70
6/4/2021	35324	Prothman	6,166.67
6/4/2021	35325	The Shoppers Weekly	814.56
6/4/2021	35326	Staples Business Advantage	403.18
6/4/2021	35327	Summit Law Group	636.50
6/4/2021	35328	ThyssenKrupp Elevator Corp.	672.38
6/4/2021	35329	Tozier Brothers, Inc.	274.59
6/4/2021	35330	United Way of Mason County	60.40
6/4/2021	35331	Voyager Fleet Systems, Inc.	5,350.87
6/4/2021	35332	Westbay Auto Parts	879.21
6/9/2021	35333	Mason Transit Authority - ACH Account	152,336.53
			152,336.53
Check			\$ 485,486.86

Mason Transit Authority Credit Card Activity  
 June 2021 Board Report

May 2021 Activity

GL Title	Transaction Description	Expenses
Publication Fees	AWC/PAYPAL-ACCOUNTING COORDINATOR	\$ 100.00
Publication Fees	JOB TARGET-ACCOUNTING COORDINATOR RECRUITMENT	249.00
Publication Fees	JOB TARGET-ACCT, COORDINATOR	254.00
Publication Fees	JOB TARGET-DRIVER RECRUITMENT	349.00
Postage	USPS-CHARGES RELATING TO CERT. MAIL PRR#2021-05	7.00
Postage	USPS-SHIPPING GM CANDIDATE NOTEBOOK TO JOHN PIETY	15.50
Facility Repair/Maintenance	AMAZON.COM-A/V CABLES FOR EQUIP IN GYM FOR EVENTS	64.14
Facility Repair/Maintenance	HOME DEPOT-HARDWARE	4.90
Facility Repair/Maintenance	HOME DEPOT-IRRIGATION PARTS	167.56
Facility Repair/Maintenance	MCLENDON'S-TIE DOWN	15.80
Facility Repair/Maintenance	TRACTOR SUPPLY-LAWN MOWER BLADE	21.69
Facility Repair/Maintenance	TRACTOR SUPPLY-LAWN MOWER BLADES	54.24
Facility Repair/Maintenance	WAL-MART-LAWN CARE	44.80
Facility Repair/Maintenance	WALMART-2 NEW GARBAGE CANS FOR TCC	23.46
Operating Supplies	AMAZON-COAT HANGERS FOR UNIFORMS CLOSET	30.37
Operating Supplies	CTAA-PASS TEST SHEETS	1,020.00
Office Supplies	ABILA CHECKS-FINANCE AP CHECKS	690.77
Office Supplies	SHRM-CERTIFICATE	29.81
Small Tools & Equipment	HOME DEPOT-MULCH KIT	73.28
Small Tools & Equipment	HOME DEPOT-TOOLS	21.85
Small Tools & Equipment	OLYMPIC TRUCK-FACILITY TRAILER	62.23
Small Tools & Equipment	OLYMPIC TRUCK-FACILITY TRAILER	2,675.63
Small Equipment & Furniture	SAFEWAY- BATTERIES	17.94
Garbage	SHELTON TRANSFER-TRASH DUMP	84.60
Veh License/Registration Fee	DOL-LICENSING OF MAINT. TRAILIER	57.00
Dues, Memberships, Subscriptions	J2 EFAX CORP.-ONLINE FAX SERVICE	273.28
Travel & Meeting Expense MTA	7-11-FUEL FOR RENTAL CAR-BUS BUILD	17.98
Travel & Meeting Expense MTA	ALAMO-RENTAL CAR-BUS BUILD	1.48
Travel & Meeting Expense MTA	ALASKA-BAGGAGE FEE-BUS BUILD	30.00
Travel & Meeting Expense MTA	ALASKA-BAGGAGE FEE-BUS BUILD	30.00
Conference Registration	IPMA-CANCELED CONF. REGISTRATION	(79.00)
Training / Seminars	AWC-LABOR RELATIONS REGISTRATION	285.00
Passenger Parking Facilities	GLACIER-BELFAIR PARKING	550.00
Travel & Meeting Expense MTA	PARK N FLY-CAR PARKING-BUS BUILD	104.68
		<u>\$ 7,347.99</u>



## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Unfinished Business – Item 1 – *Actionable*  
**Subject:** Van Grant Program Recipient – Gethsemane Ministries  
**Prepared by:** Marshall Krier, Maintenance Manager  
**Approved by:** Mike Ringgenberg, Interim General Manager  
**Date:** June 15, 2021

### **Background:**

As a follow-up to Resolution No. 2010-11: A RESOLUTION adopting the Surplus Vehicle Grant program and Resolution No. 2021-13: A RESOLUTION authorizing the disposal of surplus vehicles; a surplus van shall be awarded to Gethsemane Ministries based upon criteria defined in the Surplus Vehicle Grant program.

Gethsemane Ministries is a non-profit organization that helps people in need in Mason County as they move from homelessness, recover from addictions or provide a respite from domestic violence, among other needs. During 2020, Gethsemane Ministries provided transportation to 13,900 individuals.

The van will be used to fill in a gap of transportation in the Union area by providing transportation to and from jobs, medical appointments, highway cleanup and other volunteer work in the community on a regular basis. Transportation needs will be provided in addition to the service provided by MTA.

**Summary:** Authorize the Interim General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Gethsemane Ministries.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board authorize the Interim General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Gethsemane Ministries.



## **AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES**

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called “Mason Transit”), and Gethsemane Ministries (hereinafter referred to as the “Vehicle Recipient”) is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide the following described vehicle:

Make:	Ford
Year:	2011
Model:	Econoline 12-Passenger Van

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason County, WA as described in Section 2, Description of Proposed Vehicle Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.
3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys’ fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.
5. A Vehicle Recipient may not, within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle



covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit. Vehicle Recipient must return license plate, within fifteen (15) days from receipt of vehicle to Mason Transit.
7. The Vehicle Recipient shall provide to Mason Transit quarterly reports for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports due:

<b>Report Due Date:</b>	<b>Quarter Being Covered</b>
September 30, 2021	(Grant date through August 31, 2021)
December 31, 2021	(September 1, 2021 through November 30, 2021)
March 31, 2022	(December 1, 2021 through February 28, 2022)
June 30, 2022	(March 1, 2022 through May 31, 2022)

8. Information shall be submitted to Chris Wilder, Operations Coordinator, Mason Transit Authority, 790 E Johns Prairie Rd, Shelton, WA 98584, faxed to 360.426.0899 or emailed to [cwilder@masontransit.org](mailto:cwilder@masontransit.org).
9. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.
10. The Vehicle Recipient will ensure that the trips originate in Mason County.
11. This Agreement shall commence June 15, 2021 and shall terminate June 15, 2022.



MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: Mike Ringgenberg

\_\_\_\_\_  
(signature and date)

Title: Interim General Manager

ATTEST:

\_\_\_\_\_  
Witness signature and date

GETHSEMANE MINISTRIES

By:

\_\_\_\_\_  
(signature and date)

Title:

ATTEST:

\_\_\_\_\_  
Witness signature and date

## **BILL OF SALE**

Mason Transit Authority (“MTA”), a transit authority established under the laws of the State of Washington, in the best interest of the public, sells to Gethsemane Ministries, all of MTA’s rights, title and interest in one 2011 Ford Econoline 12-passenger van listed below (collectively, “Equipment”), and Gethsemane Ministries agrees to accept the Equipment under the terms and conditions of this sale.

<b>Vehicle #</b>	<b>Vehicle Detail</b>	<b>VIN #</b>	<b>Lifetime Miles</b>	<b>Sale Price</b>
7627	2011 Ford Econoline 12-Passenger Van	1FBNE3BL5BDA90486	91,934	\$0.00

**Terms and Conditions:**

1. The Equipment is sold “AS IS” AND “WHERE IS” WITHOUT ANY WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE.
2. Gethsemane Ministries, buyer, will transfer title, will license the vehicle, and is responsible for all taxes and fees associated with the transfer.
3. Mason Transit Authority will execute other documents and perform other acts that are necessary to give effect to the transfer of ownership of Mason County Senior Activities Association.

Mason Transit Authority

\_\_\_\_\_  
Mike Ringgenberg  
Interim General Manager  
Date: \_\_\_\_\_

Accepted:

Gethsemane Ministries

\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Unfinished Business – Item 2 – *Actionable*  
**Subject:** Van Grant Program Recipient – Shelton Youth Connection  
**Prepared by:** Marshall Krier, Maintenance Manager  
**Approved by:** Mike Ringgenberg, Interim General Manager  
**Date:** June 15, 2021

### **Background:**

As a follow-up to Resolution No. 2010-11: A RESOLUTION adopting the Surplus Vehicle Grant program and Resolution No. 2021-13: A RESOLUTION authorizing the disposal of surplus vehicles; a surplus van shall be awarded to Shelton Family Center dba Shelton Youth Connection based upon criteria defined in the Surplus Vehicle Grant program.

Shelton Family Center dba Shelton Youth Connection (“SYC”) is a non-profit organization that works with youth and young adults between the ages of 12 to 24 years old. The SYC serves homeless youth who have established safe camp areas in remote access areas that are not accessible by MTA. SYC assists youth in overcoming barriers and connect with services with the goal of getting them successfully housed and employed.

The van will be used to fill in a gap of transportation so that youth will be able to attend appointments, general errands, and looking to the future, reestablish their weekly after-school programs, as well as monthly outreach opportunities and transport youth to SYC centers.

**Summary:** Authorize the Interim General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Shelton Family Center dba Shelton Youth Connection.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board authorize the Interim General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Shelton Family Center dba Shelton Youth Connection.



## **AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES**

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called “Mason Transit”), and Shelton Family Center dba Shelton Youth Connection (hereinafter referred to as the “Vehicle Recipient”) is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide the following described vehicle:

Make:	Ford
Year:	2011
Model:	Econoline 12-Passenger Van

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason County, WA as described in Section 2, Description of Proposed Vehicle Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.
3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys’ fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.
5. A Vehicle Recipient may not, within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle



covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit. Vehicle Recipient must return license plate, within fifteen (15) days from receipt of vehicle to Mason Transit.
7. The Vehicle Recipient shall provide to Mason Transit quarterly reports for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports due:

<b>Report Due Date:</b>	<b>Quarter Being Covered</b>
September 30, 2021	(Grant date through August 31, 2021)
December 31, 2021	(September 1, 2021 through November 30, 2021)
March 31, 2022	(December 1, 2021 through February 28, 2022)
June 30, 2022	(March 1, 2022 through May 31, 2022)

8. Information shall be submitted to Chris Wilder, Operations Coordinator, Mason Transit Authority, 790 E Johns Prairie Rd, Shelton, WA 98584, faxed to 360.426.0899 or emailed to [cwilder@masontransit.org](mailto:cwilder@masontransit.org).
9. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.
10. The Vehicle Recipient will ensure that the trips originate in Mason County.
11. This Agreement shall commence June 15, 2021 and shall terminate June 15, 2022.



MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: Mike Ringgenberg

\_\_\_\_\_  
(signature and date)

Title: Interim General Manager

ATTEST:

\_\_\_\_\_  
Witness signature and date

SHELTON FAMILY CENTER DBA SHELTON YOUTH CONNECTION

By:

\_\_\_\_\_  
(signature and date)

Title:

ATTEST:

\_\_\_\_\_  
Witness signature and date

## **BILL OF SALE**

Mason Transit Authority (“MTA”), a transit authority established under the laws of the State of Washington, in the best interest of the public, sells to Shelton Family Center dba Shelton Youth Connection, all of MTA’s rights, title and interest in one 2011 Ford Econoline 12-passenger van listed below (collectively, “Equipment”), and Shelton Family Center dba Shelton Youth Connection agrees to accept the Equipment under the terms and conditions of this sale.

<b>Vehicle #</b>	<b>Vehicle Detail</b>	<b>VIN #</b>	<b>Lifetime Miles</b>	<b>Sale Price</b>
7626	2011 Ford Econoline 12-Passenger Van	1FBNE3BL3BDA90485	91,087	\$0.00

**Terms and Conditions:**

1. The Equipment is sold “AS IS” AND “WHERE IS” WITHOUT ANY WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE.
2. Shelton Family Center dba Shelton Youth Connection, buyer, will transfer title, will license the vehicle, and is responsible for all taxes and fees associated with the transfer.
3. Mason Transit Authority will execute other documents and perform other acts that are necessary to give effect to the transfer of ownership of Mason County Senior Activities Association.

Mason Transit Authority

\_\_\_\_\_  
Mike Ringgenberg  
Interim General Manager  
Date: \_\_\_\_\_

Accepted:

Shelton Family Center  
dba Shelton Youth Connection

\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Hiring of New General Manager  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** LeeAnn McNulty, Acting General Manager  
**Date:** June 15, 2021

### **Background:**

At the June 8, 2021 MTA Special Board meeting, following the Executive Session, the Board, by motion, authorized the Human Resources Manager to enter into negotiations for the General Manager position with Amy Asher.

Negotiations were conducted that day and the following terms were agreed upon by Ms. Asher, subject to approval by the Board. An HR Committee meeting comprised of Wes Martin, Matt Jewett, Sandy Tarzwell and Sharon Trask, was held on June 10 discussing the terms listed below; agreed upon by the HR Committee and are now the HR Committee's recommendation to the MTA Authority Board:

- A relocation stipend in the amount of \$3,000;
- Ms. Asher will be an at-will employee of MTA;
- Based on her previous experience as a General Manager, her salary will be at the top end of the current MTA General Manager salary range; and
- Adjustment to the new-hire vacation accrual to bring it closer in alignment with the amount she currently receives.

**Summary:** HR Committee recommendation to Board to hire Amy Asher as an MTA at-will employee of MTA with the recommended salary, vacation accrual and relocation stipend.

### **Fiscal Impact:**

\$3,000

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the HR Committee's recommendation to hire Amy Asher under the terms as referenced above.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 2 – *Actionable*  
**Subject:** Star Pass Agreement (PTD0225)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Mike Ringgenberg, Interim General Manager  
**Date:** June 15, 2021

### **Background:**

Attached is an agreement for the State Agency Rider (STAR) Pass program between WSDOT and MTA. Mason Transit has been a participant in this program for four (4) years and the prior agreements were each for a term of one year. As was the case in prior years, this agreement is for the transit pass program for Washington State employees assigned to a worksite located in Thurston County and use unlimited and unrestricted travel on all Mason Transit routes, including regular fixed routes and Dial-A-Ride service. Funding for participation in the program is part of the State transportation budget.

The term of the agreement is for the period of July 1, 2021 to June 30, 2022, unless terminated earlier.

Legal counsel has reviewed the agreement.

**Summary:** Approve agreement between WSDOT and MTA for operation of the STAR Program and authorize the Interim General Manager to sign the agreement.

### **Fiscal Impact:**

Amount not to exceed \$399 per month.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2021-15 that approves the operation of the Star Pass Program Agreement PTD0225 and authorizes the Interim General Manager to sign that Agreement.

Mason Transit Authority Agreement and WSDOT Agreement #PTD0225

Agreement for the State Agency Rider (STAR) Pass Program  
Between the Washington State Department of Transportation  
And  
Mason Transit Authority

This agreement is made and entered into by and between MASON TRANSIT, a public transportation benefit area of the State of Washington, hereinafter referred to as "TRANSIT", and WASHINGTON STATE DEPARTMENT OF TRANSPORTATION hereinafter referred to as "WSDOT" (Agreement.)

WHEREAS, pursuant to RCW 70.94.547, WSDOT is authorized to aggressively develop substantive programs to reduce commute trips by state employees to reduce energy consumption, congestion, and air and water pollution; and

WHEREAS, the State of Washington in its Session Laws of 2021, chapter 333, section 220, has appropriated funds in the transportation budget for WSDOT to implement the state agency commute trip reduction program; and

WHEREAS, WSDOT seeks to encourage transit as an alternative to automobile use by Washington State employees; and

WHEREAS, TRANSIT provides fixed route bus service throughout the urban growth areas of Thurston and Mason counties;

NOW, THEREFORE, pursuant to chapter 39.34 RCW, and in consideration of the terms, conditions, covenants, and performance contained herein, TRANSIT and WSDOT agree as follows:

1. PURPOSE

1.1 This Agreement establishes a transit pass program for any Washington State employee who expresses intent to commute to his or her assigned state worksite using a public transit system currently participating in the STAR pass program.

2. DEFINITIONS

2.1 Eligible Employees

Eligible employees shall include Washington State employees both permanent and temporary. Retired state employees and state K-12 employees are not eligible for a STAR Pass.

## 2.2 State Agency Rider (STAR) Pass Sticker

A STAR Pass authorizing sticker authorizes eligible employees to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County and Dial-a-Lift service at no cost, referred to hereinafter as "STAR Pass Sticker." The STAR Pass Sticker shall be of a size and design that is mutually deemed acceptable by WSDOT and TRANSIT. The STAR Pass Sticker shall have no value after the termination date of this Agreement. Should this Agreement be extended pursuant to Section 3, below, the stickers shall remain valid through the new termination date established by mutual written amendment to the Agreement.

## 2.3 Employee Existing Photo Identification Cards/Badges

The STAR Pass sticker shall be applied to participating employees' existing agency photo identification cards/badges, which are issued by participating Washington State agencies. At a minimum, this card shall include the employee's name and picture. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee's picture.

## 2.4 STAR Pass Identification Card

The parties recognize that some agencies do not provide an employee photo identification card. To facilitate the participation of such employees in the STAR Pass Program, a STAR Pass photo identification card will be provided by WSDOT. This card will include, at a minimum, the employee's name and picture and will validate that they are an employee of the State of Washington. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee's picture.

## 2.5 STAR Pass

Employee existing photo identification cards/badges with a STAR Pass Sticker affixed thereto and the STAR Pass identification card with a STAR Pass Sticker affixed thereto are both referred to as "STAR Pass."

## 3. TERM

3.1 The term of this Agreement shall commence on July 1, 2021, regardless of the date of signature and execution of this Agreement and continue through June 30, 2022, unless terminated earlier as provided herein.

3.2 This Agreement may be extended for additional terms subject to a renegotiation of the Agreement terms, payment for services, and other terms. Any

extensions shall be in writing and signed by persons authorized to represent each party.

#### 4. PROCEDURE FOR USE

4.1 During this program, WSDOT will provide agencies with a STAR Pass sticker that shall be affixed as applicable on each participating employee's agency photo identification card or STAR Pass photo identification card. This sticker will signify that a person is a Washington State employee who is eligible to participate in the STAR Pass Program. TRANSIT will provide individuals who present a validated STAR Pass when boarding a TRANSIT vehicle, unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County; and Dial-A-Lift service. Service operated by any another transit agency is not part of this Agreement.

4.2 The STAR Pass must be displayed for the bus operator upon boarding. Operator will accept only STAR Passes that are affixed to a state-issued photo identification card.

#### 5. WSDOT RESPONSIBILITIES.

##### 5.1 Printing

The costs of printing STAR Pass stickers in sufficient quantity and distributing those stickers to the appropriate agency staff, and photo identification cards to agencies that do not provide identification cards to their employees, will be borne by WSDOT.

##### 5.2 Distribution

WSDOT will develop and enforce policies and procedures that ensure STAR Passes are only distributed to persons who are eligible to participate in this program. WSDOT will coordinate with other Washington State agencies to ensure that STAR Passes are distributed only to eligible employees.

##### 5.3 Collection of STAR Passes Upon Termination

WSDOT will coordinate with other state agencies to ensure that STAR Passes are collected from employees before they terminate state employment or move to a worksite outside of Thurston County.

#### 6. TRANSIT RESPONSIBILITIES

##### 6.1 Program Marketing

TRANSIT will consult with WSDOT for, and Transit will pay for on-going marketing and promotional campaigns for the STAR Pass program.

## 6.2 Sticker and Pass Design

TRANSIT will assist WSDOT in designing the validating STAR Pass Sticker and STAR Pass identification card and will deliver to WSDOT, at no cost to WSDOT, print ready artwork as needed.

## 6.3 Transit Access

TRANSIT will allow each eligible employee displaying a valid STAR Pass to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, routes into Pierce County, and Dial-a-Lift service, without charge.

## 6.4 Collection of Transit Ridership Data

To facilitate program review and evaluation, TRANSIT will develop and maintain program ridership reports. TRANSIT and WSDOT will jointly develop a methodology to periodically assess ridership. TRANSIT will assess STAR Pass use during the months of September and/or October, and during the Legislative Session each year that the Agreement is in effect. Each assessment will be conducted throughout a two-week period. TRANSIT will provide the results of these surveys to WSDOT and TRANSIT and WSDOT will use such results to determine the amount to be charged to WSDOT for the STAR Pass program.

## 7 PAYMENT

7.1 TRANSIT will invoice WSDOT for the operation of the STAR Pass program. WSDOT will reimburse TRANSIT at the rate of \$1.165 (one dollar and sixteen and one-half cents) per trip as determined through the ridership surveys detailed in Section 6.4 of this Agreement.

7.2 Boarding counts conducted by TRANSIT during 2018 and 2019 (three counts each year) indicated that an average 342 trips were taken by STAR Pass holders each month. Using the average, it is expected that approximately 4,104 trips will be taken during the contract period, July 1, 2021 through June 30, 2022.

7.3 At \$1.165 (one dollar and sixteen and one-half cents) per trip, the total contract is not to exceed Four Thousand Seven Hundred and Eighty-One Dollars and sixteen cents (\$4,781.16) subject to the availability of funding.

A. WSDOT will make payment to TRANSIT monthly in an amount not to exceed Three Hundred and Ninety-Eight Dollars and forty three cents (\$398.43) per month.

B. At the completion of each ridership assessment per Section 6.4 of this Agreement, the monthly amount paid by WSDOT to TRANSIT for the STAR Pass Program may be adjusted. Any changes to the amount shall require an amendment to this contract.

C. WSDOT shall make payment to TRANSIT within thirty (30) days of receipt from TRANSIT of appropriate invoices and billing statements.

7.4 No advance payment shall be made for services furnished by TRANSIT prior to execution of this contract or prior to services being provided.

## 8. REPORTS AND EVALUATIONS

8.1 TRANSIT's ridership reports and other records will be available for inspection, review, or audit by personnel duly authorized by WSDOT. Program performance reports will be maintained by TRANSIT for a period of six years following the termination of this Agreement. TRANSIT shall allow WSDOT access to program performance reports for the purpose of monitoring and evaluating program performance.

8.2 If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until such litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the six-year retention period.

## 9. AMENDMENTS

9.1 Either party may request changes to this Agreement. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment of this Agreement and signed by persons authorized to represent each party.

## 10. INDEPENDENT CAPACITY OF TRANSIT

10.1 The TRANSIT and its employees, agents, representatives or subcontractors performing under this contract are not employees or agents of WSDOT. TRANSIT, its employees agents, representatives of subcontractors, will not hold themselves out as nor claim to be an officer or employee of WSDOT or of the State of Washington by reason hereof, nor will TRANSIT make any claim of right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW.

## 11. INDEMINIFICATION

11.1 TRANSIT shall protect, defend, indemnify, and hold harmless the WSDOT, its officers, officials, employees, and agents as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), of

whatsoever kind brought against WSDOT arising out of, or in any way in connection with the execution of this Agreement. TRANSIT will not be required to indemnify defend, or save harmless the WSDOT if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the WSDOT. Where such claims, suits, or actions result from the concurrent negligence of both parties, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each party's own negligence. The indemnification and hold harmless provision shall survive termination of this Agreement.

11.2 TRANSIT agrees that its obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any TRANSIT employees or agents arising from or in connection with execution of this Agreement while they are on public or on WSDOT-owned right-of-way. For this purpose, TRANSIT, by mutual negotiation, hereby waives with respect to the WSDOT only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions of Title 51 RCW

12. AMERICAN WITH DISABILITIES ACT (ADA) of 1990. PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

12.1 TRANSIT must comply with the ADA, and any amendments thereto, which provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

### 13. TERMINATION

13.1 Failure by either party to comply with the terms of this Agreement shall constitute a breach of the Agreement and cause for termination, subject to any other provisions of this Agreement that allow either party a reasonable time to cure such noncompliance, and otherwise subject the breaching party to the non-breaching party's sole option to permit a reasonable time to cure such noncompliance.

13.2 Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

13.3 In the event funding from state, federal or other sources is withdrawn, reduced or limited in any way after the effective date of this contract and prior to completion of the term of this Agreement, WSDOT may terminate the contract

under the "Termination" clause, without the thirty day notice requirement, subject to re-negotiation under any new funding limitations and conditions.

#### 14. APPLICABLE LAW AND VENUE

14.1 This Agreement shall be governed by and construed according to the laws of the State of Washington. Nothing in this Agreement shall be construed as altering or diminishing the rights or responsibilities of the parties as granted or imposed by state law.

14.2 In the event that either party deems it necessary to initiate litigation involving this Agreement, venue shall be in Thurston County, Washington.

#### 15. DISPUTES

15.1 In the event that a dispute arises under this Agreement, it shall be resolved in the following manner: Each party shall appoint a member to a Dispute Board. Both appointed members shall jointly appoint a third member to the Dispute Board who is not employed by or otherwise associated with either party. The Dispute Board shall evaluate the dispute and make a determination of the dispute which shall be binding upon both parties.

15.2 The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

15.3 Each party shall be responsible for its own costs for the Dispute Board and process and also agrees to share equally in any costs of the third member to the Dispute Board.

#### 16. INSURANCE

16.1 TRANSIT shall obtain and keep in force during the full term of this Agreement the following coverage:

- A. Workmen's Compensation Insurance in compliance with the laws of the State of Washington covering all employees employed by TRANSIT and providing services pursuant to this Agreement.
- B. Comprehensive Auto Liability Insurance on all vehicles used in connection with this Agreement whether owned, non-owned, or hired, with not less than \$5,000,000.00 combined single limit for bodily injury and property damage per accident.
- C. Comprehensive General Liability Insurance with limits for bodily injury and property damage of \$5,000,000.00 combined single limit per occurrence.

16.2 TRANSIT will name WSDOT, its officers, agents, employees, and volunteers as an additional insured on the insurance policies in “B” and “C” above by endorsement of the liability policies required above. The endorsement shall require the insurer to provide WSDOT with not less than Forty-five (45) days prior written notice per RCW 48.18.290 before any cancellation of the coverage required above.

16.3 Within ten (10) days of execution of this Agreement TRANSIT will provide WSDOT with evidence of the insurance coverage listed above through either a certificate of insurance or certified copy of the policy.

## 17. ASSIGNMENT/SUBCONTRACTING

17.1 TRANSIT shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of WSDOT and it is further agreed that said consent must be sought in writing by TRANSIT not less than sixty (60) days prior to the date of any proposed assignment. WSDOT reserves the right to reject without cause any such assignment.

## 18. NON-DISCRIMINATION

18.1 In the performance of this Agreement, TRANSIT shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), American With Disabilities Act of 1990, Public Law 101-336, 28 CFR Part 35, and Chapter 49.60 RCW, as now or hereafter amended.

18.2 TRANSIT shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical handicap in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part; and
- b) Denying an individual, the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

18.3 In the event of TRANSIT’s non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and TRANSIT may be declared ineligible to further enter into Agreement with WSDOT. TRANSIT shall, however, be given a reasonable time in which to cure this noncompliance.

18.4 Any dispute may be resolved in accordance with the “Disputes” procedure set forth herein.

19. PARTY CONTRACT MANAGERS

19.1 WSDOT's contract manager: Amber Nguyen  
Public Transportation Division  
Urban Programs Manager  
PO Box 47387s  
Olympia, Washington 98504-7387  
360-705-7877

19.2 MASON TRANSIT AUTHORITY's Contract manager LeeAnn McNulty  
790 E Johns Prairie Rd  
Shelton, Washington 98584  
360-426-9434

20. SEVERABILITY

20.1 Should any provision of this Agreement be deemed invalid or inconsistent with any federal, state or local law or regulation, the remaining provisions shall continue in full force and effect.

21. ENTIRE CONTRACT

21.1 This agreement is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded.

22. AUTHORIZATION

22.1 The undersigned acknowledge that they are authorized to execute this Agreement and bind their agencies to the obligations set forth herein.

**IN WITNESS WHEREOF, TRANSIT AND WSDOT have caused this Agreement to be executed as of the date last signed below by the Parties.**

**MASON TRANSIT AUTHORITY**

**DEPARTMENT of TRANSPORTATION**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Mike Ringgenberg,  
Interim General Manager

\_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation

**RESOLUTION NO. 2021-15**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING THE AGREEMENT FOR THE STATE AGENCY RIDER (STAR)  
PASS PROGRAM AGREEMENT PTD0225 BETWEEN MASON TRANSIT  
AUTHORITY AND WASHINGTON STATE DEPARTMENT OF  
TRANSPORTATION AND AUTHORIZING THE  
INTERIM GENERAL MANAGER TO EXECUTE SAME.**

**WHEREAS**, the Mason Transit Authority Board desires to continue the State Agency Rider (STAR) Pass program with the Washington State Department of Transportation (WSDOT) to provide transportation to those riders of the STAR program to encourage their use of transit so as to reduce commute trips by state employees to reduce energy consumption, congestion, air and water pollution; and

**WHEREAS**, Mason Transit Authority has previously participated in the STAR program for four years and in order to continue in the program, it is necessary to enter into an agreement establishing the terms and conditions of the program for the next year;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that it approves the State Agency Rider (STAR) Pass program between the State of Washington Department of Transportation and Mason Transit Authority (Agreement PTD0225); and

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

Adopted this 15<sup>th</sup> day of June, 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:** Informational Report – Item 1 – *Informational*  
**Subject:** Financial Reports – May 2021  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Mike Ringgenberg, Interim General Manager  
**Date:** June 15, 2021

### **Summary for Informational Purposes:**

Included is the financial performance for May 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 March 2021 (received May 28, 2021) was \$595,307, 46% higher than March 2020.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 42% (5/12) of the budget through the end of the year. Total YTD Revenue is over budget at 52.6%. Total YTD Operating Expenses are under budget at 36.3%.

- The agency has spent \$4,951 in COVID-19 related expenditures YTD.
- Funding from the Consolidated Operating Grant for In-county service is depleted for the balance of the current biennium. In-county expenses incurred through the end of June 2021 will now be reimbursed through the CARES Act grant. The depletion is primarily due to the change in service makeup in response to COVID. The agency has an approved cost allocation plan by which expenses are distributed by the percentage of miles driven between In-county, Out-of-County and Demand Response projects. The lesser number of miles to Out-of-County service due to the persisting reductions to service has pushed more of the costs back to In-County and Demand Response service.
- Investment income revenue was budgeted conservatively in 2021 despite recent years' performance. Investment income revenue is significantly below expectations to date as compared to the same time last year.

### **Fiscal Impact:**

May's fiscal impact reflects total revenues of \$741,920 and operating expenses of \$507,213 for a net income of \$234,707.

# Mason Transit Authority Statement of Financial Activities

% through the year: 42.0%

June 2021 Board Report

May Statement of Financial Activities	May Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 2,952	\$ 13,998	\$ 32,500		43.1%
PSNS Worker/Driver & Vanpool Fares	9,488	54,314	150,500		36.1%
<b>Total Operating Revenue (Fares)</b>	<b>12,440</b>	<b>68,312</b>	<b>183,000</b>		<b>37.3%</b>
Sales Tax	337,957	2,172,097	4,054,264	(1)	53.6%
Operating Grants	376,723	1,599,176	2,992,852	(2)	53.4%
Rental Income	11,495	57,233	144,180		39.7%
Investment Income	913	5,829	50,000		11.7%
Other Non-operating Revenue	2,392	32,392	53,410	(3)	60.6%
<b>Total Revenue</b>	<b>741,920</b>	<b>3,935,037</b>	<b>7,477,706</b>		<b>52.6%</b>
<b>Expenses</b>					
Wages and Benefits	378,797	2,000,614	5,474,061		36.5%
Contracted services	46,413	149,529	346,332		43.2%
Fuel	25,196	119,438	300,750	(4)	39.7%
Vehicle/Facility Repair & Maintenance	10,478	70,675	265,752		26.6%
Insurance	15,821	79,107	210,364		37.6%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	3,522	17,226	42,500		40.5%
Utilities	12,516	66,791	158,839		42.0%
Supplies & Small Equipment	7,444	106,948	226,590	(5)	47.2%
Training & Meetings	329	4,484	39,935		11.2%
Other operating expenses	6,696	74,410	307,808	(6)	24.2%
<b>Total Operating Expenses</b>	<b>507,213</b>	<b>2,689,222</b>	<b>7,410,931</b>		<b>36.3%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 234,707</b>	<b>\$ 1,245,815</b>	<b>\$ 66,775</b>		

## 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 & May accruals.
(3)	Includes LMTAAA Volunteer program revenue - \$10,080; Volunteer Donations - \$588; Sale of Maintenance Services - \$455; Community Van - \$0; Gain/Loss on Disp. of Asset - \$1,445; Sales Tax Interest Income - \$1109; Other State Capital Grant Revenue - \$17,300; Insurance Recoveries - \$586.
(4)	Average diesel price per gallon year to date is \$2.13. Average gasoline price per gallon year to date is \$2.93.
(5)	Printing- \$5,077 Cleaning/Sanitation/Safety supplies - \$8,199; Office Supplies - \$2,785; Shop Supplies - \$4,414; Small Tools & Equipment - \$2,703; IT Equipment - \$69,857; 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 - \$7,586 Advertising - \$36,829; Merchant/Credit Card fees - \$1,715; Dues, Memberships, Subscriptions - \$22,644; Unemployment Insurance - \$2,610 plus other misc. operating expenses.

# Mason Transit Authority Statement of Financial Activities - TCC

% through the year: 42.0%

June 2021 Board Report

May Statement of Financial Activities	2021 Combined May Actual	2021 YTD Actual	2021 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 8,827	\$ 44,149	\$ 116,687	(1)	37.8%	\$ 44,149	\$ -
Other Revenue	-	-	-			-	-
<b>Total Revenue</b>	<b>8,827</b>	<b>44,149</b>	<b>116,687</b>		<b>37.8%</b>	<b>44,149</b>	<b>-</b>
Expenses							
Wages and Benefits	11,280	59,163	145,106		40.8%	59,163	-
Contracted services	90	2,037	10,900		18.7%	1,836	201
Repair & Maintenance	436	7,075	44,952		15.7%	5,604	1,472
Insurance	1,498	7,492	16,128		46.5%	7,492	-
Utilities	4,145	22,289	51,500		43.3%	15,929	6,360
Supplies & Small Equipment	458	3,736	29,950		12.5%	3,338	398
Training & Meetings	-	70	1,100		6.4%	70	-
Other Operating Expenses	-	1,369	4,532	(2)	30.2%	1,150	219
<b>Total Operating Expenses</b>	<b>17,908</b>	<b>103,231</b>	<b>304,168</b>		<b>33.9%</b>	<b>94,583</b>	<b>8,648</b>
Net Income (Deficit) from Operations	\$ (9,081)	\$ (59,082)	\$ (187,481)			\$ (50,434)	\$ (8,648)

## 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

June 2021 Board Report

## Cash Balances

	4/30/2021	5/31/2021	Change
Cash - MC Treasurer	\$ 1,093,980.97	\$ 819,397.64	\$ (274,583.33)
Investments - MC Treasurer	11,500,000.00	11,500,000.00	-
Payroll - ACH Columbia Bank	191,845.48	\$ 193,857.52	\$ 2,012.04
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 12,786,326.45</b>	<b>\$ 12,513,755.16</b>	<b>\$ (272,571.29)</b>

## 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. <b>Application Successful 5/17/2021.</b> 25% match	317,381
<b>Total Grant Match</b>	<b>881,797</b>

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 <sup>1</sup> /Park and Ride Projects	4,000,000
Fuel Reserves	120,000
IT Investments	60,000
<b>Total Encumbered</b>	<b>\$ 11,429,372</b>

Total of Cash	\$ 12,513,755.16
Less Encumbrances	11,429,371.82
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>1,084,383.34</b>
Investments - MC Treasurer (Reserves)	11,500,000.00
Less Encumbrances	11,429,371.82
<b>Undesignated Cash Reserves</b>	<b>\$ 70,628.18</b>

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves.

## Mason Transit Authority Capital Budget

June 2021 Board Report

As of May 31, 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	-	1,929,149	6,705,600	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
<b>Total Misc Capital Projects</b>	<b>11,092,800</b>	<b>9,392,300</b>	<b>1,400,761</b>	<b>300,000</b>	<b>1,997,980</b>	<b>6,774,430</b>	
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. AWARD SUCCESSFUL 05/2021
Mini Cutaway	96,650	96,650	-	-	92,275	92,275	Expansion vehicle; funded through Sales Tax Equalization.
<b>Total Vehicle Replacements</b>	<b>2,399,228</b>	<b>565,286</b>	<b>881,797</b>	<b>-</b>	<b>1,044,420</b>	<b>92,275</b>	
<b>Total Capital Projects</b>	<b>\$ 13,492,028</b>	<b>\$ 9,957,586</b>	<b>\$ 2,282,558</b>	<b>\$ 300,000</b>	<b>\$ 3,042,400</b>	<b>\$ 6,866,705</b>	

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

June 2021 Board Report

Sales Tax Collected as of 5/28/2021 for 03/31/2021

Monthly Cash-Flow Trend (January - December)

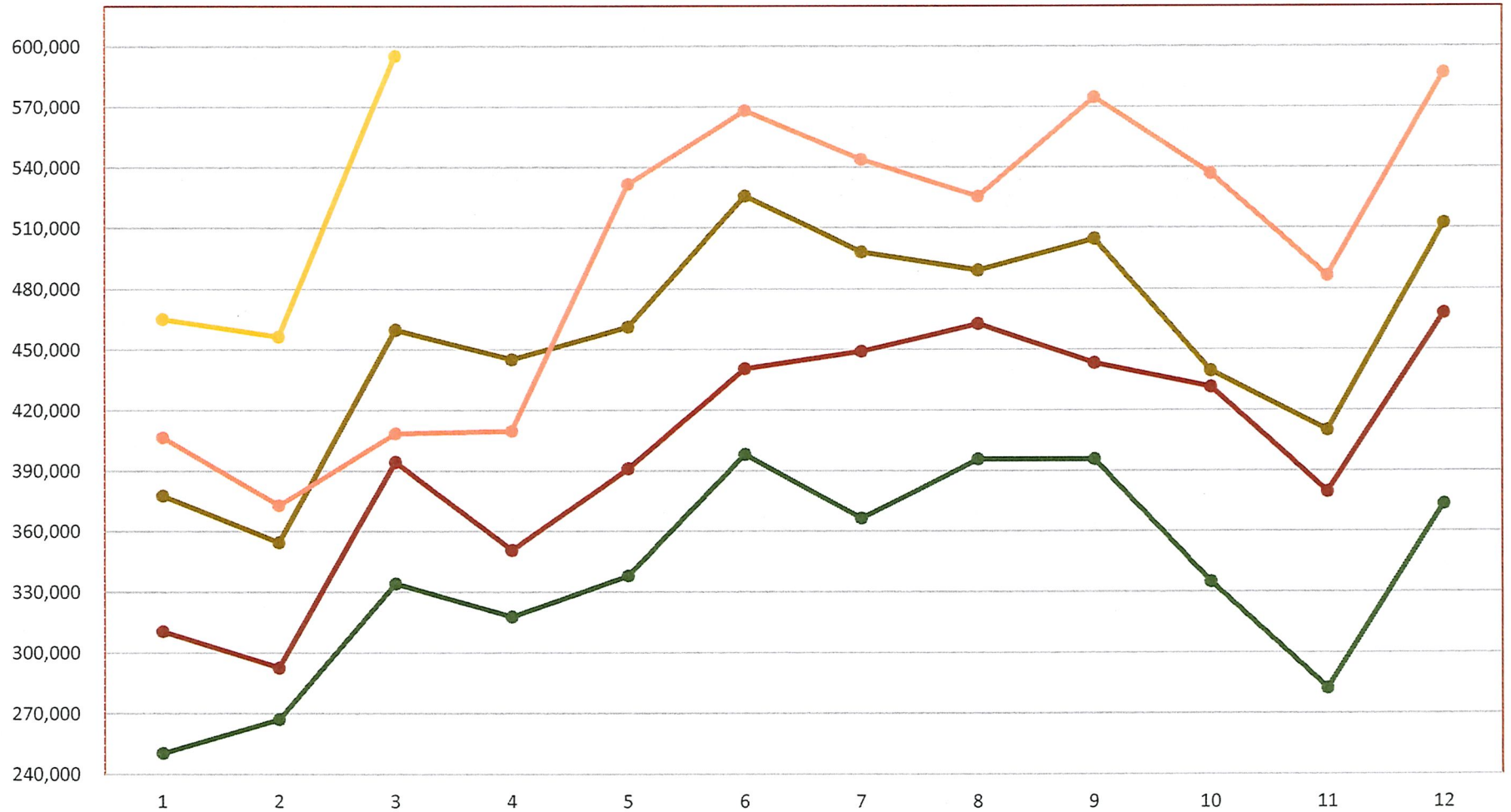
	2018	2019	2020	2021 Budget	2021 Actual	2020 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834			
May	391,052	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	1,516,756		

Budget Variance Average - YTD 78%

% Change 2019 vs 2020 Actual Average - YTD 28%

# 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:** June 15, 2021

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 15, 2021

# MTA MANAGEMENT REPORTS

---

Submitted to MTA Authority Board June 15, 2021

## ACTING GENERAL MANAGER'S REPORT

### Below is a list of major activities for the month:

- Coordinated with Prothman as they performed the initial candidate interviews for what the GM recruitment process would look like.
- Organized a Board HR Committee/Manager work session to review the candidates screened by Prothman.
- Organized Meet and Greet event for staff, the public and community leaders to meet the final three (3) candidates ahead of their interviews with the full MTA Board.
- Arranged for the board to interview each of the three (3) GM finalists.
- Coordinated tours of the TCC & JP facilities for each candidate.
- Worked with JayRay on upcoming weekly promotions and GM recruitment media pieces.
- Facilitated with Marshall's help the completion of the Project Management Plan (PMP) for the park and ride projects.

### Board Assistance, Awareness and Support:

- Met with Board Chair, Vice Chair and Board HR Committee to hold GM Recruitment Work Session
- Facilitated Special Board Meeting to perform interviews for final three (3) GM candidates.
- Met with Board Chair, Vice Chair and Board HR Committee to discuss GM employment agreement.
- Discussed biennium funding versus work completion timing issues for the park and ride projects with the Board Chair.

## TEAM UPDATES

### **ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty**

#### **HR Support:**

- Working with Paylocity to implement Compensation Module to compliment suite of HRIS services.
- Provided onboarding to 2 new drivers and 1 fueler/detailer.
- Interviewed two candidates for the open Accounting Coordinator position.
- Launched recruitment for another Driver class to begin July 20.
- Implemented a new employee benefit with the option of purchasing additional life insurance through AWC and Standard Life.
- Assisted several employees with various long-term leave matters.
- Navigated the changing mask mandates and how they relate to transit.
- Developed interview questions for the Board GM candidate interviews.
- At the Board's request, negotiated with Amy Asher regarding General Manager employment agreement.
- Attended WSTA HR Committee quarterly meeting.

#### **Administrative Services Support**

- With Marshall's help, responded to WSDOT regarding 2<sup>nd</sup> round of NTD validation questions.
- Attended the May WSTIP Executive Committee meeting.
- Facilitated Van Grant scoring committee.
- Working with SCJ regarding timing of expenses to date and alignment to the end of current biennium funds.
- Discussions with several officials from WSDOT regarding Park and Ride grant funding.
- Responded to WSDOT's request for data related to CARES Act grant submission for FTA audit.

**I would like to acknowledge the tremendous help that Tracy has been in assisting with the coordination of the GM Recruitment events, navigating an extensive public records request and everything else she does in support of the Executive Team. TRACY - YOU ARE AWESOME AND SO APPRECIATED!**

### **MAINTENANCE/FACILITIES – Marshall Krier**

#### **Outreach and meetings:**

- Completed travel to Gillig for bus inspection.

#### **T-CC Facility:**

- Continuing to maintain COVID-19 safe start measures. Working closely with Chris Wilder on requirements.
- Pickleball sessions continue in the gym this May and 139 total players participate. We hosted our first big event in the gym and kitchen this month in over 14 months. The Celebration of Life hosted around 175 people.
- Partnered with Mason General Hospital and the National Guard for a one-day J&J vaccination event. 57 doses administered to the public.

#### **T-CC Building Projects/Purchases/Maintenance**

- Continuing to renovate T-CC basement into a useable work area for projects and storage.

#### **Johns Prairie and Belfair Building Projects/Purchases/Maintenance**

- Two new Gillig buses have been placed into service.
- New mini cutaway placed into service.
- Purchased small utility trailer for facility usage.
- Completed wall construction in building one.
- Continued COVID -19 cleaning protocol.

### Park and Rides

- **Shelton Matlock:** Light poles installed, Waiting on security cameras and landscaping. I expect it to be completed by the end of July.
- **Pear Orchard:** Awaiting Charge Point car charger, bus shelter and security camera installations and anticipated to be completed in June.
- **Belfair:** Construction is progressing. Pavement is completed for the parking area. Water infrastructure is being installed. Building construction is moving forward. prep work has been. Continued selection of interior materials for building. I anticipated this project to be completed in October, 2021.
- **Pickering and Cole Rd:** Construction is progressing at both facilities and these two projects should be completed by July as well.

### OPERATIONS – Trina Gwerder

- **Access checks:** Seven access checks were performed by Operations Supervisors/Operations Coordinator/Operations Manager Joseph, Matt and myself.
- **COVID-19:** In May, one passenger was transported as 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 review.
- **Driver Shake-up:** Drivers bid on new blocks of work on May 14, 2021 effective June 7, 2021. Route 8 to Triton Cove was added back into this shake-up.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Ridership:** We had 14,571 total riders in all modes of transportation in May 2021. This is a decrease of 1,943 riders from April 2021.
- **Safety Committee:** A Safety Committee meeting was rescheduled to June 29, 2021.
- **Training:** Lisa began new driver training split class on May 18, 2021, (one from Operations and one from Maintenance). Lisa attended Assault Awareness and Prevention Training. Lisa also attended a refresher for Legal Issues for Supervisors webinar. Another trainer was recertified for their PASS recertification.
- **Vanpool:** There were 2 of 10 vans in use in May. The vanpool program will end on June 30, 2021.

## 2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 6/11/2021	Progress
<b>Objective 1: Safe and Secure</b>		
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		
<b>Objective 2: Effective Transportation Services</b>		
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
<b>Objective 3: Financial Stewardship</b>		
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.

<b>Objective 4: Community Partnerships and Responsibility</b>	
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	
<b>Objective 5: Workplace Culture</b>	
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:** June 15, 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 has addressed some punchlist items but still needs to install the bus shelter and the car charging station wiring and bolts. Hood Canal Communications is working towards getting security cameras installed. The estimated completion for this site is end of June 2021.

Belfair Park and Ride Construction: Roglin's is sending in submittals and RFIs. Roglin's is progressing site and building construction. Roglin's is focused primarily on building construction at this point. The estimated completion for this site is end of October 2021.

Shelton Matlock Park and Ride Construction: The illumination poles have been installed. The power connection and wiring are the next step. The estimated completion for this site is end of July 2021.

Pickering Road Park and Ride Construction: Roglin's has done the majority of grading at the Pickering Road site and is starting to lay down base to prepare for pavement. They are also installing curb and stormwater infrastructure. The estimated completion for this site is end of July 2021.

Cole Road Park and Ride Construction: Roglin's performed the grind and overlay at the Cole Road site. They also re-stripped the parking lot. The next step will be to finish up some demolition and install the illumination and security system. The estimated completion for this site is end of July 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:** June 15, 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.

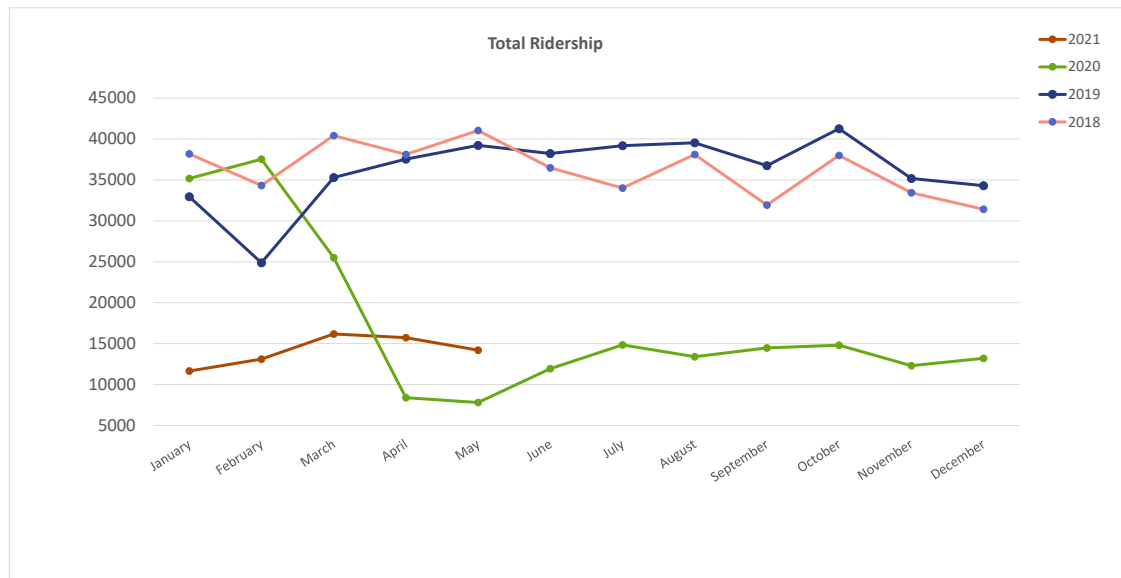
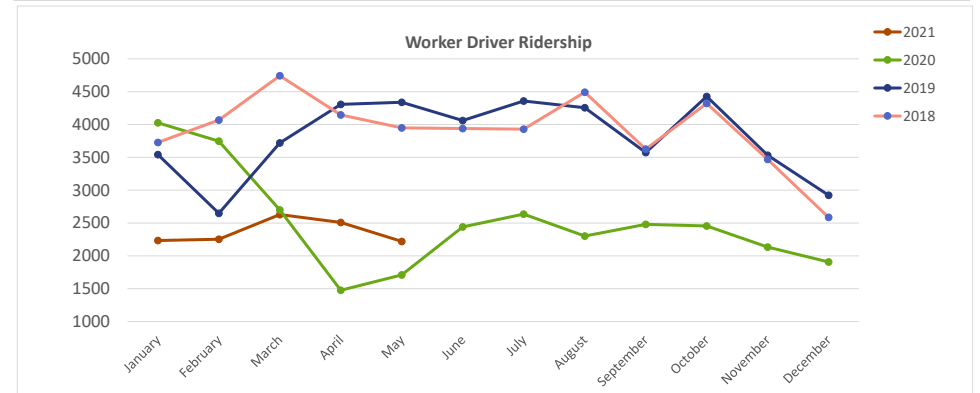
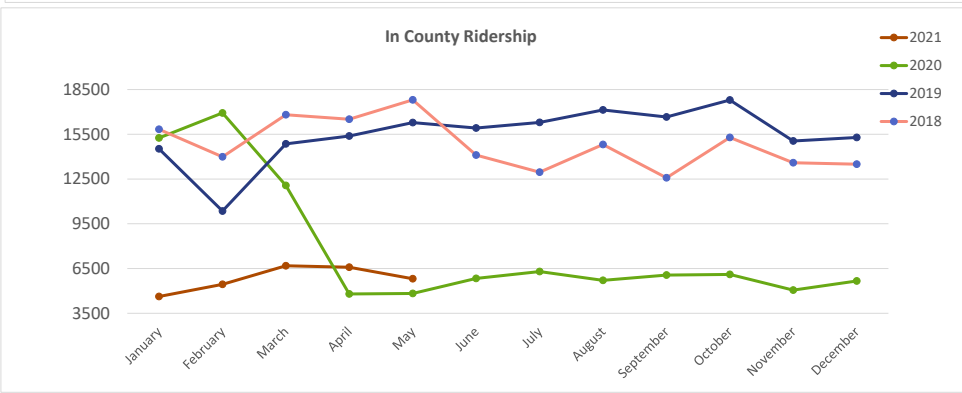
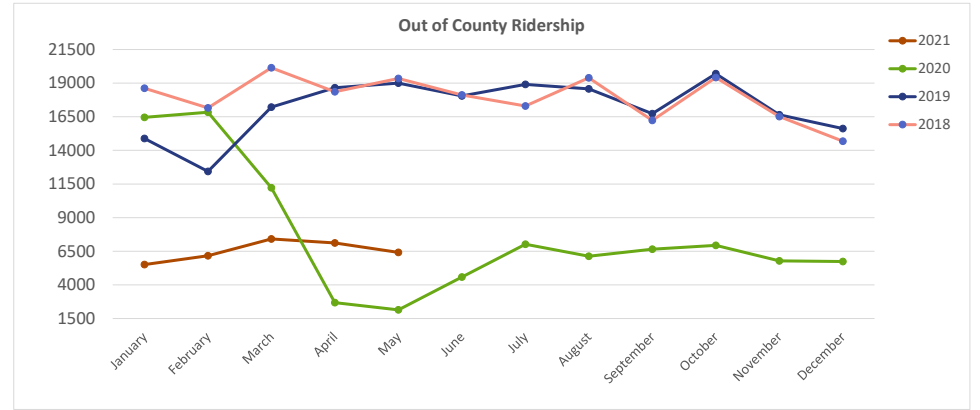
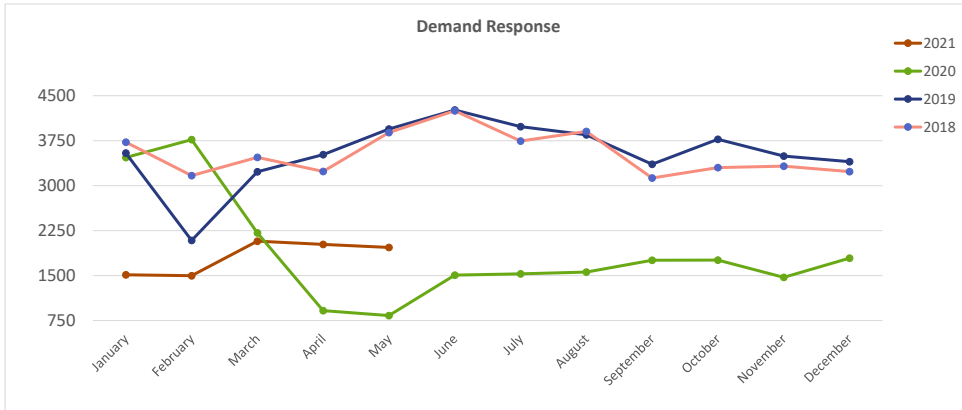
Average daily total ridership based on # of service days in the month:

January	- 24 service days	485
February	- 23 service days	569
March	- 27 service days	599
April	- 26 service days	605
May	- 25 service days	568

### Analysis of Operations Statistics: 2020 versus 2019

Direct project expenses are allocated by percentage of miles driven between the different modes of service. When the reductions in service initially took place in 2020, both in-county and out-of-county fixed route service were drastically reduced. Most of the service was provided through Demand Response in the early months of the pandemic. Out-of-county fixed route service (including the Express Commuter Routes) had not yet returned to normal service levels by the end of 2020, where in-county service had returned closer to normal resulting in more of costs allocated to in-county service by percentage of total miles. The Worker Driver program has seen a reduction in passenger trips, however, the number of vehicles in service has not changed due to onboard social distancing requirements.

**RIDERSHIP DATA CHARTED**



## Operations Statistics

<b>Fixed Route (in county)</b>	<b>Jan - Mar 2020</b>	<b>Apr - Jun 2020</b>	<b>Jul - Sep 2020</b>	<b>Oct - Dec 2020</b>	<b>2020</b>	<b>2019</b>
<b>Passenger Trips</b> <i>(one-way boardings)</i>	44,253	15,458	18,072	16,818	94,601	185,525
<b>Total Vehicle Miles</b>	39,299	22,571	28,900	28,774	119,544	161,318
<b>Total Vehicle Hours</b>	3,239	1,937	2,266	2,248	9,691	12,781
<b>Direct Project Expenses</b>	<b>\$ 215,839</b>	<b>\$ 362,411</b>	<b>\$ 245,896</b>	<b>\$ 279,497</b>	<b>\$ 1,103,643</b>	<b>\$ 880,361</b>
Trips/Mile	1.13	0.68	0.63	0.58	0.791	1.150
Cost/Trip	\$ 4.88	\$ 23.44	\$ 13.61	\$ 16.62	\$ 11.67	\$ 4.75
Miles Per Hour	12.13	11.65	12.75	12.80	12.34	12.62
Cost/Mile	\$ 5.49	\$ 16.06	\$ 8.51	\$ 9.71	\$ 9.23	\$ 5.46
Trips/Hour	13.66	7.98	7.97	7.48	9.76	14.52
Cost/Hour	\$ 66.64	\$ 187.08	\$ 108.50	\$ 124.31	\$ 113.89	\$ 68.88
<b>Fixed Route (out of county)</b>	<b>Jan - Mar 2020</b>	<b>Apr - Jun 2020</b>	<b>Jul - Sep 2020</b>	<b>Oct - Dec 2020</b>	<b>2020</b>	<b>2019</b>
<b>Passenger Trips</b> <i>(one-way boardings)</i>	29,471	3,319	12,284	11,845	56,919	135,596
<b>Total Vehicle Miles</b>	88,149	23,310	62,891	64,046	238,396	383,966
<b>Total Vehicle Hours</b>	4,007	1,004	2,673	2,744	10,428	17,521
<b>Direct Project Expenses</b>	<b>\$ 484,134</b>	<b>\$ 374,276</b>	<b>\$ 535,110</b>	<b>\$ 622,113</b>	<b>\$ 2,015,633</b>	<b>\$ 2,165,941</b>
Trips/Mile	0.33	0.14	0.20	0.18	0.239	0.353
Cost/Trip	\$ 16.43	\$ 112.77	\$ 43.56	\$ 52.52	\$ 35.41	\$ 15.97
Miles Per Hour	22.00	23.21	23.53	23.34	22.86	21.91
Cost/Mile	\$ 5.49	\$ 16.06	\$ 8.51	\$ 9.71	\$ 8.45	\$ 5.64
Trips/Hour	7.36	3.30	4.60	4.32	5.46	7.74
Cost/Hour	\$ 120.83	\$ 372.64	\$ 200.22	\$ 226.74	\$ 193.30	\$ 123.62
<b>Demand Response</b>	<b>Jan - Mar 2020</b>	<b>Apr - Jun 2020</b>	<b>Jul - Sep 2020</b>	<b>Oct - Dec 2020</b>	<b>2020</b>	<b>2019</b>
<b>Passenger Trips</b> <i>(one-way boardings)</i>	9,450	3,255	4,842	5,019	22,566	42,438
<b>Total Vehicle Miles</b>	71,101	29,952	57,570	57,154	215,777	302,877
<b>Total Vehicle Hours</b>	5,832	2,982	4,136	3,806	16,756	23,022
<b>Direct Project Expenses</b>	<b>\$ 390,502</b>	<b>\$ 480,924</b>	<b>\$ 489,836</b>	<b>\$ 555,167</b>	<b>\$ 1,916,429</b>	<b>\$ 1,706,565</b>
Trips/Mile	0.13	0.11	0.08	0.09	0.105	0.140
Cost/Trip	\$ 41.32	\$ 147.75	\$ 101.16	\$ 110.61	\$ 84.93	\$ 40.21
Miles Per Hour	12.19	10.04	13.92	15.02	12.88	13.16
Cost/Mile	\$ 5.49	\$ 16.06	\$ 8.51	\$ 9.71	\$ 8.88	\$ 5.63
Trips/Hour	1.62	1.09	1.17	1.32	1.35	1.84
Cost/Hour	\$ 66.96	\$ 161.28	\$ 118.43	\$ 145.86	\$ 114.37	\$ 74.13

## Operations Statistics

<b>Worker Driver</b>	<i>Jan - Mar 2020</i>	<i>Apr - Jun 2020</i>	<i>Jul - Sep 2020</i>	<i>Oct - Dec 2020</i>	<b>2020</b>	<b>2019</b>
<b>Passenger Trips</b> <i>(one-way boardings)</i>	10,471	5,625	7,417	6,497	30,010	45,688
<b>Total Vehicle Miles</b>	15,027	15,711	15,650	13,901	60,289	60,042
<b>Total Vehicle Hours</b>	617	624	601	608	2,449	2,461
<b>Direct Project Expenses</b>	<b>\$ 40,832</b>	<b>\$ 54,513</b>	<b>\$ 40,913</b>	<b>\$ 59,338</b>	<b>\$ 195,596</b>	<b>\$ 194,909</b>
Trips/Mile	0.70	0.36	0.47	0.47	0.498	0.761
Cost/Trip	\$ 3.90	\$ 9.69	\$ 5.52	\$ 9.13	\$ 6.52	\$ 4.27
Miles Per Hour	24.35	25.20	26.06	22.88	24.62	24.40
Cost/Mile	\$ 2.72	\$ 3.47	\$ 2.61	\$ 4.27	\$ 3.24	\$ 3.25
Trips/Hour	16.97	9.02	12.35	10.69	12.25	18.56
Cost/Hour	\$ 66.17	\$ 87.43	\$ 68.12	\$ 97.66	\$ 79.87	\$ 79.19
<b>Total Service</b>	<i>Jan - Mar 2020</i>	<i>Apr - Jun 2020</i>	<i>Jul - Sep 2020</i>	<i>Oct - Dec 2020</i>	<b>2020</b>	<b>2019</b>
<b>Passenger Trips</b> <i>(one-way boardings)</i>	93,645	27,657	42,615	40,179	204,096	409,247
<b>Total Vehicle Miles</b>	213,576	91,544	165,011	163,875	634,006	908,203
<b>Total Vehicle Hours</b>	13,695	6,547	9,676	9,406	39,323	55,785
<b>Direct Project Expenses</b>	<b>\$ 1,131,307</b>	<b>\$ 1,272,124</b>	<b>\$ 1,311,755</b>	<b>\$ 1,516,116</b>	<b>\$ 5,231,301</b>	<b>\$ 4,947,776</b>
Trips/Mile	0.44	0.30	0.26	0.25	0.32	0.45
Cost/Trip	\$ 12.08	\$ 46.00	\$ 30.78	\$ 37.73	\$ 25.63	\$ 12.09
Miles Per Hour	15.60	13.98	17.05	17.42	16.12	16.28
Cost/Mile	\$ 5.30	\$ 13.90	\$ 7.95	\$ 9.25	\$ 8.25	\$ 5.45
Trips/Hour	6.84	4.22	4.40	4.27	5.19	7.34
Cost/Hour	\$ 82.61	\$ 194.31	\$ 135.57	\$ 161.19	\$ 133.03	\$ 88.69

*\*Total Service does not include Vanpool, Volunteer Driver, Squaxin, Radich or T-CC*