



AGENDA

Mason Transit Authority Board
Regular Meeting
July 20, 2021, 4:00 p.m.
Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

*Please Note: To be compliant with current TSA requirements, face masks are still required when on transit property that is considered to be a transit hub, and the Transit-Community Center is considered to be one.**

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. 003: Approval of the minutes of the June 15, 2021 MTA regular Board meeting.
2. Pg. 007: Check Approval: June 12 – July 9, 2021

REGULAR AGENDA

UNFINISHED BUSINESS: [None]

NEW BUSINESS:

1. Pg. 015: Third Amendment to Agreement PTD0044– Resolution No. 2021-16
– *Actionable (LeeAnn)*
2. Pg. 021: Surplus Vehicles – Resolution No. 2021-17 – Actionable (Marshall)
3. Pg. 024: Cooperative Agreement with County – Resolution No. 2021-18
– *Actionable (Amy and Mike)*
4. Pg. 047: Removal of Previously Authorized Staff Member and Approval of New General Manager to Sign on Financial Accounts – Resolution No. 2021-19 – (LeeAnn)
5. Pg. 050: First View of Transit Development Plan – Discussion (Mike R.)
6. Pg. 081: MTA Board Composition Review – Discussion (Amy)
7. Pg. 082: Request for Proposal - Discussion (Amy and Mike R.)

INFORMATIONAL

Reports

1. Pg. 083: Financial Reports
2. Pg. 090: Management Reports
3. Pg. 098: Park and Ride Update
4. Pg. 100: JayRay's 6-Month Activity Report on Public Relations
5. Pg. 135: Operational Statistics

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

Public Hearings on Transit Development Plan

Thursday, July 29, 2021 at 5:30 PM

Port of Allyn
Meeting Room
18560 State Route 3
Allyn

Monday, August 9, 2021 at 5:30 PM

MTA Transit-Community Center*
601 West Franklin Street
Shelton

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

August 17, 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.

Mason Transit Authority
Minutes of the Regular Board Meeting
June 15, 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: 4:03 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

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

Authority Voting Board Members Not Present: Sandy Tarzwell, Matt Jewett and Kevin Shutty

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

Citizen Advisor to the Board Present in Person: John Piety

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

Others present via WebEx virtual conference: Robert Johnson, MTA Legal Counsel; Trina Gwerder, Acting Operations Manager; and Elizabeth Safsten of WSDOT.

ACCEPTANCE OF AGENDA

Moved that the agenda for the June 15, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Martin. Motion carried.**

PUBLIC COMMENT – None.

CONSENT AGENDA

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

1. It was **moved** to approve the following minutes:
 - the MTA regular Board meeting of May 18, 2021; and
 - the MTA special Board meeting of June 8, 2021.
2. **Moved** that the Mason Transit Authority Board approve the payments of May 15, 2021 through June 11, 2021 financial obligations on checks#35273 through 35333, as presented for a total of \$485,486.86.

Neatherlin/Campbell. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS:

1. **Van Grant Award to Gethsemane Ministries:** LeeAnn McNulty, Administrative Services Manager, described the process that led to the scoring of the four applications that were submitted to MTA. Based on scores, Gethsemane was one of two organizations to receive a van from the MTA Van Grant Program. **Moved** 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. **Neatherlin/Campbell. Motion carried.**
2. **Van Grant Award to Shelton Youth Connection:** Ms. McNulty shared that the Shelton Youth Connection was the second awarded van grant recipient based on scoring of their application submitted to MTA. **Moved** 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. **Neatherlin/Campbell. Motion carried.** Susan Kirchoff of Shelton Youth Connection shared her gratitude and that she was super stoked that Shelton Youth Connection would be receiving one of the vans so that they could better reach and transport youth in areas not served by MTA.

Commissioner Neatherlin shared that the benefits to the community of receiving these vans through the van grant program exceed what small amount MTA would receive when taking them to auction. He recalled a time when he was at a theatre and a van was filled with seniors that were also going to the theatre. The van was owned by a local non-profit organization in which that van was previously awarded to them from MTA's van grant program.

NEW BUSINESS

1. **Hiring of New MTA General Manager.** Ms. McNulty shared with the Board that negotiations were entered into immediately following the June 8 special meeting and that the MTA HR Committee meeting was held on June 10. Ms. McNulty outlined the HR Committee's recommendations as follows:
 - 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 from the new-hire vacation accrual to bring the benefit closer in alignment with the amount she currently receives.

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

Campbell/Neatherlin. Motion carried.

Commissioners Neatherlin and Trask complimented staff for their work throughout the GM recruitment and that Ms. Asher will be a great addition to the MTA team.

2. **Star Pass Agreement (PTD0225).** Ms. McNulty shared with the Board that this has been an annual agreement which is coming before the Board for approval. **Moved** 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. **Neatherlin/Campbell. Motion carried.**

INFORMATIONAL REPORTS:

- **Financial Reports:** Ms. McNulty indicated that the past month was status quo relating to finances.
- **Management Reports:** Ms. McNulty indicated that Ms. Asher was appreciative of the advance planning in looking for a successor to Mr. Krier's position and his upcoming retirement.
- **Park and Ride Update:** Marshall Krier, Maintenance and Facilities Manager, provided a status report of all of the park and ride projects.
- **Operational Statistics:** Ms. McNulty discussed the comparison of 2020 versus 2019 operational statistics and that ridership has remained flat since last July. The data provides information as to how operating costs between the service modes has been affected due to the pandemic. She also said that she anticipates that the costs per mile, per hour and per passenger will be slow to return to pre-pandemic levels as the continued pandemic-related impacts become known. There will not be a new driver class in July as initially planned.

ACTING GENERAL MANAGER'S REPORT: Ms. McNulty thanked the Board for the help received by staff throughout the recruitment process. She indicated that Ms. Asher's anticipated start date is July 12.

COMMENTS BY BOARD: Board Chair Trask thanked the MTA team – great job! Commissioner Neatherlin expressed thanks to everyone during the recruitment process. Board member Campbell expressed appreciation for the great job on WebEx video.

Moved that the meeting be adjourned.

ADJOURNED 4:39 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

August 17, 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 Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Summary for Discussion Purposes:

Disbursements:

- *Gillig, LLC
 - Check #35347- \$1,026,703.92 – 2 35' Diesel Coaches, 330-331
- The Creative Office
 - Check #35390- \$7,327.01 – 3 Desks Admin, in 2021 Capital Budget
- Prothman
 - Check #35413- \$7,721.20 – GM Recruitment final billing
- *Rognlin's Inc.
 - Check #35415- \$802,657.83 – Progress billing park and rides
- *SCJ Alliance
 - Check #35417- \$19,282.77 – Progress billing park and rides
- *Northwest Lift & Equipment LLC
 - Check #35407- \$46,208.70 – 4 Column Lifts

*Disbursements capital grant eligible.

June Fuel Prices: Diesel \$2.46, Unleaded \$3.32

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$2,409,028.06

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of June 12, 2021 through July 9, 2021 financial obligations on checks #35334 through #35431, as presented for a total of \$2,409,028.06.



Mason Transit Authority
July 20, 2021 Disbursement Approval

The following checks for the period of June 12, 2021 through July 09, 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	35334 – 35431	\$2,409,028.06

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 05/26/2021	35378	157,441.03
Payroll & DRS – 07/07/2021	35431	148,216.95
Gillig, LLC	35347	1,026,703.92
The Creative Office	35390	7,327.01
Prothman	35413	7,721.20
Rognlin's Inc.	35415	802,657.83
SCJ Alliance	35417	19,282.77
Northwest Lift & Equipment LLC	35407	46,208.70

Submitted by: LeeAnn McNulty Date: 7-12-2021
LeeAnn McNulty, Administrative Services Manager

Approved by: Amy Asher Date: 7/13/21
Amy Asher, General Manager

Mason Transit Authority Check Register
 July 2021 Board Report

Activity From 06/12/2021 Through 07/09/2021

Document Date	Check #	Vendor Name	Amount
6/16/2021	35334	Accountemps	1,107.00
6/16/2021	35335	Aflac	861.14
6/16/2021	35336	AIG Retirement	200.00
6/16/2021	35337	Allstream	104.14
6/16/2021	35338	Associated Petroleum Products, Inc.	25,874.06
6/16/2021	35339	Aramark	337.57
6/16/2021	35340	Mick Baker	506.24
6/16/2021	35341	Belfair Water District #1	86.41
6/16/2021	35342	Black Star	4,600.40
6/16/2021	35343	Cascade Natural Gas	1,534.13
6/16/2021	35344	Cummins Northwest, LLC	116.07
6/16/2021	35345	Gene Currier	593.04
6/16/2021	35346	EMC - Mason Transit	86.15
6/16/2021	35347	Gillig, LLC	1,026,703.92
6/16/2021	35348	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
6/16/2021	35349	Robert W. Johnson, PLLC	1,600.00
6/16/2021	35350	Kitsap Transit	1,663.84
6/16/2021	35351	Anthony Leon	20.00
6/16/2021	35352	Les Schwab	850.99
6/16/2021	35353	Mason County Garbage, Inc.	757.76
6/16/2021	35354	Mason County PUD #3	2,730.20
6/16/2021	35355	MasonWebTV.com	100.00
6/16/2021	35356	Cheryl Moore	523.60
6/16/2021	35357	Mountain Mist Water	135.64
6/16/2021	35358	Office Depot, inc.	107.63
6/16/2021	35359	Olympic Lock & Key	88.13
6/16/2021	35360	O'Reilly Auto Parts	5.21
6/16/2021	35361	Pitney Bowes Purchase Power	171.00
6/16/2021	35362	Right! Systems, Inc.	3,950.00
6/16/2021	35363	Schetky Northwest Sales, Inc.	431.83
6/16/2021	35364	Seattle Automotive Distributing	65.74
6/16/2021	35365	Staples Business Advantage	246.30
6/16/2021	35366	Total Battery & Automotive Supply	20.13
6/16/2021	35367	Tozier Brothers, Inc.	105.37
6/16/2021	35368	United Way of Mason County	35.00
6/16/2021	35369	UniteGPS, LLC	1,014.00
6/16/2021	35370	U.S. Bank	7,347.99
6/16/2021	35371	Verizon Wireless	1,310.16

Mason Transit Authority Check Register
 July 2021 Board Report

Activity From 06/12/2021 Through 07/09/2021

Document Date	Check #	Vendor Name	Amount
6/16/2021	35372	Westbay Auto Parts	514.62
6/16/2021	35373	Whisler Communications	1,776.42
6/16/2021	35374	Robert Williams	370.16
6/16/2021	35375	AWorkSAFE Service, Inc.	488.00
6/16/2021	35376	U.S. Bank	2,805.00
6/23/2021	35377	District 160	1,458.50
6/23/2021	35378	Mason Transit Authority - ACH Account	157,441.03
7/1/2021	35379	Accountemps	6,596.64
7/1/2021	35380	Advance Glass	120.00
7/1/2021	35381	AIG Retirement	224.00
7/1/2021	35382	Stanley Convergent Security Solutions	105.00
7/1/2021	35383	Ecolube Recovery, LLC dba American Petroleum Environmental	383.29
7/1/2021	35384	Associated Petroleum Products, Inc.	1,302.67
7/1/2021	35385	Aramark	180.05
7/1/2021	35386	JOE BALES	321.44
7/1/2021	35387	Bridge Church	90.00
7/1/2021	35388	City of Shelton	2,148.91
7/1/2021	35389	Comcast	210.00
7/1/2021	35390	The Creative Office	7,327.01
7/1/2021	35391	Cummins Northwest, LLC	382.04
7/1/2021	35392	EMC - Mason Transit	88.15
7/1/2021	35393	Gillig, LLC	326.42
7/1/2021	35394	Gillis Auto Center, Inc.	278.79
7/1/2021	35395	Hood Canal Communications	1,582.90
7/1/2021	35396	Hung Right Doors LLC	1,601.46
7/1/2021	35397	HR Direct	260.37
7/1/2021	35398	JayRay Ads & PR, Inc.	2,307.65
7/1/2021	35399	Landau Associates Inc	4,800.00
7/1/2021	35400	LegalShield	190.30
7/1/2021	35401	Les Schwab	816.07
7/1/2021	35402	Mason County PUD #3	1,841.09
7/1/2021	35403	Eco Elite and Mathis Pest Management	146.48
7/1/2021	35404	Mountain Mist Water	138.74
7/1/2021	35405	Mood Media	124.70
7/1/2021	35406	ISSQUARED, Inc	2,671.81
7/1/2021	35407	Northwest Lift & Equipment LLC	46,208.70
7/1/2021	35408	Northridge Properties, LLC	1,700.00

Mason Transit Authority Check Register
 July 2021 Board Report

Activity From 06/12/2021 Through 07/09/2021

Document Date	Check #	Vendor Name	Amount
7/1/2021	35409	Olympic Lock & Key	729.86
7/1/2021	35410	Pacific Mobile Structures, Inc.	1,076.88
7/1/2021	35411	Pacific Power Group, LLC dba OWP	1,415.31
7/1/2021	35412	Builders FirstSource	14.72
7/1/2021	35413	Prothman	7,721.20
7/1/2021	35414	Ricoh USA, Inc	172.88
7/1/2021	35415	Rognlin's, Inc.	802,657.83
7/1/2021	35416	Schetky Northwest Sales, Inc.	151.25
7/1/2021	35417	SCJ Alliance	19,282.77
7/1/2021	35418	Shelton Mason County Chamber of Commerce	1,100.00
7/1/2021	35419	Mason County Journal	2,948.00
7/1/2021	35420	The Shoppers Weekly	23.98
7/1/2021	35421	Staples Business Advantage	780.77
7/1/2021	35422	Total Battery & Automotive Supply	12.45
7/1/2021	35423	Tozier Brothers, Inc.	19.72
7/1/2021	35424	ULINE	518.32
7/1/2021	35425	United Way of Mason County	80.40
7/1/2021	35426	AWC Employee Benefit Trust	81,317.83
7/1/2021	35427	Washington Department of Corrections	916.09
7/1/2021	35428	Westbay Auto Parts	7.13
7/1/2021	35429	Whisler Communications	2,805.16
7/1/2021	35430	ZEP Manufacturing Company	119.01
7/7/2021	35431	Mason Transit Authority - ACH Account	148,216.95
Check Totals			<u>\$ 2,409,028.06</u>

Mason Transit Authority Credit Card Activity
 July 2021 Board Report

June 2021 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	NW RADIATOR WORKS-RADIATOR FOR BUS 303	\$ 1,959.71
Publication Fees	JOB TARGET-ACCTG COORDINATOR RECRUITING	249.00
Security Services	CHECKR-BACKGROUND CHECKS	48.25
Security Services	CHECKR-BACKGROUND CHECKS	67.18
Security Services	CHECKR-BACKGROUND CHECKS	230.71
Postage	USPS-MAILING COSTS FOR RESPONSE OF PRR2021-05	27.50
Postage	USPS-MAILING COSTS FOR INSTALLMENT 1 OF PRR2021-05	24.10
Facility Repair/Maintenance	1000BULBS.COM-LIGHT BULBS FOR LEEDS/GYM BUILDING	71.31
Facility Repair/Maintenance	1000BULBS.COM-LIGHT BULBS FOR LEEDS/GYM BUILDING	174.58
Facility Repair/Maintenance	BRADY TRUCKING-TOPSOIL	25.99
Facility Repair/Maintenance	HOME DEPOT-GRAVEL	11.31
Facility Repair/Maintenance	HOME DEPOT-GRAVEL	13.15
Facility Repair/Maintenance	HOME DEPOT-IRRIGATION VALVE BOX	43.74
Facility Repair/Maintenance	LOWES-WATER HYDRANTS	378.62
Operating Supplies	AMAZON-MEDICINE CABINET SUPPLIES	352.29
Operating Supplies	FRED MEYER-ICE/WATER BOTTLES EXCESSIVE HEAT FOR DRIVERS	24.43
Office Supplies	ABILA-DISCOUNT CODE CHECK ORDER	(54.25)
Office Supplies	AMAZON-STEPSTOOL FOR RECORDS ROOM	67.26
Office Supplies	AMAZON-VELCRO STRIPS FOR TRAINING ROOM	8.67
Office Supplies	WALMART-SILVER SHARPIE TO MARK TABLET	3.23
Software	NOREGON SYSTEMS-ALLISON SOFTWARE	461.13
IT Equipment	AMAZON-CABLE FOR GM OFFICE	43.38
IT Equipment	AMAZON-GM CABLE & WIRELESS MOUSE	47.29
IT Equipment	AMAZON- CABLES FOR GM INTERVIEWS	18.42
IT Equipment	AMAZON-SWITCH/CABLE FOR TRAINING ROOM	18.64
Safety Supplies	AMAZON-CLOROX WIPES	672.40
Safety Supplies	AMAZON-FACE MASKS DISPOSABLE	227.52
Safety Supplies	AMAZON-INSTANT ICE PACKS FOR TCC/OPS	20.46
Safety Supplies	AMAZON-INSTANT ICE PACKS FOR TCC/OPS	50.10
Safety Supplies	AMAZON-KIDS FACE MASKS	86.52
Safety Supplies	AMAZON-MODENNA FACE MASK BLUE	227.52
Safety Supplies	AMAZON-MOTION NIGHT LIGHTS	14.08
Safety Supplies	AMAZON-OPTIPLUS ANTI FOG LENS WIPES	70.25
Safety Supplies	AMAZON-SMALL NITRILE GLOVES	80.26

Mason Transit Authority Credit Card Activity
 July 2021 Board Report

June 2021 Activity

GL Title	Transaction Description	Expenses
Safety Supplies	FETYSIGN.COM-SAFETY SIGNS FOR RAMP AT TCC	92.57
Safety Supplies	MYSAFETYSIGN.COM-SAFETY SIGNS FOR T TCC	226.65
Safety Supplies	WALMART-GORILLA TAPE FOR PSA SIGNAGE	21.63
Small Equipment & Furniture	MCKINNEY'S- APPLIANCES NEW BELFAIR BASE	2,294.48
Veh License/Registration Fee	DOL-LICENSING FOR NEW BUSES 330-331	162.74
Veh License/Registration Fee	DOL-TITLE FOR BUS 650 FOR WASDOT	37.75
Dues, Memberships, Subscriptions	DOR-BIZ LICENSE RENEWAL	10.25
Dues, Memberships, Subscriptions	J2 EFAX CORPORATE-MONTHLY EFAX PAYMENT	124.65
Travel & Meeting Expense MTA	DOLLAR TREE-SUPPLIES WELCOME BASKETS GM	2.17
Travel & Meeting Expense MTA	FRED MEYER-CHOCOLATES FOR MEETING	7.98
Travel & Meeting Expense MTA	FRED MEYER-WATER FOR MEET AND GREET	8.68
Travel & Meeting Expense MTA	HAWTHORN SUITES-TRAVEL FOR BUS BUILD	634.36
Travel & Meeting Expense MTA	T'S CAFE-LUNCH FOR SPECIAL BOARD MEETING	142.32
Bank Service Charges	US BANK-INTEREST CHARGE	135.53
Passenger Parking Facilities	GLACIER-BELFAIR PARKING	550.00
	June Credit Card Charges	<u>\$ 10,216.51</u>



PURCHASE LOG

Name: Mike RINGGEBERG

Date Submitted

Department: ADM

7-1-2021

Manager's Approval: _____

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
6/15/2021	TOL	Title For Bus 650 For WADOT	37.75	Y	20	507030	
TOTAL			\$	-			

Don't forget to attach original receipts

Signature: *Chris D. [Signature]*

Date: 7-1-2021

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: Third Amendment to Agreement PTD0044
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

Since the MTA Board approval of the Second Amendment of PTD0044, discussions with WSDOT have resulted in a change of scope to include eligible Park & Ride safety and security improvement expenses against potentially unspent Rural Mobility Competitive funds previously applied to Operating Projects A and B for the biennium ending June 30, 2021. Accordingly, WSDOT has prepared the Third Amendment to Agreement PTD0044 to document the change in scope for Projects A and B. No changes have been made to Project C, except those identified in the First and Second Amendments to Agreement PTD0044.

The Third Amendment to Agreement PTD0044 provides for the change in scope for Projects A and B as described above.

Legal Counsel has reviewed the Agreement.

Summary: Approve the Third Amendment to Agreement PTD0044 and authorize the General Manager to sign the agreement.

Fiscal Impact:

Up to \$577,452.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-16 that approves the Third Amendment to Agreement PTD0044 and authorize the General Manager to sign the agreement.

This is the THIRD AMENDMENT to AGREEMENT PTD0044 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 PTD0044 to:

- Update ‘scope of work’ for both project A and B to include Park and Ride projects throughout Mason County.
- Update FAIN number in both Project A & B

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0044:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the existing language in ‘SCOPE OF WORK AND BUDGET- Funding by Project’ and replace it to read as follows (no change to project C):

Funding by Project

Project A: Regional Connections

UPIN # PTCO042

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

Scope of Work: Sustain regional fixed route service for the general public, people with special transportation needs, and express commuters routes in Mason County with connections to Kitsap, Thurston and Jefferson counties. This also includes park and ride projects throughout Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	28%	\$ 1,463,452		\$ 1,463,452
FTA 5311	WA-18-X097; WA-2019-091; WA-2020-132	21%	\$ 1,067,040		\$ 1,067,040
Contractor's Funds	N/A	51%	\$ 2,619,983	\$ 4,232,816	\$ 6,852,799
Projected Grant Funds	N/A			\$ 1,109,722	\$ 1,109,722
Total Project Cost		100%	\$ 5,150,475	\$ 5,342,538	\$ 10,493,013

Budget: *Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.*

Project B: Demand Response

UPIN # PTCO043

Service Area: Mason County

Scope of Work: Sustain the Core Demand Response (Dial-A-Ride) transit services for seniors, persons with special needs, low-income, and the general public. This also includes park and ride projects throughout Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	34%	\$ 1,015,146		\$ 1,015,146
Paratransit Special Needs Transit Formula Funds	N/A	16%	\$ 468,025		\$ 468,025
FTA 5311	WA-2019-091; WA-2020-132	42%	\$ 1,244,880		\$ 1,244,880
Contractor's Funds	N/A	8%	\$ 229,875	\$ 2,770,904	\$ 3,000,779
Projected Grant Funds	N/A			\$ 1,294,675	\$ 1,294,675
Total Project Cost		100%	\$ 2,957,926	\$ 4,065,579	\$ 7,023,505

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

Project C: Zone (Deviated) Fixed Route

UPIN # PTCO044

Service Area: Mason County

Scope of Work: Sustain core zone deviated fixed-route service for the general public and those with special needs in Mason County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	30%	\$ 466,488		\$ 466,488
FTA 5311	WA-2018-077	33%	\$ 505,440		\$ 505,440
Contractor's Funds	N/A	37%	\$ 577,247	\$ 1,078,397	\$ 1,655,644
Projected Grant Funds	N/A			\$ 525,658	\$ 525,658
Total Project Cost		70%	\$ 1,549,175	\$ 1,604,055	\$ 3,153,230

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

4. A copy of this AMENDMENT to the AGREEMENT PTD0044-02 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

WSDOT Public Transportation Division
Capital Projects & Funding Manager

Signed By: _____
Authorized Representative

Title: _____

Print Name: _____

Date: _____

Date: _____

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2019-23, 2020-22 and 2020-33 BY
APPROVING THE THIRD AMENDMENT TO AGREEMENT PTD0044
BETWEEN MASON TRANSIT AUTHORITY AND WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AND AUTHORIZING THE
GENERAL MANAGER TO EXECUTE SAME.**

WHEREAS, pursuant to Resolution No. 2019-23, the Mason Transit Authority (MTA) Board approved Consolidated Grant Program Operating Grant Agreement PTD0044 between MTA and Washington State Department of Transportation (WSDOT);

WHEREAS, pursuant to Resolution No. 2020-22, the MTA Board approved the First Amendment to Agreement PTD0044 to reduce the Paratransit Special Needs Transit Formula Funds for Project B by \$970,000;

WHEREAS, pursuant to Resolution No. 2020-33, the MTA Board approved the Second Amendment to Agreement PTD0044 to provide for the allocation of certain additional amounts allocated to Projects A, B and C, received by the FY 2021 Sales Tax Equalization funds in the amount of \$1,601,895, in which no local match is required for the increase;

WHEREAS, discussions with WSDOT have resulted in a change of scope to include eligible park and ride safety and security improvement expenses against potentially unspent Rural Mobility Competitive funds previously applied to Operating Projects A and B for the biennium ending June 30, 2021;

WHEREAS, there are no changes to Project C except those identified in the First and Second Amendments to Agreement PTD0044;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Third Amendment to Agreement PTD0044 with WSDOT (the "Agreement"); and

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

Adopted this 20th day of July, 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: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Surplus Vehicles
Prepared by: Marshall Krier, Maintenance and Facilities Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

Mason Transit has three vehicles comprising of two 35’ Gillig Phantom buses and one 12-passenger Econoline van, all of which have exceeded their useful life and are ready for surplus:

Vehicle Number	Year, Model & Description	Current Miles
809	2005 – 35’ Gillig Phantom	334,066
810	2005 – 35’ Gillig Phantom	409,413
7601	2006 Ford Econoline 12 passenger van	106,199

Summary: Surplus two 35’ Gillig Phantom buses and one Econoline 12-passenger van.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2021-17 and approving the surplus and disposal of vehicles as set forth therein.

RESOLUTION NO. 2021-17

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

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA; and

WHEREAS; such policies ensure that the public shall receive the greatest possible value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA's Surplus Policy (POL-408); and

Vehicle Number	Year, Model & Description	Current Miles
809	2005 – 35' Gillig Phantom	334,066
810	2005 – 35' Gillig Phantom	409,413
7601	2006 Ford Econoline 12 passenger van	106,199

Adopted this 20th day of July, 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: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3– *Actionable*
Subject: Cooperative Agreement with Mason County
Prepared by: Marshall Krier, Maintenance and Facilities Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

The attached interlocal Cooperative Agreement between MTA and Mason County has been created for the purpose of providing and defining MTA’s maintenance responsibilities with regard to the Pickering Road and Cole Road Park and Rides as Mason County owns the land on which each of the park and rides reside.

The term of tenancy of the park and rides is for 20 years and may be renewed upon certain conditions provided in Section 4 (Renewal). MTA is specifically responsible for maintaining the striping, signing and illumination and Mason County is responsible for maintaining the remainder of the park and rides.

The Mason County Commissioners have been briefed on this agreement and are expected to approve the agreement on July 20, 2021.

The Mason County Commissioners will recuse themselves from this matter.

Legal Counsel has reviewed the Agreement.

Summary: Approve the interlocal Cooperative Agreement between MTA and Mason County and authorize the General Manager to sign the agreement.

Fiscal Impact:

\$ 20,000 per year estimated.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the interlocal Cooperative Agreement between Mason Transit Authority and Mason County for the purpose of maintaining the Pickering Road and Cole Road park and ride locations and approve Resolution No. 2021-18 authorizing the General Manager to sign the agreement.

COOPERATIVE AGREEMENT
**Operation and Maintenance of the Mason County Pickering Road and Cole Road
Park and Rides**

THIS COOPERATIVE AGREEMENT (Agreement) for the operation and maintenance of the **Pickering Road and Cole Road Park and Rides** is made and entered into by and between **Mason County** hereinafter called (COUNTY) and **Mason County Public Transportation Benefit Area dba Mason Transit Authority** hereinafter called (MTA).

RECITALS

- A. MTA is currently constructing park and ride lots commonly known as the Pickering Road and Cole Road Park and Rides located at the intersections of SR 3 and Pickering Road and Cole and SR 3;
- B. The Park and Rides are located on real property owned by the COUNTY;
- C. The MTA provides public transportation within Shelton and Mason County, and has adopted a comprehensive plan to provide mass transit for said rural area, which includes providing transit services at the Park and Ride Lots;
- D. The MTA and COUNTY have agreed on the operation and maintenance for the Park and Ride Lots; and
- E. The COUNTY and the MTA are authorized to enter into this agreement pursuant to Chapter 39.34 RCW.

AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, IT IS MUTUALLY AGREED THAT:

1. **PREMISES.**

A. The premises covered by this Agreement are shown on the MTA Plans and Specification dated February 2018 in Exhibits A (Pickering Road Park and Ride) and B (Cole Road Park and Ride), attached hereto and by this reference made a part hereof, and defined as follows:

Legal Description attached hereto as Exhibits A-1 and B-1

B. MTA has examined the Premises and accepts it in its present condition as part of the consideration of this Agreement.

2. USE OF PREMISES.

A. No use other than operation and maintenance of a park and ride lot in conjunction with transit services shall be permitted without the prior written approval of the COUNTY. Operation of transit services are the transfer of motorists from private vehicles to buses or to or from private carpool vehicles, bus to bus transfers, transfers to MTA van pools, and necessary security activities. Any other use authorized by the COUNTY will be pursuant to separate written agreement. This provision applies to other uses by MTA and uses by third parties.

B. In using the Premises, MTA must comply with all COUNTY municipal codes, policies, and regulations heretofore adopted or hereafter promulgated by the COUNTY relative to the location, operation, and maintenance of improvements located on the Premises.

C. In using the Premises, it is expressly agreed that MTA must comply with all applicable federal, state, and local laws, ordinances, and regulations, including environmental requirements, that are in force, or which may hereafter be in force and secure and maintain all necessary permits and licenses.

D. Signs, display lights, or advertising media/materials are not permitted on the Premises except on transit buses, unless prior written approval by the COUNTY.

E. MTA will not disturb markers installed by a franchise or permit holder and will contact the franchise or permit holder prior to any excavation in order that the franchise or permit holder may locate underground utilities. It is MTA's responsibility to protect legally installed underground utilities from damage caused by itself, its contractors, agents, employees, MTAs, and/or invitees. Prior to any operation in which earth, rock, or other material on or below the ground is moved or otherwise displaced to a vertical depth of twelve inches (12") or greater, MTA must call the one-number locator service in MTA's area as required by RCW 19.122 to ascertain the existence of underground utilities. MTA must comply with all provisions of Chapter 9.122 RCW relating to underground facilities.

3. TERM. This Agreement shall be a 20-year tenancy, commencing on date of execution by the Board of County Commissioners.

4. RENEWAL.

A. This Agreement may be renewed for a 20-year period; provided that;

(1) MTA is not in default and has not been in default during the term or any Renewal Period of this Agreement;

(2) there is no other public need for the Premises;

(3) the Park and Ride Lot is, in the COUNTY's determination, continuing to serve a functional highway purpose; and

(4) the terms and conditions of this Agreement conform to then existing COUNTY policies or practices, laws, regulations, and contracts, or provided MTA is willing to amend this Agreement to bring it into compliance with such policies, practices, laws, regulations, and contracts.

B. The Agreement for the Renewal Period shall be on the same terms and conditions as set forth herein, except as modified by any changes in policies, practices, laws, regulations, or contracts, as reflected in a written amendment signed by both parties.

C. MTA shall give notice of its intent to renew this Agreement for the Renewal Period at least ninety (90) calendar days, but not more than six (6) months prior to the expiration of this Agreement, or any renewal thereof.

5. TERMINATION BY COUNTY.

A. The COUNTY may terminate this Agreement, in whole or in part, without penalty or further liability as follows:

(1) upon thirty (30) calendar days' written notice to MTA, if MTA defaults, and fails to cure such default within that thirty (30) calendar day period, or such longer period, as may be determined by the COUNTY in its sole judgment, if MTA is diligently working to cure the default; and

(2) immediately, upon written notice, if a receiver is appointed to take possession of MTA's assets, MTA makes a general assignment for the benefit of creditors, or MTA becomes insolvent or takes or suffers under the Bankruptcy Act.

B. Waiver or acceptance of any default of the terms of this Agreement by the COUNTY shall not operate as a release of MTA's responsibility for any prior or subsequent default.

C. If MTA defaults on any provision in this Agreement three (3) times within a twelve (12)-month period, then the third default shall be deemed "non-curable" and this Agreement may be terminated by the COUNTY on thirty (30) days written notice.

6. TERMINATION BY MTA.

A. MTA may terminate this Agreement, in whole or in part, without penalty or further liability as follows:

(1) upon not less than thirty (30) calendar days' prior written notice,

(2) upon not less than thirty (30) calendar days' prior written notice to the COUNTY, if the COUNTY defaults, and fails to cure such default within that thirty (30) calendar day period, or such longer period, as may be determined by MTA in its sole judgment, if the COUNTY is diligently working to cure the default, or

(3) Immediately, upon written notice, if in MTA's judgment the Park and Ride Lot is destroyed or damaged so as to substantially and adversely affect MTA's authorized use of the Park and Ride Lot.

7. CONSIDERATION. In exchange for the use of the Premises by MTA to operate a park and ride lot in conjunction with transit services, as described elsewhere herein, the MTA agrees to perform the maintenance services on the Premises, as provided elsewhere herein.

8. MAINTENANCE.

A. MTA agrees to maintain the striping, signing and illumination.

B. COUNTY shall maintain the remainder of the facility.

9. IMPROVEMENTS. Improvements other than the approved Plans and Specifications in Exhibit A and B are not permitted, unless prior written approval by the COUNTY. Prior to the installation of these improvements MTA shall notify the COUNTY and the parties shall coordinate their activities to facilitate such installations.

10. PERSONAL PROPERTY.

A. The COUNTY shall not be liable in any manner for, or on account of, any loss or damage sustained to any property of whatsoever kind stored, kept, or maintained in or about the Premises, except for such claims or losses that may be caused by the COUNTY, its authorized agents, or employees.

B. MTA shall not be liable in any manner for, or on account of, any loss or damage sustained to COUNTY, its franchisees, lessees, and permittees, or other authorized users' personal property of whatsoever kind stored, kept, or maintained on or about the Premises, except for such claims or losses that may be caused by MTA, its authorized agents, or employees.

C. Upon termination of this Agreement, the COUNTY or its agent may remove all personal property of MTA and MTA improvements or modifications to the Premises remaining on the Premises at MTA's expense and dispose of it in any manner the COUNTY deems appropriate. MTA agrees to reimburse the COUNTY for the costs of such removal and disposal within thirty (30) calendar days of the date of the COUNTY's invoice.

11. CONSTRUCTION. No construction of new or reconstruction of existing improvements is permitted without the prior written approval of the COUNTY. MTA covenants that any regrading or improvements to be constructed on the Premises will not at any time during or after construction either damage, threaten to damage, or otherwise adversely affect any part or element of the highway facility or the operation thereof. The COUNTY shall be furnished with one (1) set of complete plans, details, and specifications and revisions thereto for grading and all improvements proposed to be placed on the Premises, and no work shall be done without prior written approval of such plans by the COUNTY. All construction work shall be done in

conformity with the plans and specifications as approved. All construction shall comply with the COUNTY codes, regulations, construction standards, permit requirements, or other applicable rules, which includes but is not limited to inspection by a certified project inspector. The COUNTY may take any action necessary, including directing that work be temporarily stopped or that additional work be done, to ensure observation of the plans and specifications, protection of all parts and elements of the facility, and compliance with the COUNTY's construction and safety standards. The improvements shall be designed and constructed in a manner that will permit access to the Premises for the purpose of inspection, maintenance, and construction when necessary.

12. COUNTY RESERVATION OF RIGHT.

A. Right of Entry.

(1) Nothing herein shall affect the COUNTY's, its agent's, and/or contractor's right to enter upon and use the Premises at any time for any purpose.

(2) Other than in an emergency, the COUNTY, as a matter of courtesy, will attempt to give MTA a minimum of thirty (30) calendar days' notice of any entry that will unreasonably disrupt MTA's operation or maintenance on the Premises. All reasonable steps will be taken to minimize impacts to MTA's operation and maintenance; however, the COUNTY assumes no liability of any kind for any such disruption.

B. Right to Grant/Maintain/Operate Utility Franchises/Permits/Easements/Leases.

(1) Nothing in this Agreement shall affect the COUNTY's right to grant franchises, easements, permits, or enter into leases or other documents concerning the use of the Premises; provided that, such use does not unreasonably interfere with MTA's operation or maintenance of the Premises.

(2) Nothing in this Agreement shall affect the right for franchisees, permittees, or lessees, to enter upon the Premises to maintain, repair, and enhance existing facilities and install, maintain, and repair new facilities.

(3) Any installation, maintenance, and repair of the Premises by a franchisee, permittee, or lessee will be accomplished in such a manner as to minimize any disruption to MTA's operation and maintenance on the Premises. Except in the event of an emergency, the franchisee, permittee, or lessee will be required to notify MTA of activities that will involve the use of the Premises prior to such use. In addition, the franchisee, permittee, or lessee will be required to restore paving and grading damaged by the installation, maintenance, and/or repair.

13. VACATION OF PREMISES. Upon termination of this Agreement, MTA shall cease its operations on the Premises and, if so directed by the COUNTY, restore the Premises to its condition prior to MTA's occupancy. This restoration may include the removal of personal property and any MTA improvements or modifications to the Premises. This work shall be done at MTA's expense and to the reasonable satisfaction of the COUNTY. In the event MTA fails to

vacate and, if so directed by the COUNTY, restore the Premises prior to the date of termination, MTA shall be liable for any and all costs to the COUNTY arising from such failure and agrees to reimburse the COUNTY for all such costs within thirty (30) calendar days of the date of the COUNTY' s invoice for such costs.

14. TAXES/ASSESSMENTS/UTILITIES.

A. MTA agrees to pay all assessments that benefit the Premises, and/or which may hereafter become a lien on the interest of MTA. MTA shall have the right to appeal disputed charges.

B. MTA also agrees to pay all taxes that may hereafter be levied or imposed upon MTA or by reason of this Agreement. MTA shall have the right to appeal disputed charges.

C. MTA agrees, except as noted herein, to pay the cost for all utility bills incurred at the Park and Ride Lot, including, but not limited to, sewer, electric, water, surcharges, and rate adjustments that serve the Premises. MTA also agrees to pay any other fee associated with the Premises that may be required by the COUNTY code.

15. LIENS.

A. Nothing in this Agreement shall be deemed to make MTA the agent of the COUNTY for purposes of construction, repair, alteration, or installation of structures, improvements, equipment, or facilities on the Premises. MTA acknowledges that the COUNTY may not, and shall not, be subject to claims or liens for labor or materials in connection with such activities by MTA.

B. MTA shall at all times indemnify, save and hold the COUNTY harmless from all claims for labor or materials in connection with construction, repair, alteration, or installation of MTA's structures, improvements, equipment, or facilities within the Premises, and from the cost of defending against such claims, including attorney fees.

C. In the event a lien is filed upon the Premises, MTA shall either (1) record a valid release of lien; or (2) deposit sufficient cash with the COUNTY to cover the amount of the claim on the lien in question, and authorize payment to the extent of said deposit to any subsequent judgment holder that may arise as a matter of public record from litigation with regard to lienholder claim; or (3) procure and record a bond which releases the Premises from the claim of the lien and from any action brought to foreclose the lien. Should MTA fail to accomplish either C. (1), (2) or (3) above within thirty (30) calendar days after the filing of such a lien, this Agreement shall be in default per Section 5.A.(1).

16. ENVIRONMENTAL REQUIREMENTS.

A. The COUNTY and MTA each represent, warrant, and agree that it will conduct its activities on and off the Premises in compliance with all applicable environmental laws. As used in this Agreement, "Environmental Laws" means all federal, state, and local environmental

laws, rules, regulations, ordinances, judicial, or administrative decrees, orders, decisions, authorizations, or permits, including, but not limited to, the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et. seq., the Clean Air Act, 42 U.S.C. § 7401, et seq., the Federal Water Pollution Control Act, 33 U.S.C. § 1251, et seq., the Emergency Planning and Community Right to Know Act, 42 U.S.C. § 11001, et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, et seq., the Toxic Substances Control Act, 15 U.S.C. § 2601, et seq., the Oil Pollution Control Act, 33 U.S.C. § 2701, et seq., and Washington or any other comparable local, state, or federal statute or ordinance pertaining to the environment or natural resources and all regulations pertaining thereto, including all amendments and/or revisions to said laws and regulations.

B. Toxic or hazardous substances are not allowed on the Premises without the express written permission of the COUNTY and under such terms and conditions as may be specified by the COUNTY. For the purposes of this Agreement, "Hazardous Substances," shall include all those substances identified as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. § 9601 et seq., and the Washington Model Toxics Control Act, RCW 70.105D et seq., including all amendments and/or revisions to said laws and regulations, and shall include gasoline and other petroleum products. MTA is hereby authorized to bring on to the Premises gasoline and petroleum products necessary to carry out the maintenance and operation requirements set forth in this Agreement. In the event such permission is granted, the disposal of such materials must be done in a legal manner by MTA.

C. MTA agrees to cooperate in any environmental investigations conducted by the COUNTY staff or independent third parties where there is evidence of contamination on the Premises, or where the COUNTY is directed to conduct such audit by an agency or agencies having jurisdiction. MTA will reimburse the COUNTY for the cost of such investigations, where the need for said investigation is determined to be caused by MTA's operations. MTA will provide the COUNTY with notice of any inspections of the Premises, notices of violations, and orders to clean up contamination. MTA will permit the COUNTY to participate in all settlement or abatement discussions. In the event that MTA fails to take remedial measures as duly directed by a state, federal, or local regulatory agency within ninety (90) calendar days of such notice, the COUNTY may elect to perform such work, and MTA covenants and agrees to reimburse the COUNTY for all direct and indirect costs associated with the COUNTY's work where those costs are determined to have resulted from MTA's use of the Premises. MTA further agrees that the use of the Premises shall be such that no hazardous or objectionable smoke, fumes, vapor, odors, or discharge of any kind shall rise above the grade of the right of way.

D. For the purposes of this Agreement, "Costs" shall include, but not be limited to, all response costs, disposal fees, investigatory costs, monitoring costs, civil or criminal penalties, and attorney fees and other litigation costs incurred in complying with state or federal environmental laws, which shall include, but not be limited to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, et seq.; the Clean Water Act, 33 U.S.C. § 1251; the Clean Air Act, 42 U.S.C. § 7401; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901; and the Washington Model Toxics Control Act, RCW 70.105D et seq., including all amendments and/or revisions to said laws and regulations.

E. MTA agrees to defend, indemnify, and hold the COUNTY harmless from and against any and all claims, causes of action, demands, and liability including, but not limited to, any costs, liabilities, damages, expenses, assessments, penalties, fines, losses, judgments, and attorneys' fees associated with the removal or remediation of any Hazardous Substances that have been released, or otherwise come to be located on the Premises, including those that may have migrated from the Premises through water or soil to other properties which are caused by or result from MTA'S activities on the Premises. MTA further agrees to retain, defend, indemnify, and hold the COUNTY harmless from any and all liability arising from the offsite disposal, handling, treatment, storage, or transportation of any such Hazardous Substances removed from said Premises.

F. The COUNTY agrees to indemnify, defend, and hold MTA harmless from and against any and all claims, causes of action, demands, and liability including, but not limited to, any costs, liabilities, damages, expenses, assessments, penalties, fines, losses, judgments, and attorneys' fees associated with the existence of, and/or removal or remediation of any Hazardous Substances that have been released, or otherwise come to be located on the Premises, including those that may have migrated from the Premises through water or soil to the other properties, which are caused by or result from the COUNTY's activities on the Premises. The COUNTY further agrees to retain indemnify, defend, and hold MTA harmless from any and all liability arising from the off-site disposal, handling, treatment, storage, or transportation of any such Hazardous Substances removed from the Premises.

G. The provisions of this Section shall survive the termination or expiration of this Agreement.

17. INSURANCE. MTA will maintain general, auto and completed operations liability coverage to assume the general, auto, and completed operations liability risks associated with the work under this Agreement. COUNTY understands and acknowledges that MTA is a member of a risk-sharing program, the Washington State Transit Insurance Pool. As such, the Washington State Transit Insurance Pool provides the equivalent of these coverages normally found under a commercial lines policy or policies:

- Auto liability coverage for any auto (owned or non-owned) no less than \$1 million each accident.
- General liability coverage no less than \$5 million per occurrence or a \$10 million aggregate limit. This also provides products and completed operations and personal injury.
- Pollution liability insurance for this specific location no less than \$1 million per pollution condition with an annual aggregate of at least \$1 million and shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense or settlement of claims.

MTA maintains workers' compensation as required by the Industrial Insurance laws of Washington through the state of Washington Department of Labor and Industries.

Should MTA add structures or personal property to this property, MTA agrees to insure such in the following manner:

- All risk property insurance coverage.

MTA is solely responsible for the payment of any deductible or self-insured retention.

18. INDEMNIFICATION.

A. MTA, its successors, and assigns, will protect, save, and hold harmless the COUNTY, its authorized agents, and employees, from all claims, actions, costs, damages, (both to persons and/or property) or expenses of any nature whatsoever by reason of the acts or omissions of MTA, its assigns, MTA's subagents, contractors, licensees, invitees, employees, or any person whomsoever, arising out of or in connection with any acts or activities related to this Agreement on or off the Premises. MTA further agrees to defend the COUNTY, its agents, or employees, in any litigation, including payment of any costs or attorney's fees, for any claims or actions commenced, arising out of, or in connection with acts or activities related to this Agreement, whether those claims, actions, costs, damages, or expenses result from acts or activities occurring on or off the Premises. This obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the negligence of the COUNTY or its authorized agents or employees.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the MTA and the COUNTY, its officers, officials, employees, and volunteers, the MTA's liability hereunder shall be only to the extent of the MTA's negligence.

B. COUNTY its successors, and assigns, will protect, save, and hold harmless MTA, its authorized agents, and employees, from all claims, actions, costs, damages, (both to persons and/or property) or expenses of any nature whatsoever by reason of the acts or omissions of COUNTY, its assigns, MTA's subagents, contractors, licensees, invitees, employees, or any person whomsoever, arising out of or in connection with any acts or activities related to this Agreement on or off the Premises. COUNTY further agrees to defend the MTA its agents, or employees, in any litigation, including payment of any costs or attorney's fees, for any claims or actions commenced, arising out of, or in connection with acts or activities related to this Agreement, whether those claims, actions, costs, damages, or expenses result from acts or activities occurring on or off the Premises. This obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the negligence of the MTA or its authorized agents or employees.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the MTA and the COUNTY, its officers, officials, employees, and volunteers, the COUNTY's liability hereunder shall be only to the extent of the MTA's negligence.

C. WAIVER: Both Parties agree that its obligations under this Section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents

while occupying the Premises for any purpose. For this purpose, Parties, by MUTUAL NEGOTIATION, hereby waives with respect to the Party only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

D. The provisions contained in this Section shall survive the termination or expiration of this Agreement.

19. INDEPENDENT CAPACITY. MTA shall be deemed an independent contractor for all purposes and the employees of MTA or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of the COUNTY.

20. NONDISCRIMINATION. MTA, for itself, its successors and assigns, as part of the consideration hereof, do hereby agree to comply with all applicable civil rights and antidiscrimination requirements, including but not limited to chapter 49.60 RCW.

21. ASSIGNMENT. Neither this Agreement nor any rights created by it may be assigned, sublet, or transferred.

22. BINDING CONTRACT. This Agreement shall not become binding upon the COUNTY unless and until executed by COUNTY signatories.

23. PERFORMANCE BY COUNTY.

A. If MTA defaults in the performance or observation of any covenant or agreement contained in this Agreement, the COUNTY, without notice if deemed by the COUNTY that an emergency exists, or if no emergency, with thirty (30) calendar days' written notice, may direct MTA to stop work and may itself perform or cause to be performed such covenant or agreement. Such emergency shall include, but not be limited to, endangerment of the life or safety of users of the Park and Ride Lot and the adjacent highway facility, or the endangerment of the Park and Ride Lot or the adjacent highway facility.

B. MTA shall reimburse the COUNTY the entire cost and expense of such performance by the COUNTY within thirty (30) calendar days of the date of the COUNTY's invoice.

C. Any act or thing done by the COUNTY under the provisions of this Section shall not be construed as a waiver of any agreement or condition herein contained or the performance thereof.

24. MODIFICATIONS. This instrument contains all the agreements and conditions made between the parties hereto and may not be modified orally or in any manner other than by an agreement in writing signed by all parties thereto. No failure on the part of either party to enforce any covenant or provision herein contained, nor any waiver of any right thereunder, unless in writing, shall discharge or invalidate such covenant or provision or affect the right of the either party to enforce the same in the event of any subsequent breach or default.

25. INTERPRETATION. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Washington. The title to paragraphs or sections of this Agreement are for convenience only and shall have no effect on the construction or interpretation of any part hereof.

26. SEVERABILITY. If any covenant or provision or part thereof, of the Agreement be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision or part thereof, which in itself is valid, if such remainder conforms to the terms and requirements of applicable law and the intent of this Agreement.

27. TOTALITY OF AGREEMENT. It is understood that no guarantees, representations, promises, or statements expressed or implied have been made by either party except to the extent that the same are expressed in the Agreement.

28. DISPUTE RESOLUTION.

A. The following individuals are the Designated Representatives for the purpose of resolving disputes that arise under this Agreement:

COUNTY: COUNTY Engineer

MTA: MTA General Manager

B. COUNTY Designated Representative and MTA Designated Representative shall confer to resolve disputes that arise under this Agreement as requested by either party. The Designated Representatives shall use their best efforts and exercise good faith to resolve such disputes.

C. In the event the Designated Representatives are unable to resolve the dispute, the appropriate COUNTY Administrator and the MTA General Manager for MTA shall confer and exercise good faith to resolve the dispute.

D. In the event the COUNTY Administrator and the MTA General Manager for MTA are unable to resolve the dispute, the parties may, if mutually agreed in writing, submit the matter to non-binding mediation. The parties shall then seek to mutually agree upon the mediation process, who shall serve as the mediator, and the time frame the parties are willing to discuss the disputed issue(s).

E. Each party shall bring to the mediation session, unless excused from doing so by the mediator, a representative from its side with full settlement authority. In addition, each party shall bring counsel and such other persons as needed to contribute to a resolution of the dispute. The mediation process is to be considered settlement negotiations for the purpose of all state and federal rules protecting disclosures made during such conference from later discovery or use in evidence; provided that, any settlement executed by the parties shall not be considered confidential and may be disclosed. Each Party shall pay its own costs for mediation and share equally in the cost of the mediator. The venue for the mediation shall be in Shelton, Washington, unless the parties mutually agree in writing to a different location.

F. If the parties cannot mutually agree as to the appropriateness of mediation, the mediation process, who shall serve as mediator, or the mediation is not successful, then either party may institute a legal action in the County of Mason, State of Washington, unless other venue is mutually agreed to in writing. The parties agree that they shall have no right to seek relief in a court of law until and unless each of the above procedural steps has been exhausted.

29. ATTORNEYS' FEES. In the event of any controversy, claim, or dispute arising out of this Agreement, each party shall be solely responsible for the payment of its own attorney's fees and costs.

30. VENUE. In the event any party deems it necessary to institute legal action or proceedings to ensure any right or obligation under this Agreement, the parties hereto agree that such action or proceedings shall be brought in a court of competent jurisdiction situated in Mason County, Washington.

31. AGREEMENT MANAGEMENT.

A. The Program Manager for each of the parties shall be responsible for administration of this Agreement and shall be the contact person for all communications and billings regarding the administration of this Agreement, which expressly excludes notices of default and reporting, and correcting defects covered under warranty.

B. The Program Manager for MTA is: MTA General Manager.

C. The Program Manager for the COUNTY is: County Engineer

D. Either party may, from time to time, by notice in writing served upon the other party as required elsewhere herein, designate an additional and/or a different mailing address or an additional and/or different person to whom such notice, request, report or other communication are thereafter to be addressed.

32. NOTICES.

A. Wherever in this Agreement written notices are to be given or made, they will be served, personally delivered or sent by certified mail or overnight mail addressed to the appropriate party(ies) at the addresses provided herein, unless a different address is designated in writing or delivered to the other party.

B. Notices of default of this Agreement shall be given to the Program Manager and the individuals listed below:

- (1) MTA: MTA General Manager
790 East Johns Prairie Road
Shelton, WA 98584

(2) COUNTY: Mason County Public Works
Mike Collins, PE, PLS, County Engineer
100 W Public Works Drive
Shelton, WA 98584

C. Either party may, from time to time, by notice in writing served upon the other party as required elsewhere herein, designate an additional and/or a different mailing address or an additional and/or different person to whom notices of default are to thereafter to be addressed.

Mason County Public Transportation
Benefit Area, dba Mason Transit Authority

Department of Public Works
Mason County, Washington

By:

Mike Collins, PE, PLS, County Engineer

Approved as to form:

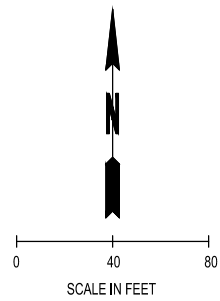
Approved as to form:

Robert W. Johnson, PLLC

Tim Whitehead, Ch. DPA

T. 21 N., R. 02 W., S 29, W.M.

EXHIBIT A



NOTES

- 1 INSTALL STOP SIGN (SEE DETAIL ON SHEET SP-3)
- 2 INSTALL DO NOT ENTER SIGN (SEE DETAIL ON SHEET SP-3)
- 3 INSTALL ACCESSIBLE PARKING SIGN AND VAN ACCESSIBLE SIGN (SEE DETAIL ON SHEET SP-3)
- 4 INSTALL ACCESSIBLE PARKING SIGN (SEE DETAIL ON SHEET SP-3)
- 5 INSTALL RELOCATED PARK AND RIDE SIGN
- 6 HANDI HUT MODEL #4-2R BUS SHELTER. CONTRACTOR SHALL COORDINATE ORDER WITH MTA. CONTRACTOR TO INSTALL.

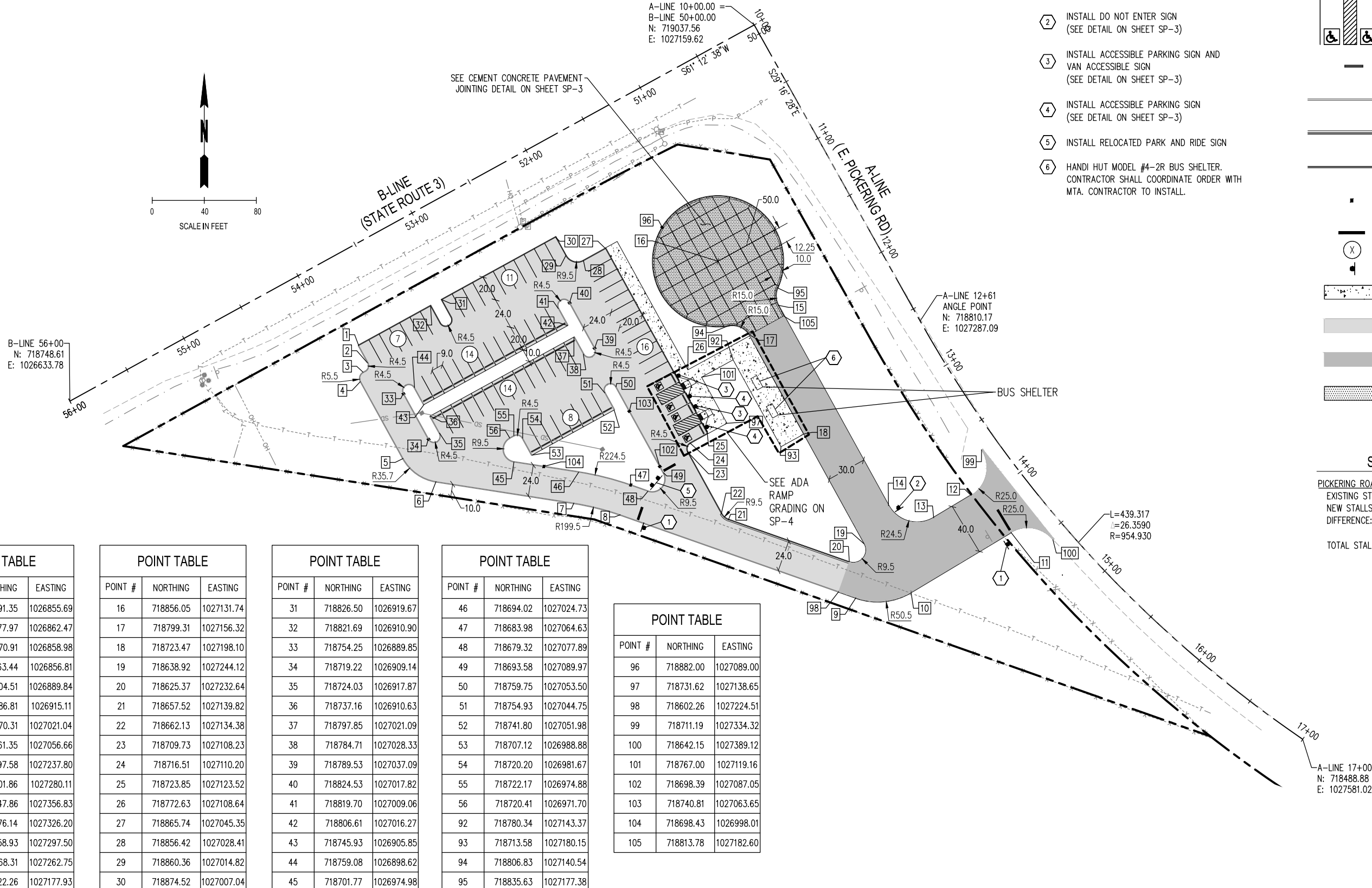
LEGEND

- PROPERTY LINE
- [Symbol] ACCESSIBLE PARKING (SEE DETAIL ON SHEET SP-2)
- WHEEL STOP PER DETAIL (SEE DETAIL ON SHEET SP-2)
- EXTRUDED CURB (SEE DETAIL ON SHEET SP-2)
- CEMENT CONC. CURB AND GUTTER (SEE DETAIL ON SHEET SP-2)
- MONOLITHIC CEMENT CONC. CURB AND SIDEWALK (SEE DETAIL ON SHEET SP-2)
- 18" CURB CUT (SEE DETAIL ON SHEET SD-4)
- PLASTIC STOP BAR
- (X) STALL COUNT SIGN
- [Symbol] CONCRETE SIDEWALK (SEE DETAIL ON SHEET SP-2)
- [Symbol] ASPHALT PAVING (SEE DETAIL ON SHEET SP-2)
- [Symbol] HEAVY DUTY ASPHALT PAVING (SEE DETAIL ON SHEET SP-2)
- [Symbol] CONCRETE PAVEMENT (SEE DETAIL ON SHEET SP-2)

STALL COUNT SUMMARY

PICKERING ROAD PARKING LOT

EXISTING STALLS:	28 STALLS PRIOR TO DEMOLITION
NEW STALLS:	70 STALLS TO BE CONSTRUCTED
DIFFERENCE:	42 ADDITIONAL STALLS
TOTAL STALLS:	70 STALLS (42 ADDITIONAL STALLS)



POINT TABLE

POINT #	NORTHING	EASTING
1	718791.35	1026855.69
2	718777.97	1026862.47
3	718770.91	1026858.98
4	718763.44	1026856.81
5	718704.51	1026889.84
6	718686.81	1026915.11
7	718670.31	1027021.04
8	718661.35	1027056.66
9	718597.58	1027237.80
10	718601.86	1027280.11
11	718647.86	1027356.83
12	718676.14	1027326.20
13	718658.93	1027297.50
14	718668.31	1027262.75
15	718822.26	1027177.93

POINT TABLE

POINT #	NORTHING	EASTING
16	718856.05	1027131.74
17	718799.31	1027156.32
18	718723.47	1027198.10
19	718638.92	1027244.12
20	718625.37	1027232.64
21	718657.52	1027139.82
22	718662.13	1027134.38
23	718709.73	1027108.23
24	718716.51	1027110.20
25	718723.85	1027123.52
26	718772.63	1027108.64
27	718865.74	1027045.35
28	718856.42	1027028.41
29	718860.36	1027014.82
30	718874.52	1027007.04

POINT TABLE

POINT #	NORTHING	EASTING
31	718826.50	1026919.67
32	718821.69	1026910.90
33	718754.25	1026889.85
34	718719.22	1026909.14
35	718724.03	1026917.87
36	718737.16	1026910.63
37	718797.85	1027021.09
38	718784.71	1027028.33
39	718789.53	1027037.09
40	718824.53	1027017.82
41	718819.70	1027009.06
42	718806.61	1027016.27
43	718745.93	1026905.85
44	718759.08	1026898.62
45	718701.77	1026974.98

POINT TABLE

POINT #	NORTHING	EASTING
46	718694.02	1027024.73
47	718683.98	1027064.63
48	718679.32	1027077.89
49	718693.58	1027089.97
50	718759.75	1027053.50
51	718754.93	1027044.75
52	718741.80	1027051.98
53	718707.12	1026988.88
54	718720.20	1026981.67
55	718722.17	1026974.88
56	718720.41	1026971.70
92	718780.34	1027143.37
93	718713.58	1027180.15
94	718806.83	1027140.54
95	718835.63	1027177.38

POINT TABLE

POINT #	NORTHING	EASTING
96	718882.00	1027089.00
97	718731.62	1027138.65
98	718602.26	1027224.51
99	718711.19	1027334.32
100	718642.15	1027389.12
101	718767.00	1027119.16
102	718698.39	1027087.05
103	718740.81	1027063.65
104	718698.43	1026998.01
105	718813.78	1027182.60

M:\2018\0738\0738 MTA PARK AND RIDE DEVELOPMENT\CADD\PICKERING ROAD\0738.05-SP-1-P.DWG
 User: mich.mayfield
 Date: 02/20/18
 Project: 0738 MASON TRANSIT AUTHORITY 0738.05 MTA PARK AND RIDE DEVELOPMENT

REVISIONS	DATE	BY
1 PERMIT SUBMITTAL	10/27/17	SCJ
2 FINAL SUBMITTAL	02/20/18	SCJ

DESIGNED BY: N. MAYFIELD	ISSUE DATE: FEBRUARY 2018
DRAWN BY: N. MAYFIELD	JOB No.: 0738.05
CHECKED BY: P. HOLM	DRAWING FILE No.: 0738.05-SP-1-P

ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED

SCJ ALLIANCE
CONSULTING SERVICES

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

PROJECT NAME:

MASON TRANSIT AUTHORITY
PICKERING ROAD
PARK AND RIDE DEVELOPMENT

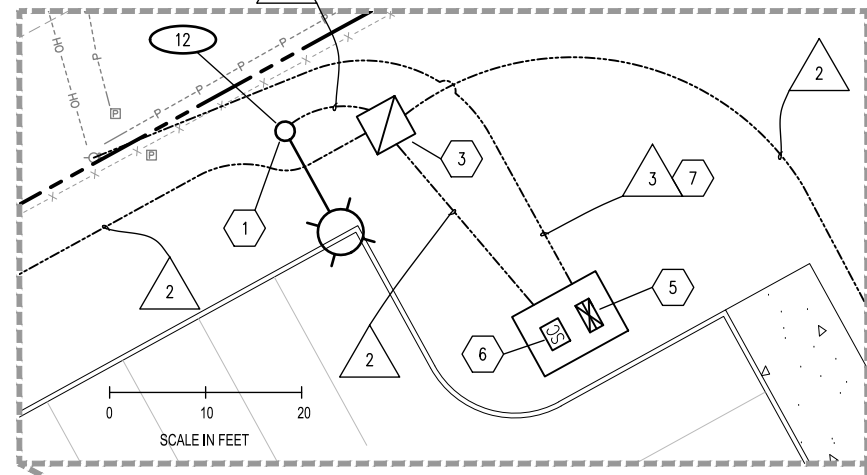
July 20, 2021 Reg. Board Mtg 38

DRAWING No.: SP-1
SHEET No.: 4 OF 12

T. 21 N., R. 02 W., S 29, W.M.

LEGEND

EXISTING	NEW	
		TYPE 1 JUNCTION BOX, J-40.10
		TYPE 2 JUNCTION BOX, J-40.10
		TRANSFORMER
		SECURITY CAMERA EQUIPMENT CABINET
		ILLUMINATION SERVICE CABINET
		SECURITY CAMERA
		ILLUMINATION CONDUIT
		SECURITY CAMERA CONDUIT
		OVERHEAD POWER
		UNDERGROUND POWER
		UNDERGROUND TELEPHONE
		POWER POLE
		SINGLE ARM LIGHT STANDARD
		DOUBLE ARM LIGHT STANDARD
		WIRE NOTE
		CONSTRUCTION NOTE
		LUMINAIRE NUMBER

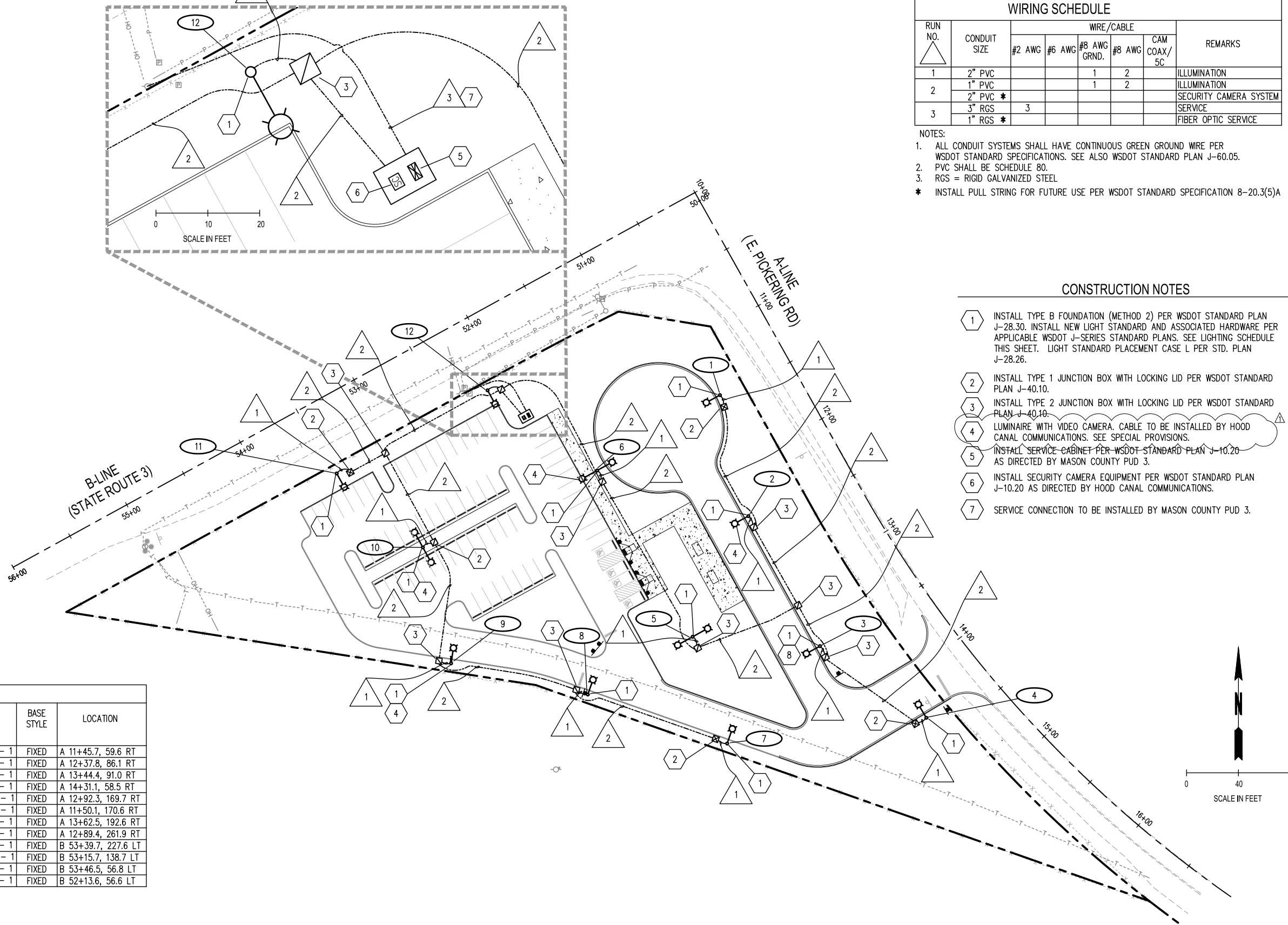


RUN NO.	CONDUIT SIZE	WIRE/CABLE					REMARKS
		#2 AWG	#6 AWG	#8 AWG GRND.	#8 AWG	CAM COAX/5C	
1	2" PVC			1	2		ILLUMINATION
2	1" PVC			1	2		ILLUMINATION
	2" PVC *						SECURITY CAMERA SYSTEM
3	3" RGS	3					SERVICE
	1" RGS *						FIBER OPTIC SERVICE

- NOTES:
- ALL CONDUIT SYSTEMS SHALL HAVE CONTINUOUS GREEN GROUND WIRE PER WSDOT STANDARD SPECIFICATIONS. SEE ALSO WSDOT STANDARD PLAN J-60.05.
 - PVC SHALL BE SCHEDULE 80.
 - RGS = RIGID GALVANIZED STEEL
- * INSTALL PULL STRING FOR FUTURE USE PER WSDOT STANDARD SPECIFICATION 8-20.3(5)A

CONSTRUCTION NOTES

- INSTALL TYPE B FOUNDATION (METHOD 2) PER WSDOT STANDARD PLAN J-28.30. INSTALL NEW LIGHT STANDARD AND ASSOCIATED HARDWARE PER APPLICABLE WSDOT J-SERIES STANDARD PLANS. SEE LIGHTING SCHEDULE THIS SHEET. LIGHT STANDARD PLACEMENT CASE L PER STD. PLAN J-28.26.
- INSTALL TYPE 1 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
- INSTALL TYPE 2 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
- LUMINAIRE WITH VIDEO CAMERA. CABLE TO BE INSTALLED BY HOOD CANAL COMMUNICATIONS. SEE SPECIAL PROVISIONS.
- INSTALL SERVICE CABINET PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY MASON COUNTY PUD 3.
- INSTALL SECURITY CAMERA EQUIPMENT PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY HOOD CANAL COMMUNICATIONS.
- SERVICE CONNECTION TO BE INSTALLED BY MASON COUNTY PUD 3.



LIGHTING SCHEDULE

LUM NO.	SERVICE NO.	CIRCUIT NO.	TYPE-DISTRIBUTION-WATTAGE	MTG. HT. (H1)	MAST ARM LENGTH(FT)	MAST ARM TYPE	BASE STYLE	LOCATION
1	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 11+45.7, 59.6 RT
2	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 12+37.8, 86.1 RT
3	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 13+44.4, 91.0 RT
4	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 14+31.1, 58.5 RT
5	1	A	LED-V-72 *	25	12	DOUBLE - 1	FIXED	A 12+92.3, 169.7 RT
6	1	A	LED-V-72 *	25	12	DOUBLE - 1	FIXED	A 11+50.1, 170.6 RT
7	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 13+62.5, 192.6 RT
8	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	A 12+89.4, 261.9 RT
9	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	B 53+39.7, 227.6 LT
10	1	A	LED-V-72 *	25	12	DOUBLE - 1	FIXED	B 53+15.7, 138.7 LT
11	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	B 53+46.5, 56.8 LT
12	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	B 52+13.6, 56.6 LT

*SEE SPECIAL PROVISIONS

REVISIONS 1 ADDENDUM #2 DATE: 07/29/20 BY: SCJ	DESIGNED BY: N. MAYFIELD	ISSUE DATE: FEBRUARY 2018	ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED		SCJ ALLIANCE CONSULTING SERVICES 8730 TALLON LANE NE, SUITE 200, LACEY, WASHINGTON 98516 P: 360-352-1465 F: 360-352-1509 SCJALLIANCE.COM	PROJECT NAME: 	MASON TRANSIT AUTHORITY PICKERING ROAD PARK AND RIDE DEVELOPMENT	DRAWING No.: IL-1
	DRAWN BY: M. JOHNSON	JOB No.: 0738.05						CHECKED BY: P. HOLM

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 07/29/20 09:55 AM User: mcherry

EXHIBIT A-1

PICKERING ROAD PARK AND RIDE LEGAL DESCRIPTION

All that portion of the Southeast quarter of Section 30, Township 21 North, Range 2 West, W.M. and the Southwest quarter of Section 29, Township 21 North, Range 2 West, W.M., Mason County, Washington described as follows:

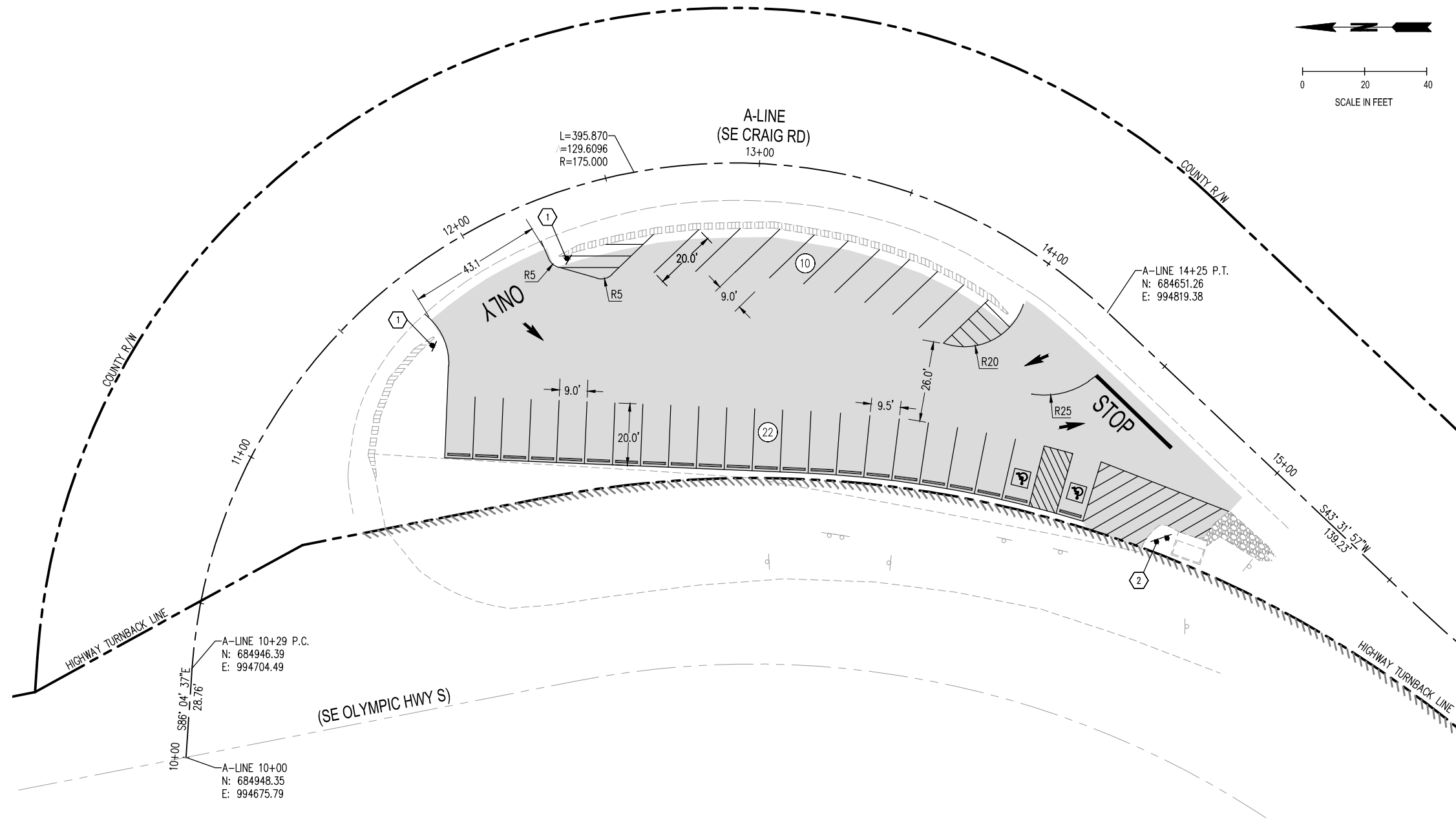
COMMENCING at the West One-sixteenth corner common to Sections 29 and 32; thence N 36°00'41" W a distance of 2362.29 feet to the TRUE POINT OF BEGINNING; thence N 61°12'30" E a distance of 376.80 feet to the beginning of a curve to the right having a central angle of 02°11'35" and a radius of 2819.80 feet; thence along the arc of said curve a distance of 107.93 feet; thence S 80°46'36" E a distance of 71.95 feet; thence S 29°16'35" E a distance of 164.45 feet to the beginning of a curve to the left having a central angle of 22°55'32" and a radius of 994.93 feet; thence along the arc of said curve a distance of 398.10 feet; thence N 70°36'34" W a distance of 501.78 feet; thence N 81°08'49" W a distance of 366.33 feet and the TRUE POINT OF BEGINNING; thence N 64°15'28" E a distance of 1670.47 feet to the West One-sixteenth corner common to Sections 29 and 20 and the terminus of this description.

The above-described parcel contains 2.98 acres, of which 0.60 acres is existing right of way.

Dated December, A.D., 1990

T. 20 N., R. 03 W., S. 32, W.M.

EXHIBIT B



LEGEND

- PROPERTY LINE
- ACCESSIBLE PARKING (SEE DETAIL ON SHEET SP-2)
- WHEEL STOP PER DETAIL (SEE DETAIL ON SHEET SP-2)
- STALL COUNT
- ASPHALT PAVEMENT OVERLAY (SEE DETAIL ON SHEET SP-2)
- SIGN
- TYPE 1S ARROW PER WSDOT STD PLAN M-24.40
- ONLY** "ONLY" MARKING PER WSDOT STD PLAN M-80.10
- STOP** "STOP" MARKING LETTERING PER WSDOT STD PLAN M-80.30

STALL COUNT SUMMARY

COLE ROAD PARKING LOT	
EXISTING STALLS:	29 STALLS PRIOR TO IMPROVEMENTS
NEW STALLS:	32 STALLS TO BE CONSTRUCTED
DIFFERENCE:	3 ADDITIONAL STALLS

NOTES

- INSTALL DO NOT ENTER SIGN (SEE DETAIL ON SHEET SP-3)
- INSTALL MTA SIGN (SEE DETAIL ON SHEET SP-3)

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 10/27/2017 11:45:07 AM User: rich.mayfield

△	REVISIONS	DATE	BY	DESIGNED BY:	ISSUE DATE:
1	PERMIT SUBMITTAL	10/27/17	SCJ	N. MAYFIELD	FEBRUARY 2018
2	FINAL SUBMITTAL	02/20/18	SCJ	N. MAYFIELD	JOB No.: 0738.05
				CHECKED BY: P. HOLM	DRAWING FILE No.: 0738.05-SP-1-C

ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED

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

PROJECT NAME:

MASON TRANSIT AUTHORITY
 COLE ROAD
 PARK AND RIDE DEVELOPMENT

T. 20 N., R. 03 W., S. 32, W.M.

LEGEND

EXISTING	NEW	
		TYPE 1 JUNCTION BOX, J-40.10
		TYPE 2 JUNCTION BOX, J-40.10
		TRANSFORMER
		SECURITY CAMERA EQUIPMENT CABINET
		ILLUMINATION SERVICE CABINET
		SECURITY CAMERA
		ILLUMINATION CONDUIT
		SECURITY CAMERA CONDUIT
		OVERHEAD POWER
		UNDERGROUND POWER
		STORM PIPE
		POWER POLE
		SINGLE ARM LIGHT STANDARD
		WIRE NOTE
		CONSTRUCTION NOTE
		LUMINAIRE NUMBER

CONSTRUCTION NOTES

1. INSTALL TYPE B FOUNDATION (METHOD 2) PER WSDOT STANDARD PLAN J-28.30. INSTALL NEW LIGHT STANDARD AND ASSOCIATED HARDWARE PER APPLICABLE WSDOT J-SERIES STANDARD PLANS. SEE LIGHTING SCHEDULE THIS SHEET. LIGHT STANDARD PLACEMENT CASE L PER STD. PLAN J-28.26.
2. INSTALL TYPE 1 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
3. INSTALL TYPE 2 JUNCTION BOX WITH LOCKING LID PER WSDOT STANDARD PLAN J-40.10.
4. LUMINAIRE WITH VIDEO CAMERA. CABLE TO BE INSTALLED BY HOOD CANAL COMMUNICATIONS. SEE SPECIAL PROVISIONS.
5. INSTALL SERVICE CABINET PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY MASON COUNTY PUD 3.
6. INSTALL SECURITY CAMERA EQUIPMENT PER WSDOT STANDARD PLAN J-10.20 AS DIRECTED BY HOOD CANAL COMMUNICATIONS.
7. SERVICE CONNECTION TO BE INSTALLED BY MASON COUNTY PUD 3.
8. LUMINAIRE WITH VIDEO CAMERA. SEE SPECIAL PROVISIONS.

LIGHTING SCHEDULE

LUM NO.	SERVICE NO.	CIRCUIT NO.	TYPE-DISTRIBUTION-WATTAGE	MTG. HT. (H1)	MAST ARM LENGTH(FT)	MAST ARM TYPE	BASE STYLE	LOCATION
1	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	11+98.6, 87.2 RT
2	1	A	LED-MC III-72 *	25	12	SINGLE - 1	FIXED	14+60.8, 65.7 RT

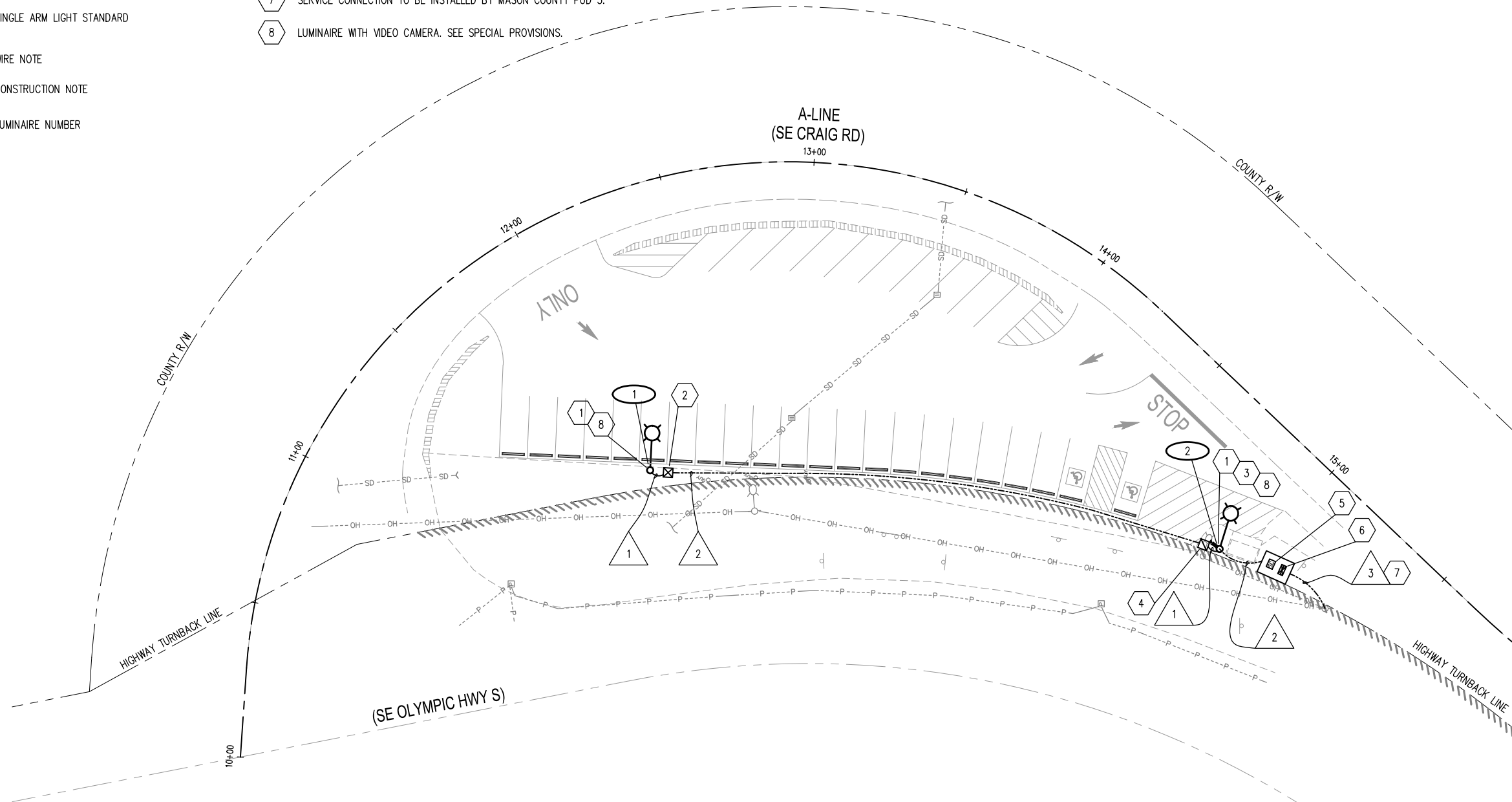
*SEE SPECIAL PROVISIONS

WIRING SCHEDULE

RUN NO.	CONDUIT SIZE	WIRE/CABLE					REMARKS
		#2 AWG	#6 AWG	#8 AWG GRND.	#8 AWG	CAM COAX/5C	
1	2" PVC			1	2		ILLUMINATION
2	1" PVC			1	2		ILLUMINATION
	2" PVC *						SECURITY CAMERA SYSTEM
3	3" RGS	3					SERVICE
	1" RGS *						FIBER OPTIC SERVICE

NOTES:

1. ALL CONDUIT SYSTEMS SHALL HAVE CONTINUOUS GREEN GROUND WIRE PER WSDOT STANDARD SPECIFICATIONS. SEE ALSO WSDOT STANDARD PLAN J-60.05.
2. PVC SHALL BE SCHEDULE 80.
3. RGS = RIGID GALVANIZED STEEL.
- * INSTALL PULL STRING FOR FUTURE USE PER WSDOT STANDARD SPECIFICATION 8-20.3(5)A



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 N:\PROJECTS\0738 MASON TRANSIT AUTHORITY\0738.05 MTA PARK AND RIDE DEVELOPMENT\CARD\COLE ROAD\0738.05-L-1-C.DWG

Δ	REVISIONS	DATE	BY
1	ADDENDUM #2	07/29/20	SCJ

DESIGNED BY: N. MAYFIELD	ISSUE DATE: FEBRUARY 2018
DRAWN BY: M. JOHNSON	JOB No.: 0738.05
CHECKED BY: P. HOLM	DRAWING FILE No.: 0738.05-L-1-C

ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED



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

PROJECT NAME:

MASON TRANSIT AUTHORITY
COLE ROAD
PARK AND RIDE DEVELOPMENT

ILLUMINATION July 20, 2021 Reg. Board Mtg 42

DRAWING No.: IL-1
SHEET No.: 8 OF 9

EXHIBIT B-1
Cole Road Park and Ride Legal Description

301323

G O V E R N O R ' S D E E D

IN THE MATTER OF SR 101, Thurston County Line to Shelton and Cole Road Interchange to North Shelton Interchange

KNOW ALL MEN BY THESE PRESENTS, that THE STATE OF WASHINGTON, for and in consideration of MUTUAL BENEFITS hereby conveys and quitclaims unto MASON COUNTY, a political subdivision of the State of Washington, all its right, title and interest, in and to the following described real property situated in Mason County, State of Washington:

Those portions of Section 5, Township 19 North, Range 3 West of the Willamette Meridian; Sections 30, 31 and 32, Township 20 North, Range 3 West of the Willamette Meridian; and Section 13, 24 and 25, Township 20 North, Range 4 West of the Willamette Meridian, as shown shaded in red on EXHIBIT "A" (being sheet 11 of plans entitled SR 101, Thurston County Line to Shelton and sheets 4 through 12 of SR 101, Cole Road Interchange to North Shelton Interchange) attached hereto and by this reference made a part hereof.

AFFIDAVIT
IN RE: REAL ESTATE
EXCISE TAX
REPORT

11 12 1975

IN B. COLE
Mason County

The lands herein described are not required for State highway purposes and are conveyed pursuant to the provisions of RCW 47.12.070.

DATED at Olympia, Washington, this ____ day of _____ 1975.

STATE OF WASHINGTON

By: *[Signature]*
Governor

ATTEST:
By: *[Signature]*
Secretary of State

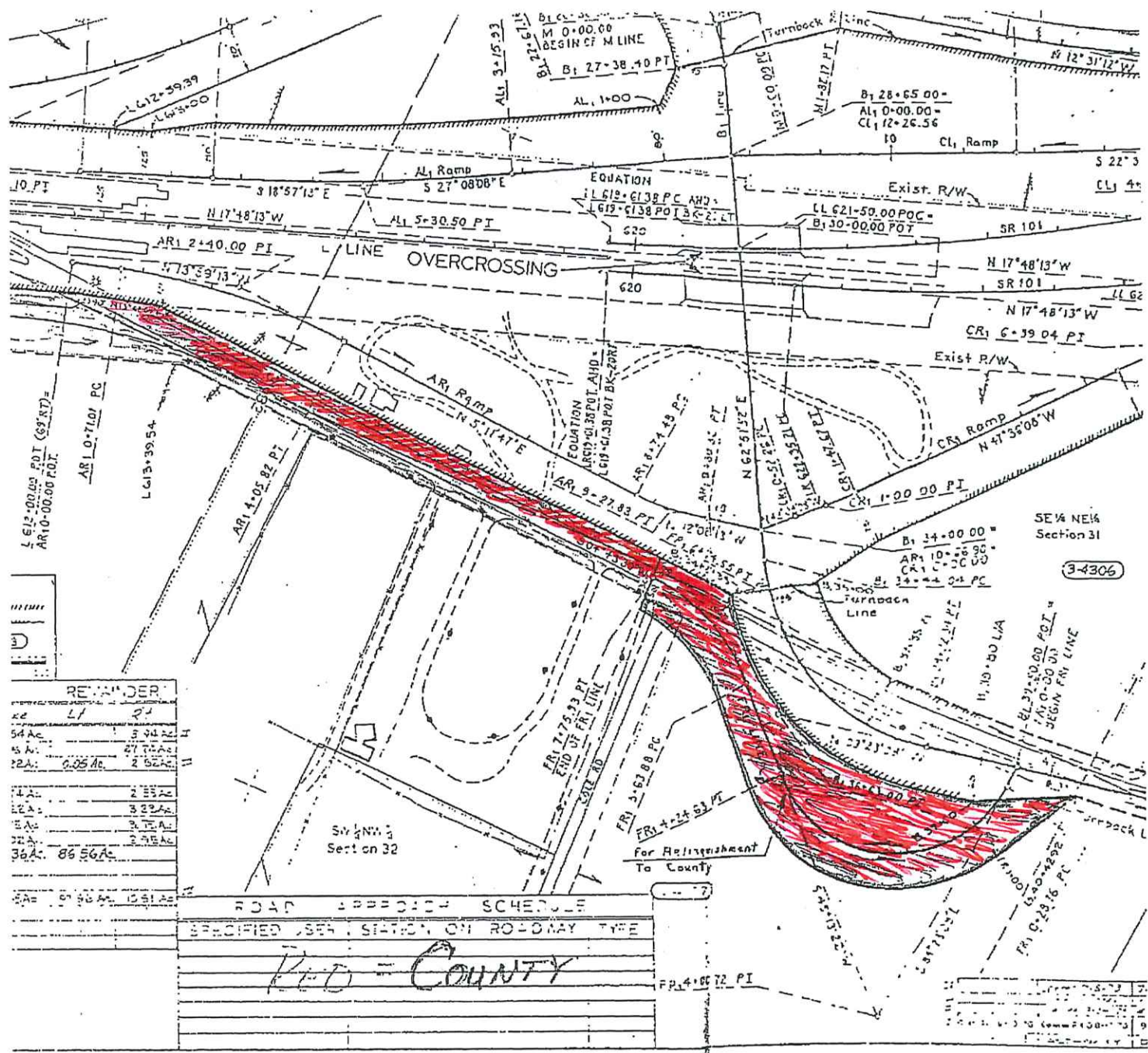
APPROVED AS TO FORM:

130

718-

By: *[Signature]*
Assistant Attorney General

By: *[Signature]*



REMAINING	
AC	LI
54 AC	3 94 AC
5 AC	27 72 AC
22 AC	0.05 AC
14 AC	2 55 AC
12 AC	3 25 AC
8 AC	3 75 AC
22 AC	2 75 AC
36 AC	86 56 AC
5 AC	0 36 AC

ROAD SCHEDULE	
SPECIFIED	SECTION ON ROADWAY TYPE
	PCO - COUNTY

SE 1/4 NE 1/4
Section 31
3-4306

RESOLUTION NO. 2021-18

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE INTERLOCAL COOPERATIVE AGREEMENT BETWEEN
MASON COUNTY AND MASON TRANSIT AUTHORITY AND
AUTHORIZING THE GENERAL MANAGER TO EXECUTE SAME.**

WHEREAS, Mason Transit Authority ("MTA") and Mason County (the "County") desire to enter into an interlocal Cooperative Agreement relating to MTA's identified maintenance responsibilities of each of the Pickering Road and Cole Road park and rides for the initial tenancy period of twenty (20) years unless terminated earlier; and

WHEREAS, in consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, the MTA Board agrees that MTA shall provide such service as set forth in the interlocal Cooperative Agreement;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the interlocal Cooperative Agreement between Mason County and Mason Transit Authority (the "Agreement"); and

BE IT FURTHER RESOLVED that the MTA Board authorizes the General Manager to sign the Agreement.

Adopted this 20th day of July, 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: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Actionable*
Subject: Removal of Previously Authorized Staff Member and Approval of New General Manager to Sign on Financial Accounts
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Sharon Trask, MTA Board Chair
Date: July 20, 2021

Background:

It is necessary to remove Michael Ringgenberg as an authorized signer for Mason Transit Authority on the Mason County Treasurer Depository Account held at Columbia Bank. Amy Asher, new General Manager, shall be an authorized signer for the Mason County Treasurer Depository Accounts currently held at Columbia Bank, as well as any and all other accounts that are typically requiring a signature of the MTA General Manager.

Legal counsel has reviewed and approved.

Summary: Remove Michael Ringgenberg as authorized signer for MTA and replace with Amy Asher, new General Manager of Mason Transit Authority.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-19 removing Michael Ringgenberg from signing on financial accounts for Mason Transit Authority and authorizing Amy Asher, new General Manager, to have signing authority for the Mason County Treasurer Depository Account currently held at Columbia Bank, as well as any and all other accounts that typically require the signature of the MTA General Manager.

RESOLUTION NO. 2021-19

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE REMOVAL OF INTERIM GENERAL MANAGER
MICHAEL RINGGENBERG AS SIGNER FOR ALL MASON TRANSIT
AUTHORITY ACCOUNTS AND GRANTING NEW GENERAL MANAGER,
AMY ASHER, AS SIGNER FOR ALL MASON TRANSIT AUTHORITY
ACCOUNTS.**

WHEREAS, the Mason Transit Authority ("MTA") Board extended an offer of employment to Amy Asher as General Manager of MTA, which offer was accepted by Ms. Asher and the effective date of employment was July 12, 2021;

WHEREAS, as result of Ms. Asher assuming the position of General Manager, it is necessary to remove Michael Ringgenberg as a signer for any and all accounts of MTA; and

WHEREAS, so that business may be carried out in an efficient manner, it is necessary to authorize Amy Asher, General Manager, to be an authorized signer for the Mason County Treasurer Depository accounts, currently held at Columbia Bank, as well as any and all other accounts that typically would require the signature of the MTA General Manager;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Mike Ringgenberg shall be removed from any and all accounts as an authorized signer for MTA; and

BE IT FURTHER RESOLVED that for so long as Amy Asher is the General Manager, she shall be granted with signing authority for the Mason County Treasurer Depository Account, currently held at Columbia Bank, as well as any and all other accounts that would typically require the signature of the MTA General Manager.

Adopted this 20th day of July, 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: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Discussion*
Subject: Transit Development Plan (TDP) – First View
Prepared by: Mike Ringgenberg, Operations Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

The attached draft Transit Development Plan (TDP) is Mason Transit Authority's annual update as required under Washington State RCW Section 35.58.2795, Public Transportation Systems – Six-Year Transit Plans. This report provides summary 2020 information as well as projected changes for 2021-2026. The TDP details MTA's current service, infrastructure, equipment and financial outlook. It also provides a five-year forecast of 10planned service development, capital investment and budget assumptions. The structure of the TDP has changed and been updated according to the required elements that must be present in the TDP.

Public hearings to receive comment will be held on July 29 at the Port of Allyn and August 9 at the T-CC. Additional details relating to those public hearings are on the MTA website, as well as the copy of the TDP. MTA will take written questions and/or comments until 4:00 PM on August 11, 2021.

The attached draft is the Board's first view of the TDP. Staff will be seeking final approval of the TDP at the August Board meeting

Summary: First view of Transit Development Plan (TDP).

Fiscal Impact:

None.

Staff Recommendation:

None at this time.

2021-2026

TRANSIT DEVELOPMENT PLAN

and

2020 Annual Report

Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584



Date of Public Hearings:

July 29, 2021 and August 9, 2021

Adopted: August 17, 2021

Prepared by Mason Transit Authority Staff

Table of Contents

Plan Adoption, Public Hearing and Distribution.....	3
Plan Adoption.....	3
Public Participation Process	3
Plan Distribution	3
Description of Service Area, Operations and Facilities	4
Service Area.....	4
Operations.....	4
Map 1 – Service Area	6
Table 1 - Fares	8
Facilities	8
Park and Ride Lots	9
State and Agency Goals, Objectives and Strategies	9
Table 2: 2021 – 2026 Goals, Objectives, and Strategies, and Alignment with State Goal	10
Local Performance Measures and Targets	17
Table 3: 2021 – 2026 Performance Measurements and Targets	18
Plan Consistency	18
Planned Capital Expenses.....	19
Table 4 – Planned Capital Expenses (currently under review).....	19
Planned Operating Changes.....	19
Table 5 – Planned Operating Changes	20
Multiyear Financial Plan.....	20
Capital Improvement:.....	20
Table 6 – Capital Purchases (currently under review)	21
Operating Financial Assumptions through 2026 (Currently under review).....	21
Table 7 – Operating.....	22
Projects of Regional Significance.....	23
Agency History, Organizational Structure, Accomplishments, Outlook and Outreach Coordination ..	23
Board of Directors:.....	23
Citizen Adviser to the Board:.....	24
Public Outreach:.....	24
2020 Accomplishments:.....	26
Table 9 – 2020 Accomplishments.....	26

Plan Adoption, Public Hearing and Distribution

Plan Adoption

Mason Transit Authority (MTA) Board of Directors adopted the 2021 Transit Development Plan on August 17, 2021

Public Participation Process

Public Comment Period: July 14, 2021 - August 11, 2021
Comments Submitted to: MTA@masontransit.org
Mason Transit Authority
Amy Asher, General Manager
790 E Johns Prairie Rd
Shelton, WA 98584

Public Hearing: Mason Transit Authority held two public hearings on the Transit Development Plan on July 29, 2020 at 5:30 pm at the Port of Allyn 18560 E State Route 3, Allyn, WA 98524 and August 9, 2020 at 5:30 pm at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

Notice Posted to Website: MTA posted a notice of the hearing on the Transit Development Plan to its website at www.masontransit.org on July 12, 2021.

Notice Published in Local Paper: The Shelton Journal published a notice of the hearing on the Transit Development Plan on July 22, 2021.

Requests for Paper or Digital Copies: MTA allowed the public to request a paper or digital copy of the Transit Development Plan on and after July 16, 2021 by emailing MTA@masontransit.org. or by calling (360) 426-9434.

Available to the Public for Review: MTA allow the public to view a copy of the draft Transit Development Plan at the Mason Transit Authority Business Office, 790 E Johns Prairie Rd, Shelton, WA 98584 and at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

Plan Distribution

On August 18, 2021, Mason Transit Authority distributed the adopted Transit Development Plan to:

- PTDPlans@wsdot.wa.gov
- The agency's assigned WSDOT Community Liaison.

- The Transportation Improvement Board via:
 - Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov
 - Chris Workman, Engineering Manager at chrisw@tib.wa.gov
- All cities, counties and regional transportation planning organizations within which Mason Transit Authority operates.

Description of Service Area, Operations and Facilities

Service Area

Mason Transit Authority serves the general public throughout Mason County and provides regional connections with other transits and modes of transportation.

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules and maps can be found on MTA's website at <http://www.masontransit.org/>

Operations

At time of publication of the Transit Development Plan, MTA was running reduced service due to COVID-19. Days of operations were Monday – Saturday. Beginning July 7, 2021 MTA resumed services back to Triton Cove State Park to meet Jefferson Transit and provide continued service thru Mason County from Jefferson County.

MTA provides services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars under the Volunteer Driver Program that serves those over the age of 60 needing out-of-county services.

MTA is currently operating on a reduced service level due to the low ridership with COVID-19, our current hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 7:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates ten (10) Fixed Routes on weekdays and five (5) routes on Saturdays that allow deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) weeks prior to the preferred pick-up time but may request a ride at any time if there is availability. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamaliche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential services. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2019, the Volunteer Driver Program served 138 clients and covered 1,020 rides, 42,792 miles and 1,701 volunteer hours.

At MTA's April 20, 2021 Authority Board meeting, the vanpool program was terminated due to consistent reduction in number of vanpools and impacts by COVID-19. MTA provided information of other transit agencies that had viable vanpool programs to the two remaining vanpool participants. The vanpool vehicles were going to reach their four-year useful life benchmark in May, 2021. The Authority Board determined that for financial and risk purposes, it was best to terminate the program as there were only two van pools in operation.

Map 1 – Service Area

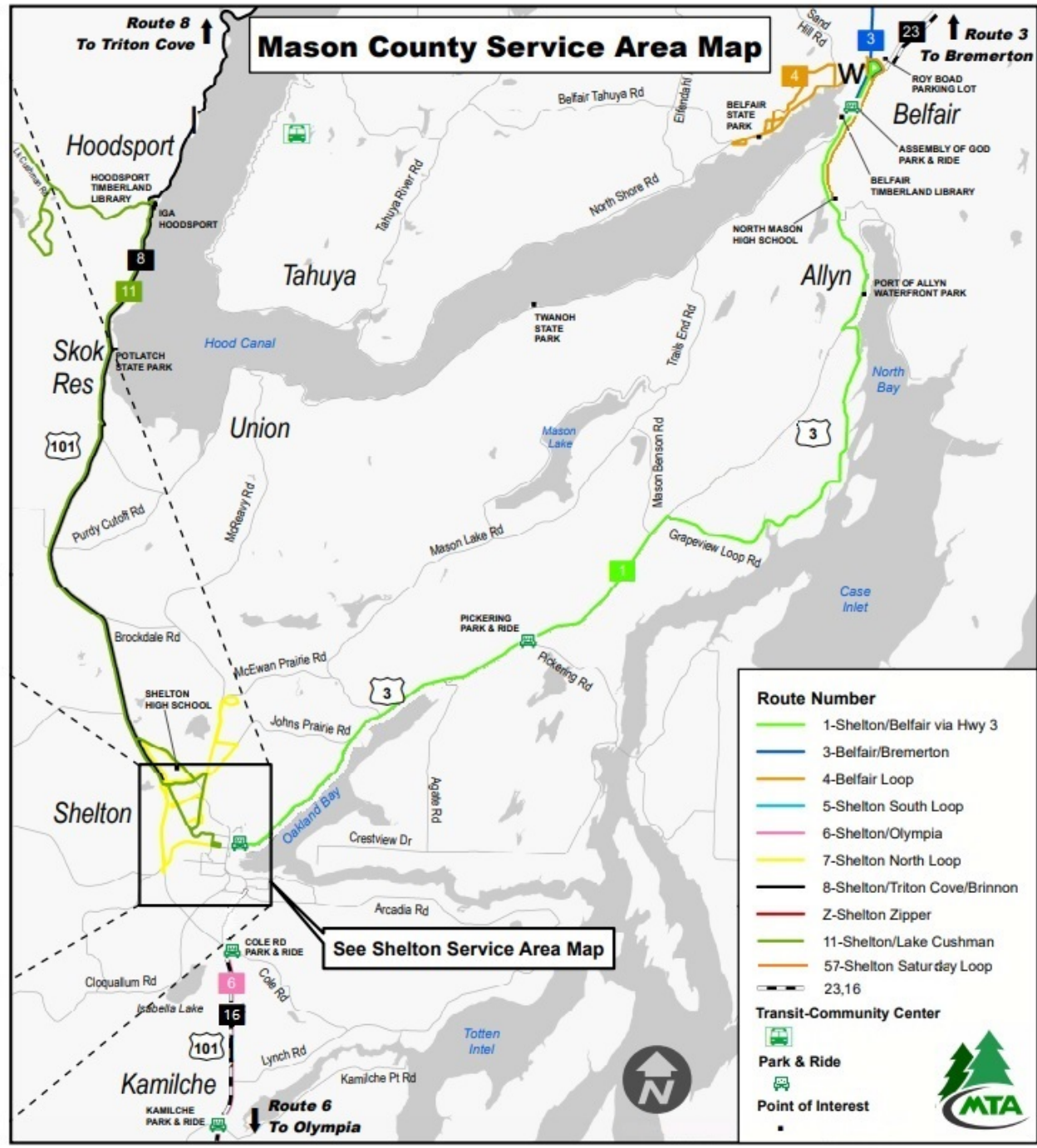




Table 1 - Fares

<i>Travel within Mason County and Active Military</i>	<i>Fare Free</i>
Out of County Travel:	
Cash Fares	
Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$ 2.50
Children under six	No Charge
Monthly Pass	
Adults	\$ 30.00
Seniors and Persons with Disabilities	\$ 10.00
Youth (ages 6-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 20.00
Transportation Incentive Program (PSNS)	\$110.00

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP.

Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through funds provided in the Transportation budget.

Facilities

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the Glacier West Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950s to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

A seven-acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen, breakroom and future customer service area. The Park and Ride is slated to open by the end of 2021 with the building to open in early 2022.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 255 parking spaces are provided at facilities owned and operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 22% of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retrofit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also includes the construction of one new Park and Ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but has been relocated due to the Coffee Creek Fish Passage project. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next biennium budget periods. In April of 2016, MTA selected SCJ Alliance of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in 2021.

State and Agency Goals, Objectives and Strategies

From 2021-2026, Mason Transit Authority will focus on the five key priorities in Table 2 below. The table shows how MTA's local priorities align with state goals established in the Washington State Transportation Plan.

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

The state’s six policy goals are:

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Table 2: 2021 – 2026 Goals, Objectives, and Strategies, and Alignment with State Goal

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Goal I: Safe and Secure						
Objective 1.1 - Emphasize safety of MTA riders, citizens and employees in all aspects of MTA operations						
Strategic Work Plan 1.1.1 L&I inspection of T-CC and JP facilities.			X		X	
Strategic Work Plan 1.1.2 Review WSTIP's Best Practices in the area of safety.			X			
Strategic Work Plan 1.1.3 Update Safety Manual and include an emergency safety plan.			X	X		X

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Objective 1.2 - Ensure training for a safe and secure experience for all and to eliminate preventable accidents						
Strategic Work Plan 1.2.1 Quarterly Driver training and refresher training as required		X	X			
Objective 1.3 - Proactive approach to safety throughout the agency to increase and improve security throughout the service area						
Strategic Work Plan 1.3.1 Change from flag stops to fixed stops in urban area of Shelton			X	X		X
Strategic Work Plan 1.3.2 Roof replacement for the Radich Building			X	X		X
Objective 1.4 - Enforce transit rules and establish consistency of service to riders in a safe, accessible manner						
Strategic Work Plan 1.4.1 Adjust for any mandates to COVID-19.			X	X		X
Goal 2: Effective Transportation Services						
Objective 2.1 - Creating a positive transportation experience within all modes of MTA services that is reliable, accessible, equitable, safe, secure and comfortable for all users						
Strategic Work Plan 2.1.1 Plan for restoring to full services (Pre-COVID) and adjust where needed to improve service.						X
Objective 2.2 - Establish a culture of customer service and deliver services that are responsive to community needs.						

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Strategic Work Plan 2.2.1 Benchmark route performance and discontinue or adjust low performing routes.						X
Objective 2.3 - Strive to look for ways to improve service through a variety of tools including outreach, community meetings, service review and passenger amenities						
Strategic Work Plan 2.3.1 Review Dial-a-Ride services and hours to ensure efficiency and availability of resources.				X		X
Strategic Work Plan 2.3.2 Conduct outreach for all service changes and new park & ride openings.	X					X
Strategic Work Plan 2.3.3 Improve passenger amenities by providing apps and on-line scheduling.			X	X		X
Objective 2.4 - Seek new opportunities to enhance the riders' experience through better route planning and additional services when feasible						
Strategic Work Plan 2.4.1 Seek pilot route opportunities to reach more riders.	X					X
Strategic Work Plan 2.4.2 Explore on-demand service in Shelton and Belfair.		X		X		X
Strategic Work Plan 2.4.3 Waysign at T-CC for displaying estimated time of arrivals for fixed route.		X				
Goal 3: Financial Stewardship						
Objective 3.1 - Operate an efficient, cost-effective system						

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Strategic Work Plan 3.1.1 Hire an Accounting Coordinator with high level accounting skills.						X
Strategic Work Plan 3.1.2 Review moving to cloud-based accounting software.						
Objective 3.2 - Maintain internal controls and compliance over public resources						
Strategic Work Plan 3.2.1 Plan for GASB changes on leases and other regulations						X
Strategic Work Plan 3.2.2 Continued work in records management.		X				X
Objective 3.3 - Provide current, accurate and transparent financial data						
Strategic Work Plan 3.3.1 Provide accurate, timely financial reports to the Board and the public						X
Objective 3.4 - Strive for a 5-year sustainability plan						
Strategic Work Plan 3.4.1 Review 5-year sustainability plan and adjust as needed.						X
Strategic Work Plan 3.4.2 Plan financially for future service changes or increases.						
Objective 3.5 - Plan for future operational and capital needs through maintaining financial reserves						
Strategic Work Plan 3.5.1		X				X
Objective 3.6 - Proficiency in regulatory requirements through continuing education						
Strategic Work Plan 3.6.1						X

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Objective 3.7 - Manage key financial indicators						
Strategic Work Plan 3.7.1 Identify needed financial policies or manual to outline financial objectives						X
Goal 4: Community Partnerships						
Objective 4.1 - Cultivate partnerships throughout the community						
Strategic Work Plan 4.1.1 Participate in community events as available.		X		X		X
Strategic Work Plan 4.1.2 Work with PR firm to promote MTA services to the community.						
Objective 4.2 - Participate in outside committees, regional planning organizations and boards						
Strategic Work Plan 4.2.1 Promote partnerships with city, county and other entities by serving on committees, boards, supporting projects and communication.						X
Strategic Work Plan 4.2.2 Review and renew leases for T-CC and Johns Prairie tenants						X
Objective 4.3 - Participate in mentorship programs at local schools and colleges						
Strategic Work Plan 4.3.1.	X	X				
Objective 4.4 - Exemplify exceptional customer service that goes above and beyond						
Strategic Work Plan 4.4.1 Continue delivery assistance for Meals on Wheels and Commodity Boxes for senior centers.		X		X		X

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Strategic Work Plan 4.4.2 Transporting clients in cooperation with hospital and health department						
Objective 4.5 - Provide transportation choices and support travel that uses less energy, produces fewer pollutants and reduces greenhouse gases in the region						
Strategic Work Plan 4.5.1					X	
Objective 4.6 - Support efforts to mitigate traffic congestion throughout the region						
Strategic Work Plan 4.6.1 Continue park and ride projects (through 2023).	X		X	X	X	
Strategic Work Plan 4.6.2 Conduct Community Conversations to solicit input regarding MTA service.						
Objective 4.7 - Cooperative relationships with T-CC tenants and events						
Strategic Work Plan 4.7.1	X					X
Goal 5: Workplace Culture of Excellence						
Objective 5.1 - Provide an atmosphere where employees are valued and respected						
Strategic Work Plan 5.1.1 Continue the Employee Engagement Committee for seeking opportunities to improve the work environment.		X				X
Strategic Work Plan 5.1.2 Remodel T-CC Customer Service Office for space improvement (grant funding dependent)						X

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Objective 5.2 - Develop and empower employees						
Strategic Work Plan 5.2.1 Promote skills and job knowledge through webinars, conferences and training.		X	X			X
Objective 5.3 - Support the philosophy of team culture						
Strategic Work Plan 5.3.1 Encourage Castlight challenges.		X		X		X
Strategic Work Plan 5.3.2 Continue reviewing policies.						X
Objective 5.4 - Promote healthy dialogue on important issues						
Strategic Work Plan 5.4.1 Launch Communication Flow Plan.		X				X
Strategic Work Plan 5.4.2 Create Uniform Committee to select new uniform items.		X				X
Objective 5.5 - Encourage an active and engaged environment including Board of Directors						
Strategic Work Plan 5.5.1 Create committee for Belfair office furnishings.						
Strategic Work Plan 5.5.2 Board participation through designated committees.	X	X	X	X		X
Objective 5.6 - Be an employer of choice in Mason County						
Strategic Work Plan 5.6.1 Continue the Employee Engagement Committee for seeking opportunities to improve the work environment.		X				X
Strategic Work Plan 5.6.2 Coordinate events with Employee Morale Committee.						X

	State Goal Areas					
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Objective 5.7 – Focus recruitments in accordance with EEO Plan goals						
Strategic Work Plan 5.7.1 Strive to meet goals and objectives of EEO Program to broaden employment opportunities for all protected classes.						X

Local Performance Measures and Targets

MTA uses various tools to measure performance by looking for key issues and opportunities that may impact the goals of the Agency. Performance indicators may relate to such things as funding, demographic changes, ridership decline or employee shortage. Measuring performance allows the agency leadership team to look for ways to minimize the impact of shortfalls and strategize ways to meet the strategic goals and objectives.

Transit Asset Management plan is used as a method to maintain and guide decisions on the agency’s assets, most importantly, rolling stock.

Table 3: 2021 – 2026 Performance Measurements and Targets

Performance Measure	Target
Technology Amenities	Provide apps and icons on the MTA website for customers to schedule
Passenger Amenities	Install lighting in all shelters. Construct or improve park and ride lots throughout Mason County to create convenient, safe locations for riders to park that will then increase ridership.
Collisions	Collisions per 100,00 revenue miles less than or equal to 1.
Alternative Fuels	Convert 10% of fleet to green, environmentally friendly alternative by 2025.
Transit Productivity	Benchmark of 8 passengers per service hour; 39,000 rides per month.
Vehicle State of Good Repair	Maintain 80% of the rolling stock within a state of good repair.
Service Hours	To maintain current levels of service hours at 1,300 per week.

Plan Consistency

Mason Transit Authority is a voting member of the Peninsula Regional Transportation Planning Organization (PRTPO) and participates in the planning of regional project, policies and program decisions. Information regarding MTA is submitted to the PRTPO’s Coordinated Public Transit-Human Services Transportation Plan to align the with region’s goals. Projects are submitted to the Regional Transportation Improvement Program.

Within Mason County, the Mason County Comprehensive Plan is used to coordinate consistency. MTA submits information to the Plan as required.

Throughout the region, MTA coordinates with other connecting transits as well as efforts to align with the ferry systems, Amtrak and Greyhound.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Annually, we review the work plan to create projects to meet the goals of constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

Planned Capital Expenses

The table below reflects planned capital expenses for 2021-2026.

Table 4 – Planned Capital Expenses (currently under review)

Year Received/Expensed	Type	Preservation/Replacement (quantity)	Expansion/Improvement (quantity)
Rolling Stock			
2021	Mini-cutaway		1
2021	Light-duty Cutaways	6	
2021	35' Coaches	2	
2022	35' Coaches	1	
2023	N/A		
2024	35' Coaches	3	
2025	N/A35' Coaches	3	
Equipment			
2021	Scissor lift for T-CC		1
2021	Generator to power Johns Prairie	0	1
2022	Generator to power T-CC		1
Facilities and Infrastructure			
2021	North Mason Base		1
2021	Radich building roof repair	0	
2023	Allyn Park & Ride		1
2024	Bus Wash		1
2025	Administration building upgrade or replacement		1

Planned Operating Changes

At the time of preparing MTA's Transit Development Plan, the agency is operating with reduced service due to the loss of riders during COVID-19. We will bring more service back as the ridership increases.

Table 5 outlines Mason Transit's planned operating changes for 2021-2026.

Table 5 – Planned Operating Changes

Year	Type	Reduction	Expansion/Improvement
2021	Adjust route to serve new park & ride facility opening		X
2021	Add back routes as ridership increases		X
2022	Adjust routes to better serve the passengers		X
2022	Adjust routes to service new ferry times		X
2023	Adjust routes to serve new housing developments		X
2025	Conduct an assessment of current service and adjust as needed		X
2025	No service changes planned		X

Multiyear Financial Plan

Capital Improvement:

- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Additional vehicle replacements are expected to be funded at 80% with a 20% match from local funds.

Facility improvements, preservation and expansion that extend the life of the building according to MTA’s capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

Table 6 – Capital Purchases (currently under review)

Capital Expenditure	2020	2021	2022	2023	2024	2025
Cutaways	990,000	660,000				
Coaches	1,020,000	4,080,000			1,020,000	
Mini cutaway	82,000					
Copy Machine	7,000					
Scissor Lift		15,000				
Generators		100,000	100,000			
North Mason Base		1,750,000				
Radich Roof Repair		35,000				
Allyn Park & Ride				1,000,000		
Bus Wash facility					500,000	
Park & Ride Development	3,847,379	1,992,612	1,542,500	771,250		
Administration building upgrade or replacement						2,500,000
Total Capital Expenditures	5,946,379	8,632,612	1,642,500	1,771,250	1,520,000	2,500,000
Capital Revenue	2020	2021	2022	2023	2024	2025
Federal Competitive	1,507,500	3,555,000		800,000	1,216,000	2,000,000
State Grants	3,646,147	2,521,250	1,542,500	771,250		
Local Funds	792,732	1,335,000	100,000	200,000	304,000	500,000
Total Revenue	5,946,379	7,411,250	1,642,500	1,771,250	1,520,000	2,500,000

Operating Financial Assumptions through 2026 (Currently under review)

- ❖ Local Sales Tax –While the average growth rate of sales tax revenue has been 8% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2025.
- ❖ Operating Grants – State grant funds are anticipated to be reduce due to impact of I-976. At time of preparing the TDP, MTA has not included state funds in revenue projects beginning July 1, 2021.
- ❖ Fares – Assumed 1% growth beginning in 2022.
- ❖ Expended Reserves – Based on current projections expended reserves are deemed necessary to meet current service levels. Services designated for operating will expend in early 2022.
- ❖ Salaries and Benefits – Based on union contracts through 2021 and non-represented compensation assumptions, then assumed 2.5% growth through 2025.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – 2.5% growth for expenses other than wages and benefits through 2025.

- ❖ Other Goods and Services – Assumed 2.5% growth.

Table 7 – Operating

Operating Revenues	2020 Budget	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Sales Tax	4,054,264	3,973,179	4,092,374	4,215,145	4,341,600	4,471,848
Farebox	105,000	105,000	106,050	107,111	108,182	109,263
Worker/Driver - Vanpool	260,000	260,000	262,600	265,226	267,878	270,557
State Operating Grants	1,390,600	695,304				
Federal Operating Grants	1,658,688	1,436,854	1,465,027	1,494,328	1,524,215	1,554,699
Other	291,030	348,597	359,055	369,827	380,921	392,349
Transfers from Reserves	130,406	1,639,011	830,583			
Total Operating Revenues	7,889,988	8,457,945	7,115,689	6,451,636	6,622,795	6,798,716
Annual % Change		7%	-16%	-9%	3%	3%
Operating and Maintenance Expenses	2020	2021	2022	2023	2024	2025
Fixed Route Preservation and Maintenance	4,650,463	5,024,681	3,894,128	3,991,481	4,091,268	4,193,550
Demand Response (DAR) Preservation and Maintenance	1,953,583	2,109,870	1,635,149	1,676,028	1,717,928	1,760,877
Worker/Driver Preservation and Maintenance	1,046,043	1,077,424	1,104,360	1,131,969	1,160,268	1,189,275
Vanpool Preservation and Maintenance	71,240	72,665	74,481	76,343	78,252	80,208
Other	166,639	173,305	177,638	182,079	186,630	191,296
Total Operating Expenses	7,889,988	8,457,945	6,885,756	7,057,900	7,234,347	7,415,206
Profit (Loss)	-	-	229,933	(606,263)	(611,552)	(616,490)

MTA designates reserves for future capital and operating expenditures, emergency funds, grant match obligations and general liabilities. At the end of 2019, the cash reserve balance invested was \$10,000,000, which was an increase of approximately 48% over the balance at the end of 2018. It is anticipated operating reserves currently set aside will be exhausted by the end of 2022 and require additional service reductions. This outcome is the result of the anticipated loss of state funds due to I-976 impacts.

Projects of Regional Significance

Mason Transit Authority has one major project of regional significance. In 2014, MTA was awarded funds to construct new park & ride lots and upgrade existing lots with security enhancements, passenger amenities and increased stalls.

Agency History, Organizational Structure, Accomplishments, Outlook and Outreach Coordination

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;

- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Sharon Trask, Mason County Commissioner (Chair)
- Sandy Tarzwell, Shelton School District (Vice Chair)
- Randy Neatherlin, Mason County Commissioner
- Kevin Shutty, Mason County Commissioner
- Kevin Dorcy, Mayor and City of Shelton Council
- John Campbell, North Mason School District
- Wes Martin, Grapeview School District
- Cyndy Brehmeyer, Mary M. Knight School District
- Matt Jewett, Southside School District
- Greg Heidel, Bargaining Unit Representative

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Public Outreach:

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff

participate in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations
- Website improvements

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover way to assist their employees with transportation, either by using, fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: mta@masontransit.org

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

2020 Accomplishments:

The following chart lists major accomplishments by MTA during 2020.

Table 9 – 2020 Accomplishments

2020 Accomplishments toward State Goal Areas	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Administration						
Procurement training for public works projects						X
Increased reserves for future financial needs		X		X		X
Managed many different mandates, regulations and acts due to COVID-19		X	X	X	X	
Prepared policy review schedule; reviewed current policies; updated 20 policies			X			X
Prepared 4 new policies – 2 due to COVID-19	X		X			X
Reorganized facilities to streamline administration						X
Purchased and installed firewalls at all location to begin network reconfiguration			X			X
Setup Wi-Fi for the public to use at the T-CC						X
Continued design for shared drive and continued work in records management			X			X
Finished the migration of server to our new VRTX, decommissioned old server						X
Surplused the majority of decommissioned equipment						X
Setup interpretation services	X		X			X
Setup IT in new Belfair location			X			X

	State Goal Areas					
2020 Accomplishments toward State Goal Areas	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Outreach						
Outreach effort was limited due to COVID-19						
Two Radio Spots	X					X
12-weekly Ads			X			
Donated one DAR vehicle to Mason County QRT	X		X			
Participation of outside committees: WSTIP, WSTA, EDC, TIP-CAP, Diesel Advisory Committee; PRTPO and TAC; Opioid Stakeholder Group	X	X	X	X	X	X
Public Hearings for TDP, Service changes and Budget				X		X
Meals on Wheels and Commodity Box delivery	X		X			
Conducted tour groups at MTA, prior to COVID-19	X					X
Spearheaded Driver Appreciation day in 2020						X
T-CC						
Accommodated move of Operations Supervisors and Comm Center; beginning move of Admin			X	X		X
T-CC Parking Lot completed		X	X		X	X
Repainted inside of the gym and LEED building stairs		X				
Shampooed all carpets		X				
Maintenance, inspections and test completed in various areas		X				

	State Goal Areas					
2020 Accomplishments toward State Goal Areas	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Streamlined and standardized leases and Use Agreements	X	X				X
COVID-19 related assistance in several areas, developed reopening plan			X			
Developed and maintaining a sanitizing schedule for high touch areas			X			
Operations						
Driver Training and Refresher Training			X	X		X
Completed CAD/AVL/GPS Installation			X	X		X
Purchase high visibility rain jackets						
Operations Supervisors moved to T-CC			X			X
Review DAR services and hours for efficiency and availability	X			X		X
Expand Zipper route hours	X			X		X
Review the Comprehensive Service Review to incorporate suggestions	X			X		X
Installed Kiosk at T-CC for passenger information			X			X
Managed several service changes and driver shake-ups due to COVID-19	X		X			X
Social distancing measures throughout facilities and vehicles			X			
Provided PPE for employees and customers for COVID-19 protection			X		X	X
Provided drivers for the Volunteer Driver Program	X		X	X		
Managed constant changes to service and driver shortage	X		X	X		
Created an Emergency Alert Text message for MTA employees	X		X	X		
Installed a solar light at Triton Cove bus stop			X			

	State Goal Areas					
2020 Accomplishments toward State Goal Areas	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Completed review/update of Inclement Weather Plan			X		X	X
Created a COVID-19 coordinator/driver position to help implement mandates			X	X		
Facilitated training with Fire Dept & Gillig on the new Hybrid electrical systems			X			
Partnered w/local police agencies to use MTA facilities/buses for training			X	X		
Installed a bus shelter on Grapeview Loop and Washington DOC.			X	X		X
Participated in the Great Washington ShakeOut/Earthquake drill			X	X		
Maintenance						
State of Good Repair at target with incoming vehicles	X	X	X	X	X	X
Bus replacement builds for 9 cutaways, 4 coaches and one mini cutaway		X	X			
Incorporated first two hybrid vehicles into fleet					X	
Rebranded Fleet	X					
Continuous efforts to maintain and preserve transit-owned facilities		X	X			X
Revamped daily bus and shelter cleaning schedules to combat COVID-19			X			
Review of electric impact of electric vehicle charging of buses					X	
Belfair office move to temporary mobile structure at Roy Boad			X			X
Applied for vehicle grant to replace end of life vehicles	X	X	X	X	X	X

	State Goal Areas					
2020 Accomplishments toward State Goal Areas	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Ongoing safety initiatives including new eye wash stations			X			
Bus improvements including installation of remanufactured engines and transmissions	X		X			X
Placed curbs in parking area next to the building at Johns Prairie			X			
Major Projects						
Bus Technology - tablets, CAD/AVL, new scheduling software, passenger counting all installed. Working on voice enunciation and customer apps		X	X	X		
Park & Ride Development - continued with new construction of park & ride lots and retro-fitting, upgrading existing lots	X	X	X	X		X

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6 – *Discussion*
Subject: MTA Board Composition Review
Prepared by: Tracy Becht, Clerk of the Authority Board
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

Pursuant to Chapter 36.57A RCW, the composition of the MTA Board is to be reviewed every four years by the designated representatives of the component county and cities (in this case, Mason County and the City of Shelton). The purpose is to review the composition of the governing body of MTA and make any changes in the composition of the Board if the change is deemed appropriate.

The Authority Board currently consists of a governing board of nine (9) voting members; one (1) who is a non-voting labor organization representative set forth as follows:

- Three (3) elected members representing Mason County Commissioners,
- One (1) elected member representing the City of Shelton Council,
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts;
- One (1) *ex officio* non-voting labor union representative.

The purpose of this discussion is to provide input by the Board for consideration at the meeting of the Mason Transit Board Composition Review Committee.

Summary: Discussion regarding current MTA Board composition.

Fiscal Impact:

None.

Staff Recommendation:

None.

Motion for Consideration:

None.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7 – *Discussion*
Subject: Request for Proposal
Prepared by: Mike Ringgenberg, Operations Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

Mason Transit Authority submits an RFP for to the Lewis Mason Thurston Area Agency on Aging (“LMTAAA”) for funding for the Volunteer Driver Program every four years. Mason Transit recently received a request from LMTAAA to submit a four-year commitment to continue the program for years 2022 thru 2025.

Throughout the past four-year grant period, MTA has struggled to find volunteer drivers to meet demand and ensure we meet our contractual obligations. During the 2020 pandemic, MTA found itself without volunteer drivers because of the COVID-19 virus and the vulnerability of the volunteer drivers who may contract it. It also does not serve the community well to have to turn down requests for rides because we lack the volunteer drivers to meet the need.

Staff suggest allowing another agency that may have greater success in recruiting and retaining volunteer drivers an opportunity to apply for the grant. MTA staff may be available to assist the new grantees with contacting known clients and establishing a reservation system, if needed.

Summary: Discussion regarding four-year commitment to LMTAAA. MTA cannot meet the requests for service from the clients for the Volunteer Driver program with its current number of volunteer drivers. It would be in the best interest of the clients to allow another agency to deliver this service with the grant money.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report – Item 1 – *Informational*
Subject: Financial Reports – June 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Summary for Informational Purposes:

Included is the financial performance for June 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 April 2021 (received June 30, 2021) was \$585,816, 43% higher than April 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 50% (6/12) of the budget through the end of the year. Total YTD Revenue is over budget at 66.7%. Total YTD Operating Expenses are under budget at 42.3%.

- The agency has spent \$6,526 in COVID-19 related expenditures YTD.
- As the 2019-2021 state biennium ends, arrangements have been made with WSDOT to utilize potentially unspent Rural Mobility Formula Funds allocated to the Consolidated Operating Grant for safety and security/construction expenses for the park and ride projects. See NB 1 Third Amendment to Agreement PTD0044.
- Updated guidance from GASB requires that items purchased that make up a significant amount should be capitalized regardless if individually they are less than the \$5,000 threshold for capitalization. As such, some expenses related to IT upgrades that had been expensed earlier in the year have been reclassified as capital assets.
- Funds from the Treasury Pool Investment account to be used to offset timing for grant reimbursement for park and ride construction expenses and the two new Gillig diesel coaches. Although we have received letters of award, we await contracts from WSDOT to submit invoices for payment.

Fiscal Impact:

June's fiscal impact reflects total revenues of \$802,495 and operating expenses of \$524,820 for a net income of \$277,675.

Mason Transit Authority Statement of Financial Activities

% through the year: 50.0%

July 2021 Board Report

June Statement of Financial Activities	June Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,183	\$ 17,180	\$ 32,500		52.9%
PSNS Worker/Driver & Vanpool Fares	10,478	64,792	150,500		43.1%
Total Operating Revenue (Fares)	13,661	81,972	183,000		44.8%
Sales Tax	397,996	2,838,075	4,054,264	(1)	70.0%
Operating Grants	376,723	1,975,899	2,992,852	(2)	66.0%
Rental Income	11,160	68,393	144,180		47.4%
Investment Income	711	6,539	50,000		13.1%
Other Non-operating Revenue	2,245	17,661	53,410	(3)	33.1%
Total Revenue	802,495	4,988,538	7,477,706		66.7%
Expenses					
Wages and Benefits	393,284	2,393,898	5,474,061		43.7%
Contracted services	39,734	171,388	346,332		49.5%
Fuel	29,215	148,653	300,750	(4)	49.4%
Vehicle/Facility Repair & Maintenance	11,448	82,124	265,752		30.9%
Insurance	15,821	94,928	210,364		45.1%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	3,417	20,538	42,500		48.3%
Utilities	11,731	78,521	158,839		49.4%
Supplies & Small Equipment	10,617	55,514	226,590	(5)	24.5%
Training & Meetings	1,641	6,230	39,935		15.6%
Other operating expenses	7,910	83,258	307,808	(6)	27.0%
Total Operating Expenses	524,820	3,135,053	7,410,931		42.3%
Net Income (Deficit) from Operations	\$ 277,675	\$ 1,853,485	\$ 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 Q2 accruals.
(3)	Includes LMTAAA Volunteer program revenue - \$11,744; Volunteer Donations - \$858; Sale of Maintenance Services - \$766; Community Van - \$0; Gain/Loss on Disp. of Asset - \$1,845; Sales Tax Interest Income - \$1,434; Other State Capital Grant Revenue - \$57,300; Insurance Recoveries - \$586.
(4)	Average diesel price per gallon year to date is \$2.19. Average gasoline price per gallon year to date is \$3.01.
(5)	Printing- \$5,250; Cleaning/Sanitation/Safety supplies - \$10,872; Office Supplies - \$2,851; Shop Supplies - \$5,398; Small Tools & Equipment - \$3,230; IT Equipment - \$7,948; Communications Equipment \$4,305; Small Equipment & Furniture - \$6,528; plus 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 - \$9,249 Advertising - \$42,084; Merchant/Credit Card fees - \$2,040; Dues, Memberships, Subscriptions - \$24,139; Unemployment Insurance - \$2,610; plus other misc. operating

Mason Transit Authority Statement of Financial Activities - TCC

July 2021 Board Report

% through the year: 50.0%

June Statement of Financial Activities

	2021 Combined June Actual	2021 YTD Actual	2021 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 8,492	\$ 52,641	\$ 116,687	(1)	45.1%	\$ 52,641	\$ -
Other Revenue	-	-	-			-	-
Total Revenue	8,492	52,641	116,687		45.1%	52,641	-
Expenses							
Wages and Benefits	11,487	70,650	145,106		48.7%	70,650	-
Contracted services	195	2,232	10,900		20.5%	1,974	257
Repair & Maintenance	1,064	8,138	44,952		18.1%	6,431	1,708
Insurance	1,498	8,991	16,128		55.7%	8,991	-
Utilities	3,922	26,211	51,500		50.9%	18,735	7,476
Supplies & Small Equipment	589	4,325	29,950		14.4%	3,757	569
Training & Meetings	-	70	1,100		6.4%	70	-
Other Operating Expenses	394	2,032	4,532	(2)	44.8%	1,813	219
Total Operating Expenses	19,149	122,649	304,168		40.3%	112,420	10,229
Net Income (Deficit) from Operations	\$ (10,657)	\$ (70,008)	\$ (187,481)			\$ (59,780)	\$ (10,228)

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 - \$737; Advertising - \$538. |

Mason Transit Authority Cash and Investments

July 2021 Board Report

Cash Balances

	5/31/2021	6/30/2021	Change
Cash - MC Treasurer	\$ 819,397.64	\$ 2,179,503.91	\$ 1,360,106.27
Investments - MC Treasurer	11,500,000.00	10,500,000.00	(1,000,000.00)
Payroll - ACH Columbia Bank	193,857.52	\$ 193,857.54	\$ 0.02
Petty Cash/Cash Drawers	500.00	500.00	\$ -
TOTAL	\$ 12,513,755.16	\$ 12,873,861.45	\$ 360,106.29

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. Application Successful 5/17/2021. 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	\$ 12,873,861.45
Less Encumbrances	11,429,371.82
Undesignated Cash Balance Total (Including Reserves)	1,444,489.63
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.

Mason Transit Authority Capital Budget

July 2021 Board Report

As of June 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	-	3,481,180	8,257,631	Construct or improve 5 park & rides throughout county. \$3,085,000 of grant amount remains projected, pending contract. Updated to reflect GCB2304-03.
Radich building roof repair- Replaced with Wheel End Hoists.	40,000	40,000	6,209	-	46,209	46,209	Project funded by Rural Mobility Formula Funds (sales tax equalization).
Radich Building improvements	100,000	-	-	100,000	-	-	Will seek grant or dedicate 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 Rural Mobility Formula Funds (sales tax equalization).
Utility Trailer	5,000	-	5,000	-	2,795	2,795	Maintenance
HVAC Units at JP	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
IT Equipment	50,000	-	50,000	-	69,145	69,145	New IT switches and firewalls.
Phone System	75,000	-	75,000	-	13,719	13,719	Phone system upgrades to be completed not more than \$20,000. Unspent budget to offset IT Equipment network upgrades and install.
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	-	7,327	-	Budgeted for 4, purchased 3 workstations admin staff
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	1,406,970	300,000	3,637,936	8,407,060	
2 - 35' Coaches	1,033,052	468,636	564,416	-	1,025,958	1,025,958	Pending issuance of FTA/WSDOT contract to submit for reimbursement.
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Contingent on grant application being awarded. AWARD SUCCESSFUL 05/2021
Mini Cutaway	96,650	96,650	-	-	92,275	92,275	Expansion vehicle; funded by Rural Mobility Formula Funds (sales tax equalization).
Total Vehicle Replacements	2,399,228	1,517,431	881,797	-	1,118,233	1,118,233	
Total Capital Projects	\$ 13,492,028	\$ 10,909,731	\$ 2,288,767	\$ 300,000	\$ 4,756,169	\$ 9,525,293	

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

July 2021 Board Report

Sales Tax Collected as of 6/30/2021 for 04/30/2021

Monthly Cash-Flow Trend (January - December)

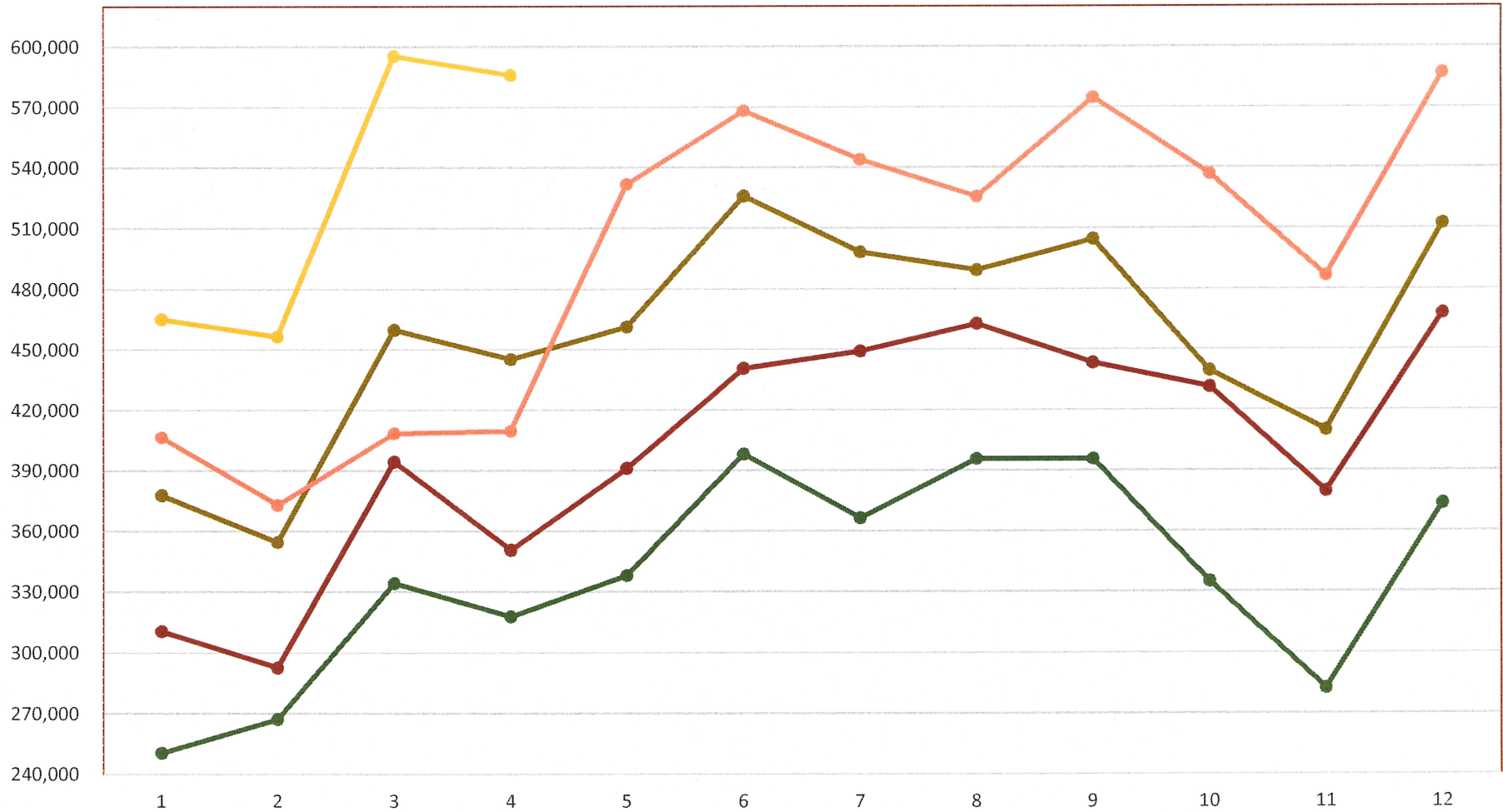
	2018	2019	2020	2021 Budget	2021 Actual	2020 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834	585,816	84%	43%
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	2,102,572		

Budget Variance Average - YTD 80%

% Change 2020 vs 2021 Actual Average - YTD 31%

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: Amy Asher, General Manager

Date: July 20, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 20, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 20, 2021

INTERIM GENERAL MANAGER'S REPORT and TRANSITION TO NEW GENERAL MANAGER AMY ASHER

Below is a list of major activities for the month:

- Buses went back to full capacity on June 30, riders are still required to wear a mask on the bus.
- June 7, 2021 MTA buses are adding service back to Triton Cove State Park to connect with Jefferson Transit (route 8) twice a day.

Board Assistance, Awareness and Support:

Transition from Interim General Manager to New General Manager:

Park & Ride Development:

- Belfair P/R work is making great progress.
- Met with Apex Engineering about the new development in Belfair to discuss possible bus stop locations.

WSTIP:

- Attended Executive Board meeting.
- Attended an Envisions training session.

WSTA/SMTA:

- Attended two WSTA Shop Talks to discuss multiple topics.
- Attended a SMTA call.

Webinars:

Attended the following webinars:

- Attended a WSDOT Grants Management System training webinar.
- Attended a WSDOT Stakeholders Equity Listening session.
- Attended WSTIP Claims Conference.

External Activities:

- Met with JayRay regarding public relation campaigns and reports.
- Handed out a survey to Worker/Driver riders to find out ridership information. We are looking to reduce from 4 to 3 routes to the shipyard.
- Responded to questions from WSDOT on the 2020 NTD information.
- Attended TIP CAP meeting for Mason County.

Internal Activities:

- Working on Transportation Development Plan for 2021.
- Operations completed a Driver shake up for June 7.
- Attended MTA Safety meeting.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Accounting Coordinator recruitment continues. With the job climate, we are getting no candidates for this position.
- Pulled back on the next Driver class recruitment until we assess how to grow ridership and increase service.
- Provide support and guidance for several employees with extended leave situations.
- Provide input to AWC to allow the agency to offer the Long-Term Care/Life policy they are developing to allow employees to opt-out of upcoming state plan
- Attended AWC Annual Benefit Trust virtual meeting.

Administrative Services Support

- Continue to respond to WSDOT requests for 2020 NTD Data.
- Began work on the Summary of Public Transportation report.
- Virtually attended WSTA Finance Committee quarterly meeting.
- Continued working with WSDOT and SCJ regarding the timing of park and ride construction expenses and the biennium close.
- Virtually attended WSTIP Executive Committee, Member Rep and Q2 Board meetings.
- Attended required WSTIP training for Driver Record Monitoring access.
- Attended WSDOT Grant Management System Training.
- Christina attended Public Records Training for contract management.
- Received word the SAO 2020 will begin July 19.

The Admin Services team is currently operating in a constrained resource environment. With a vacant position, and another team member now out on leave until mid-October, I would like to recognize Christina Haugan for her amazing efforts to keep the department efficient, organized and running smoothly. Way to go Christina, you are so appreciated.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Met with WSTA to begin development of the agenda for the October Maintenance meeting and forum.

T-CC Facility:

- Pickleball sessions continue in the gym this June and a total of 105 players attended. We hosted the MTA General Manager Meet and Greet which numbered around 45 participants and guests.
- 16 people utilized the kitchen during June.

T-CC Building Projects/Purchases/Maintenance

- Ordered and installed safety signs for T-CC passenger sidewalks.
- Several meetings with City of Shelton and Michaels Construction regarding gas line project.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Held meetings with Gillig and Schetky NW to draft specifications and pricing for 6 new cutaways and one 35' bus.
- Scheduling the 5-year fire sprinkler and alarm inspection for the John Prairie facility.
- Completed procurement and took delivery of the new wheel end hoists.

Park and Rides

- **Shelton Matlock:** Light poles installed. Waiting on security cameras and landscaping. I expect it to be completed by August.
- **Pear Orchard:** Opened and completed.
- **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 August as well.

OPERATIONS – Trina Gwerder

- **Access checks:** Three access checks were performed by Operations Supervisors Matt and Joseph.
- **COVID-19:** In June, no passengers were 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:** The Driver Shake-Up began on June 7, 2021. We added back the route 8 Brinnon route Monday – Friday and we are getting several riders on this route.
- **Outreach presentations:** All outreach presentations have stopped during the COVID-19 outbreak.
- **Ridership:** We had 15,980 total riders in all modes of transportation in June 2021. This is an increase of 1,409 riders from May 2021.
- **Safety Committee:** A Safety Committee meeting was held on June 29, 2021.
- **Training:** New driver Chris Fore completed his CDL training and passed his CDL test. Lisa attended a Transit Safety Training at Pierce Transit June 14-18, 2021.
- **Vanpool:** The vanpool program ended on June 30, 2021. Both remaining groups were moved to neighboring transit vanpool program.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 7/16/2021	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: Amy Asher, General Manager
Date: July 20, 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 has completed construction. Hood Canal Communications has completed security camera install. Everything is complete with the exception of the car charging station setup which will be implemented by ChargePoint.

Belfair Park and Ride Construction: Rognlin's is sending in submittals and RFIs. Rognlin's is progressing site and building construction. Rognlin'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 fencing, power connection and wiring are the next step. The estimated completion for this site is mid-August 2021.

Pickering Road Park and Ride Construction: Roglin's has completed paving and sidewalk construction. The paving schedule flexed an extra week pushing the July completion to August. The next steps will be to finalize illumination, security cameras, signing/stripping, and landscaping. The estimated completion for this site is mid-August 2021.

Cole Road Park and Ride Construction: The next step for this site will be to install the illumination and security system. The estimated completion for this site is mid-August 2021.

Latest updates of
the Belfair base
building construction



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 4 – *Informational*

Subject: Public Relations Report from JayRay

Prepared by: Mike Ringgenberg, Operations Manager

Approved by: Amy Asher, General Manager

Date: July 20, 2021

Summary for Informational Purposes:

The attached informational report regarding JayRay's public relations activities and results for the first 6 months of 2021.

Notable Highlights include:

- Post on Facebook and Twitter combined were viewed 296,411 times since we started tracking with JayRay! (Jan – May)



MARKETING & COMMUNICATIONS REPORT

PREPARED FOR
MASON TRANSIT AUTHORITY

6-month Activity Report: Jan. – June, 2021

JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications



Approach

- Increase Mason Transit Authority's visibility
- Build deeper awareness of MTA services
- Encourage ridership and engagement
- Elevate Mason Transit's presence through consistent use of refreshed branding on materials and a refreshed website

To increase visibility and awareness, we will keep an ongoing drumbeat of information going on social media (organic and paid advertising), while focusing on one or two stories a quarter to do a broader campaign. These expanded promotions may include all or some of the following tactics: news releases (public relations), advertising in Shelton-Mason County Journal and Mason WebTV, and banners on the MTA website and Transit Center kiosk. Promotional discussions and decisions are made during bi-weekly meetings with the JayRay team.

The current marketing communication program launched January 11, 2021.

Link to:

[Social Media](#)

[Public Relations](#)


[Print/Digital Ads](#)

[Web Analytics](#)



Jan. – May Summary

- Posts on Facebook and Twitter combined (paid and organic reach) were viewed 296,411 times.
- Eight news releases were distributed, generating multiple stories each time in the following publications
 - Shelton Mason-County Journal
 - Mason WebTV
 - South Sound Business online
 - hcc.net
 - Squaxin Tribe newsletter
 - Skokomish Tribe newsletter

 **Mason Transit Authority**
February 17 · 🌐

To better serve you we've added a commuter route between Olympia and Shelton.
The new route #16 runs Monday-Friday, once in the morning and once in the evening. There's a stop at the Kamilche Transit Center along the way. More details here: <http://www.maso...> See More



SOCIAL MEDIA REPORT

6-month Activity Report: Jan. – June, 2021

JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications



Social media activity

- 296,411 people saw the posts on Facebook and Twitter combined (paid and organic reach)
- Facebook had an average engagement rate of 5.24%, far higher than the median for [Facebook engagement of .08%](#).
- The top posts for the last six months were:

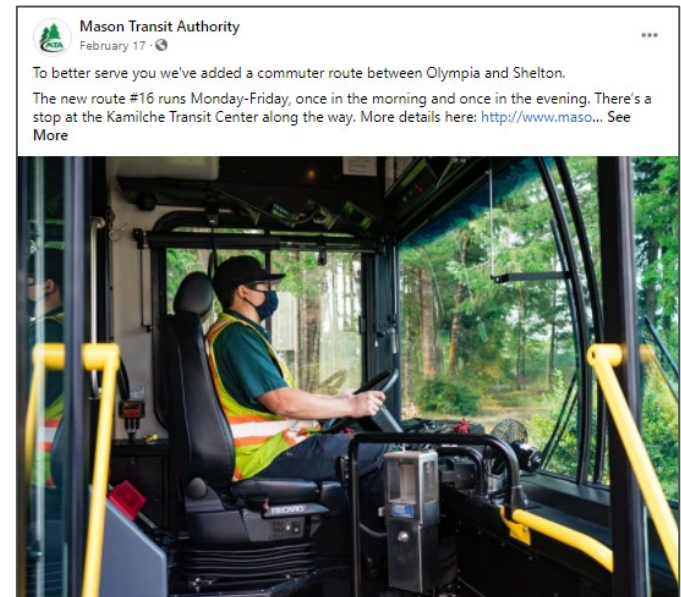
Jan. – Safety Protocols

Feb. – New Route 16

March – National Transit Driver Appreciation Day

April – Earth Day

May – Dial-A-Ride





Top posts

Mason Transit Authority
January 11

Riding with us is even safer now. We're following new state guidelines for our industry, doing even more cleaning, social distancing and other steps for COVID-19 safety. Details: <http://bit.ly/3ogV2ig>

Mason Transit Authority
February 17

To better serve you we've added a commuter route between Olympia and Shelton. The new route #16 runs Monday-Friday, once in the morning and once in the evening. There's a stop at the Kamille Transit Center along the way. More details here: <http://www.maso...> See More

Mason Transit Authority
March 18

It's National Transit Driver Appreciation Day! We're grateful to our dedicated, helpful drivers. Please give them an extra wave today. (Remember, in-county transit is fare free!) <https://bit.ly/3uLzdLx>

Mason Transit Authority
Published by Jackie Soler Zils · April 22 at 11:05 AM

Happy Earth Day! Love the planet by riding transit! About 487,000 riders traveled with us in 2019, keeping thousands of cars off the road. Bonus: in-county trips are always fare free! <https://bit.ly/3uLzdLx>

Mason Transit Authority
May 24

Use Dial-A-Ride to get to medical appointments or job interviews, or when your car is being serviced. Schedule your trip with the new Dial-A-Ride app! <https://bit.ly/3dnLv5a>

Dial-A-Ride
Easy Scheduling



Social media monthly performance (JayRay posts)

FACEBOOK													
2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021
Post Total Reach*	54,768	50,031	60,715	53,290	38,867	30,150							Total 287,321
Engage-ment** (Engagement %)	4.74%	5.87%	12.41%	.99%	2.26%	5.14%							Average 5.24%

TWITTER													
2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg. 2021
Post Total Reach*	724	636	582	2,148	3,878	1,122							Total 9,090
Engage-ment** (Engagement %)	6.35%	3.14%	4.8%	1.16%	.41%	3.66							Average 2.81%


*Reach is the total number of people the posts were delivered to. Impressions are similar.

**Engagement is post total reach divided by the number of people who clicked anywhere on the posts.



January Facebook posts

Results include organic and paid posts

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

*Ad still active at time of report



January Twitter posts





Organic posts only; no paid spots

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



February Facebook posts

Results include organic and paid posts





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

*Larger ad budget reached more people



February Twitter posts

Organic posts only; no paid spots

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



March Facebook posts

Results include organic and paid posts

	Reach (how many people saw your post)	Engagements (likes, comments, shares, page clicks)	Post content
March 3	15,023	163	Chris Wilder, COVID coordinator
March 10	14,962	2,878	New YMCA
March 18	3,649	4,130	Driver Appreciation Day
March 24	13,973	216	Regional connections
March 31*	13,108	149	Trip Planner

*Paid post is active through April 7



March Twitter posts






Organic posts only; no paid spots

	Impressions (number of times users saw the Tweet)	Engagements (clicks, retweets, replies, follows, likes)	Post content
March 3	288	9	Chris Wilder, COVID coordinator
March 10	116	14	New YMCA
March 18	N/A	N/A	Driver Appreciation Day
March 25	112	5	Regional connections
March 31	66	0	Trip Planner



April Facebook posts

Results include organic and paid posts






	Reach (how many people saw your post)	Engagements (likes, comments, shares, page clicks)	Post content	
April 7	17,606	72		Dial-A-Ride app
April 7	152	10		Spring break plans
April 14	17,619	54		Dial-A-Ride app
April 22	3,448	359		Earth Day
April 28*	14,465	38		Dial-A-Ride app

*Paid post is active through May 5



April Twitter posts





Organic posts only; no paid spots

	Impressions (number of times users saw the Tweet)	Engagements (clicks, retweets, replies, follows, likes)	Post content
April 7	332	5	 Dial-A-Ride app
April 7	608	4	 Spring break plans
April 14	287	6	 Dial-A-Ride app
April 22	332	1	 Earth Day
April 28	289	9	 Dial-A-Ride app



May Facebook posts





Results include organic and paid posts

	Reach (how many people saw your post)	Engagements (likes, comments, shares, clicks)	Post content
May 5	2,594	247	 Cinco de Mayo / Dial-A-Ride app
May 12	4,015	487	 Outdoor activity
May 24	16,209	2	 Dial-A-Ride to medical appts., etc.
May 26	16,049	142	 Memorial Day closure



May Twitter posts

Organic posts only; no paid spots

	Impressions (number of times users saw the Tweet)	Engagements (clicks, retweets, replies, follows, likes)	Post content
May 5	2,112	5	 Cinco de Mayo / Dial-A-Ride app
May 12	1,492	1	 Outdoor activity
May 24	146	9	 Dial-A-Ride to medical appts., etc.
May 26	128	1	 Memorial Day closure



NEWS

Mason Transit Authority Adds New Route to Olympia

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

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

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

PR REPORT

6-month Activity Report: Jan. – June, 2021

JAYRAY A PLACE TO THINK

Branding | Advertising | Strategic Communications



- Press releases

Two news releases distributed

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

Articles appeared in at least three media:

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



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

January 5, 2021

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

Mason Transit Authority Implements New State COVID-19 Safety Protocols

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

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

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

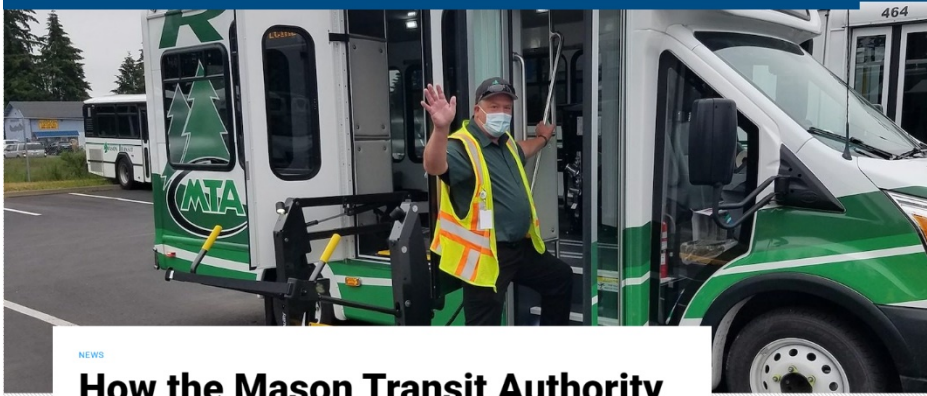
Physical distancing is maintained on vehicles and in the Transit-Community Center. MTA has installed new barriers around drivers, and whenever possible riders board and off-board at the rear of the bus. Bus rows and seats are now blocked off to ensure safe distances for riders. If a bus is full, another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

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

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

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

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



How the Mason Transit Authority is Making Transportation Safer

Written By Antoinette Alexander

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

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

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

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

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

The screenshot shows the MasonWebTV.com website. At the top, it says "MasonWebTV.com" and "News, Sports, Information & Live Broadcasts for Mason County, Washington". Below that is a navigation bar with links for NEWS, ELECTION, SPORTS, OPINIONS & EDITORIALS, COMMUNITY EVENTS, MASON COUNTY COMMISSION, and LIVE & ARCHIVED. The main article is titled "MTA Offers Fare-Free Rides" and includes a sub-headline "Mason Transit Dial-A-Ride offers all county residents safe, fare-free rides from door to destination throughout Mason County." There is also a sidebar with a "TELEHEALTH" advertisement and a search bar at the bottom.

Shelton-Mason County Journal

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

MTA already meets new COVID safety standards

By Journal staff
news@masoncountymt.com

The state Department of Health recently issued a new set of COVID-19 guidelines for transportation agencies, but Mason Transit Authority already met most of those safety standards. "We were already living up to all the latest requirements, except for having a physical barrier between passengers and the driver," MTA General Manager Danette Brannin said.

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

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

"We have intensely focused on cleaning, physical distancing and

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

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

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

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

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

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

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

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

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

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

more than four passengers to ensure safe social distancing.

The service is an on-demand ride-share — users call and schedule rides and shuttles typically pick up several people before delivering them to their destinations.

Reservation requests can be made on the same day or up to two weeks in advance. "Dial-A-Ride is meant for people who need that door-to-destination service, or who are going somewhere not along a regular bus route," Brannin said.

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

For more information, or to schedule a Dial-A-Ride, call 360-627-5033 or go to www.masontransit.org/dialarideandlinkservice.

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



Press releases

Two news releases distributed

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

Articles appeared in at least three media:

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



MASON TRANSIT AUTHORITY
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February 10, 2021

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



Trina Gwerder Named Mason Transit Employee of the Year

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

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

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

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

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

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

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



NEWS

Mason Transit Authority Adds New Route to Olympia

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

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

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



g Emergencies

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

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

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

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

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



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

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

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

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

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Press releases

March 24 news release announced Mike Ringgenberg as interim general manager

- Article appeared on Mason WebTV website and hcc.net



MASON TRANSIT AUTHORITY

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March 24, 2021

Contact:

Mike Ringgenberg, Mason Transit Authority Interim General Manager
mringgenberg@masontransit.org 360-432-5733

Mike Ringgenberg named MTA interim general manager

SHELTON, WA – The Mason Transit Authority Board (MTA) has appointed Mike Ringgenberg as the interim general manager of the transit agency. Ringgenberg replaces Danette Brannin (Van Fleet), who stepped down in February to take a new job as the finance manager at Pierce Transit.

"We wish Danette well and are excited for her new adventure. She led MTA through many challenges, including COVID-19," said MTA Board Chair Sharon Trask. "We're fortunate to have Mike lead us forward as we anticipate opening new facilities and routes in 2021."

A six-year employee of Mason Transit, Ringgenberg most recently served as operations manager. He has also worked as the safety and training supervisor.

The MTA Board has launched a nationwide search for a general manager, contracting with Issaquah-based Prothman to conduct the recruiting.

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



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News

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Mike Ringgenberg Named Interim GM for MTA

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April Press releases

April 6 news release announced the new Dial-A-Ride mobile app

- Article appeared on Mason WebTV website, hcc.net and the Skokomish Tribe newsletter



MASON TRANSIT AUTHORITY

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

April 6, 2021

Contact:

Mike Ringgenberg, Mason Transit Authority Interim General Manager
mringgenberg@masontransit.org 360-432-5733

Schedule Dial-A-Ride through New Mobile App

SHELTON, WA – Mason Transit Authority has launched a ride-scheduling app for its Dial-A-Ride service. Riders can now schedule Dial-A-Ride trips, track arrival times and more from their mobile phone.

Dial-A-Ride is a free, on-demand ride share to most destinations in Mason County. Trips must be scheduled in advance. The shuttle typically picks up several people going to or from similar destinations for shared trips. All COVID-19 safety protocols are followed, and riders must wear masks.

Until the app arrived, users had to schedule Dial-A-Ride trips with a phone call during business hours.

“We’re pleased to offer riders a more efficient way to use Dial-A-Ride,” said Mike Ringgenberg, interim general manager. “You have 24-hour scheduling access, plus real-time updates when the vehicle is expected at your door.”

The app is available through iTunes for iPhones and GooglePlay for Android phones. Search for “Ecolane” and download the free app.

Riders can still schedule Dial-A-Ride by phone, 360-427-5033 or toll free 800-374-3747. Schedulers are available 8 a.m. to 5 p.m.

For more information, go to <http://www.masontransit.org/self-service-application>.





New Mobile App for MTA Dial-A-Ride

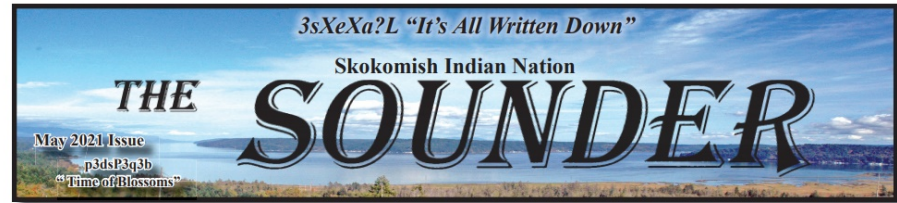
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anywhere from here! Mason Transit Authority is a partner in the Health & Safety Commitments Program of The American Public Transportation Association.



May/June Press releases

JayRay did not issue any Mason Transit press releases in May.

June 3 news release on GM candidate meet & greet

- Articles appeared in Shelton Mason County Journal and Mason WebTV website



MASON TRANSIT AUTHORITY

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

June 3, 2021

Contact:

LeeAnn McNulty, Mason Transit Acting General Manager

LMcNulty@masontransit.org 360-432-5738

Meet the Mason Transit General Manager Candidates

SHELTON, WA – Residents are invited to meet the three finalists for the general manager's position at Mason Transit at an event Monday, June 7.

The late afternoon meet-and-greet gives local leaders, transit users and the public a chance to chat with the candidates. The event runs 4-5:30 p.m. at the Transit-Community Center gym, 601 W. Franklin Street, Shelton.

"We are pleased with the finalists who are strong leaders from transit and other fields. The meet-and-greet helps us get to know them better and gives the candidates the chance to learn more about our community," said MTA Board Chair Sharon Trask.

The candidates are:

- Amy Asher, Transit Manager, River Cities Transit, Longview
- Joe Bales, Administrator, Morning Star Christian School, Bend, Oregon
- Stephen Gardner, Logistics Manager, Paccar, Renton

The nationwide search for a new general manager has been conducted by the Issaquah-based Prothman recruitment firm. The position became open in February as the former general manager left to go to another transit agency.

*[Mason Transit Authority](#) serves the Mason County community and connects with area transit systems including Grays Harbor Transit, Intercity Transit (Thurston County), Jefferson Transit, Kitsap Transit, Squaxin Island Transit, and Sound Transit, which in turn provides connections to the ferries, Amtrak and Greyhound service. **You can go anywhere from here!***



May/June Press releases

June 30 news release on opening of full seating capacity

- Articles appeared in Shelton Mason County Journal and Mason WebTV website



MASON TRANSIT AUTHORITY

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

June 30, 2021

Contact:

Mike Ringgenberg, Mason Transit Interim General Manager
mringgenberg@masontransit.org 360-432-5733

Mason Transit Vehicles Open to Full Capacity

SHELTON, WA – With Gov. Jay Inslee's announcement that COVID-19 restrictions are lifted, Mason Transit Authority is opening all seats on its vehicles starting today.

Please note: Face coverings are still required inside transit vehicles and inside any transit building. This federal mask order is in place through Sept. 13.

Transit ridership had been limited since March 2020 to allow social distancing on buses and vans.

"Safety continues to be a priority, so we must require masks. The good news for riders and drivers alike is having more scheduling options with all seats available," said MTA Board Chair Sharon Trask.

To plan a ride or check bus schedules, visit the updated Mason Transit website at www.masontransit.org.

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Shelton-Mason County Journal

Three candidates for MTA post

By Matt Baida
mta@sheltonjournal.com

Amy Asher, Joe Bales and Stephen Gardner are the final three candidates to become the next general manager at the Mason Transit Authority.

The MTA had a Meet & Greet every Monday to allow the public and MTA staff to meet the three candidates and ask them questions about their background and what they would do if hired as the general manager.

John Hodgson of Freshman worked with the MTA board and staff and went through the process of selecting candidates for the position.

"They (MTA) were looking for folks with either transit experience or executive administration experience," Hodgson said. "All three of these candidates in some form or another met those qualifications. The board felt like

these were the three best to bring forward for this interview."

Asher is a Shelton native. She was transit supervisor for the City of Longview/River Cities Transit before becoming the transit manager in 2015. She was a transportation planner for the Cowitz-Wabickum Council of Governments from 2005 to 2014. Bales has been with Morning Star Christian School in Bend, Oregon, since 2009. He has served as an administrator for 12 years and is a consultant for the school. He was assistant vice president for two Oregon Shoring Bank locations from 2002 to 2009.

Gardner is also a Shelton native. He is the logistics manager for PACCAR Inc. in Bellevue. He was a logistics management officer for the Army while on active duty from 2007 to 2011 and for the Army Reserve in 2012. He worked in the private sector as a

supply chain and logistics manager, assistant plant manager and operations manager.

Hodgson hosted the Meet & Greet to see the candidates in an informal setting.

"The reason why we do this is a general manager is going to be at the Rotary club, is going to be at the chamber and they need to be able to mingle with the crowd and so that's one thing they're getting evaluated at tonight," Hodgson said.

The MTA Authority Board will interview the candidates this week and Hodgson said the goal is to have a candidate ready for approval by the board at its Tuesday meeting.

Page A-12 - Shelton-Mason County Journal - Thursday, June 17, 2021

Asher selected as Mason Transit general manager

By Matt Baida
mta@sheltonjournal.com



Asher

The Mason Transit Authority has hired Amy Asher to be the next general manager.

The authority board unanimously approved the hire at the Tuesday meeting. Asher has been the Transit Manager for the City of Longview and River Cities Transit in Southwest Washington since 2015.

"I'm thrilled at the opportunity and just really excited to get up there and get started on working and getting out in the community and getting to know everyone," Asher told the Shelton-Mason County Journal. "Mason Transit has an excellent transit system and I'm really excited and thrilled to have the opportunity to be the manager."

County Commissioner Randy Nuebelin complimented the staff for the work they did in finding the right candidate during the authority board meeting.

"It was quite the adventure and I think Amy is going to be a great addition to the MTA team," County Commissioner Sharon Trask said at the authority board meeting.

Asher spent some of her childhood in Mason County, attending elementary school in Bellar and Grapeview before her parents moved to Port Angeles when she was in 8th grade.

Her aunt lived at Lake Linnick and she would spend a couple weeks each summer there.

"She said her husband and daughter enjoy recreation in Mason County and are excited about moving into the area."

"Mason County is one of the most beautiful spots in the state of Washington," Asher said. "Having the opportunity to get to work in the area, it's great. I feel pretty lucky."

Her current position serves the transit needs of a population similar in size to Mason County although the area Mason County covers is much larger than the Rainier-Longview area.

"I'll be meeting with all of our board members and checking in with them about where we are with our strategic planning process to make sure we're still on the right track there," Asher said. "I'll spend a lot of time getting to know the staff members. They've been out there, there's a great team at Mason Transit and I want to get to know how they're working in their system, what things are working well for them and what might not be and just kind of

finding out how they've been handling the unusual year that we've had in operating during COVID."

"The last year has been difficult and Asher knows the experience of having to think on her feet and adapt to sudden changes in policy to deal with COVID-19 will assist her as the general manager.

Asher said she is looking forward to getting to know everyone in Mason County.

"In the beginning, I just really want to get to know what programs are working and which ones might need a little bit of help. There's a lot of different programs that Mason Transit provides, it's got great variety for a system of its size," Asher said. "I'm really looking forward to seeing what the community needs are and what changes may have occurred over the last year and a half or two to see how it is the community may need to use transit differently and then adjust accordingly."

Page A-12 - Shelton-Mason County Journal - Thursday, July 1, 2021

NEWS BRIEFS

Mason Transit opens to full capacity

With Gov. Jay Inslee's announcement that COVID-19 restrictions are lifted, Mason Transit Authority is opening all seats on its vehicles starting today.

Face coverings are still required inside transit vehicles and inside any transit building. The federal mask order is in place through Sept. 13.

Transit ridership had been limited since March 2020 to allow social distancing on buses and vans.

"Safety continues to be a priority, so we must require masks. The good news for riders and drivers alike is having more scheduling options with all seats available," said MTA Board Chair Sharon Trask.

To plan a ride or check bus schedules, visit the updated Mason Transit website at www.masontransit.org.

Watch MTA GM Candidates Interviews

[LIVE VIDEO] Watch interviews with the three candidates for Mason Transit Authority's next General Manager. The candidates are Amy Asher, Transit Manager, River Cities Transit, Longview; Joe Bales, Administrator, Morning Star Christian School, Bend, Oregon; and Stephen Gardner, Logistics Manager, Paccar, Renton. Interviews are part of the MTA's meet-and-greet event and start at 4:30 PM.

Meet the candidates for MTA's next General Manager

Mark Your Calendar

Meet & Greet Event

Monday, June 7 4:00-5:30pm

Transit-Community Center Gymnasium
601 West Franklin Street, Shelton

Online Interviews at 4:30 PM

MasonWebTV Powered by RCC

Mason Transit Authority 360-427-5033

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Related or Similar Stories

MTA Open to Full Capacity



With Gov. Jay Inslee's announcement that COVID-19 restrictions are lifted, Mason Transit Authority is opening all seats on its vehicles starting today, Wednesday, June 30, 2021.

Please note: Face coverings are still required inside transit vehicles and inside any transit building. This federal mask order is in place through Sept. 13.

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MTA MASON TRANSIT AUTHORITY

Print & Digital Ads

6-month Activity Report: Jan. – June, 2021

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Branding | Advertising | Strategic Communications



Print and digital ads

Mason Transit Authority's ongoing social media and public relations program is enhanced once or twice each quarter with a larger promotion that includes advertising and banners on the MTA website and MTA Transit Center kiosk. In the first half of 2021, these have focused on the following:



January
Promote Dial-A-Ride



February
Employee of the Year



April
Employee of the Year

Mason Transit Authority

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Route Finder Plan a Trip Rider Alerts

Anyone can ride—just schedule ahead!
FARE FREE
 Serving Mason County

Dial-A-Ride

Mason Transit Authority Implements New State COVID-19 Safety Protocols
 January 5, 2021
 SHELTON, WA – Public transit is even safer now, with Mason Transit Authority (MTA) enhancing safety protocols to meet new COVID-19 guidelines recently issued by the Washington State Department of Health for transportation agencies.
 READ MORE

Schedule Dial-A-Ride through New Mobile App
 April 6, 2021
 SHELTON, WA – Mason Transit Authority has launched a ride-scheduling app for its Dial-A-Ride service. Riders can now schedule Dial-A-Ride trips, track arrival times and more from their mobile phone.
 READ MORE

Tweets by @MasonTransit

Mason Transit (MTA) @MasonTransit
 Make this the summer you try transit! Our refreshed website and these rider tips will help you have a positive experience. bit.ly/2SNXDPF

ROUTE 8 ROLLING AGAIN
 Mason Transit Authority

Jul 7, 2021

Web Analytics

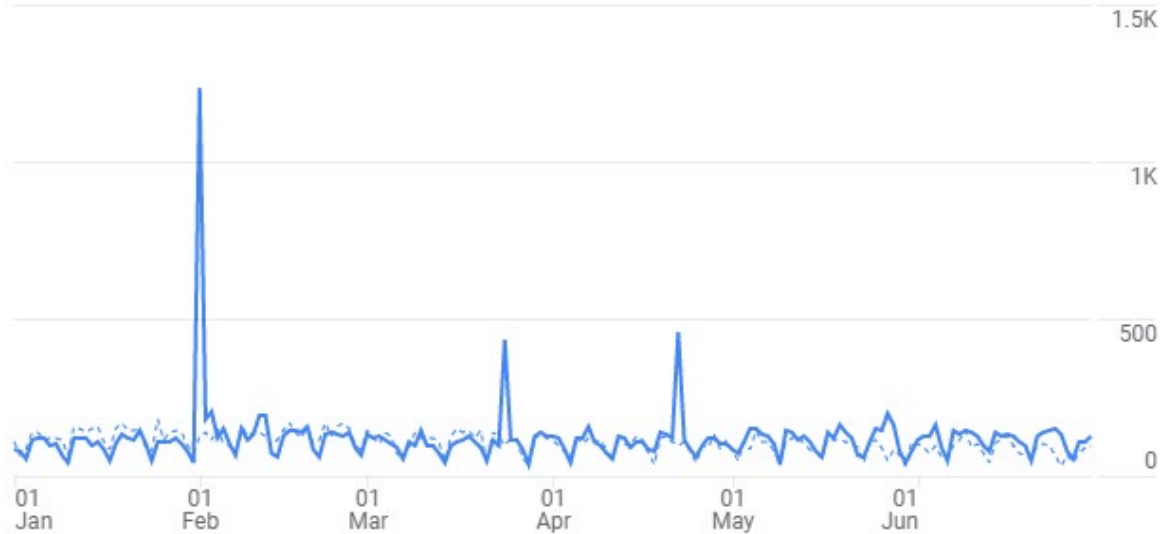
6-month Activity Report: Jan. – June, 2021

JAYRAY A PLACE TO THINK
 Branding | Advertising | Strategic Communications



Google Analytics Home

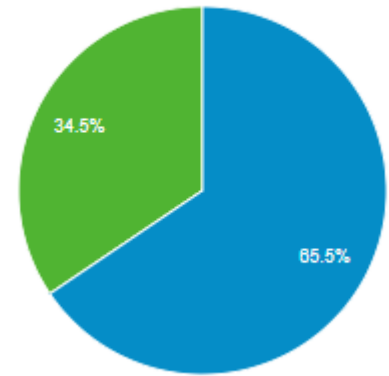
Users	Sessions	Bounce Rate	Session Duration
14K	27K	55.5%	2m 14s
↑16.7%	↑15.0%	↓4.6%	↑5.4%



Jan 1, 2021 - Jun 30, 2021

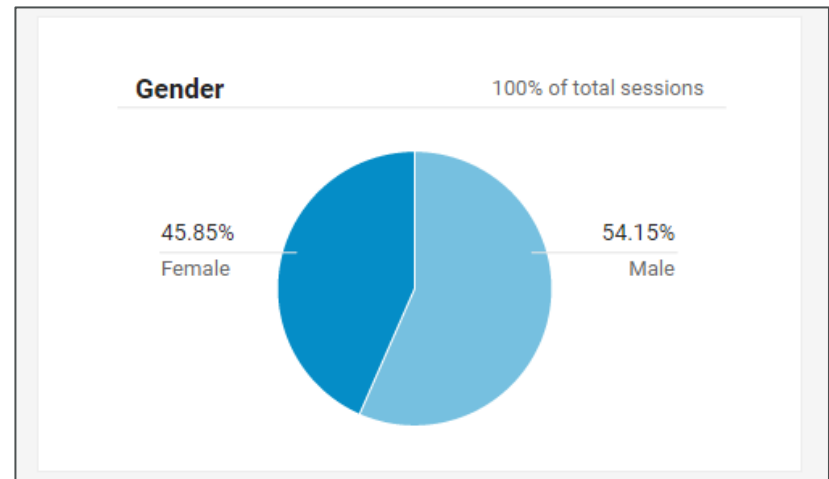
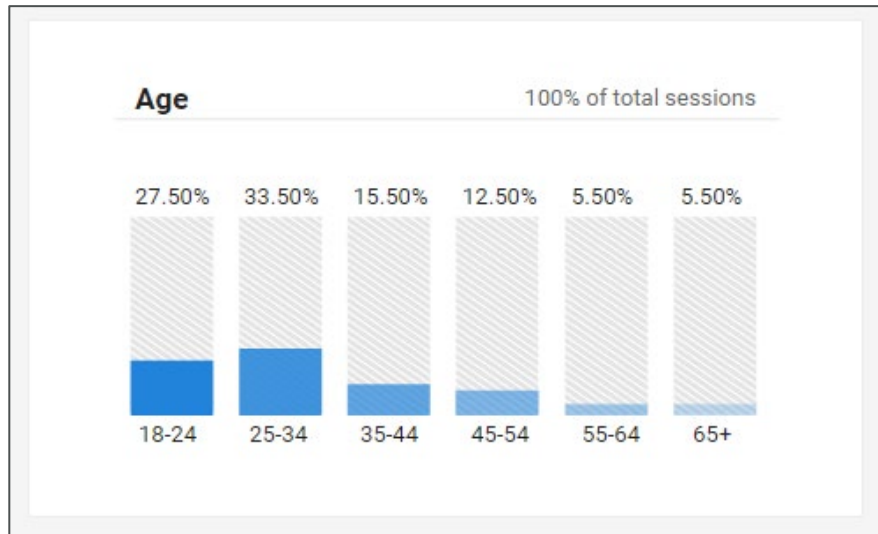
[AUDIENCE OVERVIEW](#)

■ New Visitor ■ Returning Visitor





Audience



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 5 – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: July 20, 2021

Background:

The attached ridership data displays In County, Out of County, Demand Response and Worker Driver ridership as well as combined total ridership per month since 2018.

Average daily total ridership based on # of service days in the month in 2021:

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
June	-26 service days	598

*When comparing June 2021 ridership to that of June 2019 (pre-COVID) there were 25 service days in June of 2019, with an average daily ridership of 1,529.

RIDERSHIP DATA CHARTED

