



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of November, 2017, were approved by the Mason Transit Authority Board, by motion, on this 19th day of December, 2017.



Terri Drexler, Chair



John Campbell, Vice-Chair

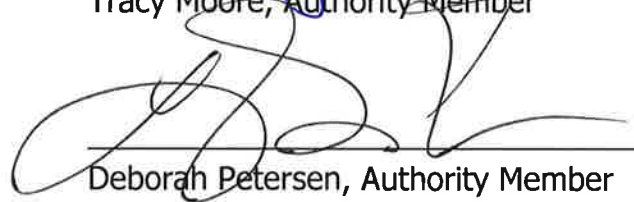
Wes Martin, Authority Member



Tracy Moore, Authority Member



Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member

Don Pogreba, Authority Member



Sandy Tarzwell, Authority Member



Kevin Shutty, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: December 19, 2017

**Mason Transit Authority
Minutes of the Regular Board Meeting
November 21, 2017
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Terri Drexler, Chair; John Campbell, Vice Chair; Tracy Moore; Randy Neatherlin, Deb Petersen, Don Pogreba, Kevin Shutty and Sandy Tarzwell. - **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin was not present.

Authority Non-voting Board Member: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was present.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Kathy Geist, T-CC Manager; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present was John Piety (MCTAB).

ACCEPTANCE OF AGENDA: Moved that the agenda for the November 21, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved.
Shutty/Neatherlin. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 5, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of October 17, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of October, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of October 13, 2017 through November 15, 2017, financial obligations on checks #30522 through #30637, as presented for a total of \$738,956.42.
4. **Moved** that the Mason Transit Authority Board approve the First Amendment to Agreement GCB2614 and approve Resolution No. 2017-32 that authorizes the General Manager to sign that Agreement.

5. **Moved** that the Mason Transit Authority Board approve the Second Amendment to Agreement GCB2615 and approve Resolution No. 2017-33 that authorizes the General Manager to sign that Agreement.

Neatherlin/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Presentation by Nelson/Nygaard Relating to Service Review Consultation** – The team from Nelson/Nygaard introduced themselves and shared their experience in service review consultations, as well as some of the other transit agencies around the country that have benefited from their expertise. Some of the topics they touched on were community engagement and designing service to meet community needs. They anticipate that it is a year-long process.
2. **Approval of Service Review Consultant Contract** – Danette Brannin, General Manager, discussed the process of soliciting bids, interviewing those that submitted bids and the panel that interviewed as well as the scorecards. Based on the tabulation of the scorecards, it was recommended that Nelson/Nygaard be awarded winning bidder. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-34 authorizing the General Manager to sign the service review contract. **Neatherlin/Campbell. Motion carried.**

(Board member Randy Neatherlin asked to be excused from the remainder of the meeting, which was recognized and approved by the Board Chair at 4:35 pm.)

3. **Third Draft of 2018 Budget.** LeeAnn McNulty, Administrative Services Manager, informed the Board that the two public hearings and workshops had been held. She also indicated that funds for the Service Review Consultant was included in the 2018 Budget. She further indicated that they are taking a conservative view of the revenues. If more revenues come in than anticipated, then those additional revenues will be placed in reserves. The budget still shows revenues above expenses.
4. **Five Cutaway Procurement Update.** Marshall Krier, Maintenance and Facilities Manager, provided the Board with an update by sharing that the purchase had been approved by WSDOT and that it was moving along well in the procurement process. The Champion cutaways will be built in Indiana.

NEW BUSINESS

1. **Approval of 2018 Authority Board Meetings** – Tracy Becht, Clerk of the Authority Board, shared with the Board that it was time to look at the 2018 schedule of the regular Board meetings, as well as consider locations. **Moved** that Mason Transit Authority Board approve Resolution No. 2017-35 establishing the 2018 schedule of regular MTA Board meetings. **Campbell/Petersen. Motion carried.**
2. **Approving Statutory Default Fees for Response to Public Records Requests** – Tracy Becht, Public Records Officer, explained to the Board that due to recent changes to the Public Records Act, it was required for agencies to either charge actual costs to respond to public record requests or declare that it was unduly burdensome to calculate those

charges. Since MTA receives less than 30 public records requests annually, it would be unduly burdensome to calculate the costs and recommended to the Board that MTA charge the statutory default fees. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-36 declaring that computing all actual costs to respond to public records requests would be unduly burdensome and to charge statutory default fees.
Campbell/Shutty. Motion carried.

3. Remix Software as a Service – Ms. Brannin described the benefits of the new software and how using it will save many hours of work in route scheduling and planning, especially with the recommendations from the service analysis consultant. Mike Ringgenberg, Operations Manager, provided a short demonstration on how it works.

[Board member Deb Petersen excused herself from the meeting at 4:50 pm as she needed to attend another meeting.]

INFORMATIONAL UPDATES –

Ms. Brannin updated the Board in connection with the construction of the building at the Park and Ride in Belfair, anticipated to begin in the spring of 2018.

The Board Chair then described to the Board the recommendation of the Board Composition Review Committee and that Mason County has approved the recommendation. The City of Shelton is anticipated to approve the recommendation on December 4, 2017. The approved recommendations will become effective January 1, 2018. She indicated that any Board members wishing to continue serving on the MTA Board submit an application using the fillable form located on the Mason County website. The submitted applications will be considered by the County Commissioners and those that are selected will be notified following approval by the County.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additional comments to the report.

COMMENTS BY BOARD MEMBERS –

Board member Tracy Moore shared that the Council form of government for the City of Shelton was approved in the recent election as well as grants recently awarded to the City.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 5:30 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, December 19, 2017 at 4:00 p.m.
*Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*