



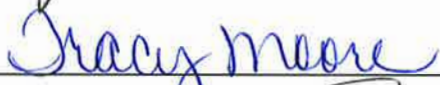
The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of September, 2016 and 18th day of October, 2016, were approved by the Mason Transit Authority Board, by motion, on this 15th day of November, 2016.

Terri Jeffreys, 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



Ginger Seslar, Authority Member

Tim Sheldon, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 

November 15, 2016

**Mason Transit Authority
Minutes of the Regular Board
Meeting October 18, 2016
Transit-Community Center
601 West Franklin Street
Shelton**



CALL TO ORDER: 4:02 p.m.

OPENING PROTOCOL

Authority Voting Board Members Present: Terri Jeffreys, Chair; Deb Petersen, Ginger Seslar and Don Pogreba. **-Quorum Not met.**

Authority Voting Board Members Not Present: John Campbell, Vice Chair; Wes Martin; Tracy Moore; Randy Neatherlin and Tim Sheldon were absent.

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

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; Christina Fremont, Outreach Manager; and Kathy Geist, T-CC Manager. Also present were Glen Fourre, John Piety and Ernie Corona.

GUEST SPEAKER – Justin Leighton, Executive Director of Washington State Transit Association (WSTA) – provided information about WSTA and described the value and benefits they provide to transit agencies, such as public education, outreach, public policy, advocacy, collaboration and professional development.

RECOGNITION – Marshall Krier, Maintenance and Facilities Manager, introduced Ruben Castro and Steve Ellertsen, mechanics representing MTA at the Maintenance Competition at WSDOT Public Transportation Conference Rodeo. Jonathan Reynolds from Twin Transit, together with Ruben and Steve, comprised the team and placed 3rd in the competition. They had competed against the bigger transit agency teams, worked as a team, demonstrated their depth of knowledge and secured the win by placing third.

Allison Smith of Olympic College was unable to attend the meeting due to a family emergency. She plans to attend the November 15 Board meeting.

AGENDA was not accepted as the Quorum was not met.

PUBLIC COMMENT – None.

REGULAR AGENDA

UNFINISHED BUSINESS (No Actions Taken)

- 1. Second Draft of 2017 Budget (Operating Only)** – LeeAnn McNulty, Finance Manager, described the updates since the last meeting. The anticipated sales tax revenue is \$3,950,000, however, a conservative amount of \$3,850,000 was used for purposes of developing the budget. LeeAnn also reported to the Board what was discussed at and those that attended the Budget Workshop and first public hearing.
- 2. Advisory Board Principles Policy** – Christina Fremont, Outreach Manager, provided an overview of the policy, the provisions in the policy and her research concerning citizens advisory committees.
- 3. Radich Building** – Kathy Geist, T-CC Manager, provided the Board with an update and the proposal by United Way, as well as Legal Counsel's recommendation that MTA donate the building to a municipality, such as the City of Shelton or Mason County, as they have the legal authority to donate the building to non-profit agencies, so long as it demonstrates a public benefit. Since authority had been previously provided to staff to explore opportunities, Kathy will contact City of Shelton and Mason County staff to explore whether or not either municipality would be interested.

NEW BUSINESS (No Actions Taken)

- 1. Draft 2017 MTA Regular Board Meeting Calendar** – Clerk of the Board, Tracy Becht, is seeking direction from the Board as to whether or not the Board meetings should continue to be held in off-site areas in 2017. Attendance at other sites have not been attended by the public except for the Port of Allyn site. The Board Chair suggested holding off making a decision until the two Board representatives of the North Mason area are in attendance and can provide their input.
- 2. Telecare Lease Term Approval** – Kathy Geist, T-CC Manager, at the September 20 Board meeting, had informed the Board of that Telecare Corporation would be leasing the remaining retail space. Kathy was seeking Board approval of the terms of the lease since it is close to \$20,000 annual revenue. The form of the lease is the template drafted by Legal Counsel with no revisions; only the terms of the lease have been inserted. Kathy indicated that the lease should be signed by November 1, a date that is prior to the next regular board meeting. Danette Brannin, General Manager, shall check with Legal Counsel to see if a special meeting can be held by telephone for the purpose of approving the lease and will forward a copy of the lease to all members of the Board.

GENERAL MANAGER'S REPORT – Danette Brannin spoke on the following topics: (1) Praised new Finance Manager, LeeAnn McNulty, for all her hard work on the 2017 Budget; (2) Congratulations to Marshall Krier, Maintenance and Finance Manager, for being elected Vice-Chair of the WSTA Maintenance Committee; (3) Praised all the Managers for doing a great job; (4) Still working on the Strategic Plan; (5) Suggested that MTA consider hiring a consultant to review our service to ensure that we are reaching all pockets of our community, as it is essentially the same service for the past 20+ years; (6) MTA will be re-routing its routed service on certain streets of the City at the request of the City of Shelton; and (7) Belfair wayfinding sign is completed but has

not been put out yet due to concerns of vandalism. Currently exploring the cost of having security cameras installed with a warning in the parking lot that security cameras are actively monitoring.

COMMENTS BY BOARD MEMBERS – None

PUBLIC COMMENT – None

Moved that the meeting be adjourned.

ADJOURN 5:43 p.m.

UPCOMING MEETINGS

Public Meeting to receive comments on proposed 2017 Budget

Tuesday, November 8, 2016 at 5:30 pm

Mason Transit Authority

Transit-Community Center Conference Room

601 West Franklin Street

Shelton, WA

Mason Transit Authority

Regular Board Meeting

Tuesday, November 15, 2016 at 4:00 p.m.

Mason County Fire District 6

50 East Seattle Street, Union, WA