



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



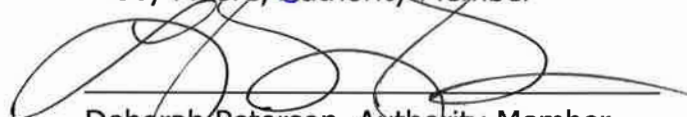
John Campbell, Vice-Chair

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: 

**Mason Transit Authority
Minutes of the Regular Board
Meeting September 20, 2016
Transit-Community Center
601 West Franklin Street
Shelton**



CALL TO ORDER: 4:00 p.m.

OPENING PROTOCOL

Authority Voting Board Members Present: Terri Jeffreys, Chair; John Campbell, Vice Chair; Wes Martin; Tracy Moore; Randy Neatherlin; Deb Petersen and Don Pogreba. - **Quorum met.**

Authority Voting Board Members Not Present: Ginger Seslar 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; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Mike Oliver, Development Manager and Kathy Geist, T-CC Manager. Also present were Glen Foure, John Piety and Bill and Pam Boysen. **Not Present:** Danette Brannin, General Manager, at conference. Mike Oliver acting in her place.

ACCEPTANCE OF AGENDA: Moved that the agenda for the September 20, 2016 Mason Transit Authority (MTA) regular board meeting be accepted with the addition of a seventh (7th) item to the New Business portion of the agenda relating to a report of employee grievance. **Campbell/Pogreba. Motion carried.**

PUBLIC COMMENT – None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of August 16, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of August, 2016 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payment of August 13 through September 12, 2016, financial obligations on checks #28718 through #28832, as presented for a total of \$585,446.39.

Moved to approve consent agenda items 1 through 3. **Neatherlin/Moore. Motion carried.**

REGULAR AGENDA

UNFINISHED BUSINESS

- 1. Union Contract for the Maintenance Group** – Rikki Johnson, Human Resources Manager spoke as to what had transpired since the August 16, 2016, Board meeting. At that prior meeting the Board stated it wanted additional time to review the Agreement. **Moved** that the Mason Transit Authority Board approve the agreement for the Maintenance group between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period of September 1, 2016 through August 31, 2019 (the "Agreement") and approve Resolution No. 2016-22 authorizing the General Manager to sign the Agreement. **Campbell/Petersen. Motion carried.**
- 2. Special Event Service Policy** – Mike Oliver, Development Manager, reviewed the purpose of the policy and answered questions concerning the finer details of the policy. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2016-23 that approves and establishes the Special Event Service Policy No. 503. **Petersen/Martin. Motion carried.**
- 3. General Manager Job Description and Offer Letter** – Rikki Johnson spoke on this matter, reviewing actions taken since August 16, 2016 meeting. **Moved** that the Mason Transit Authority Board approve the Job Description of the General Manager with the following revisions: grammatical changes in the Job Description as well as to the Core Job Functions section, removing the words "and policies" from the third line. **Neatherlin/Campbell. Motion carried.**

NEW BUSINESS

- 1. Interlocal Agreement between Mason Transit Authority and Shelton School District** – Mike Oliver provided the overview of the item before the Board. **Moved** that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and Shelton School District for the purpose of cleaning diesel particulate filters and catalysts and approve Resolution No. 2016-24 authorizing the General Manager to sign and execute the Interlocal Agreement. **Neatherlin/Pogreba. Motion carried.**
- 2. WSDOT Capital Grant Agreement GCB1954** – Mike Oliver provided a historical summary as to why there is now a reduction in the amount of requested bus passenger shelters from the amount originally requested. **Moved** that the Mason Transit Authority Board approve the reduction of procuring 15 shelters down to 7 and authorize the General Manager to sign amendatory grant documents, if any, requested by WSDOT. **Campbell/Petersen. Motion carried.**
- 3. Amendment to By-Laws** – Mike Oliver indicated the need to amend the By-Laws arose out of the provision for a non-voting labor representative to be added to the Board composition and related compensation and other related changes, as well as updating out-of-date information. **Moved** that Mason Transit Authority Board approve Resolution No. 2016-25 and the attached By-Laws, as amended. **Petersen/Campbell. Motion carried.**

- 4. First Draft of 2017 Budget** – LeeAnn McNulty, Finance Manager, provided an additional handout that included comments and discussed the information within the handout as well as addressed progress and upcoming workshop and public hearings.
- 5. WSDOT 2017-2019 Consolidated Grant Program/Application Submission** – Mike Oliver summarized the information contained in the agenda page and answered questions from the Board. **Moved** and authorize the General Manager to finalize, approve and sign the four grant applications under the 2017-2019 Washington State Department of Transportation Consolidated Grants Program. **Campbell/Petersen. Motion carried.**
- 6. MTA-Mason County Hunter Park Interlocal Agreement** – Mike Oliver spoke of the purpose of the Interlocal Agreement before the Board. Board member Randy Neatherlin abstained from the vote. **Moved** that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and Mason County for the purpose of maintaining the park and bus shelter and approve Resolution No. 2016-26 authorizing the General Manager to sign the Interlocal Agreement. **Petersen/Campbell. Motion carried.**
- 7. Report of Employee Grievance** – Board members John Campbell and Randy Neatherlin spoke in generalities of grievances concerning enforced matters of safety that were presented to them.

*The Clerk of the Board brought to the Chair's attention that there was an error in the title of Resolution No. 2016-23 (Unfinished Business Item 2) and that it was necessary to reread the title and have the vote. Move that Mason Transit Authority Board approve and adopt Resolution No. 2016-23 to read as follows: "A resolution by Mason Transit Authority adopting a special event policy." **Campbell/Pogreba. Motion carried.***

INFORMATIONAL UPDATES:

Mike Oliver, Development Manager provided informational updates relating to the park and ride. Information regarding second biennium funding issues were brought forward by Don Chartock of Washington State Department of Transportation (WSDOT). Per existing contract, the second biennium funding source are to be provided through tiered funding of multi-modal state funds and managed within the Regional Mobility Contract currently in place. This funding however, is not going to be available to MTA until later biennium periods, if at all, and then only through legislative approval. The board was briefed and discussed the future risks associated with the funding in question. Recommendations from WSDOT are to take advantage of surplus Regional Mobility Funding available in the current biennium and request the match amount requirement for this source be provided by the Tier Funding (multi-modal funds) through legislative approval in the spring of 2017 or beyond. The match amount is estimated at 1.5 million dollars. The previous Multi-Modal funding source requires no match by the recipient and MTA has not budgeted for this amount.

Kathy Geist, Transit-Community Center Manager updated the Board concerning the tenant space to be filled by Telecare (TMBHO mobile triage team) and advantage to the community and other tenants that also work with the community.

COMMENTS BY BOARD MEMBERS

Randy Neatherlin – Suggested a future agenda item for the next Board meeting on safety issues, such as passive restraint systems, safety harness for protection of individuals and drivers. He would like to review the matter more with management. Mike Oliver spoke of federal and state mandates concerning the strapping down of walkers and other safety requirements. Randy was happy to see that the union contract provided clear steps for the grievance process for the mechanics, but that those expressing their grievances were not yet under a union contract.

John Campbell – He complimented the person that designs the MTA website as it is well thought out, organized and easy to maneuver around.

PUBLIC COMMENT

Pam Boysen – The Board Chair asked if she had any input for the Board. Ms. Boysen indicated she was tempted but declined. The Board Chair encouraged her that this was her opportunity to speak, but again Ms. Boysen declined to speak.

Bill Boysen - Mr. Boysen said that MTA employees should have some avenue to voice concerns and to keep avenues open to address Board members and feel that they have been listened to and heard.

John Piety – Mr. Piety reintroduced Glen Fourre as a MCTAB member.

Moved that the meeting be adjourned.

ADJOURN 6:07 p.m.

UPCOMING MEETINGS

Mason Transit Authority
Wednesday, October 5, 2016
2017 Budget Workshop
Johns Prairie Conference Room
Mason Transit Authority Administrative Office
790 East Johns Prairie Road
Shelton, WA

Public Meeting to receive comments on proposed 2017 Budget

Thursday, October 13, 2016 at 4:30 p.m.

Johns Prairie Conference Room
Mason Transit Authority Administrative Offices
790 East Johns Prairie Road
Shelton, WA

Mason Transit Authority

Regular Board Meeting

Tuesday, October 18, 2016 at 4:00 p.m.

*Transit-Community Center
601 West Franklin Street
Shelton, WA*

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*