



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of August, 2016, were approved by the Mason Transit Authority Board, by motion, on this 20th day of September, 2016.



Terri Jeffreys, Chair



Wes Martin, Authority Member



Randy Neatherlin, Authority Member



Don Pogreba, Authority Member

Tim Sheldon, Authority Member



John Campbell, Vice-Chair



Tracy Moore, Authority Member



Deborah Petersen, Authority Member

Ginger Seslar, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 9/20/2016

**Mason Transit Authority
Minutes of the Regular Board
Meeting Aug 16, 2016
North Mason School District
Board Room
71 East Campus Drive
Belfair, Washington**



CALL TO ORDER: 4:15 p.m.

OPENING PROTOCOL

Authority Voting Board Members Present: Terri Jeffreys, Chair; John Campbell, Vice Chair, Tracy Moore; Randy Neatherlin; Don Pogreba and Ginger Seslar. – **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin; Deb Petersen; and Tim Sheldon were absent.

Authority Non-voting Board Member Not Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was not 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; Christina Fremont, Outreach Manager and Kathy Geist, T-CC Manager. Also present were John Calabrese, Herb Gerhardt and John Piety.

ACCEPTANCE OF AGENDA: Moved that the agenda for the August 16, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Campbell/Moore. Motion carried.**

RECOGNITION: LeeAnn McNulty, newly hired Finance Manager, was introduced by Danette Brannin. LeeAnn was welcomed to Mason Transit Authority by the Board.

PUBLIC COMMENT – John Piety expressed appreciation for research and report prepared by Christina Fremont relating to MCTAB (*see Unfinished Business Item 2*). John also said he would be willing to answer any questions.

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 July 19, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of July, 2016 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payment of July 16 through August 12, 2016, financial obligations on checks #28608 through #28717, as presented for a total of \$505,008.07.

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

REGULAR AGENDA

UNFINISHED BUSINESS

- 1. Mason Transit Authority's 2015-2021 Transit Development Plan (TDP) Annual Update** – Danette Brannin, General Manager, provided a general overview as summarized on the agenda. **Moved** that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2015-2021 for submission to the Washington State Department of Transportation by September 1, 2016, as amended to remove the projections related to the Contracted ASA projections. **Campbell/Seslar. Motion carried.**
- 2. Citizens' Advisory Board Review and Recommendation** – Christina Fremont, Outreach Manager, summarized her research related to other urban and rural citizens' advisory boards and recommendations to the Board concerning MCTAB, as well as the next step to be to develop a policy governing the role of citizen advisement to MTA. Terri Jeffreys, Chair of the Board, requested that Ms. Fremont draft a policy for the Board to review. John Calabrese, a former MCTAB member, stated that in the 1990s the MCTAB board had 4-6 alternates and that it was an active board. John Campbell, Vice Chair, expressed his appreciation to Ms. Fremont for her efforts and research.
- 3. Update on Strategic Plan** – Danette Brannin, General Manager, summarized the work done to-date concerning the Strategic Plan, and that the Leadership Team is currently working on an enhanced version of the original. Ms. Brannin expressed her appreciation for the valuable work performed by Marilyn Vogler and Kandace MacKaben and that the Leadership team would be adding to that work. When a draft is completed, Ms. Brannin will email a copy to the board, with comments from the board to be provided only to the General Manager. A final version will be brought to the Board for consideration and approval.
- 4. General Manager Contract.** It was decided that since discussion would need to be done in Executive Session, this matter was to follow the New Business.

NEW BUSINESS

- 1. Contract for the Ladders of Opportunity Grant** – Danette Brannin, General Manager, summarized the information contained in the agenda page and why it required Board action currently. **Moved** that the Mason Transit Authority Board approve the General Manager to sign the Ladders of Opportunity Grant GCB2461 between Mason Transit Authority and Washington State Department of Transportation and approve Resolution No. 2016-19 authorizing the General Manager to sign and execute the Agreement. **Campbell/Seslar. Motion carried.**
- 2. Amendment to WSDOT Contract GCB2088** – Danette Brannin, General Manager, described the FTA 5311 Projected Funds and Sales Tax Equalization added funds to Projects A and B in connection with the original Contract GCB2088, and that the First Amendment related to those changes. **Moved** that the Mason Transit Authority Board approve the First Amendment to Agreement GCB2088 between Mason Transit Authority and Washington State Department of Transportation (the "Agreement") and approve

Resolution No. 2016-20 authorizing the General Manager to sign and execute the Agreement. **Moore/Pogreba. Motion carried.**

- 3. Surplus IT Equipment** – Danette Brannin, General Manager, summarized how MTA originally acquired the identified equipment and since it still has value, the request to surplus the equipment and using EBay as a selling outlet. **Moved** that the Mason Transit Authority Board approve the disposal of IT Equipment and approve Resolution No. 2016-21.

INFORMATIONAL UPDATES – The Chair indicated that the agenda now contains a new section entitled “Informational Updates” in which various consistent updates will be provided. If any of the Board would wish to discuss the items, that can be done as well.

EXECUTIVE SESSION – The Chair announced the meeting was in executive session at 4:55 p.m. for the performance of a public employee (RCW 42.30.110(1)(g)). The Chair asked that only the Board and legal counsel remain for the executive session, all others were excused. The Chair announced that the executive session would conclude at 5:05 p.m. (10 minutes). At 5:05 p.m., the Chair announced that the executive session would be extended another 10 minutes and would conclude at 5:15 p.m. At 5:15 p.m., the executive session was concluded with no action taken.

RECONVENED REGULAR SESSION – The Chair summarized to say that the Board consider the offer of the General Manager position to Danette Brannin as a promotion, not necessarily recruitment and as such believe that an offer letter to be more appropriate than a contract. Perhaps at a later date that a contract would be appropriate. Rikki Johnson, Human Resources Manager, offered to review the job description that was originally drafted for the previous General Manager and update it so that it could be used as a measuring tool of the performance of the General Manager. Ms. Johnson also suggested that she work with the Chair and Legal Counsel to review the job description as well as draft the offer letter. The Chair agreed to Ms. Johnson’s suggestion.

GENERAL MANAGER’S REPORT – Danette Brannin described the following items that were the focus, in addition to the usual day-to-day activity, as follows: (1) New passive restraint systems to improve passenger safety; (2) developing the enhanced Strategic Plan; (3) MCTAB; (4) negotiations for the Maintenance Group Collective Bargaining Unit (“CBU”) are complete and an Agreement has been drafted; (5) Teambuilding, both in the Leadership Team and the agency as a whole (potluck cook-off competition at the T-CC).

COMMENTS BY BOARD MEMBERS

John Campbell – shared that he had attended the Taste of Hood Canal and because of the parking available at the new Roy Boad Road parking lot, perhaps the Taste of Hood Canal could be expanded in coming years.

Randy Neatherlin – expressed concern that the Board should review the Agreement between the CBU and MTA before the CBU vote. The General Manager indicated that the vote has not occurred yet and that she would have CBU hold off on the vote until after the Board has reviewed the Agreement. Legal counsel suggested that the General Manager email the Agreement to all the Board members and that the Board members provide their comments *only to the General Manager* so there are no open public meetings violations.

Tracy Moore – expressed her appreciation of the General Manager attending the Downtown Visioning meetings relating to Railroad Avenue in Shelton. She also indicated that the City has entered into an agreement with Simpson regarding the Pear Orchard and a project consultant had been hired in connection with Railroad Avenue improvements and integrating bus stops as a part of the improvements.

Ginger Seslar – expressed her appreciation of Kathy Geist participating in the Summer Youth Camp sponsored by Olympic College and Hope Garden.

PUBLIC COMMENT

Herb Gerhardt– suggested the Board enter into a contract with the General Manager as he felt it was appropriate for the position. He also suggested that the Board prepare guidelines for the management to refer to while in negotiations.

Moved that the meeting be adjourned.

ADJOURN 5:45 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Public Meeting regarding Belfair Park and Ride Location**

August 22, 2016 at 5:30 p.m.

Belfair HUB for Seniors

111 NE Old Belfair Hwy

Belfair WA 98528

5:30 pm

**Mason Transit Authority
Regular Board Meeting**

September 20, 2016 at 4:00 p.m.

Transit-Community Center

601 West Franklin Street

Shelton, WA