



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of December, 2017, were approved by the Mason Transit Authority Board, by motion, on this 16th day of January, 2018.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Kevin Dorcy, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

VACANT, Authority Member

Kevin Shutty, Authority Member

ATTEST:

Tracy Becht, Clerk of the Board

DATE: January 16, 2018

**Mason Transit Authority
Minutes of the Regular Board Meeting
December 19, 2017
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:03 p.m.

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

Authority Voting Board Members Not Present: Wes Martin and Don Pogreba were not present.

Authority Non-voting Board Member Not Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General 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 December 19, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Neatherlin/Shutty. Motion carried.**

PUBLIC COMMENT: None.

RECOGNITION:

- A congratulatory letter was received by Congressman Denny Heck relating to MTA's 25th anniversary. The letter was read aloud by the Clerk of the Board.
- Danette Brannin, General Manager, expressed her appreciation on behalf of all the MTA staff of Tracy Moore's valuable participation and service as a member of the Mason Transit Authority Board for the past two years. Other Board members also expressed their gratitude for her service on the Board.

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 November 21, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of November, 2017 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of November 15, 2017 through December 14, 2017, financial obligations on checks #30638 through #30760, as presented for a total of \$593,090.35.

Campbell/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **2018 Budget.** LeeAnn McNulty, Administrative Services Manager, described the significant changes to the budget from the draft version presented at the November 21, 2017 meeting. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-37, adopting the 2018 Budget with Gross Operating Revenues of \$7,813,741, and Total Operating Expenses of \$7,758,001 with Net Income from Operations of \$55,740. **Campbell/Moore. Motion carried.**

NEW BUSINESS

1. **Surplus Equipment** – Ms. Brannin explained that with restructuring and other recent changes, MTA has accumulated items that are no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-38 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Petersen/Shutty. Motion carried.**
2. **Amendment to Bylaws** – Tracy Becht, Clerk of the Authority Board, explained that since the recommendation of the Board Composition Review Committee was approved by the County and City of Shelton, it was now an appropriate time to amend the Bylaws reflective of those recommendations. Ms. Becht went over the track changes version of the Bylaws and described the reasoning behind the changes. The Board Chair thanked Board member Neatherlin for his great solution to some of the obstacles experienced by the Board in years past. **Moved** that the Mason County Public Transportation Area Authority Board approve Resolution No. 2017-39 and the attached Bylaws, as amended. **Shutty/Moore. Motion carried.**
3. **Drug and Alcohol Policy** – LeeAnn McNulty, Administrative Services Manager, described to the Board that certain regulations relating to the federally mandated drug testing program for safety sensitive functions has been amended to reflect the expanded definition of prohibited drugs. Due to those changes, it became necessary to update MTA's policy to incorporate the expanded definition of prohibited drugs. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-40 and the attached Policy for Drug and Alcohol for the purposes of MTA business. **Neatherlin/Campbell. Motion carried.**
4. **Employee Recognition Policy** – Ms. McNulty explained that revisions to the policy were recommended as some of the provisions of the policy were out-of-date, as well as adding flexibility for the future. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-41 and the attached Employee Recognition Policy. **Petersen/Shutty. Motion carried.**

- 5. Customer Comment/Complaint Policy** – Ms. Brannin conveyed to the Board that this new proposed policy replaces an out-of-date policy with a more current standard WSDOT document and that it is required for receiving grant money. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-42 and the attached Customer Comment/Complaint Policy. **Shutty/Campbell. Motion carried.**
- 6. Paid Sick Leave Policy** – As a result of Initiative 1433, a new policy was needed to bring MTA into compliance. Ms. McNulty and Ms. Brannin described the process they undertook to prepare the policy and minimize the administrative burden by having only one bank of sick leave, rather than two. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-43 and the attached Paid Sick Leave Policy. **Campbell/Petersen. Motion carried.**
- 7. Rescinding Attendance Policy.** Ms. Brannin indicated that the previously approved Attendance Policy (POL-306) should be rescinded as it is not in compliance with Initiative 1433. **Moved** that Mason Transit Authority Board approve Resolution No. 2017-44, rescinding Resolution No. 2017-01 and the Attendance Policy (POL-306). **Neatherlin/Shutty. Motion carried.**

INFORMATIONAL UPDATES –

Ms. Brannin informed the Board about the design discussions to be held in Belfair, as well as the two upcoming public hearings in January, 2018 on service route changes. One public hearing will be held at the library in Belfair and the other at the T-CC.

The Board Chair then updated the Board by stating that they had received two applications and anticipates one more to be received. Board members Petersen and Pogreba have submitted their applications and Board member Campbell indicated he would submit his before leaving the meeting. Tracy Moore stated that she would try to inform the Chair as to who would be representing the City of Shelton on the Board. Once the Board members have been selected, then the next step would be to hold the election of officers. The Clerk of the Board reminded the Board that the approved new version of Bylaws now allows for a delay in holding the election when approved by the Board, which can be accomplished by motion.

Moved that the election of officers of the Authority Board be moved to the January 16, 2018 Board meeting. **Campbell/Petersen. Motion carried.**

GENERAL MANAGER'S REPORT – Ms. Brannin described the accomplishments of MTA in 2017.

COMMENTS BY BOARD MEMBERS –

The Chair looks forward to the continued collaboration of MTA and the school districts during times of road restrictions.

Board member Neatherlin appreciates the connections with the veterans and getting them to their medical appointments. Ms. Brannin informed the rest of the Board that Kathy is working with the local veterans to coordinate the use of MTA's Community Van on Wednesdays to take veterans to American Lake.

Board member Tarzwell shared of a positive experience and how MTA was of assistance.

Board member Campbell shared of the history of MTA and that it is always a continuing upward progress. Even in difficult times there was progress and MTA has a list of achievements during the tenure of three CEOs. When Ms. Brannin was hired on as General Manager, people thought it was risky. Now... how sweet it is!

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 5:40 p.m.

UPCOMING MEETINGS

Public Hearings on Service Changes

*January 3, 2018 at 5:00 PM
North Mason Timberland Library
Large Meeting Room
23081 State Route 3
Belfair*

*January 4, 2018 at 5:00 PM
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

**Mason Transit Authority
Regular Meeting**

*January 16, 2018 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*