



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of December, 2016, were approved by the Mason Transit Authority Board, by motion, on this 17th day of January, 2017.



Terri Jeffreys, Chair

Wes Martin, Authority Member



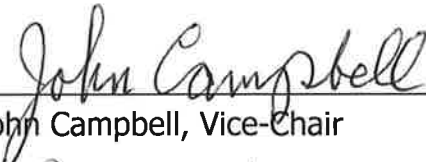
Randy Neatherlin, Authority Member



Don Pogreba, Authority Member



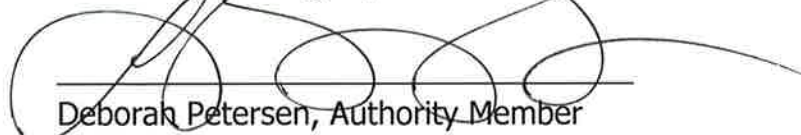
Kevin Shutty, Authority Member



John Campbell, Vice-Chair



Tracy Moore, Authority Member



Deborah Petersen, Authority Member



Ginger Seslar, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 1/17/17

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



OPENING PROTOCOL

CALL TO ORDER: 4:02 p.m.

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

Authority Voting Board Members Not Present: Deb Petersen, Ginger Seslar and Tim Sheldon were absent.

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

Others Present: Tracy Becht, Clerk of the Board; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager and Kathy Geist, T-CC Manager. Also present were Christine Moon, John Piety, John Calabrese and Ernie Corona.

ACCEPTANCE OF AGENDA: Moved that the agenda for the December 20, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Campbell/Pogreba. Motion carried.**

CORRESPONDENCE – MTA had received a thank you card from Crossroads Housing for providing one-way bus passes to make it possible for some of those receiving assistance to be able to take a bus to Olympia.

RECOGNITION – Christine Moon – new Accounting Specialist in MTA’s Finance Department and Allison Smith, Manager, Shelton Community Education and Extended Learning, Olympic College and tenant at T-CC. Allison described and provided some handouts of the classes that Olympic College has coming up in 2017.

PUBLIC COMMENT – None.

BOARD ELECTIONS FOR 2017 BOARD OFFICERS

- Randy Neatherlin nominated Terri Jeffreys to serve as Chair. The nomination was accepted by Ms. Jeffreys to serve as Chair in 2017. **Moved** that Terri Jeffreys serve as Chair of the Board in 2017. **Neatherlin/Moore. Motion carried.**
- Randy Neatherlin nominated John Campbell to serve as Vice-Chair. The nomination was accepted by Mr. Campbell to serve as Vice-Chair in 2017. **Moved** that John Campbell serve as Vice-Chair of the Board in 2017. **Neatherlin/Moore. Motion carried.**

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 15, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of November, 2016 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of checks for the period November 15 through December 16, 2016, financial obligations on checks #29088 through #29238, as presented for a total of \$703,119.93.

Neatherlin/Campbell. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. 2017 MTA Regular Board Meeting Calendar

- **Moved** to approve Option 1 presented to the Board as the 2017 Regular Board Meeting calendar. **Campbell/Neatherlin. Motion carried.**
- **Moved** to approve Resolution No. 2016-33 establishing the 2017 schedule of regular Board meetings. **Neatherlin/Moore. Motion carried.**

- 2. GCB1949 CAPCONST Project 110, Roof Replacement Final Acceptance –** Marshall Krier, Maintenance and Facilities Manager, informed the Board that the roof replacement project was finished and that the contract required final acceptance by the Board. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-34 authorizing the final acceptance and closeout of the Roof Replacement Project as originally approved by the Board on July 19, 2016 and approved pursuant to Resolution No. 2016-18. **Moore/Campbell. Motion carried.**

NEW BUSINESS

1. **Asset Exchange Request –** Marshall Krier, Maintenance & Facilities Manager, relayed to the Board that Intercity Transit is growing rapidly and has need for the MTA's recently surplus cutaways. He went on to describe the Asset Exchange program and how MTA has benefited by the program in the past by the purchase of two 40' coaches for \$1 each. Intercity Transit has assisted MTA in the past with peer reviews, a trainer and IT needs prior to MTA contracting with Hood Canal Communications. **Moved** that the Mason Transit Authority Board approve the sale of the three surplus cutaways to Intercity Transit for \$1 each. **Moore/Pogreba. Motion carried.**
2. **Surplus Equipment –** Danette Brannin, General Manager, informed the Board that MTA currently had a commercial grade refrigerator/freezer that was removed from the armory when the remodel and T-CC construction began. MTA has evaluated its usefulness and has determined it has no further need or use for the refrigerator/freezer. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-35 authorizing the disposal of one refrigerator/freezer. **Neatherlin/Campbell. Motion carried.**

GENERAL MANAGER'S REPORT – General Manager Danette Brannin spoke on the following topics: (1) She has had several meetings with City of Shelton Administrator regarding different projects and developing various partnerships; (2) she praised the drivers and maintenance for being well prepared on the first snow/inclement weather event and that they did a great job; (3) Working on several policies concerning performance and excessive absenteeism; (4) She was elected to the Board of the Economic Development Council of Mason County, as well as on the Executive Committee for WSTIP; (5) She and the Leadership team are in the midst of planning for the All MTA event; and (6) Looking at establishing a committee for researching bus technology to submit for grant in 2018.

COMMENTS BY BOARD MEMBERS – Board member Tracy Moore said the City of Shelton (the "City") has some projects on hold but there are plans to move forward on ADA sidewalks. The forecasted revenue for the Transportation Benefit District is \$490,000 for one year. The City will not be acquiring the round house for a rail museum but she is hoping there will be a way for the round house to be given to a non-profit. Sierra Pacific has set aside two engines and one of everything else for museum use, as well as passenger cars being refurbished.

Board member John Campbell stated that the MTA Leadership team had been through a great deal in 2016, but that they were stronger for it.

Board Chair Terri Jeffreys also stated that 2016 had been a difficult year but that she had confidence in MTA's stellar management team and that with their tenacity and strength, would hang in there.

General Manager Danette Brannin thanked the Board for all of their support, but especially during the first six months of 2016.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURN 5:05 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, January 17, 2016 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton