



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of February, 2018, were approved by the Mason Transit Authority Board, by motion, on this 20th day of March, 2018.

Kevin Shetty/Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Terri Drexler, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

ATTEST:
Tracy Becht, Clerk of the Board

DATE: March 20, 2018

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 20, 2018
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Kevin Shutty, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Terri Drexler and Don Pogreba. **Quorum met.**

Authority Voting Board Members Not Present: Deb Petersen, Randy Neatherlin and Sandy Tarzwell.

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 February 20, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Drexler. Motion carried.**

(Board member Neatherlin arrived at 4:02 p.m.)

PUBLIC COMMENT: John Piety stated that he rode buses in connection with the recent surveys. He recommends that everyone ride a couple of routes and experience the great service that is being provided.

RECOGNITION:

- The 25th Anniversary of Mason Transit Authority was highlighted with the presentation to the Board members of coffee mugs with the 25th Anniversary logo.
- Recognition of Terri Drexler's service by serving as Board Chair for the past two years. Members of the Board and the General Manager shared gratitude for Ms. Drexler's leadership, diplomacy and pursuit of truth during some very difficult challenges when she first assumed the role as Chair two years ago.
- Chair Shutty introduced new member of the MTA Board – City of Shelton Commissioner Kevin Dorcy.
- Board Chair also recognized that Sandy Tarzwell was reappointed to the MTA 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 January 16, 2018.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of January, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of January 12, 2018 through February 15, 2018, financial obligations on checks #30869 through #31021, as presented for a total of \$978,907.47.

Drexler/Campbell. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. **DoubleMap Contract** – General Manager, Danette Brannin, communicated to the Board the process of soliciting the proposals and how the interview panel arrived at selecting DoubleMap Inc. as the vendor of choice. She went on say that DoubleMap Inc. had approved the changes proposed by MTA’s legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-01 awarding the bid submitted by DoubleMap, Inc. as the winning bid in an amount not to exceed \$425,000 for a five-year period and authorizing the General Manager to sign the Technology License and Services Agreement between DoubleMap, Inc. and Mason Transit Authority. **Neatherlin/Campbell. Motion carried.**
2. **Development of Annual Review Process of Performance of General Manager** – Ms. Brannin shared with the Board her desire to ensure that she is moving MTA in a direction that would be in agreement with the Board’s goals, as well as identifying any development or goals the Board would like to see her reach. After discussion surrounding the benefits to having an annual evaluation and how that process would be applied, the following motion was made: **Moved** that a subcommittee would be created to be led by Board member Drexler with two additional Board members to be determined. **Neatherlin/Campbell. Motion carried.**

INFORMATIONAL UPDATES –

Ms. Brannin spoke briefly on each of the informational updates and answered questions asked by Board members, with more focus and discussion on the 2017 Operational and Statistical Cost report. The report will be submitted to the Board on a quarterly basis and benchmarks are anticipated to be established.

GENERAL MANAGER’S REPORT – Ms. Brannin had no additional updates to the report.

COMMENTS BY BOARD MEMBERS – Board member Neatherlin requested information be provided to him relating to the Community Van being used by the veterans to go to American Lake. He wondered if the drivers had to use their own insurance to drive the Community Van.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting**
*March 20, 2018 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*