



The attached minutes of the Mason Transit Authority regular meeting held on the 18<sup>th</sup> day of July, 2017, were approved by the Mason Transit Authority Board, by motion, on this 15<sup>th</sup> day of August, 2017.

  
Terri Drexler, Chair


  
John Campbell, Vice-Chair

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Wes Martin, Authority Member

  
Tracy Moore, Authority Member

  
Randy Neatherlin, Authority Member

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Deborah Petersen, Authority Member

  
Don Pogreba, Authority Member

  
Sandy Tarzwell, Authority Member

  
Kevin Shutty, Authority Member

ATTEST:   
Tracy Becht, Clerk of the Board

DATE: August 15, 2017

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
July 18, 2017  
MTA Transit-Community Center  
601 West Franklin Street  
Shelton**



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

**Authority Voting Board Members Present:** Terri Drexler, Chair; John Campbell, Vice Chair; Tracy Moore; Randy Neatherlin; Deb Petersen; Don Pogreba; Kevin Shutty and Sandy Tarzwell (new Board member from Shelton School District). - **Quorum met.**

**Authority Voting Board Members Not Present:** Wes Martin was absent.

**Authority Non-voting Board Member Note Present:** Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was not present.

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Robert Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Kathy Geist, T-CC Manager; and Mike Oliver, Development Manager. Also present were Lisa Franklin, Brian Phillips and John Piety.

**ACCEPTANCE OF AGENDA: Moved** that the agenda for the July 18, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Pogreba/Shutty. Motion carried.**

**PUBLIC COMMENT** – None.

**RECOGNITION** – Lisa Franklin, Clinical Director of Telecare Mason County Mobile Outreach team, was introduced to the Board by the Board Chair. Ms. Franklin spoke with the Board concerning the work that the mobile outreach team of Telecare performs in Mason County. Currently, they are taking referrals from law enforcement with an average of about 6-8 referrals weekly and the average number is increasing. Telecare struggles with finding adequate transitional/temporary housing for their clients in Mason County.

Brian Phillips, newly hired Staff Accountant at MTA, introduced himself and described to the Board his educational and professional experience and credentials.

**CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 4, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of June 20, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of June, 2017 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of June 16, 2017 through July 14, 2017, financial obligations on checks #30011 through #30095, as presented for a total of \$500,513.55.
4. **Moved** that the Mason Transit Authority Board approves the sale of the van to the Mason County as an intergovernmental disposition under the terms and as identified in the attached Bill of Sale.

**Campbell/Petersen. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Property Purchase in Belfair** – Ms. Brannin apprised the Board of developments since the June 20, 2017 Board meeting. Legal Counsel, Robert Johnson, also referred to a discussion in a prior Board meeting that MTA would negotiate purchase in lieu of condemnation. Board member John Campbell made the motion to approve Resolution No. 2017-12 authorizing the purchase of real property and authorizing the General Manager to sign any and all documents necessary to close the sale on behalf of MTA. Legal Counsel indicated that Resolution No. 2017-12 did not include the language "in lieu of condemnation." Board member John Campbell withdrew his motion. At the end of the third recital, Legal Counsel inserted the words "in lieu of condemnation". **Moved** to approve Resolution No. 2017-12 authorizing the purchase of real property and authorizing the General Manager to sign any and all documents necessary to close the sale on behalf of MTA. **Campbell/Shutty. Motion carried.**

### **NEW BUSINESS**

1. **First Amendment to WSDOT Agreement GCB2281** – Ms. Brannin described to the Board the need for the amendment. **Moved** that the Mason Transit Authority Board approve the First Amendment to Agreement GCB2281 between Mason Transit Authority and Washington State Department of Transportation (the "Agreement") and approve Resolution No. 2017-14 authorizing the General Manager to sign and execute the Agreement. **Moore/Campbell. Motion carried.**
2. **Disadvantaged Business Enterprise Policy** – Mike Oliver, Development Manager, reported to the Board that this policy is for the purpose of providing disadvantaged business enterprises with an equal opportunity of bidding on various projects when MTA releases requests for qualifications or proposals, such as the park and ride project. Although MTA is not a direct recipient of federal dollars, this policy is an effort to meet federal guidelines. Don Pogreba asked how the goal methodology and how it is arrived at. Mr. Oliver indicated that Attachment 5 to the policy includes the goal methodology. **Petersen/Pogreba. Motion carried.**
3. **Equal Employment Opportunity Policy** – Ms. Brannin conveyed to the Board that WSDOT staff performed an audit of MTA's current grants. Overall, MTA met compliance requirements; however, several policies needed to be established as separate policies instead of only being in the Employee Handbook as presented now. MTA has prepared the three following policies included in this month's Board Packet, in addition a couple more are

in process that will follow at future Board meetings. These policies are WSDOT's templates and have been reviewed by Legal Counsel. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2017-16 that approves and establishes the Equal Employment Opportunity Policy No. 307. **Campbell/Moore. Motion carried.**

**4. Harassment Prevention Policy** – Ms. Brannin described this policy is in addition to the Employee Handbook and current harassment policy. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2017-17 that approves and establishes the Harassment Prevention Policy No.308. **Shutty/Petersen. Motion carried.**

**5. Unfair Competition Policy** – Ms. Brannin relayed that this policy relates to procurement, unfair competition and the process to file a claim in the event of a complaint of unfair competition. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2017-18 that approves and establishes the Unfair Competition Policy No. 202. **Petersen/Moore. Motion carried.**

**6. First Amendment to Contract for Goods and/or Services Between Mason Transit Authority and Squaxin Island Tribe** – Ms. Brannin described that this First Amendment to the Contract for Goods and/or Services relates to amendments to the original contract dated October 1, 2015. The Squaxin Island Tribe has reviewed the First Amendment. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-19 authorizing the General Manager to sign the First Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015. **Moore/Shutty. Motion carried.**

**INFORMATIONAL UPDATES** – Mike Oliver has been working with WSDOT on the design/build RFP for a fish passage in connection with the State of Washington mandatory fish passage project at SR101 and Shelton Matlock Road.

Kathy Geist, T-CC Manager, brought the Board up-to-date concerning the Radich building and parking plaza project and based on feedback from Department of Ecology, have decided to not go forward as originally planned with regard to the parking plaza. It will remain a gravel parking lot with some striping and designated parking and other minor improvements. Ms. Geist also mentioned the BITE being held in downtown Shelton on Thursday. MTA will have a booth.

**GENERAL MANAGER'S REPORT** – Ms. Brannin described the information contained within the Risk Profile handout prepared by WSTIP and how MTA ranks with similar sized transit agencies. She also mentioned that there have been recent changes in the Maintenance group and one member of the group said because of the changes it is absolutely the best place to work. The team culture that evolved out of many weeks of Leadership team meetings and was included with the new vision, is going well. The team culture illustration will be distributed throughout MTA in the form of posters.

**COMMENTS BY BOARD MEMBERS** – Board member Randy Neatherlin complimented Ms. Brannin on her negotiation skills and holding her own in connection with the park and ride property purchase, as he considers Mr. Overton one of the best negotiators. Board member John Campbell thought there should be a special medal and that all of North Mason appreciates Ms. Brannin's hard work to accomplish the results.

**PUBLIC COMMENT** – None.

**Moved** that the meeting be adjourned.

**ADJOURNED** 5:30 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Board Meeting**

*Tuesday, August 15, 2017 at 4:00 p.m.*

*Transit-Community Center*

*601 West Franklin Street*

*Shelton*