




The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of July, 2016, were approved by the Mason Transit Authority Board, by motion, on this 16th day of August, 2016.



Terri Jeffreys, Chair

Wes Martin, Authority Member



Randy Neatherlin, Authority Member




Don Pogreba, Authority Member

Tim Sheldon, Authority Member

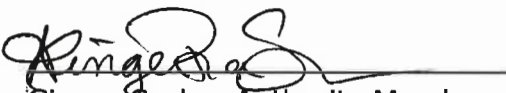


John Campbell, Vice-Chair

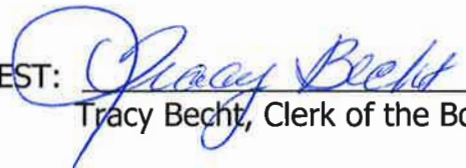


Tracy Moore, Authority Member

Deborah Petersen, Authority Member



Ginger Seslar, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 

**Mason Transit Authority
Minutes of the Regular Board
Meeting July 19, 2016
T-CC Conference Room,
601 West Franklin Street
Shelton, Washington**



CALL TO ORDER: 4:00 p.m.

OPENING PROTOCOL

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

Authority Voting Board Members Not Present: John Campbell, Vice Chair, Deb Petersen; and Tim Sheldon were absent.

Authority Non-voting Board Member Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was present at the meeting.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Mike Oliver, Development Manager; Rikki Johnson, Human Resources Manager; Mike Ringgenberg, Operations Manager; and Marshall Krier, Maintenance and Facilities Manager; Christina Fremont, Outreach Manager and Kathy Geist, T-CC Manager. Also present were Haley Wooten, Office Assistant at Johns Prairie Facility, and John Calabrese.

ACCEPTANCE OF AGENDA: Moved that the agenda for the July 19, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Neatherlin/Moore. Motion carried.**

RECOGNITION: Haley Wooten, Office Assistant and Volunteer Driver Coordinator, was introduced by Christina Fremont and credited for an audit with no findings or corrective action to be taken and that MTA's volunteer driver program was considered a "lead" provider and serves as a good example of a well-run volunteer driver program.

PUBLIC COMMENT – None.

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 June 21, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of June, 2016 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payment of June 18 through July 15, 2016, financial obligations on checks #28488 through #28607, as presented for a total of \$542,410.97.

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

REGULAR AGENDA

UNFINISHED BUSINESS

1. **GCB1949 CAPCONST Project 110, Roof Replacement** – Marshall Krier, Maintenance & Facilities Manager spoke of the process that led to the contract and resolution brought before the Board for consideration. **Moved** that the Mason Transit Authority (1) award the winning bid to General Mechanical of Tacoma, Washington, for the roof replacement for Buildings #1 and #2 of the Johns Prairie facility in an amount not to exceed the budget amount of \$244,111 and (2) approve Resolution No. 2016-18 authorizing the General Manager to sign and execute the contract between General Mechanical of Tacoma, WA and Mason Transit Authority. **Moore/Neatherlin. Motion carried.**
2. **Van Grant Quarterly Report** – Danette Brannin, General Manager, indicated that this informational item was provided to keep the Board apprised as to how the van grant recipients were using the vehicles that were awarded. This month's reporting information was received from Hood Canal Salmon Enhancement Group and Hood Canal Food Bank.

NEW BUSINESS

1. **Belfair Parking Lot Sign** – Danette Brannin, General Manager, described that she had been approached to purchase a wayfinding sign for the temporary parking lot in Belfair and that it would be one of the first in thematic wayfinding signs for that community. Once built, the sign may not be able to be used at the permanent park and ride because the sign will say "parking lot" and not "park and ride". **Moved** that the Mason Transit Authority Board approve the General Manager to purchase a wayfinding sign for the Belfair Parking Lot. **Neatherlin/Pogreba. Motion carried.**
2. **Upcoming Public Hearings** – Mike Ringgenberg, Operations Manager, described the route changes and Mike Oliver, Development Manager, described the Transportation Development Plan ("TDP") and the benefit of holding the public hearings for both at the same time to reduce the number of hearings for the public to attend.

TEAM UPDATES – No comment.

GENERAL MANAGER'S REPORT – Danette Brannin supplied a copy of the 2015 Risk Profile that was prepared by WSTIP and explained the content within the profile. She also reported that she was attending to succession planning with Rikki Johnson's plan to retire in May, 2017. She and Ms. Johnson are assigning some of the responsibilities of the Human Resources Manager to other people within MTA where that reassignment makes sense as well as consideration of combining the roles of Finance and Human Resources Manager into one. (*Ginger Seslar left the room at 5:02 p.m. and returned at 5:05 p.m.*)

Danette Brannin discussed the upcoming budget process for 2017 and asked for board member participation in workshops. Commissioner Neatherlin and Don Pogreba each volunteered to participate in the budget workshops.

COMMENTS BY BOARD MEMBERS

Tracy Moore – Gave a report about the interesting information she gained by attending the CTAA Expo 2016 Conference.

Randy Neatherlin – shared that West Sound Alliance has a project that may be coming as they work to improve traffic flow. He said that those with QFC are happy with the opening of the temporary parking lot. He also praised Danette for her foresight in succession planning with Rikki Johnson's upcoming retirement, as well as her willingness to listen, be open to ideas and demonstrates great leadership.

PUBLIC COMMENT– No comment.

Moved that the meeting be adjourned. **Neatherlin/Pogreba. Motion carried.**

ADJOURN 5:20 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
August 16, 2016 at 4:00 p.m.
North Mason School District
Board Room
71 East Campus Drive
Belfair, WA