



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of June, 2018, were approved by the Mason Transit Authority Board, by motion, on this 17th day of July, 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: July 17, 2018

**Mason Transit Authority
Minutes of the Regular Board Meeting
June 19, 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; John Campbell, Terri Drexler, Randy Neatherlin, Deb Petersen, Don Pogreba (arrived at 4:20 p.m. – see additional notation*) and Sandy Tarzwell. **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin, Vice Chair; and Kevin Dorcy.

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; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; and Kathy Geist, Outreach-Transit Planner. Also present, John Piety (MCTAB).

ACCEPTANCE OF AGENDA: Danette Brannin, General Manager, requested that New Business Item No. 3 for the Van Grant Recipient be moved to be the first Unfinished Business Item No. 1. **Moved** that the agenda for the June 19, 2018 Mason Transit Authority (MTA) regular board meeting be amended to reflect that New Business Item No. 3 be moved to Unfinished Business Item No. 1 be accepted and approved. **Neatherlin/Campbell. Motion carried.**

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 May 15, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of May, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 11, 2018 through June 13, 2018 financial obligations on checks #31389 through #31515, as presented for a total of \$756,991.28.

Drexler/Tarzwell. Motion carried.

Prior to starting business, Danette Brannin, General Manager, introduced Ernie Corona to the Authority Board as its new Operations Supervisor to succeed retiring supervisor Ray Rothrock.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Van Grant Recipient** – Ms. Brannin, General Manager, indicated that following the Board's previous action to surplus Van#7620, the Mason County Senior Activities Association (MCSAA) had submitted an Application for Surplus Vehicles. MCSAA meets all the criteria for the van grant program. **Moved** that the Mason Transit Authority Board authorize the General Manager to execute the Agreement relating to the Exchange of Vehicle for Transit Related Services between MTA and Mason County Senior Activities Association. **Drexler/Neatherlin. Motion carried.**
2. **Security Matters** – Mike Ringgenberg, Operations Manager, provided the Board with statistics relating to law enforcement activity at the T-CC, including the various reasons law enforcement was present. Ms. Brannin indicated that salary for another employee to be present at the T-CC had been provided in the approved budget. The job description and requirements are being developed and this position will not include a CDL component. At times of driver shortages, the lead drivers and supervisors that are usually present at the T-CC, are called to drive vehicles to ensure continued service. Ms. Brannin also indicated that the current presence of the lead drivers has been a great benefit.

[*Board member Pogreba arrived at 4:20 p.m.]

NEW BUSINESS

1. **Interagency Agreement with Department of Enterprise Services (DES)** – Ms. Brannin described to the Board the benefit of entering into the Interagency Agreement with the DES for the purpose of surplus equipment and obtaining a fair and equitable value for equipment and other MTA items. The auction company used for selling vehicles, while beneficial for vehicles, is not the best platform for selling equipment and other items of MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-08 and the attached Interagency Agreement with Department of Enterprise Services for the purpose of providing Surplus Operations Services. **Campbell/Petersen. Motion carried.**
2. **Grant Applications to WSDOT** – Ms. Brannin described the Regional Mobility Grant program of the WSDOT and that she had been told that replacement of the two worker/driver buses that are beyond their useful life and needing repairs would qualify under the grant. If the grant is awarded, MTA would need to provide \$220,000 of local funds, which it currently has in reserves. Ms. Brannin is seeking approval from the Board to submit the grant application. **Moved** that the Mason Transit Authority Board authorize the General Manager to sign and submit an application for two 40' coaches to the Washington State Department of Transportation for the 2019-2021 Regional Mobility Grant program. **Drexler/Pogreba. Motion carried.**
3. **Proposal to Cancel August Board Meeting** – The Washington State Public Transportation Conference will be held in Kennewick and is scheduled for the same week as the MTA Authority Board meeting. Since the Mason Transit Authority Management

team will be attending this conference and the items to be considered are light, Ms. Brannin suggested that the regularly scheduled meeting be cancelled or, if the Board preferred to have the meeting, she could attend by phone from Kennewick. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-09 approving the cancellation of the regularly scheduled August 21, 2018 Mason Transit Authority Board meeting. **Neatherlin/Campbell. Motion carried.**

4. **Transit Development Plan (TDP) – First view** – Ms. Brannin described the TDP and that this was the first Board viewing. Submitting the final TDP to WSDOT is due in September prior to the September MTA Authority Board meeting. Since the August meeting is now cancelled, Ms. Brannin will bring the TDP to the MTA Authority Board for final review and consideration for approval at the July meeting. She also discussed the content within the TDP as well as answered questions from the Board.

INFORMATIONAL UPDATES –

Ms. Brannin provided the Board with an update and general overview of the park and ride projects and management reports.

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

COMMENTS BY BOARD MEMBERS –

Board member Campbell mentioned an article relating to transit that he requested the Clerk forward to the Board members.

Board member Neatherlin praised Ms. Brannin’s work not only at MTA, but also as a leader in other organizations and committees which, as a result, compliments MTA.

PUBLIC COMMENT – **John Piety** requested that MTA continue to reach out to invite the public concerning future developments and he highly encourages public participation with people to serve on committees. John stated “Board meetings are fun.”

Ms. Brannin responded that MTA has continued to reach out to the public in various formats to receive input from the public it serves.

Ms. Brannin complimented the Operations team for the responsiveness during the Shelton road construction. She also indicated there was an accident recently and that the bus has been declared a total by WSTIP. It is 11 years old and depending on the costs, MTA may determine to fix the bus. Additionally, all of the drivers are being trained to be a part of the “Busing on the Lookout” program. One transit agency was able to stop a couple of instances of human trafficking simply by the training and being on the lookout.

EXECUTIVE SESSION – The Board Chair announced that the meeting was in Executive Session at 4:56 p.m. to review the performance of a public employee and excused all participants in the meeting except the Board and Board Clerk. The Board Chair also indicated that it may end at 5:11 p.m.

RECONVENED REGULAR SESSION – The Board Chair announced that the meeting was in regular session at 5:11 p.m. with no action being taken.

Moved that the meeting be adjourned.

ADJOURNED 5:13 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Public Comment Hearing on
Annual Transit Development Plan**

July 10, 2018

5:30-6:30 PM

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

**Mason Transit Authority
Public Comment Hearing on
Annual Transit Development Plan**

July 11, 2018

5:30-6:30 PM

Belfair Timberland Library

Large Meeting Room

23081 State Route 3

Belfair

**Mason Transit Authority
Regular Meeting**

July 17, 2018 at 4:00 p.m.

Mason Transit Authority

Transit-Community Center

601 West Franklin Street

Shelton