



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of June, 2017, were approved by the Mason Transit Authority Board, by motion, on this 18th day of July, 2017.



Terri Drexler, Chair



John Campbell, Vice-Chair

Wes Martin, Authority Member



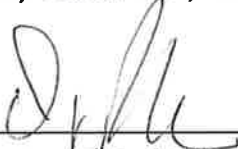
Tracy Moore, Authority Member



Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member



Don Pogreba, Authority Member



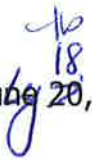
Sandy Tarzwell, Authority Member



Kevin Shutty, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: June 20, 2017


**Mason Transit Authority
Minutes of the Regular Board Meeting
June 20, 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 Jeffreys, Chair; John Campbell, Vice Chair; Randy Neatherlin; Don Pogreba and Kevin Shetty. - **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin, Tracy Moore and Deb Petersen were absent. Ginger Seslar resigned from the Shelton School District board leaving one position vacant on the MTA Board.

Authority Non-voting Board Member Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was 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; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; and Mike Ringgenberg, Operations Manager. Also present were Patrick Holm of SCJ Alliance, Ernie Corona and John Piety.

ACCEPTANCE OF AGENDA: Moved that the agenda for the June 20, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campell/Neatherlin. Motion carried.**

PUBLIC COMMENT – None.

RECOGNITION – Danette Brannin, General Manager, recognized that it had been a year since the Board appointed her to be General Manager. She expressed her appreciation for the support she has received from the Board. Board member Randy Neatherlin commented that while attending the recent "Health, Transit & Power" luncheon at Mason General Hospital, he recognized that Ms. Brannin had earned her way to the position. Board member John Campbell commented that he felt doubly fortunate to work for two governmental agencies that were good for the communities. Board Chair, Terri Jeffreys, said that Ms. Brannin had done phenomenal work while dealing with some tough issues; as well as Ms. Brannin giving extra attention to the fiscal issues while balancing managerial responsibilities. Not everyone can do both well and in combination.

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 16, 2017.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of May, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 12, 2017 through June 15, 2017, financial obligations on checks #29777 through #30010, as presented for a total of \$855,484.34.
4. **Moved** that the Mason Transit Authority Board approves the sale of the van to the City of Shelton as an intergovernmental disposition under the terms and as identified in the attached Bill of Sale.

Campbell/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Property Purchase in Belfair** – Ms. Brannin apprised the Board that details of the Agreement for Acquisition of Real Property and Associated Rights (the "Agreement") were still being discussed between Robert Johnson, MTA legal counsel and Mr. Overton's legal counsel. Ms. Brannin gave a presentation to provide a more thorough understanding of how the price of \$2.25 per sq. ft. was determined as well as the risks of MTA assuming the waterline project versus Mr. Overton. Patrick Holm of SCJ Alliance also provided information and answered questions posed by Board members. No action was taken at this time.

NEW BUSINESS

1. **Service Review Consultant** – Ms. Brannin described the need of having an experienced outside consultant to review the entire MTA service structure. While the service review committee and management have had good ideas, MTA lacks some of the expertise and experience in overall service planning. Service consultants that have worked with other transit agencies have developed online interactive tools for citizens to assist in route development. Ms. Brannin expressed that while engaging current riders is helpful, it does not reach out to the pockets of underserved citizens or build up ridership. **Moved** that the Mason Transit Authority Board authorizes the General Manager to proceed with the Request for Proposal process of seeking a consulting firm to conduct an overall review of MTA's current service and route structure. **Neatherlin/Shutty. Motion carried.** Additionally, the Board wants to have an opportunity to review the submitted Requests for Proposal for any possible modifications, such as training, etc., to any proposed plans.
2. **MTA Park and Ride Facilities Usage Process and Procedures for Private Transportation Providers** – Mike Oliver, Development Manager, reported to the Board the need for the process and procedure for private transportation providers to apply for the use of park and ride facilities that are owned or operated by the transit agency. **Moved** that the Mason Transit Authority Board approve Resolution 2017-13 adopting the Park and Ride Lot Process and Procedure for use by Private Transportation Providers per RCW 47.04.290. **Shutty/Pogreba. Motion carried.**
3. **Automated Fueling** – Marshall Krier, Maintenance and Facilities Manager, reviewed with the Board the events that led to the need for the purchase of an automated fueling system, as well as the cost benefits of having such a system. **Moved** that the Mason Transit

Authority Board approve the purchase of the Gasboy automated fueling system in the amount of \$24,988.72. **Campbell/Neatherlin. Motion carried.**

INFORMATIONAL UPDATES – Mike Oliver explained that most of the efforts for the past month have been related to the priority of the property purchase. Kathy Geist, T-CC Manager, brought the Board up-to-date concerning the Radich building and parking plaza project.

GENERAL MANAGER'S REPORT – Ms. Brannin described some of her take-aways from attending the Community Transportation Association of America Conference in Detroit, including a session with the Bus Coalition and its efforts to keep those in Washington, DC, informed as to the value of transit.

COMMENTS BY BOARD MEMBERS – The Board Chair liked the progress done on the park and ride. Board member Randy Neatherlin commented that it was nice to have Ernie Corona attend the meeting. Board member John Campbell complimented MTA as being a fine organization.

PUBLIC COMMENT – None.

EXECUTIVE SESSION:

The Chair announced the meeting was in Executive Session at 5:25 p.m. The executive session was being held pursuant to RCW 42.30.110(1)(i) relating to a potential litigation. The Chair excused all from the room except Board members, General Manager Danette Brannin, T-CC Manager Kathy Geist and Rob Johnson, legal counsel. The Chair announced that the executive session would conclude at 5:30 p.m. (5 minutes).

RECONVENED REGULAR SESSION:

The Chair announced the meeting was in regular session at 5:34 p.m. and that no action would be taken.

Moved that the meeting be adjourned.

ADJOURNED 5:35 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, July 18, 2017 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton