




The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of June, 2016, were approved by the Mason Transit Authority Board, by motion, on this 19th day of July, 2016.



Terri Jeffreys, 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



Ginger Seslar, Authority Member

Tim Sheldon, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 7/19/2016

**Mason Transit Authority
Minutes of the Regular Board
Meeting June 21, 2016
Fire Hall Conference Room,
331 North Finch Creek Road
Hoodsport, Washington**



CALL TO ORDER: 4:00 p.m.

OPENING PROTOCOL

Authority Voting Board Members Present: John Campbell, Vice Chair, presiding during roll call; Wes Martin; Deb Petersen; Don Pogreba and Ginger Seslar. – **Quorum met.** (Terri Jeffreys arrived at 4:04 following roll call and Randy Neatherlin arrived at 4:10 p.m. following roll call and approving consent agenda.)

Authority Voting Board Members Not Present: Tracy Moore and Tim Sheldon were absent.

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

Others Present: Rob Johnson, Legal Counsel; Tracy Becht, Clerk of the Board; Mike Oliver, Development Manager; Rikki Johnson, Human Resources Manager; and Marshall Krier, Maintenance and Facilities Manager. Also present were Jody Rosier, Community Development Office Director, Skokomish Indian Tribe and John Piety, Mason County Transit Advisory Board (MCTAB) member.

ACCEPTANCE OF AGENDA: Moved that the agenda for the June 21, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Petersen/Martin. Motion carried.**

PUBLIC COMMENT – John Piety expressed appreciation for the opportunity to sit in on a Service Review Committee meeting which he found interesting and a great learning opportunity relating to transit.

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 17, 2016, and special meeting of May 26, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of May, 2016 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payment of May 13 through June 17, 2016, financial obligations on checks #28331 through #28487, as presented for a total of \$748,002.87.

Moved to approve consent agenda items 1 through 3. **Petersen/Campbell. Motion carried.**

REGULAR AGENDA

UNFINISHED BUSINESS

- 1. Temporary Parking Area in Belfair** – Mike Oliver, Development Manager, spoke of most recent improvements and that it will be ready for use on July 1, 2016. A ribbon cutting ceremony was suggested and Mike indicated he would get started on it right away. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-16 and the Lease Agreement between Northridge Properties, LLC, and Mason Transit Authority and approve and authorize the execution of the Agreement effective July 1, 2016 by the Acting General Manager. **Neatherlin/Campbell. Motion carried.**
- 2. Amended Memorandum of Understanding with Skokomish Indian Tribe** – Mike Oliver, Development Manager, introduced Jody Rosier and together they provided information concerning the increased amount to be received by MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-17 authorizing the Acting General Manager to execute the 2016 Amended Memorandum of Understanding with the Skokomish Indian Tribe in the new total amount of \$103,058.00 to be received in calendar year 2016 for the continued operation of the Skokomish Pilot service. **Martin/Petersen Motion carried.**

NEW BUSINESS

- 1. Skokomish Pilot Route Service** – Mike Oliver, Development Manager, discussed the need for and benefits of bringing the Skokomish Pilot Route Service into the fixed route service inventory. **Moved** that the Mason Transit Authority Board approve bringing the Skokomish Pilot Route Service into MTA's fixed route service inventory and adding the cost of the operation to the 2017 budget and beyond for continued and uninterrupted service to users in the Skokomish Reservation and Lake Cushman service area. **Neatherlin/Seslar. Motion carried.**
- 2. MTA "Special Event Service" Policy and Approval Policy** – Mike Oliver, Development Manager, described recent questions asked of Commissioner Neatherlin from the public. Mike described restrictions, consequences and current process. Commissioner Neatherlin would like to see timeframes so that the event arrangers can be notified how far in advance they need to submit request to MTA. Mike Oliver also suggested that a budget item could be included for these kinds of services, as well as determine criteria and thresholds to determine when MTA staff should present a request to the Board. The current version of the Special Event Policy will be reviewed by the Policy team and an updated policy will be brought to the Board at a future meeting.
- 3. Mason Transit Authority Park and Ride Workgroup Participant** – Board members John Campbell and Randy Neatherlin expressed a desire to be a participant in this workgroup. **Moved** that John Campbell and Randy Neatherlin will serve as volunteer members of the workgroup for the park and ride project to assist the project team and provide needed input from a board perspective. **Campbell/Seslar. Motion carried.**

4. General Manager – Selection Process – The Chair introduced the subject and a hand-out prepared by Danette Brannin was distributed to all at the meeting. The Chair announced in open session the purpose of the executive session was to discuss the performance of a public employee. (RCW 42.30.110(1)(g)). The Chair also reminded the participants that the discussions are confidential.

EXECUTIVE SESSION:

The Chair announced the meeting was in executive session at 4:47 p.m. The Chair excused all except board members from the room. The Chair announced that the executive session would conclude at 5:07 p.m. (15 minutes). At 5:07 p.m., the Chair announced that the conclusion of the executive session would be at 5:12 p.m. (5 minutes). At 5:12 p.m., the executive session was concluded.

RECONVENED REGULAR SESSION:

Moved to extend an offer of permanent at will employment to Danette Brannin as General Manager with annual salary in the amount of \$90,000 and standard management benefit package with the probationary period waived. **Neatherlin/Campbell. Motion carried.**

TEAM UPDATES – No comment.

GENERAL MANAGER’S REPORT – *Included as part of the board packet as the General Manager was attending a conference.*

COMMENTS BY BOARD MEMBERS

Randy Neatherlin – Expressed thanks for the positive impact of the parking area for Belfair and that it demonstrates to the public that MTA cares about Belfair. *Terri Jeffreys* suggested that there be a ribbon cutting ceremony at the parking area and *John Campbell* agreed. Board member Randy Neatherlin also suggested that since MTA is already going to have a booth at the Allyn Days, that the booth be located where the bus drops off riders so that they can be informed about the changes in connection with the new parking area by having the rider and user alerts and modified routes.

Terri Jeffreys – Also expressed appreciation for the new parking area and would like to see the area become a park and shop or town square.

John Campbell – Complimented Board member Randy Neatherlin for taking the bull by the horns and making the parking area happen.

PUBLIC COMMENT – No comment.

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

ADJOURN 5:35 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**

*July 19, 2016 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton*