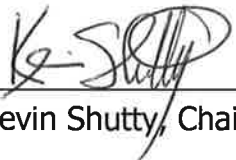




The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of March, 2018, were approved by the Mason Transit Authority Board, by motion, on this 17th day of April, 2018.



Kevin Shutty, Chair




Wes Martin, Vice-Chair

John Campbell, Authority Member



Kevin Dorcy, Authority Member

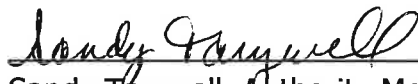


Terri Drexler, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member



Sandy Tarzwell, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: April 17, 2018

**Mason Transit Authority
Minutes of the Regular Board Meeting
March 20, 2018
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:01 p.m.

Authority Voting Board Members Present: Kevin Shutty, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Terri Drexler, Randy Neatherlin, Deb Petersen, Don Pogreba and Sandy Tarzwell. **Quorum met.**

Authority Voting Board Members Not Present: [All Present]

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

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present, John Piety (MCTAB).

ACCEPTANCE OF AGENDA: Moved that the agenda for the March 20, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Martin/Tarzwell. 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 February 20, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of February, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 16, 2018 through March 14, 2018, financial obligations on checks #31022 through #31138, as presented for a total of \$681,969.54.

Drexler/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Annual Review Process of Performance of General Manager** – Board member Drexler updated the Board to announce that Board members Martin and Petersen have agreed to serve on the subcommittee. Efforts are ongoing to develop the tools and documents to carry out the review.
2. **Park and Ride Discussion** – General Manager Danette Brannin presented to the Board the intersection control options proposed by SCJ Alliance as well as the comments that were received by MTA from the public at the March 7, 2018 in Belfair. Ultimately, WSDOT will make the final decision, but MTA and SCJ Alliance want to provide WSDOT with the various concerns provided by the citizens that attended the open house. Additionally, Ms. Brannin sought guidance from the Board as to whether or not MTA should expand the building at the Belfair park and ride by approximately 1,500 sq. ft. There have been concerns voiced by citizens concerning the space competing with commercial real estate agencies in Belfair. Ms. Brannin clarified that it was not to be for commercial real estate, but to possibly partner with another governmental entity such as Mason County. It was **moved** that the General Manager is approved to provide a plan for the Board to consider with the potential of additional office space to lease.
Drexler/Petersen. Motion carried.

Ms. Brannin will bring back cost amounts regarding the space for consideration by the Board. Ms. Brannin was also looking for direction by the Board on whether or not the Park and Ride should be delayed until the by-pass project is nearly complete to see how the traffic control will mesh with the by-pass project. Board members expressed that they do not want to delay the traffic control decision or park and ride project based on the by-pass project and to proceed.

NEW BUSINESS

1. **2018 Certifications and Assurances** – Ms. Brannin explained to the Board that the Federal Transit Administration (FTA) requires that MTA complete the fiscal Certifications and Assurances acknowledging and certifying that MTA will comply with all federal statutes, regulations, executive orders and administrative requirements applicable to applications made to and grants received from WSDOT. She further indicated that this is a requirement that comes before the Board on an annual basis. **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2018 Certifications and Assurances to acknowledge compliance as required.
Drexler/Campbell. Motion carried.
2. **T-CC Rate Updates** – Administrative Services Manager, LeeAnn McNulty, described the changes and rationale for the proposed rates changes. Board member Tarzwell inquired about all-day rates. Ms. Brannin indicated that staff would need time to evaluate all day costs and will bring back a new proposal. It was **moved** that the T-CC Rate Update and Resolution No. 2018-02 would be tabled until the April 17, 2018 Board meeting.
Neatherlin/Martin. Motion carried.
3. **Intergovernmental Agreement with Timberland Regional Library** – Ms. Brannin shared with the Board that MTA would like to partner with Timberland Regional Library to provide riders with increased convenience and ability to purchase passes. She indicated that Intercity and Grays Harbor Transit agencies have partnered with TRL on this program with success. **Moved** that the Mason Transit Authority Board approve the Intergovernmental Agreement between Mason Transit Authority and Timberland Regional Library for the purpose of selling Mason Transit Authority bus passes and approve

Resolution No. 2018-03 authorizing the General Manager to sign the Intergovernmental Agreement. **Neatherlin/Petersen. Motion carried.**

4. **Drug and Alcohol Policy Update** – Ms. McNulty explained that as a result of her recent attendance at a very informative USDOT drug and alcohol training she found that the Drug and Alcohol Policy needed to be changed, which are reflected in the track changes version. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-04 and the attached Policy for Drug and Alcohol for the purposes of MTA business. **Campbell/Petersen. Motion carried.**

INFORMATIONAL UPDATES –

Ms. Brannin mentioned that Nelson/Nygaard will be making a presentation to the Board at its April meeting relating to the results of the questionnaires/surveys of riders. The non-rider survey is anticipated to be conducted in May. Ms. Brannin commended Ms. McNulty and Mr. Ringgenberg for completing and submitting the FTA – National Transit Database (NTD) report with accuracy and one month early.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additional updates to the report.

COMMENTS BY BOARD MEMBERS – Board member Tarzwell expressed excitement about the Interlocal Agreement with Timberland Regional Library.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:53 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting**
*April 17, 2018 at 4:00 p.m.
Port of Allyn
Conference Room (Lower level)
18560 East SR 3
Allyn*