



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of March, 2017, were approved by the Mason Transit Authority Board, by motion, on this 18th day of April, 2017.



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



Kevin Shutty, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: April 18, 2017

**Mason Transit Authority
Minutes of the Regular Board Meeting
March 21, 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; Wes Martin; Randy Neatherlin; Deb Petersen; Don Pogreba and Kevin Shutty. - **Quorum met.**

Authority Voting Board Members Not Present: Tracy Moore and Ginger Seslar were absent.

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; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Mike Oliver, Development Manager; Mike Ringgenberg, Operations Manager and Kathy Geist, T-CC Manager. Also present were Shelly Willis, John Piety and Ernie Corona.

ACCEPTANCE OF AGENDA: Moved that the agenda for the March 21, 2017 Mason Transit Authority (MTA) regular board meeting be amended to change the order of the Recognition items, in the following order: Shelly Willis, Letter of Appreciation of MTA Drivers and Rikki Johnson, HR Manager. **Petersen/Campbell. Motion carried.**

RECOGNITION

- Shelly Willis, Executive Director, Family Education and Support Services (FESS), tenant at Transit-Community Center. Ms. Willis described how FESS serves five counties with more than 10 programs to assist families.
- MTA had received a thank you letter from MTA rider, Charles (Chuck) Orthmann in recognition of Driver Appreciation Day and MTA drivers. General Manager, Danette Brannin, expressed her appreciation for Mr. Orthmann's praise of the MTA drivers and wanted to share it with the Authority Board.
- General Manager, Danette Brannin, informed the Board that Rikki Johnson, Human Resources Manager, would be retiring on April 14, two weeks earlier than originally planned. Board Chair, Terri Jeffreys, presented Ms. Johnson with a card and flowers from the Board and thanked Ms. Johnson for her professionalism, establishing protocols and policies. Several other board members expressed their gratitude and stated she is leaving MTA as a better place than when she arrived by the important work she has done and her valuable role at MTA.

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 21, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of February, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 19, 2017 through March 18, 2017, financial obligations on checks #29526 through #29651, as presented for a total of \$530,967.49.

Neatherlin/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Gillig Bus Purchase Update** – General Manager, Danette Brannin, spoke to the Board regarding the increased costs since the previous approval on November 15, 2015 and how the costs will be paid. **Moved** that Mason Transit Authority Board of Directors approve the increase of costs of \$19,278 in connection with the three (3) 35' Gillig low floor buses under the Regional Mobility Grant contract previously approved on November 17, 2015 and which will be to be paid from local funds. **Petersen/Campbell. Motion carried.**
2. **Determination of Future of Radich Building** – Kathy Geist, T-CC Manager, apprised the Board that she had not yet heard from the Department of Ecology concerning the soils under the Radich building. She has also explored various options relating to the building. Staff would like to have clear Board direction as to whether they should continue to explore other options or raze the building. Board members inquired as to how many stalls are lost as a result of keeping the building and Ms. Geist responded that the parking plaza would lose three stalls. **Moved** that the Mason Transit Authority Board authorizes the General Manager to direct Kathy Geist, T-CC Manager, to call for proposals for renting the Radich Building. **Petersen/Neatherlin. Motion carried.**

NEW BUSINESS

1. **Move settlement account from Bank of America to Columbia State Bank** – LeeAnn McNulty, Finance Manager, described the benefits of support and monthly service cost savings to MTA by moving the settlement account from Bank of America to Columbia State Bank. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-05 authorizing (a) the settlement account in which funds transferred to cover the cost of payroll and related taxes be moved from Bank of America to Columbia State Bank and (b) the General Manager to sign necessary documents to accomplish same. **Neatherlin/Pogreba. Motion carried.**
2. **Update authorized signers on Mason County Treasurer Depository Account** – LeeAnn McNulty described to the Board that with Ms. Johnson retiring, the Finance and HR Manager positions have been combined into one. This necessitates an alternative staff

member to be authorized to sign checks. **Moved** that the Mason Transit Authority Board of Directors approve Resolution No. 2017-06 designating Tracy Becht, Executive Assistant, as the alternate signatory officer on the Mason County Treasurer Depository Account held at Columbia State Bank to be effective April 1, 2017. **Petersen/Campbell. Motion carried.**

- 3. Summer Youth Pass Program** – Danette Brannin, General Manager, informed the Board that this is a new Interlocal Agreement for a program that has been approved by the Board previously. The term of this Interlocal Agreement will be for 2017-2019. This program is beneficial to the youth during the summer as they are able to travel between five counties using one pass. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-07 authorizing the General Manager to sign the Interlocal Agreement relating to the Summer Youth Pass Program. **Neatherlin/Petersen. Motion carried.**

INFORMATIONAL UPDATES – Mike Oliver updated the Board in connection with meetings with SCJ and WSDOT and preliminary discussions with property owner, Mr. Overton.

GENERAL MANAGER'S REPORT – General Manager Danette Brannin submitted her report as a part of the packet, as well as a status report of 2017 Work Items. She also spoke with the Board concerning her first Community Conversations meetings with one being held at the T-CC in the morning and another in Belfair in the early afternoon. She was pleased that six attended the meeting at the T-CC.

COMMENTS BY BOARD MEMBERS – None.

PUBLIC COMMENT – None.

EXECUTIVE SESSION:

The Chair announced the meeting was in Executive Session at 5:05 p.m. The Chair excused all from the room except Board members, Legal Counsel Robert Johnson and General Manager Danette Brannin. The Chair announced that the executive session would conclude at 5:15 p.m. (10 minutes). At 5:15 p.m., the Chair announced that the conclusion of the executive session would be at 5:25 p.m. (10 minutes). At 5:25 p.m., the Chair announced the executive session would conclude at 5:25 p.m. (5 minutes).

RECONVENED REGULAR SESSION:

The Chair announced the meeting was in regular session at 5:31 p.m. with no action having been taken.

Moved that the meeting be adjourned.

ADJOURNED 5:32 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, April 18, 2017 at 4:00 p.m.
Port of Allyn
18560 E SR 3, Allyn