

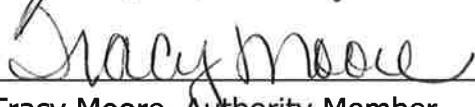


The attached minutes of the Mason Transit Authority regular meeting held on the 15<sup>th</sup> day of November, 2016, were approved by the Mason Transit Authority Board, by motion, on this 20<sup>th</sup> day of December, 2016.

  
\_\_\_\_\_  
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: 12/20/16

**Mason Transit Authority  
Minutes of the Regular Board  
Meeting November 15, 2016  
Mason County Fire District 6  
50 East Seattle Street  
Union**



*(The Recognition portion of the agenda commenced at 4:15 pm and occurred prior to the call to order as there was not yet a quorum.)*

**RECOGNITION** – Alicia Ferris, Clinical Director of Community Youth Services, tenant at T-CC. Alicia described to the Board how Community Youth Services has been rapidly expanding in recent years, its presence in Mason County and Transitional Aged Youth Program.

**CALL TO ORDER:** 4:35 p.m.

**OPENING PROTOCOL**

**Authority Voting Board Members Present:** John Campbell, Vice Chair; Tracy Moore, Deb Petersen, Ginger Seslar and Don Pogreba. - **Quorum met.**

**Authority Voting Board Members Not Present:** Terri Jeffreys, Chair (*arrived at 4:45 pm*); Wes Martin; Randy Neatherlin (*phoned in at 5:35 pm*) and Tim Sheldon were absent.

**Authority Non-voting Board Member Not Present:** Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was absent.

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; and Kathy Geist, T-CC Manager. Also present were Haley Wooten, John Piety and Ernie Corona.

**ACCEPTANCE OF AGENDA:** **Moved** that the agenda for the November 15, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Petersen/Pogreba. Motion carried.**

**CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meetings of September 20, 2016 and October 18, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for each of the periods of September, 2016 and October, 2016, as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments as follows:

- a. September 14 through October 14, 2016, financial obligations on checks #28833 through #28964, as presented for a total of \$510,818.67; and
- b. October 15 through November 14, 2016, on checks #28965 through #29087, as presented for a total of \$673,767.28.

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

**PUBLIC COMMENT** – None.

*(Board member Tracy Moore left meeting at 4:49 pm, returned 4:50 pm.)*

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Proposed Final of 2017 Budget** – LeeAnn McNulty, Finance Manager, described the updates since the last meeting, including staff position adjustments and that Management staff will receive two additional Personal Leave days in lieu of a wage increase for 2017. Following additional comments by the General Manager and staff, Board member Deborah Petersen **moved** that the Mason Transit Authority Board approve Resolution No. 2016-27, adopting the 2017 Budget with total resources of \$17,565,744, and total utilization of resources of \$17,565,744, with the number of Personal Leave days for the Management Staff to be increased from an additional 2 days to an additional 3 days and to be used during 2017. **Petersen/Campbell. Motion carried.**
2. **Advisory Board Principles Policy** – Danette Brannin, General Manager, indicated that no changes had been made to the policy since it was brought before the Board in October. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-28 that approves and establishes the Advisory Board Principles Policy. **Moore/Seslar. Motion carried.**
3. **Telecare Lease Terms** – Kathy Geist, T-CC Manager, indicated that the form of lease was the standard lease and that she was seeking Board approval of the terms. The Telecare legal counsel is making small adjustments to the lease, but no changes to the terms of the lease. **Moved** that the Mason Transit Authority Board approve the terms as set forth on page 1 of the attached form of lease between Mason Transit Authority and Telecare Corporation and authorize the General Manager to sign the Lease. **Campbell/Pogreba. Motion carried.**

*(Board member Ginger Seslar left meeting at 5:20 pm, returned at 5:24 pm, then again at 5:35 pm until 5:38 pm. Board member Randy Neatherlin phoned in at 5:35 pm and participated in remaining meeting on speaker phone.)*

4. **Draft 2017 MTA Regular Board Meeting Calendar** – Clerk of the Board, Tracy Becht, indicated she was looking for guidance from Board as to locations of meetings for 2017. She indicated that the purpose of having at various locations within Mason County was to make it more available to the public. However, during 2016, when holding the meetings at remote locations, there has been very little, if any, public attendance. At the October meeting, the Board Chair wished to hear from the North Mason Board members. After further discussion, the General Manager offered to bring a couple of proposals to the Board to be voted on at

the December 20 meeting.

## **NEW BUSINESS**

- 1. Digital Radios** – Marshall Krier, Maintenance & Facilities Manager, and Mike Ringgenberg, Operations Manager, commented on the need for the digital radios and limitations of the analog radios. **Moved** that the Mason Transit Authority Board approves the purchase of digital radios for use in our fleet. **Pogreba/Campbell. Motion carried.**
- 2. Surplus of Three Cutaways** – Marshall Krier, Maintenance & Facilities Manager, indicated that the three identified cutaways had exceeded their life cycles. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-29 authorizing the disposal of vehicles 513, 515 and 516. **Petersen/Pogreba. Motion carried.**
- 3. Appointment of New Deputy Clerk** – The previously appointed Deputy Clerk is no longer employed by MTA making it necessary to appoint a new Deputy Clerk. Danette Brannin, General Manager, indicated that Haley Wooten is best suited for the appointment as a part of succession planning. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-30 providing for the appointment of Haley Wooten as Deputy Clerk of the Authority. **Petersen/Campbell. Motion carried.**
- 4. Interlocal Agreement between Mason County Public Utility District No. 3 and MTA for Electric Charging Stations** – Kathy Geist, T-CC Manager indicated that PUD No. 3 had approached MTA to see if electrical charging stations could be installed in the parking plaza as there is a gap between Olympia and Sequim for electric vehicles to charge. The Interlocal Agreement details the responsibilities of each party. **Moved** that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and Mason County Public Utility District No. 3 for electrical charging stations and approve Resolution No. 2016-31 authorizing the General Manager to sign the Interlocal Agreement. **Seslar/Campbell. Motion carried.**

*(Board member John Campbell departed for the remainder of the meeting. Quorum still intact.)*

- 5. Performance Counseling Policy** – Rikki Johnson, Human Resources Manager, indicated that this policy and the performance counseling form provide for a structured and progressive action process to correct and restore positive work habits. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-32 that approves and establishes POL-304 Performance Counseling Policy. **Petersen/Moore. Motion carried.**

*(Board member Don Pogreba left meeting at 6:04 pm and returned 6:05 pm. Quorum still intact.)*

**GENERAL MANAGER'S REPORT** – Danette Brannin spoke on the following topics: (1) Radich Building discussions still underway with City of Shelton (2) Park and Ride workgroup is hoping to have property recommendations narrowed down and submitted to the Board by the first of 2017; (3) Planning All-Staff Meeting for January 29, 2017; (4) Described vision of new outreach position to be more connected to community; (5) Kudos to LeeAnn for her detailed work on the 2017 Budget; (6) Board Clerk was appointed as a Director on the WAPRO Board of Directors; (7) Commended Staff for the excellent job they did in 2016; (8) Reported her appointment to the Economic Development Board; (9) HOPE Garden will be displaying nutritional information in the buses; and (10) Gave a presentation at the Shelton Kiwanis lunch-time meeting.

**COMMENTS BY BOARD MEMBERS** – Board Chair, Terri Jeffreys, commended partnership between Hope Gardens and Mason Transit Authority, with nutritional signs displayed in MTA buses.

**PUBLIC COMMENT** – None.

The Chair announced in open session the purpose of the executive session was to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) and reminded the participants that the discussions are confidential.

**EXECUTIVE SESSION** – At 6:15 pm, the Chair announced the meeting was in executive session. The Chair excused everyone from the room, including the Clerk of the Board, so that only the Board members, Legal Counsel (Robert Johnson), General Manager (Danette Brannin) and the Human Resources Manager (Rikki Johnson) remained in the Executive Session. The Chair announced the Executive Session would conclude at 6:25 pm. At 6:25 pm, the Chair announced that the end time would be extended another 5 minutes. At 6:30 pm the Chair announced that the end time would be extended another five minutes. At 6:37 pm the Chair announced the end of the Executive Session and that the meeting was in open regular session.

**RECONVENED REGULAR SESSION:**

The Board Chair announced that no action would be taken.

**Moved** that the meeting be adjourned.

**ADJOURN** 6:40 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Board Meeting**  
*Tuesday, December 20, 2016 at 4:00 p.m.*  
*Transit-Community Center*  
*601 West Franklin Street*  
*Shelton*