



The attached minutes of the Mason Transit Authority regular meeting held on the 17<sup>th</sup> day of October, 2017, were approved by the Mason Transit Authority Board, by motion, on this 21<sup>st</sup> day of November, 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

November 21<sup>st</sup> 2017  
DATE: ~~October 17, 2017~~

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
October 17, 2017  
Port of Allyn  
18560 East State Route 3  
Allyn**



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

**Authority Voting Board Members Present:** Terri Drexler, Chair; John Campbell, Vice Chair; Wes Martin, Tracy Moore; Deb Petersen, Kevin Shutty and Sandy Tarzwell. - **Quorum met.**

**Authority Voting Board Members Not Present:** Don Pogreba was not present. (Randy Neatherlin was not present at roll call, but did arrive at 4:12 p.m.)

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

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Kathy Geist, T-CC Manager; Marshall Krier, Maintenance and Facilities Manager and Mike Ringgenberg, Operations Manager. Also present was John Piety (MCTAB).

**ACCEPTANCE OF AGENDA: Moved** that the agenda for the October 17, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Shutty/Campbell. 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 September 19, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of September, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of September 14, 2017 through October 12, 2017, financial obligations on checks #30408 through #30521, as presented for a total of \$556,831.49.

**Peterson/Campbell. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

- 1. Revised Travel and Travel Reimbursement Policy** – Danette Brannin, General Manager, reported to the Board that LeeAnn McNulty had made further changes to policy after taking into account the comments of the Board at the September 19 Board meeting. Ms. Brannin believed that in its new form, it addressed the Board's concerns. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2017-28 approving the revised Travel and Travel Reimbursement Policy No. 402 attached thereto. **Martin/Campbell. Motion carried.**
- 2. Update on 2018 Budget** – Ms. Brannin brought the Board up-to-date since the September 19 meeting regarding the budget workshop, sources of additional revenue and lower insurance expenses (WSTIP and medical).

(Board member Randy Neatherlin arrived.)

### **NEW BUSINESS**

- 1. Regional Reduced Fare Permit** – Ms. Brannin and Mike Ringgenberg, Operations Manager, described to the Board that this Memorandum of Agreement entered into between many of the Puget Sound region transit agencies is amended from time to time. This amendment relates to the addition of Grays Harbor transit; photo identification requirements; up to \$3 may be charged for permanent, temporary and replacement cards; and clarification regarding majority-rule votes. **Moved** that the Mason Transit Authority Board approve the Memorandum of Agreement in connection with the Regional Reduced Fare Permit and approve Resolution No. 2017-30 that authorizes the General Manager to sign that Agreement. **Campbell/Moore. Motion carried.**
- 2. Purchase of Hand Bus Washer** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board the benefits of the hand bus washer as well as his research on the costs of various other types of bus washers. Mr. Krier estimates that there will be a time savings of 30-45 minutes on each bus, which also translates into savings of water usage. He also spoke of those that currently use the Bitimec unit and its durability, reliability and ease of use. **Moved** that the Mason Transit Authority Board authorize the General Manager to purchase the Bitimic Wash System in an amount not to exceed \$35,900 plus tax. **Petersen/Moore. Motion carried.**
- 3. Interlocal Agreement with Mason County** – Mr. Krier apprised the Board concerning the benefits that MTA and Mason County can provide to each other. The Interlocal Agreement provides for certain services that each will provide to the other. Board member Deb Petersen suggested that since Mason County had two or more listed as contacts and authority, that perhaps MTA should add an additional contact. The Board agreed that Danette Brannin should be added as a second contact person in both Sections 2 and 4 of the Interlocal Agreement and that it should be amended accordingly. **Moved** that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and Mason County for certain work or services; the Agreement should be amended to include Danette Brannin, General Manager, as a second contact and authorizing person for MTA in Sections 2 and 4 of that Agreement; approve Resolution No. 2017-31 and authorize the General Manager to sign the Interlocal Agreement. **Moore/Campbell. Motion carried.**

**4. MTA Board Composition** – The Board Chair provided the Board with background concerning the Board composition review process and current MTA bylaws relating to the current Board composition. The floor was then opened up to voice different perspectives and possibilities to consider at its continued meeting on November 8.

**INFORMATIONAL UPDATES –**

Ms. Brannin updated the Board in connection with the parking lot located behind the T-CC. She indicated that soil testing will be done on October 19 and MTA should receive the results of the testing in a couple of weeks.

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

**COMMENTS BY BOARD MEMBERS –**

Board member John Campbell indicated it was a fine meeting.

Board member Randy Neatherlin mentioned that West Sound Alliance may be interested in some of the current MTA park and ride improvements at the Belfair Park and Ride, such as use of the meeting room and exploring how Kitsap and Mason Transit may be able to complement service to each other.

**PUBLIC COMMENT** – None.

**EXECUTIVE SESSION:**

The Board Chair announced that the meeting was in Executive Session at 5:07 p.m. and excused all participants in the meeting except the Board and General Manager. She also indicated that the Executive Session may end at 5:17 p.m., unless extended. She reminded the remaining participants that the discussions are confidential.

At 5:17 p.m., the Board Chair announced that the Executive Session would be extended an additional five minutes.

**RECONVENED REGULAR SESSION:**

The Chair announced that the meeting was in regular session at 5:24 p.m. with no action being taken.

**Moved** that the meeting be adjourned.

**ADJOURNED** 5:26 p.m.

**UPCOMING MEETINGS**

**Board Composition Review  
of Mason Transit Authority  
Special Meeting**

*September 26, 2017 at 1:00 p.m.*

***(Continued to November 8, 2017 at 12:30 p.m.)***

*Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton*

**Mason Transit Authority  
Public Hearing for 2018 Budget**

*November 16, 2017 at 4:30 p.m.*

*Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton*

**Mason Transit Authority  
Regular Board Meeting**

*Tuesday, November 21, 2017 at 4:00 p.m.*

*Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton*