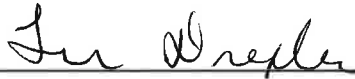




The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of September, 2017, were approved by the Mason Transit Authority Board, by motion, on this 17th day of October, 2017.



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

DATE: October 17, 2017

**Mason Transit Authority
Minutes of the Regular Board Meeting
September 19, 2017
MTA Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:02 p.m.

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

Authority Voting Board Members Not Present: Randy Neatherlin was not present.

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; Robert Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Kathy Geist, T-CC Manager; Marshall Krier, Maintenance and Facilities Manager. Also present were Grace Martin and John Piety (MCTAB).

ACCEPTANCE OF AGENDA: Moved that the agenda for the August 15, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Shutty.**
Motion carried.

PUBLIC COMMENT: None.

RECOGNITION – The Clerk read aloud the letter of appreciation from Mason County. General Manager, Danette Brannin, presented flowers and recognized LeeAnn McNulty and Tracy Becht, for their certifications of SHRM-SCP and WAPRO Certified Public Records Officer, respectively.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 4, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of August 15, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of August, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of August 11, 2017 through September 13, 2017, financial obligations on checks #30260 through #30407, as presented for a total of \$1,257,721.05.

4. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2017-21 amending Resolution No. 2017-11 to correct certain vehicle identification numbers; and that it modify its original motion of May 16, 2017 to state that the van to be provided to Gethsemane Ministries is Van Number 7623.

Shutty/Peterson. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **First Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board that following the approval of the Board at last month's meeting. The Squaxin Island Tribe's auditors requested additional provisions be made to the First Amendment. The requested changes are reflected in the track changes version of the document, including the standard federal clauses to be attached. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-22 authorizing the General Manager to sign the updated First Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015. **Petersen/Pogreba. Motion carried.**

NEW BUSINESS

1. **Consolidated Grant Agreement GCB 2304** – Danette Brannin, General Manager, informed the Board that this First Amendment provides for an additional \$2,500,000 in RMG funds and \$867,000 in multimodal funds and that the required match of 20% funds have been encumbered. **Moved** that the Mason Transit Authority Board approve the First Amendment to Regional Mobility Grant Agreement GCB2304 and approve Resolution No. 2017-23 that authorizes the General Manager to sign that Agreement. **Campbell/Tarzwel. Motion carried.**
2. **Consolidated Grant Agreement GCB2615** – Ms. Brannin described the four capital projects, which includes technology benefits. **Moved** that the Mason Transit Authority Board approve the Capital Equipment and Vehicle Grant Agreement GCB2615 and approve Resolution No. 2017-24 that authorizes the General Manager to sign that Agreement. **Tarzwel/Campbell. Motion carried.**
3. **Petty Cash** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the purpose of this resolution was more of a housekeeping item as a result of the recent audit. Two prior resolutions needed to be rescinded and another amended by this new resolution to be in alignment with the actual needs required at the T-CC and Johns Prairie office. She also explained the functions of the petty cash and locked cash drawers. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-25 reflecting certain changes be made relating to the locked cash boxes and petty cash held at the Johns Prairie and Transit-Community Center locations. **Martin/Shutty. Motion carried.**
4. **Americans with Disabilities Act Policy** – Ms. Brannin relayed to the Board that this policy was being brought to the Board for approval to ensure MTA was in compliance with the Americans with Disabilities Act (ADA). The policy was drafted using a WSDOT template and is required for receiving grant money. **Moved** that the Mason Transit Authority Board

approve and adopt Resolution No. 2017-26 that approves and establishes the Americans with Disabilities Policy No. 504. **Moore/Tarzwell. Motion carried.**

- 5. Title VI Policy** – Ms. Brannin shared with the Board that this policy was being brought to the Board for approval to ensure MTA was in compliance with Title VI of the Civil Rights Act of 1964. The policy was drafted using a WSDOT template and had been approved by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2017-27 that approves and establishes the Title VI Policy No. 203. **Shutty/Pogreba. Motion carried.**
- 6. Revised Travel and Travel Reimbursement Policy** – Ms. McNulty enumerated the various proposed changes and provided examples as to the reasons for making the changes. Members of the Board asked questions and provided feedback. Board member Campbell made the motion that the Mason Transit Authority Board adopt Resolution No. 2017-28 approving the revised Travel and Travel Reimbursement Policy No. 402 attached thereto, there was no second to the motion, motion died. Ms. McNulty will bring back for future consideration a new revised version of POL-402 that integrates the Board feedback.
- 7. Consolidated Grant Agreement GCB 2614** – Ms. Brannin stated that MTA was awarded an operating grant to sustain certain core services. The required match is \$5,774,296 for the period July 1, 2017 through June 30, 2019 and will be budgeted accordingly. **Moved** that the Mason Transit Authority Board approve the Operating Grant Agreement GCB2614 and approve Resolution No. 2017-29 that authorizes the General Manager to sign that Agreement. **Campbell/Petersen. Motion carried.**
- 8. First draft of 2018 Budget** – Ms. McNulty outlined for the Board the various items that comprised the first draft, as well as encouraged Board members to participate in the two workshops that will be held on Wednesday, October 4 and Monday, November 6, both at 1:00 p.m.

INFORMATIONAL UPDATES –

Ms. Brannin informed the Board that the real estate property purchase for the park and ride in Belfair closed, and that the 2017 audit was completed.

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

COMMENTS BY BOARD MEMBERS –

Board member John Campbell suggested that the Board packet should be more prominently displayed on the MTA website.

The Board Chair commented that the County Commission discussed traffic improvements on SR3.

Board member Sandy Tarzwell congratulated Ms. Brannin on all of the completed work.

PUBLIC COMMENT – John Piety, of MCTAB, expressed his desire to be a part of the consultant service review process and that hiring a good consultant will be beneficial. He hopes that others will participate.

Board member Wes Martin commented that he had missed the meeting in which the consultant was approved. He cautioned that it is important to have a good consultant. He has seen instances of consultants being hired but no follow through and then repeating the cycle again.

Moved that the meeting be adjourned.

ADJOURNED 5:50 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**

Tuesday, October 17, 2017 at 4:00 p.m.

*Port of Allyn
18560 E SR 3, Allyn*

**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**

October 12, 2017 at 4:30 p.m.

*Conference Room
790 East Johns Prairie Road
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*