



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of April, 2016, was approved by the Mason Transit Authority Board, by motion, on this 17th day of May, 2016.

Terri Jeffreys, Chair

John Campbell, Vice-Chair

acting 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*
Tracy Becht, Clerk of the Board

DATE: 5/17/2016

**Mason Transit Authority
Minutes of the Regular Board
Meeting April 19, 2016
MTA Transit-Community Center,
601 Franklin Street, Shelton, Washington**



CALL TO ORDER: 4:00 p.m.

OPENING PROTOCOL

Authority Voting Board Members Present: Terri Jeffreys, Chair; John Campbell, Vice Chair; Tracy Moore; Deb Petersen; Wes Martin and Don Pogreba. Ginger Seslar arrived at 4:01 p.m. following roll call. Randy Neatherlin and Tim Sheldon were absent. – **Quorum met.**

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

Others Present: Danette Brannin, Acting General Manager and Finance Manager; Rob Johnson, Legal Counsel; Tracy Becht, Clerk of the Board; Rikki Johnson, Human Resources Manager; Mike Ringgenberg, Operations Manager; Christina Fremont, Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; and Mike Oliver, Development Manager. Also present were John Piety, Mason County Transit Advisory Board (MCTAB) member, Patrick Holm of SCJ Alliance, Marilyn Vogler and Kandace MacKaben, MTA Strategic Plan consultants.

ACCEPTANCE OF AGENDA: Moved that the agenda for the April 19, 2016 Mason Transit Authority (MTA) regular board meeting be accepted. **Petersen/Moore. 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 March 15, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of March 2016 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payment of March 15 through April 12, 2016 financial obligations on checks #28029 through #28155, as presented for a total of \$539,294.97.

Moved to approve consent agenda items 1 through 3. Boardmember Deb Petersen inquired about the purpose of payment made to Ascend Roofing. **Campbell/Petersen. Motion carried.**

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Temporary Parking Area in Belfair** – Mike Oliver presented an update as described on the agenda page as well as addressed questions regarding gravel, length of time and other related details. **Moved** that the Mason Transit Authority Board approve and authorize the Acting General Manager to execute the Letter of Intent addressed to Northridge Properties, LLC, from Mason Transit Authority. **Petersen/Campbell. Motion carried.**
2. **Award of Consulting Firm for the Park and Ride Development Plan** – Patrick Holm of SCJ Alliance was in attendance and fielded questions concerning survey methods. Board member John Campbell suggested that the public should be involved during the development process. **Moved** that the Mason Transit Authority Board approve Resolution 2016-14 authorizing contract acceptance and execution by and between SCJ Alliance and Mason Transit Authority and commencement of the Park and Ride Development Project funded through the Washington State Department of Transportation Regional Mobility Grant Program. **Campbell/Pogreba. Motion carried.**
3. **Strategic Plan. Moved** that the board approve the six goals as identified on the attached for the purpose of establishing objectives to be carried out by MTA. **Petersen/Campbell. Motion carried.** Marilyn Vogler and Kandace MacKaben spoke of the timeline of events and that they planned to have the final Strategic Plan for approval by the Board at its July 19, 2016, meeting.

(Board member Randy Neatherlin arrived at 4:35 pm)

NEW BUSINESS

1. **Transit-Community Center Transit Office** – Danette Brannin and Mike Oliver discussed the benefits of having the office space available for managers and supervisors, such as increased efficiency, availability to drivers and visibility at the

T-CC. Board member John Campbell stated that the increased MTA presence on one side of the T-CC and the Shelton police department on the other creates an anchor of increased on-site presence. **Moved** that the Mason Transit Authority Board approve the use of retail space known as Retail Space D by Mason Transit Authority Operations Staff and Managers for the purpose of conducting business and providing greater coverage at the T-CC beginning June 1, 2016. **Petersen/Seslar. Motion carried.**

- 2. Summer Youth Promotional Pass Price Increase** – Christina Freemont described the need for increasing the promotional youth pass. **Moved** that the Mason Transit Authority Board approve increasing the cost for the Summer Youth Pass from \$13 per pass to \$18 per pass effective immediately. **Neatherlin/Pogreba. Motion carried.**
- 3. 2016 Certifications and Assurances** – **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the 2016 Certifications and Assurances acknowledgment of compliance as recommended. **Petersen/Moore. Motion carried.**
- 4. Washington State Sponsored Electric Bus Opportunity** – Mike Oliver and Marshall Krier described the funding, estimated match amount, maintenance, reliability and improved battery life. **Moved** that the Mason Transit Authority Board approve Mason Transit Authority's inclusion in the Washington State procurement effort in the purchase of one (1) full electric heavy coach, amenities and infrastructure, through the 5339 funding program. **Neatherlin/Seslar. Motion carried.**

TEAM UPDATES – No comment.

GENERAL MANAGER'S REPORT – Acting General Manager, Danette Brannin, spoke of current MTA business, including (1) Thanking the management team for all that they do, (2) meeting with the Board Finance Committee the following day relating to the GASB 68 financial reporting; (3) an invitation was extended to John Campbell and Tracy Moore and John Piety relating to the marketing RFQ; (4) oversight of T-CC from FTA to WSDOT; and (5) No update on the worker/driver issue. Mike Oliver will check in with his contact for periodic updates.

COMMENTS BY BOARD MEMBERS

Randy Neatherlin – He said that Mike Oliver represents Mason Transit Authority very well as the Vice President of the PRTPO Board. Mike discussed the new Fast Act and some areas such as human services transportation requirements that are unclear.

John Campbell – Commended the MTA staff as there were several important items to be considered today and praised the staff.

PUBLIC COMMENT

John Piety of MCTAB – Wants to attend the service review committee and Mike Ringgenberg indicated that the meeting is every Tuesday and that he is welcome to attend.

EXECUTIVE SESSION

The Chair announced the meeting was in executive session and that the purpose of the executive session was to discuss the performance of a public employee as provided in RCW 42.30.110(1)(g) and threatened litigation and that the session was closed to the public. At 5:28 p.m., the Chair excused all from the room that were in attendance, except the board members; Legal Counsel, Robert Johnson; Mike Ringgenberg, Operations Manager, Rikki Johnson, Human Resources Manager and Danette Brannin, Acting General Manager. The Chair announced the Executive Session would conclude at 5:40 pm (12 minutes). At 5:40 p.m., the Chair announced that the end time would be extended another 10 minutes to 5:50 p.m. At 5:50 p.m., the Chair announced that the end time would be extended another 10 minutes to 6:00 p.m. At 6:00 p.m., the Chair announced that the end time would be extended another 10 minutes to 6:10 p.m.

At 6:12 p.m. the Chair announced the end of the Executive Session, reminded those in attendance of the Executive Session that the matters discussed were of a confidential nature and that the meeting was in open regular session.

RECONVENED REGULAR SESSION

The Chair announced that the meeting was in regular session. No action was taken. The Chair told Danette Brannin that the Board has appreciated her stepping up and providing the stabilizing that MTA needed in its recent transition. The Board has decided not to make any decisions at this time and asked Danette if she was willing to continue being the Acting General Manager until the end of summer, which Danette responded that she would.

Moved that the meeting be adjourned. **Campbell/Petersen. Motion carried.**

ADJOURN 6:15 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**

May 17, 2016 at 4:00 p.m.

Mason Transit Authority

Transit-Community Center Conference Room

601 West Franklin Street, Shelton

