




The attached minutes of the Mason Transit Authority regular meeting held on the 18<sup>th</sup> day of September, 2018, were approved by the Mason Transit Authority Board, by motion, on this 16<sup>th</sup> day of October, 2018.

  
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Kevin Shutty, Chair

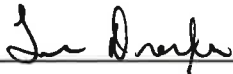
  
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Wes Martin, Vice-Chair

  
\_\_\_\_\_

John Campbell, Authority Member

Kevin Dorcy, Authority Member

  
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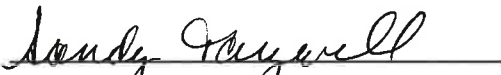
Terri Drexler, Authority Member

  
\_\_\_\_\_

Randy Neatherlin, Authority Member

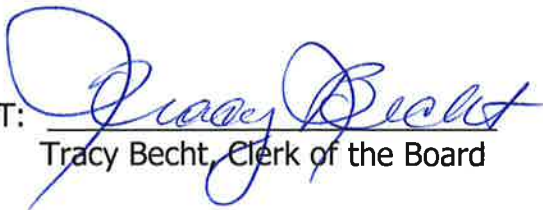
Deborah Petersen, Authority Member

Don Pogreba, Authority Member

  
\_\_\_\_\_

Sandy Tarzwell, Authority Member

ATTEST:

  
\_\_\_\_\_

Tracy Becht, Clerk of the Board

DATE: October 16, 2018

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
September 18, 2018  
Transit-Community Center  
601 West Franklin Street  
Shelton**



**OPENING PROTOCOL**

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

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

**Authority Voting Board Members Not Present:** [All present.]

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

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; Kathy Geist, Outreach-Transit Planner; and Cristina Barone of Nelson/Nygaard.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the September 18, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Martin. 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 July 17, 2018 and the MTA Board special meeting of August 28, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of July and August, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of July 12, 2018 through September 13, 2018 financial obligations on checks #31579 through #31847, as presented for a total of \$1,239,341.83.

**Campbell/Tarzwell. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Nelson/Nygaard Presentation** – Cristina Barone discussed the proposed services scenarios based on responses from riders and general public in connection with the surveys, as well as the upcoming public engagement events.

### **NEW BUSINESS**

1. **Amendment to 2018 LMTAAA Contract** – LeeAnn McNulty, Administrative Services Manager, described to the Board that, through the Amendment, MTA will receive additional funding from LMTAAA for the 2018 Volunteer Driver program. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract No. 18-1120-0041-06(1) for the provision of volunteer transportation services. **Drexler/Pogreba. Motion carried.**
2. **Maintenance Committee** – Danette Brannin, General Manager, described the history and development of the Maintenance Committee; the potential construction cost concerns voiced by the Maintenance Committee and upcoming request for bids. Following a brief discussion in connection with the upcoming bid process relating to the building construction at the Belfair Park and Ride, it was **moved** that the main request for bid shall be for the original square footage of the building with a request that an alternative bid be requested for the larger building as an alternate. **Neatherlin/Campbell. Motion carried.**
3. **Memorandum of Understanding with Mason County Community Services-Public Health** – Ms. Brannin indicated that it was requested by the Mason County Community Services-Public Health that the Memorandum of Understanding be entered into to identify how MTA will have a presence at the quarterly stakeholder meetings and explore community partnerships to fill gaps in the Mason County Opioid Response Plan. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-12 and the Memorandum of Understanding with Mason County Community Services-Public Health in connection with its Mason County Opioid Response Plan. **Neatherlin/Campbell. Motion carried.**

**INFORMATIONAL UPDATES** – Ms. Brannin briefly spoke to the Board with regard to the park and rides as well as explained that the operations statistics were being provided to the Board in a new format that may assist in identifying trends and other information relating to tracking ridership numbers.

**GENERAL MANAGER'S REPORT** – [None.]

### **COMMENTS BY BOARD MEMBERS** –

Board member Neatherlin expressed his appreciation of Kathy Geist's participation at the two Opiate Stakeholders task force meetings, which was also echoed by the Board Chair and Board member Campbell.

**EXECUTIVE SESSION** – The Board Chair announced that the meeting was in Executive Session at 5:21 p.m. to review the performance of a public employee; that the session is closed to the public and action may follow the executive session. The Board Chair then excused all participants in the meeting except Board members. The Board Chair stated that it may end at 5:41 p.m.

At 5:41 p.m., Board member Dorcy left the Board meeting and the Board Chair indicated that the session may end in an additional 10 minutes.

At 5:47 p.m., MTA legal counsel left the executive session.

At 5:51 p.m., Ms. Brannin was requested to be present in the Executive Session and the Board Chair stated that executive session may end at 6:01 p.m.

**RECONVENED REGULAR SESSION** – The Board Chair announced that the meeting was in regular session at 6:01 p.m. with the following action being taken:

It was **moved** by Board member Neatherlin that in recognition of Ms. Brannin’s fantastic review and all the improvements that she has made to Mason Transit since becoming General Manager, to show the Board’s appreciation for all that she has done, they were increasing her income to a level she deserved, which is 10%, so that her annual income would now be \$100,740.

**Neatherlin/Campbell. Motion carried.**

**Moved** that the meeting be adjourned.

**ADJOURNED** 6:02 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Service Analysis Open House  
North Mason Timberland Library  
23081 NE State Route 3  
Belfair  
Monday, September 24  
5:30 pm – 7:30 pm**

**Mason Transit Authority  
Service Analysis Open House  
Transit-Community Center  
601 West Franklin Street  
Shelton  
Tuesday, September 25  
5:30 pm – 7:30 pm**

**Mason Transit Authority  
Regular Meeting  
October 16, 2018 at 4:00 p.m.  
Port of Allyn  
18560 East SR 3  
Allyn**