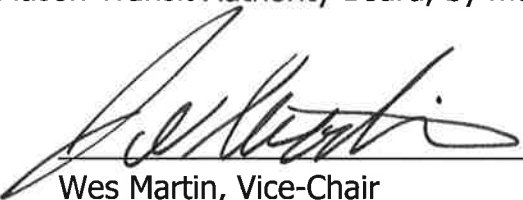




The attached minutes of the Mason Transit Authority regular meeting held on the 18<sup>th</sup> day of December, 2018, were approved by the Mason Transit Authority Board, by motion, on this 15<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
Randy Neatherlin, Chair

  
\_\_\_\_\_  
Wes Martin, Vice-Chair

  
\_\_\_\_\_  
John Campbell, Authority Member

  
\_\_\_\_\_  
Kevin Dorcy, Authority Member

  
\_\_\_\_\_  
Deborah Petersen, Authority Member

  
\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Kevin Shutty, Authority Member

  
\_\_\_\_\_  
Sandy Tarzwell, Authority Member

  
\_\_\_\_\_  
Sharon Trask, Authority Member

ATTEST:   
\_\_\_\_\_  
Tracy Becht, Clerk of the Board

DATE: January 15, 2019

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
December 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, Kevin Dorcy, Terri Drexler, Randy Neatherlin, Deb Petersen, Don Pogreba and Sandy Tarzwell (arrived at 4:08pm). **Quorum met.**

**Authority Voting Board Members Not Present:** [None]

**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; Rob Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; and John Piety of MCTAB.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the December 18, 2018 Mason Transit Authority (MTA) regular board meeting be approved. **Drexler/Campbell. Motion carried.**

**PUBLIC COMMENT** – None.

**RECOGNITION**

Danette Brannin, General Manager, recognized Board member Terri Drexler for her six years of service to Mason Transit Authority. Other Board members also shared their appreciation.

**BOARD ELECTIONS FOR 2019 BOARD OFFICERS**

1. **Chair.** Vice Chair Wes Martin nominated Chair Kevin Shutty to serve another year as Chair of the Board. Chair Shutty declined the nomination. Chair Shutty nominated Board member Neatherlin to serve as Chair of the Authority Board. Board member Neatherlin accepted the nomination. **Moved** to appoint Randy Neatherlin to serve as Chair of the Authority Board. **Shutty/Campbell MSC Unanimously approved.**
2. **Vice Chair.** Board member Don Pogreba nominated Vice Chair Wes Martin nominated to serve another year as Vice Chair of the Board. Vice Chair Martin accepted the nomination. Board member Deb Petersen nominated Board member Kevin Shutty to serve as Vice Chair. Board Chair Shutty declined the nomination. **Moved** to appoint Wes Martin to serve as Vice Chair of the Authority Board.

**Shutty/Campbell MSC Unanimously approved.**

**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 November 20, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of November, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of November 16, 2018 through December 13, 2018 financial obligations on checks #32085 through #32190, as presented for a total of \$668,000.05.

Ms. Brannin brought to the attention of the Board that nearly \$590,000 was going into reserves. **Campbell/Drexler. Motion carried.**

*(Board member Tarzwell arrived at 4:08 pm.)*

**REGULAR AGENDA**

**UNFINISHED BUSINESS**

1. **Nelson/Nygaard Presentation** – Cristina Barone of Nelson/Nygaard was the presenter. She discussed timelines in connection with changes, as well as the three alternative service scenarios.

*(Board member Dorcy departed at 4:34 p.m. Quorum retained.)*

2. **2019 Budget for approval** – LeeAnn McNulty, Administrative Services Manager, provided the Board with updates to the 2019 Budget since the second view by the Board at its November 20, 2018 meeting. **Moved** that Mason Transit Authority Board approve Resolution No. 2018-17, adopting the 2019 Budget with Gross Operating Revenues of \$7,881,693, and Total Operating Expenses of \$7,819,512 with Net Income from Operations of \$62,181. **Martin/Campbell. Motion carried.**
3. **MCTAB and MTA Bylaw Changes** – Ms. Brannin described the update to the MTA Bylaws from those adopted at the November 20, 2018 Board meeting, and a first view of proposed changes to be considered for approval at the January 15, 2019 Board meeting. Moving forward, Ms. Brannin suggested that any bylaw changes should have a first view with consideration for approval to occur at a subsequent meeting. Additionally, applications for the citizen adviser position are to be considered by the Authority Board.

*(Board member Neatherlin departed at 4:44 pm, returned 4:45 pm. Quorum retained.)*

**NEW BUSINESS**

1. **Disbanding MCTAB** – Ms. Brannin recommended this next step of disbanding MCTAB since the MTA Bylaws approved at the November 20, 2018 Board meeting had been approved for the new citizen advisor to the Board. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-18 to disband the Mason County Transit Advisory Board. **Martin/Tarzwell. Motion carried.**

2. **Second Amendment to Agreement GCB2614** – Ms. Brannin described to the Board the need for the changes to the agreement and captured in the Second Amendment. **Moved** that the Mason Transit Authority Board approve the Second Amendment to Agreement GCB2614 between Mason Transit Authority and Washington State Department of Transportation (the "Agreement") and approve Resolution No. 2018-19 authorizing the General Manager to sign and execute the Agreement. **Neatherlin/Campbell. Motion carried.**
3. **Third Amendment to Agreement GCB2615** – Ms. Brannin described the changes that the Third Amendment addresses and that no match is required. **Moved** that the Mason Transit Authority Board approve the Third Amendment to Agreement GCB2615 between Mason Transit Authority and Washington State Department of Transportation (the "Agreement") and approve Resolution No. 2018-20 authorizing the General Manager to sign and execute the Agreement. **Drexler/Petersen. Motion carried.**
4. **Capital Construction Agreement GCB3098** – Ms. Brannin informed the Board that MTA had been awarded a Consolidated Capital Construction Grant for the purpose of roof replacement on Buildings 3 and 4 at the Johns Prairie base. This grant also had no match requirements. **Moved** that the Mason Transit Authority Board approves the Consolidated Capital Construction Grant through Agreement GCB3098 and approve Resolution No. 2018-21 that authorizes the General Manager to sign that Agreement. **Drexler/Martin. Motion carried.**
5. **Washington Sick Leave Policy** – Ms. McNulty conveyed to the Board the need for the revisions to the policy since it was previously approved. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-22 and the attached Washington Sick Leave Policy. **Tarzwel/Petersen. Motion carried.**
6. **MTA Sick Leave Policy** – Ms. McNulty shared with the Board the need for this new sick leave policy as a result of the revisions to the Washington Sick Leave Policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-23 and the attached MTA Sick Leave Policy. **Campbell/Petersen. Motion carried.**
7. **Procurement Policy** – Ms. McNulty shared with the Board the need to update the Procurement Policy to include revisions to the micro and small purchase thresholds according to a change that was issued by the Office of Management and Budget. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-24 and the attached Procurement Policy. **Campbell/Petersen. Motion carried.**
8. **Fit for Duty Policy** – Ms. McNulty described to the Board the need for the Fit for Duty policy in connection with our safety sensitive employees. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-25 and the attached Fit for Duty policy. **Neatherlin/Martin. Motion carried.**
9. **Shared Leave Policy** – Ms. McNulty reported to the Board the necessity to update the Shared Leave Policy to clarify that Washington Paid Sick Leave was not eligible for donation as it does not meet the qualifying event condition for the donor employee. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-26 and the attached Shared Leave Policy. **Petersen/Pogreba. Motion carried.**

**INFORMATIONAL UPDATES** – Ms. Brannin briefly spoke to the Board relating to the park and ride projects.

**GENERAL MANAGER'S REPORT** – Ms. Brannin provided brief highlights and described the studio pictures by Coopers in connection with the MTA Fact Sheet to be produced and distributed.

**COMMENTS BY BOARD MEMBERS –**

Board member Neatherlin shared that it was an honor to serve on the Policy Committee and how impressed he was by the work performed by the Managers. Kevin Shetty agreed to serve on the committee beginning in January, 2019.

Board member Campbell stated he was grateful to be a part of the MTA Authority Board. It was run remarkably well and if he could describe it in one word, it would be "professionalism."

Board member Drexler commented on the Link route, the affordability of serving the Harstine Island area and encouraged increased service.

**PUBLIC COMMENT** – John Piety complimented the Board on its efficiency of running its meetings.

**Moved** that the meeting be adjourned.

**ADJOURNED** 5:40 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Meeting**  
*Tuesday, January 19, 2018 at 4:00 p.m.*  
**Transit-Community Center  
601 West Franklin Street  
Shelton**