



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of February, 2019, were approved by the Mason Transit Authority Board, by motion, on this 19th day of March, 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: March 19, 2019

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 19, 2019
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

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

Authority Voting Board Members Not Present: [None]

Authority Non-voting Board Member Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rob Johnson, Legal Counsel; Mike Ringgenberg, Operations Manager; Josh Jacobs, System Administrator; Marshall Krier, Maintenance and Facilities Manager and Grace Martin.

ACCEPTANCE OF AGENDA

Moved that the agenda for the February 19, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/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 January 15, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of January 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of January 11, 2019 through February 14, 2019 financial obligations on checks #32278 through #32384, as presented for a total of \$1,007,968.74.

Campbell/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None]

NEW BUSINESS

REQUEST FOR LETTER OF SUPPORT – The Board Chair had invited Board member Shutty to speak to the Board regarding a request for letter of support. Board member Shutty indicated that Mason Transit Authority will soon be a neighbor to the area and that it would be nice for Mason County to receive a letter of support from MTA relating to a new Belfair sewer that would be located on the upper plateau and was limited in scope. The cost is estimated to be \$11,000,000 and is currently in the legislative pipeline. The Board Chair then asked the Board if any of the Board members had any objections with Ms. Brannin, as General Manager of MTA, to provide a letter of support and move it forward. There were no objections stated. **Moved** that the Mason Transit Authority Board give its endorsement of the County's Belfair sewer extension and that Danette Brannin is authorized to sign a letter of support in connection with the sewer project. **Campbell/Tarzwell. Motion carried unanimously.** Following the carried motion, Board member Shutty thanked the Board for its consideration and support.

1. **Establish 2019 Authority Board Committees** – Danette Brannin, General Manager, spoke of her one-on-one meetings that she had with each of the Board member in early January and that one of the topics covered was asking each Board member what Authority Board committee they would be interested in serving on. Those that are listed on the agenda page represent the committees that each of the Board members expressed interest in serving. The Board Chair asked if any of the Board members had comments or wished to make any changes. Since none were requested or made, the Chair appointed the Board members as set forth on the agenda page. **Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth in the agenda page. **Shutty/Pogreba. Motion carried unanimously.**
2. **Approval of Technology Upgrade Expenditures** – Ms. Brannin shared with the Board that the technology had been cobbled together over the years and that MTA's new System Administrator, Josh Jacobs, had performed an analysis of the state of the current equipment, together with future technology needs and asked that he apprise the Board of his findings. Mr. Jacobs shared that many of the stationary computers and laptops were outdated and that many are in need of operating system upgrades. He pointed out that utilizing such equipment and operating systems puts the agency at risk from a security standpoint and recovering from a system failure. He also described other benefits to upgrading. Board member Martin inquired as to whether leasing or other options had been considered, at which Mr. Jacobs responded that his research found the other options to be more expensive. Board member Martin asked how long is the anticipated life of the equipment to be. Mr. Jacobs indicated 3-7 years, depending on the equipment. Board member Martin suggested that there be an additional line item in future budgets to plan for additional IT replacement/expansion expenditure given the anticipated life of the equipment. **Moved** that the Mason Transit Authority Board approve the expense of \$73,013.24 to be paid from technology grant#GCB2615 Project B. **Tarzwell/Martin. Motion carried.**

INFORMATIONAL UPDATES – Ms. Brannin briefly described to the Board additional information relating to the park and ride projects. Board member Shutty asked if the park and ride timeline was still about the same. Ms. Brannin indicated that it was anticipated to be the same.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated that focus has been on the service review and small changes are being made to provide better connection times to benefit riders, such as those that ride ferries and shifts of employees of the Puget Sound Naval Shipyard, among others. She said that the review process will be incorporating input from drivers and Ops staff. Then Kathy Geist, MTA's Outreach-Transit Planner will be reaching out to current riders.

Ms. Brannin thanked the Operations Team and Maintenance Team for their outstanding service during the snow storm. She reported service was curtailed for three days for safety concerns. She also commended the City and County Public Works Departments for their responsiveness during the storm and getting roads plowed as quickly as possible.

COMMENTS BY BOARD MEMBERS – Board member Campbell stated the meeting was very efficient. Board member Tarzwell gave kudos to the MTA staff during the snow event. Board member Martin shared that the snowstorm event brought to light how important MTA's mission is to providing transportation for those that rely on Mason Transit Authority.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:34 p.m.

UPCOMING MEETINGS

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