



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of March, 2019, were approved by the Mason Transit Authority Board, by motion, on this 16th day of March, 2019.


Randy Neatherlin, Chair



Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

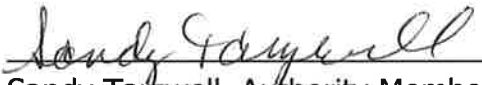


Deborah Petersen, Authority Member



Don Pogreba, Authority Member

Kevin Shetty, Authority Member



Sandy Tarzwell, Authority Member



Sharon Trask, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: April 16, 2019

**Mason Transit Authority
Minutes of the Regular Board Meeting
March 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; John Campbell, Kevin Dorcy, Deb Petersen, Don Pogreba, Kevin Shutty, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin, Vice Chair

Authority Non-voting Board Member Not 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; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Josh Jacobs, System Administrator; Marshall Krier, Maintenance and Facilities Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 19, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Trask. 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 February 19, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of December, 2018 and February, 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 15, 2019 through March 13, 2019 financial obligations on checks #32385 through #32542, as presented for a total of \$642,836.19.

Campbell/Trask. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Operations and Maintenance Committee Recommendation** – Board member Pogreba informed the Board that the Operations and Maintenance Committee had met relating to the construction of the Belfair park and ride and the building. The Committee had reviewed the project information as well as weighing the increased building costs. There was additional discussion as to how much the construction costs have increased since 2016. **The Operations and Maintenance Committee recommends** that the additional square footage be removed from the Belfair facility. Motion carried unanimously.

NEW BUSINESS

1. **IT Wireless Policy (POL-701)** – Josh Jacobs, System Administrator, described the purpose of the updates to the existing policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-03 and the attached IT Wireless Policy (POL-701). **Shutty/Trask. Motion carried unanimously.**
2. **IT Acceptable Use Policy (POL-702)** – Mr. Jacobs spoke to the Board relating to the necessary updates to this policy regarding the use of MTA's information technology resources by MTA employees and to protect the integrity of MTA's IT resources. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-04 and the attached IT Acceptable Use Policy (POL-702). **Shutty/Trask. Motion carried.**
3. **IT Remote Access Policy (POL-704)** – Mr. Jacobs informed the Board that minor edits were made to this policy to bring it current regarding certain protocols relating to current MTA employees that use remote access. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-05 and the attached Information Technology Remote Access Policy (POL-704). **Shutty/Tarzwel. Motion carried.**
4. **Scarsella Contract for Pear Orchard Park & Ride** – Danette Brannin, General Manager, briefed the Board as to the recent invitation to bids on the Pear Orchard Park & Ride; describing the invitation to bid postings; bid submittal deadline and the eight bids received. She informed the Board that Scarsella Bros. of Seattle, Washington submitted the lowest qualified bid of \$630,005 to carry out the improvements described in the bid package. She also stated that the final total calculation of the 15 individual listed line items on the Scarsella bid was incorrect in that the submitted bid had a total of \$623,905.00 on the bid, but that it was still the lowest qualified bid at the correct total of \$630,005. **Moved** that the Mason Transit Authority (1) award the winning bid to Scarsella Bros. for the Pear Orchard Park and Ride in the amount of \$630,005.00 and the Board waives the irregularity in the bid award of \$623,905.00; and (2) approve Resolution No. 2019-06 authorizing the General Manager to sign and execute the contract between Scarsella Bros. and Mason Transit Authority. **Shutty/Trask. Motion carried.**
5. **CHG Contract for Roof Replacement Bldgs 3 & 4** – Marshall Krier, Maintenance and Facility Manager brought the Board up-to-date following its acceptance of WSDOT Agreement GCB3098 for engineering and replacement of the roof on Buildings 3 and 4. Since that time, an invitation to bid was advertised in Shelton-Mason County Journal, Seattle Daily Journal of Commerce and posted on the Builders Exchange. MTA received six bids and CHG Building Systems Inc. of Renton, Washington, submitted the lowest qualified bid of \$165,997. The not to exceed amount of \$250,000 requested is to allow

for any change orders or unforeseen damage that might be discovered during the construction project. There was some discussion concerning how any change orders may be carried out. Ms. Brannin indicated that she had planned to approve any necessary change orders up to her approved authority amount and bring anything above that to the Board. The Board asked that staff research whether a prior resolution was approved regarding change orders. **Moved** that Mason Transit Authority (1) award the winning bid to CHG Building Systems of Renton, Washington for roof replacement of Buildings #3 and #4 at the Johns Prairie facility in the amount of \$165,997, and (2) approve Resolution No. 2019-07 authorizing the General Manager to sign the contract between CHG Building Systems Inc. and Mason Transit Authority. **Tarzwell/Pogreba**. Motion carried.

6. **Van Replacement for Vanpool Program** – Ms. Brannin spoke to the Board regarding the recent mini-vans that were total losses due to accidents. Although staff will continue to monitor and evaluate the need to replace or reduce the number of vans as they reach the end of useful life, staff recommends submitting the application to WSDOT's Vanpool Investment Program for three vans to replace the two vans that were totaled and one additional to provide proper vanpool vehicle sizes for current vanpool groups and remain in a State of Good Repair. She indicated that MTA's match would be provided first by insurance recovery money and then from Capital Project reserves. **Moved** that the Mason Transit Authority Board authorize the General Manager to finalize, approve, sign and submit the grant application to the WSDOT Vanpool Investment Program for three replacement vans. **Campbell/Trask**. **Motion carried.**
7. **Summer Youth Promotional Pass Price Increase** – Ms. Brannin notified the Board that the time for the purchase and use of the Summer Youth pass is approaching and that our transit partners in this program are charging \$20 for the pass. She recommended that MTA keep in line with our transit partners and that the Board approve the increase of the Summer Youth Pass from \$18 to \$20. **Moved** that the Mason Transit Authority Board approve increasing the cost of the Summer Youth Pass from \$18 per pass to \$20 per pass, effective immediately.

INFORMATIONAL PRESENTATION – Ms. Brannin presented information relating to recent history of MTA's fares and that now is an appropriate time to review the fares. Recent implementation of Token Transit eases the administrative cost of managing pass purchase but there still is a fee from Token Transit for each pass sold that reduces the amount MTA receives. Staff is requesting that the Operations and Maintenance Committee and the Citizen Advisor to the Board look at current fares and compare MTA's fares to neighboring transit. Once the review has been completed, staff would like the Committee to make a recommendation to the Board on whether to increase fares and if so, recommend what the new fares should be.

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 how I-976 will impact transit.

COMMENTS BY BOARD MEMBERS – Board member Petersen stated it was a good idea to have the special informational presentations. Board member Shutty requested that a good topic for a future informational presentation would be information concerning public records requests, such as the amount of staff hours and costs with a comparison of historic to year-to-date.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:44 p.m.

UPCOMING MEETINGS

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