



The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of June, 2019, were approved by the Mason Transit Authority Board, by motion, on this 16th day of July, 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: July 16, 2019

**Mason Transit Authority
Minutes of the Regular Board Meeting
June 18, 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, Kevin Shutty, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: Don Pogreba and Deb Petersen

Authority Non-voting Board Member Not Present: Greg Heidal, 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; and Marshall Krier, Maintenance and Facilities Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the June 18, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

PUBLIC COMMENT – None in attendance.

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 May 21, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for May, 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 15, 2019 through June 11, 2019 financial obligations on checks #32775 through #32864, as presented for a total of \$735,432.10.

Campbell/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

[None]

NEW BUSINESS

1. **POL-600 Accident Reporting and Investigation Policy** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that changes were necessary to bring the policy current, additional documents to be referenced and minor updates relating to documentation of the accident reporting and investigation process. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-14 and the attached Accident Reporting and Investigation Policy (POL-600). **Tarzwel/Shutty. Motion carried.**
2. **POL-603 Accident Prevention Program Policy** – Ms. McNulty indicated to the Board that updates were necessary to the policy so that it was in alignment with revisions made to the Health and Safety Manual, as well as incorporation of new forms, additional safety steps and minor edits for readability. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-15 and the attached Accident Prevention Program Policy (POL-603). **Shutty/Campbell. Motion carried.**
3. **Drug and Alcohol Policy (POL-301)** – Ms. McNulty explained to the Board that the policy contained two additional provisions to provide clarity in the case of Reasonable Suspicion and Post Accident testing scenarios and the workers' status pending test results. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-16 and the attached Drug and Alcohol Policy (POL-301). **Shutty/Trask. Motion carried.**
4. **POL-560 Stroller Policy** – Danette Brannin, General Manager, described the need for the policy to give MTA drivers the authority and guidance as to how to handle situations involving strollers. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-17 and the attached Stroller Policy (POL-506). **Shutty/Tarzwel. Motion carried.**
5. **POL-1002 Social Media Communications Policy** – Ms. Brannin indicated to the Board that social media had evolved in the four years since the policy was originally drafted and these changes were necessary to bring the policy current. The policy had been reviewed by MTA's legal counsel, Summit Law and two members of the Board. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-18 and the attached amended Social Media Communications Policy (POL-1002). **Campbell/Martin. Motion carried.**
6. **Draft of Transportation Development Plan (TDP)** – Ms. Brannin described the items within the TDP and that public hearings will be held on July 2 and July 10. Citizen Advisor to the Board, John Piety, requested that there be mention of the public outreach process and how citizens can contact MTA to submit comments.

INFORMATIONAL PRESENTATION – Ms. Brannin presented information to the Board relating to MTA's ridership numbers; loss of ridership and various circumstances impacting the numbers. She also described MTA's plans moving forward to address the ridership numbers.

INFORMATIONAL UPDATES – Ms. Brannin had no updates to the reports submitted.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated to the Board that similar to last year, the Public Transportation Conference will be held during the same week as the August Board meeting. **Moved** that the regular MTA Board meeting scheduled for August 20, 2019 be cancelled. **Shutty/Campbell. Motion carried.**

Ms. McNulty also shared with the Board that there have been no voluntary terminations during the first six months of 2019.

COMMENTS BY BOARD MEMBERS – Board member Tarzwell asked Ms. Brannin how the buses are doing going through the roundabout. Ms. Brannin indicated that there have been no problems.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETINGS

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 10:00 a.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 1:00 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 2, 2019 at 5:30 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 10, 2019 at 5:30 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Mason Transit Authority
Regular Meeting
July 16, 2019 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

Mason Transit Authority
CANCELLED
AUGUST REGULARLY SCHEDULED BOARD MEETING

Mason Transit Authority
Regular Meeting
September 17, 2019 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton