
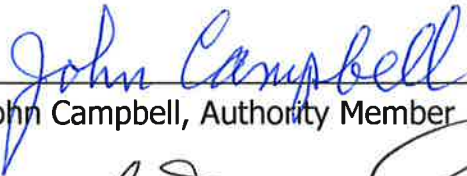




The attached minutes of the Mason Transit Authority regular meeting held on the 16<sup>th</sup> day of July, 2019, were approved by the Mason Transit Authority Board, by motion, on this 17<sup>th</sup> day of September, 2019.

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

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

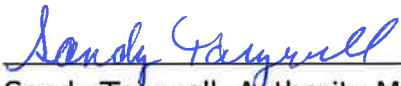
  
\_\_\_\_\_  
John Campbell, Authority Member

  
\_\_\_\_\_  
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: September 17, 2019

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
July 16, 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, Don Pogreba and Sharon Trask. **Quorum met.**

**Authority Voting Board Members Not Present:** Deb Petersen

**Authority Non-voting Board Member 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; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager and Marshall Krier, Maintenance and Facilities Manager.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the July 16, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Campbell. Motion carried.**

**PUBLIC COMMENT** – None.

**CORRESPONDENCE** – Clerk of the Board read aloud the letter received from Hama Hama Company.

**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 June 18, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for June, 2019 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of June 12, 2019 through July 10, 2019 financial obligations on checks #32865 through #33006, as presented for a total of \$722,790.06.

**Campbell/Trask. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Approval of Fare Increase.** Ms. Brannin, General Manager, reviewed the process leading up to the request for approval for the fare increase and that the public had no comments for or against the requested fare increase. **Moved** that the Mason Transit Authority Board approve the increase of the adult and seniors/persons with disabilities monthly passes to \$30 and \$10, respectively. **Campbell/Trask. Motion carried.**
2. **Transit Development Plan Approval (TDP).** Ms. Brannin relayed to the Board the changes made to the draft TDP since it was initially presented to the Board. The changes related to John Piety's suggestions that there be information relating to outreach to the public. **Moved** that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2019-2024 with the 2018 Annual Report for submission to the Washington State Department of Transportation by September 1, 2019. **Tarzwel/Pogreba. Motion carried.**

### **NEW BUSINESS**

1. **POL-1003 Employee Social Media Policy** – Ms. Brannin shared with the Board that changes were necessary to bring the policy current, and that as social media continues to evolve, the changes were necessary to bring the policy current with regard to employees and the expectations by MTA that its representatives maintain the highest standards of propriety, professionalism and respect. She went on further to affirm that MTA has no desire to censor MTA representatives who are active on social media, but that there are circumstances in which MTA representatives may be held accountable or disciplined. Summit Law updated the policy. Legal counsel and the policy committee have also reviewed the policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-19 and the attached Employee Social Media Policy (POL-1003). *(Initial motion)* **Shutty/Trask.** Vice Chair Martin expressed concerns about the policy and asked that further attention be made to it, particularly in Sections 5.5.5 and 5.5.6. *(Motion withdrawn)* Board member Shutty withdrew his motion. **Moved** that POL-1003 Employee Social Media Policy be tabled for further consideration at its next meeting. **Campbell/Martin. Motion carried.**
2. **Advertising on MTA Buses** – Ms. Brannin suggested that the Board consider ceasing the advertising on the buses. While the bus advertising has generated approximately \$70,000 revenue in three years, it is nominal. A budget item was made in the 2019 budget for a graphics artist with the focus to be on branding the MTA buses. The advertising distracts from the MTA branding and Ms. Brannin feels the focus should be on MTA. **Moved** that the Mason Transit Authority Board cease accepting any new contracts or renewing any existing contracts for advertising on the exterior of MTA vehicles. **Shutty/Trask. Motion carried.**

**INFORMATIONAL PRESENTATION** – The Clerk of the Authority Board presented information relating to public records requests that MTA has received since 2017.

**INFORMATIONAL UPDATES** – Ms. Brannin had described the contents in the risk profile. There was further discussion relating to the Belfair park and ride as to the bid package and the best time to release it. Ms. Brannin indicated that the bid package could be ready to release by July 29, 2019, and that if released prior to all comments from WSDOT and the County being addressed, it may be necessary to have addendums or change orders. There were further discussions as to whether to release the bid package on September 1 or October 1 and the costs associated with releasing on either date. Ms. Brannin also reminded the Board that if the bids were opened toward the end of September, they couldn't be awarded until the October Board meeting or an earlier special meeting would need to be held, to which the Board agreed. **Moved** that SCJ Alliance have the bid package ready by August 1 and prepared to be released on September 1. **Shutty/Martin**. Motion carried.

**GENERAL MANAGER'S REPORT** – Ms. Brannin had no updates to her report, however, she shared with the Board that Josh Jacobs, MTA's Systems Administrator and mechanic Brenton Schnitzer were nominated and selected as MTA's 2019 Wall of Fame representatives. She also shared that Marshall Krier, MTA's Maintenance and Facilities Manager, had been selected by WSTA (Washington State Transit Association) for its Wall of Fame representative. Mr. Krier has been the Chair of the Maintenance Committee and the State of Good Repair Committee. Mr. Krier provides guidance and knowledge among several committees.

Ms. McNulty, Administrative Services Manager indicated that the State Auditor's Office had completed the audit and that the exit conference would be during the week of August 12.

**COMMENTS BY BOARD MEMBERS** – Board member Campbell indicated that the meeting was very efficient.

**PUBLIC COMMENT** – None.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:55 p.m.

**UPCOMING MEETINGS**

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**