



The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of October, 2019, were approved by the Mason Transit Authority Board, by motion, on this 17th day of November, 2019.



Randy Neatherlin, Chair

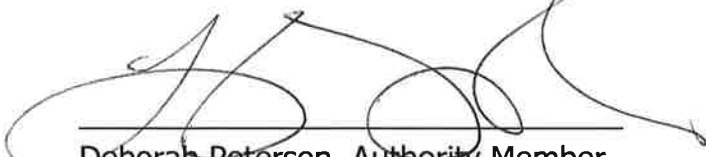


Wes Martin, Vice-Chair

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: November 17, 2019

**Mason Transit Authority
Minutes of the Regular Board Meeting
October 15, 2019
Port of Allyn
18560 East State Route 3
Allyn**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

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

Authority Voting Board Members Not Present: Kevin Dorcy and Sandy Tarzwell

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; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager and Marshall Krier, Maintenance and Facilities Manager; Trina Gwerder, Assistant Operations Manager and Kim Burling, driver.

ACCEPTANCE OF AGENDA

Moved that the agenda for the October 15, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Shetty/Trask. Motion carried.**

PUBLIC COMMENT – None.

CORRESPONDENCE – Clerk of the Board read aloud the correspondence received from the Pickering Community Club Grant School that was included in the Board packet.

RECOGNITION – Board Chair, Randy Neatherlin, described to the Board how he had witnessed MTA driver Kim Burling go above and beyond to assist a citizen in a wheelchair by stopping traffic so that the citizen was able to cross the road safely. He presented Ms. Burling with four movie tickets that he purchased with his own money as a token of gratitude and appreciation for her action of kindness and safety.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of each of the MTA Board regular meeting of September 17, 2019 and special meeting of October 1, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for September 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of September 13, 2019 through October 10, 2019 financial obligations on checks #33260 through #33360, as presented for a total of \$581,936.26.

Campbell/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None]

NEW BUSINESS

1. **Lost and Found Policy (POL 507)** – Mike Ringgenberg, Operations Manager, described to the Board the changes that were made to update the policy, with the most important change being the way that electronic devices were handled. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-25 and the attached Lost and Found Policy (POL-507). **Shutty/Trask. Motion carried.**
2. **Surplus Disposal Policy (POL 408)** – LeeAnn McNulty, Administrative Services Manager, stated that this policy was originally adopted in 2004 in a resolution format. The policy has now been moved to our current policy format as well as updates being made to surplus disposal and employee responsibilities. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-26 and the attached Surplus Disposal Policy (POL-408). **Shutty/Trask. Motion carried.**
3. **Wellness Program Policy (POL 602)** – Ms. McNulty shared that this policy was originally approved in 2014 and that updates needed to be made as well as establish that the wellness program budget would be based on MTA's annual agency budget capacity. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-27 and the attached Wellness Policy (POL-602). **Shutty/Petersen. Motion carried.**
4. **Small and Attractive Assets Policy (POL-405)** – Ms. McNulty told the Board that updates to this policy were being made as a result of the recent audit to more clearly describe items that are not considered attractive assets and the use of the asset identification tags. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-28 and the attached Small and Attractive Assets Policy (POL-405). **Shutty/Trask. Motion carried.**

(Board member Tarzwell arrived at meeting at 4:20 p.m.)

5. **First View of 2020 Budget** – The discussion began with Ms. Brannin describing MTA's efforts in recent years to return the amount in reserves back to pre-T-CC construction amounts, which has been accomplished and that MTA is in great financial health. This accomplishment is helpful, especially when faced with I-976 coming before the voters next month. She also discussed the wage analyses and comparables research that was conducted. The 2020 budget has been prepared with those concerns being addressed. Ms. McNulty went over the financials with the Board.
6. **First View of 2020 Regular Meeting Calendar** – Tracy Becht, Clerk of the MTA Authority Board, shared with the Board that the Port of Allyn has the conference available on the April

and October regular meeting dates in 2020. The Clerk was seeking further input from the Board as to meeting locations in 2020. The Board requested that the Clerk check with the availability of the Hoodspout Fire Hall for the April 2020 regular meeting and report back at the November 19 meeting.

- 7. Maintenance Collective Bargaining Agreement** – Ms. Brannin brought the Board up-to-date with regard to the current status of the negotiated contract and went over the highlights of what was covered. Vice Chair Martin complimented Ms. Brannin with having the contracts standardized.

INFORMATIONAL UPDATES – Ms. Brannin commented that things are moving along as indicated in the park and ride update.

GENERAL MANAGER’S REPORT – Ms. Brannin had no additional comments.

COMMENTS BY BOARD MEMBERS – Board member Petersen commented that Kathy Geist, Outreach-Transit Planner, is at all the various events and has a bright attitude and does a great job out there representing MTA. Board Chair Neatherlin added that Ms. Geist asks lots of questions so that she can best assist. Vice Chair Martin also added that she asks, “How can MTA help?” He also indicated that he has ridden the route when Kim Burling was driving and that she enforces code of conduct so that the ride was pleasant.

PUBLIC COMMENT – [None - no public in attendance].

Moved that the meeting be adjourned.

ADJOURNED 4:43 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

**Mason Transit Authority
Regular Meeting
November 19, 2019 at 4:00 p.m.
Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton**

**Mason Transit Authority
Public Hearing on Proposed 2019 Budget
Tuesday, November 5, 2019 at 4:00 p.m.
Administration Offices
Mason Transit Authority
790 East Johns Prairie Road
Shelton**

**Mason Transit Authority
Public Hearing on Proposed 2019 Budget
Tuesday, December 10, 2019 at 4:00 p.m.
Administration Offices
Mason Transit Authority
790 East Johns Prairie Road
Shelton**