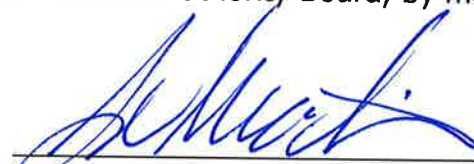




The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of December, 2019, were approved by the Mason Transit Authority Board, by motion, on this 21st day of January, 2020.



Randy Neatherlin, Chair



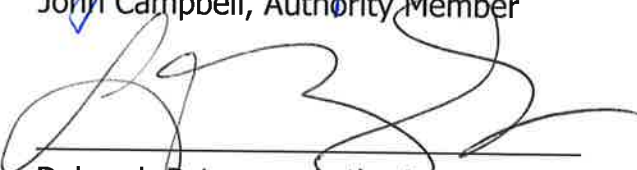
Wes Martin, ~~Vice~~-Chair



John Campbell, Authority Member



Kevin Dorcy, Authority Member




Deborah Petersen, Authority Member

[Vacant], Authority Member



Kevin Shutty, Authority Member



Sandy Tarzwell, Authority Member



Sharon Trask, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: January 21, 2020

**Mason Transit Authority
Minutes of the Regular Board Meeting
December 17, 2019
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:02 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 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; Robert Johnson, Legal Counsel; 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 December 17, 2019 Mason Transit Authority (MTA) regular board meeting be amended to reflect the Informational Presentation would not be made until the January 21, 2020 meeting. **Shutty/Martin. Motion carried.**

PUBLIC COMMENT – None – no public 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 November 19, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for November 2019 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of November 14, 2019 through December 11, 2019 financial obligations on checks #33450 through #33551, as presented for a total of \$642,939.67.

Shutty/Trask. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **2020 Budget for Approval** – Danette Brannin, General Manager, brought the Board's attention to the increase in wages that are included in the budget as a result of the wage analysis completed. Additionally, LeeAnn McNulty, Administrative Services Manager, added that even with increasing the wages, some positions are still at the lower end of the wage range. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-30, adopting the 2020 Budget with Gross Operating Revenues of \$7,889,988 and Total Operating Expenses of \$7,889,988 with Net Income from Operations of \$0. **Trask/Martin. Motion carried.**
2. **Final View of 2020 Regular Meeting Calendar** – Tracy Becht, Board Clerk, indicated that she had researched information requested by the Board at October meeting and that the meeting room for the Mason County Fire District #1 was available for the April meeting. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-32 establishing the 2020 schedule of regular MTA Authority Board meetings. **Shutty/Petersen. Motion carried.**
3. **Strategic Plan** – Ms. Brannin described the evolution of the strategic plan from its beginning, which was more of a work plan back then and now in its present state, is a set of static goals and objectives. Moving forward, the annual work plans will be developed around those identified goals and objectives. After further refinements, Ms. Brannin will bring the proposed Strategic Plan to the Board for approval.

NEW BUSINESS

1. **Service Animal and Pets Policy (POL-508)** – Mike Ringgenberg, Operations Manager, described the need for the policy and that it had been reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-33 and the attached Service Animal and Pets Policy (POL-508). **Shutty/Trask. Motion carried.**
2. **No Show Policy (POL-509)** – Mr. Ringgenberg described to the Board that this policy addresses riders that schedule service and repeatedly do not use the trip they scheduled with MTA. This policy has also been reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-34 and the attached No Show Policy (POL-509). **Campbell/Martin. Motion carried.**
3. **Public Records Request Policy (POL-205)** – Ms. Becht shared with the Board that MTA had previously approved a public records request policy in an outdated format which was attached as Exhibit A to Resolution No. 2014-07. This new version has been updated to be in better alignment with federal and state laws and the Public Records Act. This policy has also been reviewed and approved by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-35 and the attached Public Records Request Policy (POL-205). **Shutty/Petersen. Motion carried.**

4. **Records Management Policy (POL-206)** – Ms. Becht described to the Board the need to have a policy relating to records management so that all employees would understand the need for and process of managing records for MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-36 and the attached Records Management Policy (POL-206). **Trask/Dorcy. Motion carried.**
5. **MTA Ridership Incentive Policy (POL-201)** – Ms. McNulty shared with the Board the updates to the policy and new standards that would apply, as well as confirmed that the policy had been reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-37 and the attached MTA Ridership Incentive Policy (POL-201). **Shutty/Tarzwell. Motion carried.**
6. **Paid Family & Medical Leave (PFML) Policy (POL-311)** – Ms. McNulty said that the policy was necessary as it would be in coordination with the upcoming law beginning in 2020. The policy template was provided by Summit Law and was also reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-38 and the attached Paid Family & Medical Leave Policy (POL-311). **Campbell/Trask. Motion carried.**
7. **Update to Shared Leave Policy (POL-200)** – Ms. McNulty indicated that the updates to this policy were to bring it in alignment with the Paid Family & Medical Leave (PFML) Policy and in conformity with other regulations. Once all of the current collective bargaining agreements have expired, this policy will be rescinded. This policy also had been reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-39 and the attached Shared Leave Policy (POL-200). **Shutty/Trask. Motion carried.**
8. **Employee Recognition Policy (POL-302)** – Ms. McNulty informed the Board that this policy is being updated to provide for an Employee Engagement Committee and its function, as well as update recognition events, employee appreciation days and the annual WSDOT Wall of Fame annual recognition program. She also indicated there would no longer be a General Manager award and instead, an Employee of the Year award. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-40 and the attached Employee Recognition Policy (POL-302). **Campbell/Petersen. Motion carried.**
9. **Surplus Computer Equipment** – Ms. Brannin shared with the Board that the surplus computer equipment was no longer needed as a result of the upgrade performed earlier this year and recommends that the equipment be surplus. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-41 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Tarzwell/Shutty. Motion carried.**
10. **Park & Ride Project – Change Orders** – Ms. Brannin described for the Board the threshold of the current parameters of her authority for change orders and that the size and scope of the Park & Ride project will have change orders that are significantly above that threshold. In an effort to keep this project on track without costly slowdowns or wait time, she is requesting that the Board provide her with the authority to approve up to \$120,000 per change order. The authority requested by Ms. Brannin relates only for the current contract with Active Construction Inc. to construct the roundabout and preliminary site preparation or through June 30, 2020, whichever is earlier. **Moved** that the Mason Transit Authority Board approve the General Manager to approve change orders up to \$120,000 relating to the current contract with ACI, through completion of the roundabout and preliminary site preparation or until June 30, 2020, whichever date is earliest. **Petersen/Progreba. Motion carried.**

11. **Update to Procurement Policy (POL-407)** – Ms. McNulty informed the Board that MTA has been continuing to recognize the existing \$3,000 micro-purchase threshold, and in the past year has found it to be more cumbersome than necessary when making purchases. This is due to having to include federal stipulations for purchases between \$3,000 and \$10,000 when not required by the FTA but MTA’s existing policy. The proposed changes to the policy have been reviewed by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-42 and the attached Procurement Policy (POL-407). **Trask/Shutty. Motion carried.**

INFORMATIONAL

Ms. Brannin spoke to the Board about the possibility of a lobbyist being hired to assist with the upcoming legislative session and that the \$20,000 cost has been included in the 2020 budget. Additionally, Ms. Brannin went over the MTA 2019 Accomplishments Report.

GENERAL MANAGER’S REPORT

No additional comments.

COMMENTS BY THE BOARD

Board member Campbell commented that MTA had made great progress last year and even more this year.

The Board Chair commented that the Park & Ride project is good for North Mason County as well as for MTA.

Board member Dorcy indicated that the EPA study on the Pear Orchard property has been completed. He expressed hope that he would hear about the parking lot at the City Council meeting being held later that evening.

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

Moved that the meeting be adjourned.

ADJOURNED 5:24 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

MTA Board Meeting

**Mason Transit Authority
Regular Meeting
January 21, 2020 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**