



The attached minutes of the Mason Transit Authority regular meeting held on the 18<sup>th</sup> day of February, 2020, were approved by the Mason Transit Authority Board, by motion, on this 17<sup>th</sup> day of March, 2020.

  
Wes Martin, Chair

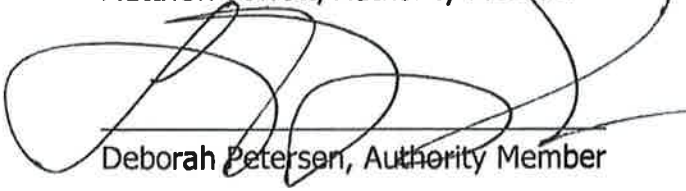
  
Sharon Trask, Vice-Chair

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John Campbell, Authority Member

  
Kevin Dorcy, Authority Member

  
Matthew Jewett, Authority Member

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Randy Neatherlin, Authority Member

  
Deborah Petersen, Authority Member

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Kevin Shutty, Authority Member

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Sandy Tarzwell, Authority Member

ATTEST:   
Tracy Becht, Clerk of the Board

DATE: March 17, 2020 <sup>19<sup>th</sup></sup>

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
February 18, 2020  
Transit-Community Center  
601 West Franklin Street  
Shelton**



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

**Authority Voting Board Members Present:** Wes Martin, Chair; Sharon Trask, Vice Chair; John Campbell, Kevin Dorcy, Matt Jewett, Randy Neatherlin, Deb Petersen, Kevin Shutty and Sandy Tarzwell. **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; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the February 18, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Dorcy. Motion carried.**

**INTRODUCTION OF NEW BOARD MEMBER – MATT JEWETT**

The Chair introduced MTA's new Board member, Matt Jewett from Southside School District. Board member Jewett shared a bit of his experiences and how he came to be a Southside School District Board member.

**RECOGNITION**

LeeAnn McNulty, Administrative Services Manager, briefly shared with the Board the recent All MTA meeting; 2019 overview, training; service and driver safety awards (more details under "Informational"). Additionally, she shared that Tracy Becht was nominated and chosen by the Employee Engagement Committee as Employee of the Year.

**CORRESPONDENCE** – The Clerk read aloud the correspondence received by the Community Lifeline Staff, Volunteers and Guests.

**PUBLIC COMMENT** – None.

## **CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 4, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of January 21, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for January 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of January 17, 2020 through February 12, 2020 financial obligations on checks #33702 through #33797, as presented for a total of \$720,527.50.
4. **Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth in the agenda page.

**Neatherlin/Campbell. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Appointment of Citizen Adviser to MTA Authority Board** – Danette Brannin, General Manager, was out of town at a meeting, so the Clerk of the Board recapped the decision by the Board at its January meeting to table appointment of the Citizen Adviser to the Board. The Clerk also updated the Board that Mr. Farmer who had previously submitted his application, informed the Clerk that he was withdrawing his application as he felt the MTA Board already had a good and longstanding candidate for consideration. **Moved** that the Mason Transit Authority Board reappoint citizen John Piety to serve as the non-voting citizen adviser to the Board with the term being January-December, 2020. **Neatherlin/Shutty. Motion carried.**

### **NEW BUSINESS**

1. **MTA Sick Leave Policy (POL-310)** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the policy was updated to provide clarification to all employees so that they may understand the process and expectations as they are different from the WA Paid Sick Leave Policy. **Moved** that the MTA Board approve Resolution No. 2020-04 and the attached MTA Sick Leave Policy (POL-310). **Shutty/Petersen. Motion carried.**
2. **Change Order #2 – Roundabout Project** – The Clerk reviewed the purpose for the change order which were relating to time and materials to restore and repair the access road used while clearing and installing the relocated gate, as the access road belonged to the property owner and was not MTA property. The Board had additional questions relating to this work order as they believed that while developing the contract, access to the road would have been anticipated and included in the contract. The Board requested that Ms. Brannin provide the Board with additional information relating to Change Order #2.

3. **Summer Youth Pass Interlocal Agreement 2020-2022** – Mike Ringgenberg, Operations Manager, shared with the Board that this agreement is up for renewal and is between Grays Harbor Transit, Clallam Transit, Jefferson Transit, Pacific Transit and Mason Transit. Since Intercity is now fare free, they are no longer a participant in the program. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-05 authorizing the General Manager to sign the Summer Youth Pass Program Interlocal Agreement 2020-2022. **Campbell/Trask. Motion carried.**
4. **Bus and Bus Livability Grant Opportunity** – Ms. McNulty informed the Board that there is a federal grant opportunity for buses, bus facilities and bus equipment and that staff would like to take the opportunity to file an application for three 35' coaches and six cutaways to replace vehicles that are beyond useful life. Ms. McNulty indicated that, despite anticipated budget impacts of I-976, this would be in the best interest of MTA as it would keep MTA's fleet closer to MTA's state of good repair goal and that encumbering \$555,000 for the match would not place MTA at risk of being able to fund other projects already committed. **Moved** that the Mason Transit Authority Board authorize the General Manager submit a grant application to WSDOT on behalf of MTA for three (3) 35' coaches and six (6) cutaways to the Bus and Bus Facilities Program. **Shutty/Neatherlin. Motion carried.**

### **INFORMATIONAL**

Ms. McNulty shared information with the Board regarding the annual meeting that was held on February 9 and that 74 of 80 employees were in attendance. She also described the focus of the "why of what we do," as well as the group discussions of MTA's vision and mission; positive relationships and the service awards.

**GENERAL MANAGER'S REPORT** – [No additions.]

### **COMMENTS BY THE BOARD**

Vice Chair Trask was in attendance at a planning meeting for emergency preparedness and was happy to see Mike Ringgenberg in attendance.

**PUBLIC COMMENT** – [None].

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:43 p.m.

### **UPCOMING MEETINGS AND PUBLIC HEARINGS**

**Mason Transit Authority Board  
Regular Meeting  
March 17, 2020 at 4:00 p.m.  
Transit-Community Center  
601 West Franklin Street  
Shelton**