



The attached minutes of the Mason Transit Authority regular meeting held on the 17<sup>th</sup> day of March, 2020, were approved by the Mason Transit Authority Board, by motion, on this 21<sup>st</sup> day of April, 2020.

DocuSigned by:  
Wes Martin  
Wes Martin, Chair

DocuSigned by:  
Sharon Trask  
Sharon Trask, Vice-Chair

DocuSigned by:  
John Campbell  
John Campbell, Authority Member

DocuSigned by:  
Kevin Dorcy  
Kevin Dorcy, Authority Member

DocuSigned by:  
Matt Jewett  
Matt Jewett, Authority Member

Randy Neatherlin  
Randy Neatherlin, Authority Member

DocuSigned by:  
Deb Petersen  
Deborah Petersen, Authority Member

DocuSigned by:  
Kevin Shetty  
Kevin Shetty, Authority Member

DocuSigned by:  
Sandy Tarzwell  
Sandy Tarzwell, Authority Member

ATTEST: Tracy Becht  
Tracy Becht, Clerk of the Board

DATE: April 28, 2020

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
March 17, 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; Kevin Dorcy, Matt Jewett and Deb Petersen. **Quorum met, including Board members present via WebEx telephone conference.**

**Authority Voting Board Members Present via WebEx telephone conference:** John Campbell, Randy Neatherlin and Kevin Shutty.

**Authority Voting Board Members Not Present:** 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 and Danette Brannin, General Manager.

**Others Present via WebEx telephone conference:** Robert Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager and Mike Ringgenberg, Operations Manager.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the March 17, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Petersen/Dorcy. 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 regular Board meeting of February 18, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for February 2020 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of February 13 through March 11, 2020 financial obligations on checks #33798 through #33903, as presented for a total of \$2,155,836.50.

**Dorcy/Petersen. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS [None.]**

### **NEW BUSINESS**

1. **Mason Transit's Bus Cleaning Schedule in Response to COVID-19** – Danette Brannin, General Manager, informed the Board that the buses are being cleaned with more frequency as indicated in the agenda, as well as by mechanics and drivers between routes.
2. **Change Orders #3, 4 and 5 – Roundabout Project** – Ms. Brannin indicated to the Board that each of the change orders were under \$25,000. Change Order 3 related to the delay in the right-of-way transition and approval of the WSDOT Construction Agreement. Change Order 4 related to hydraulic comments received by WSDOT on a date after the contract had been awarded. The comments resulted in additional structures and upsizing of storm pipe. Change Order 5 is as a result of Belfair Water District requiring MTA to extend the existing water main 60 feet to the east to be outside the new pavement.
3. **Sustainability Examination and Options in Consideration of I-976 Budget Impacts** – Ms. Brannin described to the Board the sustainability options illustrated in the two projections of the I-976 budget impacts, the first including state dollars and the second excluding state dollars. The illustrations have been made using conservative revenue projections. She indicated that she did not anticipate I-976 impacts in the current biennium, but anticipates there will be impacts to the next biennium. Ms. Brannin indicated that she will want to meet with the Finance and Operations Committees soon to begin formulating recommendations by the Committees to the Board.
4. **Surplus IT Equipment** – Ms. Brannin shared with the Board that the items listed are no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-06 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Trask/Petersen. Motion carried.**
5. **COVID-19 Supplemental Leave Authorization Policy (POL-312)** – Ms. Brannin indicated to the Board the need for this supplemental leave policy and that it is exclusive to the current COVID-19 virus. This policy outlines circumstances in which an MTA employee may use the supplemental leave. This policy also describes the amount of paid leave and the option to extend the leave should the General Manager deem necessary. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-07 and the attached COVID-19 Supplemental Leave Authorization Policy (POL-312). **Campbell/Dorcy. Motion carried.**

6. **Ecolane Software License and Services Agreement for Scheduling Software** – Ms. Brannin brought the Board up-to-date regarding the Doublemap issues for the past two years and that the contract with Doublemap has been terminated due to breach of contract. As a part of the Doublemap bid, Ecolane was going to be the provider for the scheduling software as a third-party vendor. Since MTA was so far into the process of implementing Ecolane and the contract mirrors the original, it was decided that going out to bid was unnecessary in this particular instance. **Moved** that the Mason Transit Authority Board approve the General Manager to sign the Software License & Services Agreement with Ecolane. **Dorcy/Jewett. Motion carried.**

**INFORMATIONAL**

Ms. Brannin indicated that the Belfair Park and Ride construction bids will be opened on Friday, March 20 at 11:00 a.m.

**GENERAL MANAGER'S REPORT** – Ridership is down nearly 50%, so staff is working on reduced service strategies. Ms. Brannin requested that the Board conduct a performance review this year as it has been two years since her last review. The Chair and Board member Neatherlin will be conducting the review.

**COMMENTS BY THE BOARD** – Board member Neatherlin stated that the first positive testing of COVID-19 in Mason County had been confirmed.

**PUBLIC COMMENT** – [None].

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:35 p.m.

**UPCOMING MEETINGS AND PUBLIC HEARINGS**

Mason Transit Authority Board  
Regular Meeting  
*April 21, 2020 at 4:00 p.m.*  
*Mason County Fire District #1*  
*331 N. Finch Creek Road*  
*Hoodsport*