



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of April, 2020, were approved by the Mason Transit Authority Board, by motion, on this 19th day of May, 2020.



Wes Martin, Chair

DocuSigned by:


Sharon Trask, Vice-Chair

DocuSigned by:


John Campbell, Authority Member

DocuSigned by:


Kevin Dorcy, Authority Member

DocuSigned by:


Matt Jewett, Authority Member

Randy Neatherlin, Authority Member

DocuSigned by:


Deborah Petersen, Authority Member

DocuSigned by:


Kevin Shultz, Authority Member

DocuSigned by:


Sandy Tarzwell, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 

May 28, 2020

**Mason Transit Authority
Minutes of the Regular Board Meeting
April 21, 2020**

Pursuant to Governor's Proclamation 20-05, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode.



OPENING PROTOCOL

CALL TO ORDER: 4:29 p.m.

Authority Voting Board Members Present: Wes Martin, Chair; Sharon Trask, Vice Chair; John Campbell, Kevin Dorcy, Matt Jewett, Deb Petersen, Kevin Shutty and Sandy Tarzwell. **Quorum met, all named Board members present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Randy Neatherlin.

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: Danette Brannin, General Manager, Tracy Becht, Clerk of the Board, LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager and Mike Ringgenberg, Operations Manager.

Others Present via WebEx conference:

Robert Johnson, Legal Counsel and Melinda Johnson of the Governor's Committee on Disability Issues and Employment (GCDE).

ACCEPTANCE OF AGENDA

Moved that the agenda for the April 21, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Petersen. Motion carried.**

CONSENT AGENDA

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

1. **Moved** to approve the minutes of the MTA regular Board meeting of March 17, 2020 and special board meeting of March 24, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for April, 2020 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of March 12 through April 15, 2020 financial obligations on checks #33904 through #34032, as presented for a total of \$996,070.09.

Trask/Campbell. Motion carried.

INFORMATIONAL PRESENTATION BY DR. KEVIN FRANKEBERGER

Dr. Frankeberger provided an update since his presentation at the MTA Authority Board meeting held on September 17, 2019 in connection with the Accessible Community Advisory Committees Act (ACAC). This update included the Shelton and Mason County Outreach Summary from the Governor's Committee on Disability Issues and Employment of which he is a member. He also spoke of his relationship to Shelton, Mason County and Mason Transit Authority as well as discussions with Mason Transit's General Manager, Danette Brannin. Melinda Johnson expressed her appreciation of Mason Transit Authority Board providing Dr. Frankeberger with an opportunity to share his presentation with the Board.

REGULAR AGENDA

UNFINISHED BUSINESS [None.]

NEW BUSINESS

1. **2020 Certifications and Assurances** – Ms. Brannin informed the Board that these certifications and assurances are annual requirements. By signing these documents, Mason Transit Authority agrees to continue to comply with all federal statutes, regulations, Executive Orders and administrative requirements applicable to applications and grants received from the Washington State Department of Transportation (WSDOT). **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2020 Certifications and Assurances to acknowledge compliance as required. **Tarzwel/Petersen. Motion carried.**
2. **Families First Coronavirus Response Act (FFCRA) Policy (POL-313)** – Ms. Brannin briefed the Board regarding the purpose of this proposed policy that is to provide additional leave coverage for employees impacted by COVID-19 through the FFCRA. This policy is distinct from and in addition to the other types of leave approved by MTA policies. This policy was reviewed and approved for consideration by the Board by legal counsel and MTA's policy committee. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-09 and the attached Families First Coronavirus Response Act Policy (POL-313). **Tarzwel/Trask. Motion carried.**
3. **Paid Administrative Leave Authorization** – Ms. Brannin described the need for the Board's authorization of the General Manager to authorize paid administrative leave for MTA employees that are working reduced schedules during the COVID-19 pandemic. MTA values their trained staff and has significant time and money invested in its employees. During the COVID-19 pandemic, Ms. Brannin has been authorizing paid Administrative Leave for MTA employees that are working reduced schedules as provided in the Employee Handbook. To provide full transparency, she is seeking the Board's authorization for such action. **Moved** that the Mason Transit Authority Board authorizes the General Manager to authorize paid Administrative Leave for employees that are working reduced schedules. **Campbell/Petersen. Motion carried.**

4. **Change Order #6 – Roundabout Project** – Ms. Brannin shared with the Board that this change order was a result of the need to satisfy a colored concrete requirement of WSDOT. The plans that were bid on did not specify the colored concrete clearly, which caused the contractor to not bid accordingly. The Board asked questions relating to the costs. The Board asked Ms. Brannin to make notes about the various change orders so that the Board could have a conversation with the contractor following completion of the project as they felt the contractor should have known about the WSDOT colored concrete requirement.
5. **Board Committee Meetings Update** – Ms. Brannin reviewed the discussions of the Finance and Operations/Maintenance Committee meetings with the Board and the recommendations from the Committees and staff.

INFORMATIONAL

Ms. Brannin indicated that the Belfair Park and Ride construction bid process will be performed again. This second bid process will be done with the building as an alternate, so that there would be a bid for the parking lot and another for the building, resembling a phased project. This is due to considerations such as funding timing and potential scope changes.

GENERAL MANAGER'S REPORT – No further additions.

COMMENTS BY THE BOARD – Board member Campbell stated that this is not the most satisfactory way to hold a meeting. Board member Petersen expressed thanks for the skills of Josh Jacobs, IT Administrator. Board member Tarzwell expressed appreciation for the test run and Mr. Jacob's assistance. LeeAnn McNulty, Administrative Services Manager shared with the Board that Governor Inslee had stated in his press conference that he would not be releasing the stay at home order on May 4.

Moved that the meeting be adjourned.

ADJOURNED 5:32 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

**Mason Transit Authority
Regular Meeting
May 19, 2020 at 4:00 p.m.
MTA Transit-Community Center
601 West Franklin Street
Shelton**