



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


Wes Martin, Chair

DocuSigned by:

Sharon Trask, Vice-Chair

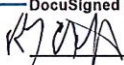
DocuSigned by:

John Campbell, Authority Member

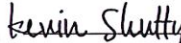
DocuSigned by:

Kevin Dorcy, Authority Member


Matt Jewett, Authority Member

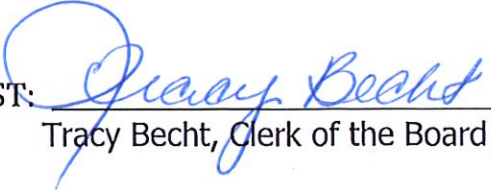
DocuSigned by:

Randy Weatherlin, Authority Member

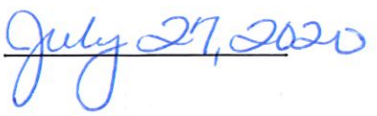
Deborah Petersen, Authority Member

DocuSigned by:

Kevin Shutt, Authority Member

DocuSigned by:

Sandy Tarzwell, Authority Member

ATTEST: 
Tracy Becht, Clerk of the Board

DATE: 

**Mason Transit Authority
Minutes of the Regular Board Meeting
May 19, 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: 4:00 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 via WebEx virtual conference: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present via WebEx virtual conference: 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.

ACCEPTANCE OF AGENDA

Moved that the agenda for the May 19, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Petersen. Motion carried.**

CORRESPONDENCE

Mason Transit Authority received a thank you card for its assistance in recent deliveries of weekly meals and monthly commodities.

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 April 21, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for May, 2020 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of April 15, 2020 through May 13, 2020 financial obligations on checks #34033 through #34127, as presented for a total of \$1,547,165.51.

Campbell/Trask. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None.]

NEW BUSINESS

1. **CARES Act 5311 Operating Grant Agreement** – Danette Brannin, General Manager, described to the Board the purpose of this funding assistance through Washington State Department of Transportation's Operating Grant program to receive federal dollars in connection with the FTA 5311 Coronavirus Aid, Relief and Economic Security (CARES) Act. Citizen Representative John Piety asked whether or not there might be more money coming. Ms. Brannin indicated that there may be, but unknown with certainty. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-10 that approves the Operating Grant Agreement PTD0192 and authorizes the General Manager to sign that Agreement. **Shutty/Trask. Motion carried.**
2. **Electronic Signature Policy (POL-705)** – Ms. Brannin described the advantages to using electronic signatures, not only in the current COVID-19 environment, but also in the future when documents need to be signed while she is traveling and in other circumstances. She also stated that the policy had been reviewed by Sandy Tarzwell of the Policy Committee and Legal Counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-11 and the attached Electronic Signature Policy (POL-705). **Trask/Campbell. Motion carried.**

INFORMATIONAL

Ms. Brannin shared that the roundabout construction in Belfair is almost finished and that Marshall Krier, Maintenance and Facilities Manager, is taking care of the final details of the T-CC Parking Lot which is also near completion. Board member Campbell inquired about the Shelton-Matlock park & ride timeline and Ms. Brannin indicated that she is anticipating the work to begin in the fall.

GENERAL MANAGER'S REPORT – No further additions.

COMMENTS BY THE BOARD – [None].

EXECUTIVE SESSION – The Board Chair announced that the Board was going to move into Executive Session for 20 minutes. There was no public in attendance of the WebEx meeting. It was confirmed that the only members permitted into the Executive Session were the voting Board members, General Manager and Legal Counsel; therefore, all others had either departed the WebEx conference or were in the WebEx or Johns Prairie office lobbies. The Executive Session commenced at 4:19 pm. At 4:39 pm, it was announced that the Executive Session would continue for five more minutes.

RESUME OPEN SESSION – The Board Chair announced that the meeting was opened in regular session. Restriction of any remaining in the electronic lobby was lifted and the meeting resumed at 4:44 p.m.

Moved that the meeting be adjourned.

ADJOURNED 4:45 p.m.

UPCOMING MEETING

**Mason Transit Authority
Regular Meeting
June 16, 2020 at 4:00 p.m.
MTA Transit-Community Center
601 West Franklin Street
Shelton**