






The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of August, 2020, were approved by the Mason Transit Authority Board, by motion, on this 15th day of September, 2020.


Wes Martin, Chair

DocuSigned by:

Sharon Trask, Vice-Chair

DocuSigned by:

John Campbell, Authority Member

DocuSigned by:

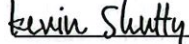
Kevin Dorcy, Authority Member


Matt Jewett, Authority Member

DocuSigned by:

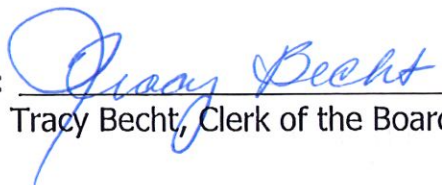
Randy Weatherlin, Authority Member

[Vacant], Authority Member

DocuSigned by:

Kevin Shultz, Authority Member

DocuSigned by:

Sandy Tarzwell, Authority Member

ATTEST: 
Tracy Becht, Clerk of the Board

DATE: September 28, 2020

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



Pursuant to Governor's Proclamation 20-28.8, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

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

Authority Voting Board Members Not Present: [Vacant Position through remainder of 2020].

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 in Person: John Piety

Others Present in Person: Danette Brannin, General Manager, Tracy Becht, Clerk of the Board

Others Present via WebEx virtual conference: LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager.

Others Present via WebEx virtual conference: Robert Johnson, MTA Legal Counsel.

RECOGNITION OF BOARD MEMBER PETERSEN

Board Chair Martin and General Manager Danette Brannin expressed their thanks for former Board member Petersen's service to MTA and the community since 2008 and serving as Chair in 2013. Other Board members also expressed their thanks.

ACCEPTANCE OF AGENDA

Moved that the agenda for the August 18, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Trask. 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 July 21, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for July, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of July 16, 2020 through August 11, 2020 financial obligations on checks #34309 through #34395, as presented for a total of \$1,591,764.83.

Campbell/Jewett. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Transit Development Plan (TDP)** – Ms. Brannin brought the Board up to date by sharing that since the initial draft of the plan had been provided to the Board, two public meetings were held and no citizens submitted comments nor attended either public hearing. MTA's Citizen Advisor to the Board attended both meetings with no additional comments to the plan. **Moved** that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2020-2025 with the 2019 Annual Report for submission to the Washington State Department of Transportation by September 1, 2020. **Trask/Tarzwell. Motion carried.**

NEW BUSINESS

1. **Shelton Matlock Road Park & Ride Project-GCB 3332** – Ms. Brannin described to the Board the original scope of the project and now that the park and ride is being relocated due to the Coffee Creek Fish Passage project. She expressed that it would be best in the interest of both MTA and WSDOT that contractor on the fish passage project perform the additional listed construction improvements in connection with the park and ride. Agreement No. GCB3332 provides for the terms and description of the work that will be carried out and the costs to MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-16 that approves Agreement No. GCB3332 and authorizes the General Manager to sign that Agreement. **Trask/Jewett. Motion carried.**
2. **Statewide Transportation Improvement Plan (STIP)** – Ms. Brannin shared with the Board that MTA's STIP is updated annually and submitted to the Peninsula Regional Transportation Planning Organization, which then in turn submits it to WSDOT. She described the highlights of items placed on the STIP and that she will be watching for grant opportunities for those items on the STIP. **Moved** that the Mason Transit Authority Board approve Mason Transit Authority's submission to the PRTPO for inclusion in the 2021-2024 Statewide Transportation Improvement Plan. **Tarzwell/Campbell. Motion carried.**

3. **Update of Determining Responsibility for Policies Policy (POL-100)** – Ms. Brannin explained to the Board that staff is currently reviewing policies for any necessary updating. This policy was originally approved in 2014. Service changes with a financial increase or decrease cost to MTA of 10% or more will require approval by the Board. Ms. Brannin also reported that this and the following policies have been reviewed by the Policy Committee. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-17 and the attached Determining Responsibility for Policies Policy (POL-100). **Neatherlin/Tarzwel. Motion carried.**
4. **Update of Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101)** – Ms. Brannin indicated that minor edits were made to this policy, namely removing the location of the policies that would limit future changes to the storage of the policies. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-18 and the attached Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101). **Tarzwel/Campbell. Motion carried.**
5. **Update of Distributing Procedures and Tasks Outlines Policy (POL 102)** – Ms. Brannin described the various edits to this policy, such as processes having become modernized and the use of Paylocity as a mechanism to distribute policies to all MTA employees. Other changes included the generalizing the location on the server and that if future policy changes relate only to job title or name changes in nature, the policy shall not require Board approval. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-19 and the attached Distributing Procedures and Tasks Outlines Policy (POL-102). **Jewett/Tarzwel. Motion carried.**
6. **Update of Credit Card Use Policy (POL 401)** – Ms. Brannin described the minor change in the policy which allows for purchases on an open charge account which may be utilized at the time of purchase, so long as approval has been provided by the Administrative Services Manager. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-20 and the attached Credit Card Use Policy (POL-401). **Tarzwel/Trask. Motion carried.**
7. **Update of Coffee and Light Refreshments Policy (POL 403)** – Ms. Brannin explained that the change to this policy related to providing clarification of allowable events and that a previously referenced statute was removed as it did not apply to transit. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-21 and the attached Coffee and Light Refreshments Policy (POL-403). **Campbell/Tarzwel. Motion carried.**
8. **First Amendment to Agreement PTD0044.** Ms. Brannin indicated that due to the COVID-19 impacts, the Paratransit Special Needs Transit Formula Funds for Project B are to be reduced by \$970,00as WSDOT is unable to fulfill all the contract awards and obligations. This will not have any impact to services because of MTA's receipt of CARES Act funds. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-22 that approves the First Amendment to Agreement PTD0044 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment. **Neatherlin/Campbell. Motion carried.**

9. **Contract with Rognlin's on MTA Park and Ride Construction Projects.** Ms. Brannin described to the Board the process leading up to the bid opening of the construction contracts and that the lowest bid submitted of the three bids was Rognlin's. She was also pleased that the Rognlin's bid was less than the engineer's estimate. **Moved** that the Mason Transit Authority Board award the winning bid to Rognlin's, Inc. for the MTA Park and Ride Construction Projects in the amount of \$3,875,750. **Shutty/Neatherlin. Motion carried.**

Moved that the MTA Board approve Resolution No. 2020-23 authorizing the General Manager to sign and execute the contract between Rognlin's, Inc. and Mason Transit Authority. **Trask/Tarzwell. Motion carried.**

INFORMATIONAL – No further additions.

GENERAL MANAGER'S REPORT – Ms. Brannin is in current conversations with MTA Managers that the Belfair Park and Ride may need to staff a customer service area soon after the building and project is completed.

MANAGEMENT REPORT – *Park and Ride Updates:* Pear Orchard project was shut down for a year and work on the project has recently resumed. The Pickering Park and Ride will have cameras installed for additional security.

Belfair Office: The office building that MTA has been leasing was sold. After discussion and exploring different options, it was decided that the best alternative would be to rent a mobile office trailer and place it at the Roy Boad Park and Ride for MTA Drivers and there will still be adequate room for the vehicles. At a later date the mobile office trailer can be moved to the Belfair Park and Ride until the completion of the building at that location.

Service/Ridership: Service is costing a lot right now due to COVID-19 impacts. The good news is that ridership numbers have come up somewhat. Looking to add Saturday service beginning August 22 incrementally.

Revenue: Sales tax revenue was up 15% over 2019 and over budget, allowing just under \$200,000 to be put in reserves for future use and to help with the 2021 budget.

COMMENTS BY THE BOARD – Board Chair Martin said that he will miss Board member Petersen and is sorry to see her go. Board member Tarzwell stated that she was pleased to work with former Board member Petersen and that she learned a lot from her when she started on the Board. She also stated she was happy to hear that the sales tax revenue was more than anticipated. Board member Campbell stated he is now the oldest living member of the MTA Board and he will miss working with former Board member Petersen.

Moved that the meeting be adjourned.

ADJOURNED 4:49 p.m.

UPCOMING MEETING

Mason Transit Authority
Regular Meeting
October 20, 2020 at 4:00 p.m.
On-line via WebEx and in person at
MTA Transit-Community Center
601 West Franklin Street
Shelton