



The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of September, 2020, were approved by the Mason Transit Authority Board, by motion, on this 20th day of October, 2020.

DocuSigned by:

Wes Martin

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Wes Martin, Chair

DocuSigned by:

Sharon Trask

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Sharon Trask, Vice-Chair

DocuSigned by:

John Campbell

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John Campbell, Authority Member

DocuSigned by:

Kevin Dorcy

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Kevin Dorcy, Authority Member

DocuSigned by:

Matt Jewett

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Matt Jewett, Authority Member

DocuSigned by:

Randy Neatherlin

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Randy Neatherlin, Authority Member

[Vacant], Authority Member

DocuSigned by:

Kevin Shuttly

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Kevin Shuttly, Authority Member

DocuSigned by:

Sandy Tarzwell

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Sandy Tarzwell, Authority Member

ATTEST:

Tracy Becht
Tracy Becht, Clerk of the Board

DATE:

October 28, 2020

**Mason Transit Authority
Minutes of the Regular Board Meeting
September 15, 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 (joined at 4:05PM), Kevin Shuttly and Sandy Tarzwell. **Quorum met, Wes Martin and Matt Jewett 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 Not Present: 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; Marshall Krier, Maintenance and Facilities Manager; and Mike Ringgenberg, Operations Manager.

Others Present via WebEx virtual conference: Robert Johnson, MTA Legal Counsel; Elizabeth Safsten, WSDOT liaison.

ACCEPTANCE OF AGENDA

Moved that the agenda for the September 15, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Jewett/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 August 18, 2020.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for August, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of August 12, 2020 through September 10, 2020 financial obligations on checks #34396 through #34492, as presented for a total of \$867,876.09.

Tarzwell/Dorcy. Motion carried.

(Board member Neatherlin joined via WebEx at 4:05 PM)

REGULAR AGENDA

UNFINISHED BUSINESS [None]

NEW BUSINESS

1. **Star Pass Agreement (PTD0212)** – Danette Brannin, General Manager, conveyed to the Board that this is an annual agreement relating to the State Agency Rider (STAR) pass program between WSDOT and MTA for Washington State employees assigned to a worksite in Thurston County. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-23 and the attached Agreement between WSDOT and MTA for the operation of the STAR Pass program (Agreement PTD0212). **Tarzwell/Campbell. Motion carried.**
2. **First Amendment to CARES Agreement (PTD0192)** – Ms. Brannin shared with the Board that these additional funds represent the second half of what MTA was originally awarded. Board member Tarzwell asked if there were limitations to the use of the funds, to which Ms. Brannin responded that there are no restrictions, so long as the costs are related to COVID-19 related impacts and operating expenses to MTA, including salaries. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-24 that approves the First Amendment to Agreement PTD0192 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment. **Tarzwell/Dorcy. Motion carried.**
3. **Second Amendment to Contract for Goods and/or Services between the Squaxin Island Tribe and MTA** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board that this Second Amendment to Contract provides for a 5-year term and federal requirements so that MTA may continue to provide maintenance of the Squaxin Island Tribe's vehicles. He went on further to say that in updating the Labor Rate, the rate was arrived at following, among other things, review of the Mechanics' collective bargaining unit agreement approved in 2019. A question was posed as to whether the rates being charged are at market rate. Mr. Krier responded that while it covers MTA's costs, it was estimated that it may be 20% below market rate. Board member Tarzwell made a point of clarification that the term of the contract is actually three (3) years, rather than five (5) years, to which Mr. Krier corrected his earlier statement. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-25 approving the Second Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated

October 1, 2015 and authorizing the General Manager to sign it. **Tarzwell/Dorcy. Motion carried.**

4. **Update of Title VI Policy (POL-203)** – Ms. Brannin indicated that MTA is required to review its Title VI policy every three years. She provided the highlights of the changes relating to how complaints are tracked; the Limited English Proficiency (LEP) Plan and inclusive public participation. Ms. Brannin also shared that Legal Counsel, the Policy Committee and MTA’s WSDOT liaison had all reviewed the updated policy. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-26 that approves the revised Title VI Policy No. 203. **Dorcy/Tarzwell. Motion carried.**
5. **Update of Education Assistance Program Policy (POL-303)** – LeeAnn McNulty, Administrative Services Manager, described that the updates related to clarifying competing language and that approvals would come from the General Manager. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-27 that approves the revised Education Assistance Program Policy (POL-303). **Trask/Dorcy. Motion carried.**
6. **Update of Meals with Meetings Policy (POL 404)** – Ms. McNulty shared that changes in the policy provided clarifications as to when MTA would or would not have meals with meetings. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-28 that approves the revised Meals with Meetings Policy (POL-404). **Trask/Tarzwell. Motion carried.**
7. **Update of Cell Phone Policy (POL 703)** – Ms. Brannin explained that the major change to this policy related to protecting the data by remotely wiping the phone in the event of loss or theft and that MTA would have tracking on the phone for such purposes. Also, phone allowances were no longer allowed and that employees may use their personal phone to check emails with certain conditions. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-29 that approves the revised Cell Phone Policy (POL-703). **Shutty/Trask. Motion carried.**
8. **Voluntary Resignation and Retirement Incentive Program.** Ms. Brannin explained that this program evolved out of the Finance Committee meeting as COVID-19 impacts created a reduction in force and the yet unknown impacts of I-976. This program gives MTA employees the option to receive a financial incentive to voluntarily separate from MTA employment either through retirement or resignation. Community Transit and King County Metro also have similar programs. She indicated that one of the qualifications is that the employee must have five (5) years with MTA and can’t have officially announced their retirement. Ms. Brannin also described there is a seven (7) day revocation period. Board member Tarzwell asked whether October 30, 2020 was selected because it was a Friday, to which Ms. Brannin confirmed with “yes”. Additionally, Ms. Brannin said she is not anticipating more than four (4) employees to participate in the program. The process would be that the qualifying employee participating in the program would be paid out after the documents were signed and the seven (7) day revocation period had passed without the employee revoking the agreement. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-30 that approves the Voluntary Resignation and Retirement Incentive Program. **Jewett/Dorcy. Motion carried.**

9. **Settlement with DoubleMap.** Ms. Brannin described to the Board the process that eventually led to attempting resolution through mediation. She further described the tentative agreement details reached through mediation. Legal Counsel also described how the settlement was reached by describing the liquidated damages formula and that the replacement product equated to \$210,000. With the \$32,000 value of the reader boards that were retained by MTA, the settlement of \$190,000 basically made MTA whole. Board member Dorcy said that if Legal Counsel and Ms. Brannin were happy with the outcome, so was he. Board member Tarzwell stated it was a good outcome and job well done. **Moved** that the Mason Transit Authority Board approve the General Manager to sign the settlement agreement with DoubleMap upon review and consent of MTA's legal counsel.
Campbell/Dorcy. Motion carried.

(Board member Dorcy departed WebEx at 4:40PM)

INFORMATIONAL – Ms. Brannin provided an overview of the status of the various park and ride projects.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated that the sales tax revenue from June was the highest ever received. Anything over the budget is being put into reserves. This is a good base for continuing current service.

MANAGEMENT REPORT – [None.]

COMMENTS BY THE BOARD – Board Tarzwell wanted to take a moment to acknowledge all of Kathy Geist's hard work for MTA and her public service. She will be retiring on October 9.

A ribbon cutting has been scheduled at the location of the Belfair Park and Ride and Kathy Geist is distributing information relating to the event.

John Piety, Citizen Advisor to the Board, asked that even though the public has not been attending the meetings, could we add Public Comment back into the agenda.

Moved that the meeting be adjourned.

ADJOURNED 4:50 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
Port of Allyn
18560 E State Route 3
Allyn**