



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of October, 2020, were approved by the Mason Transit Authority Board, by motion, on this 17th day of November, 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

[Signature]
Matt Jewett, Authority Member

DocuSigned by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

[Vacant], Authority Member

DocuSigned by:
Kevin Shetty
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Kevin Shetty, Authority Member

Sandy Tarzwell, Authority Member

ATTEST: *Tracy Becht*
Tracy Becht, Clerk of the Board

DATE: *12/2/2020*

**Mason Transit Authority
Minutes of the Regular Board Meeting
October 20, 2020
Port of Allyn
18560 E State Route 3
Allyn**



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, Randy Neatherlin 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: Tracy Becht, Clerk of the Board

Others Present via WebEx virtual conference: Danette Brannin, General Manager, 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 October 20, 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 September 15, 2020.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for September, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of September 12, 2020 through October 14, 2020 financial obligations on checks #34493 through #34594, as presented for a total of \$719,120.99.

Campbell/Neatherlin. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None]

NEW BUSINESS

1. **First View of 2021 Budget** – LeeAnn McNulty, Administrative Services Manager, shared highlights of the preparation of the 2021 budget, such as:
 - a. MTA continues to be conservative on sales tax revenue. While it has been higher than normal, MTA is not anticipating that it will continue to be sustainable.
 - b. The revenue perspective is mostly based on the second period of the biennium.
 - c. Any excess sales tax revenue will be contributed toward grant revenue.
 - d. If sales tax is above budget, that excess amount will be placed into reserves.
 - e. Funds have been set aside for professional and technical services funds for public relations being outsourced with the recent retirement of Kathy Geist.
 - f. Staffing in the amount of \$60,000 has been set aside, which may eventually be moved to wages.
 - g. Safety supplies are due to COVID-19 which are soft supplies.

The Board Chair inquired about unemployment insurance not being charged. Ms. McNulty responded that if there are continued reductions, the budget is structured for worst case scenario.

Board member Tarzwell asked if enough money was set aside for the costs. Operations Manager, Mike Ringgenberg, indicated that \$20,000 has been spent on masks which are anticipated to last approximately 6 months to a year. Currently MTA is going through 600 masks a week.

2. **First View of 2021 Regular Meeting Calendar** – Tracy Becht, Clerk of the Authority Board, indicated that this annual matter was being brought to the Board for discussion. Given the COVID-19 environment, she was looking for feedback as to whether or not the Board would like to have all Board meetings at T-CC during the pandemic, or the remote locations of Hoodspout and Port of Allyn. The Board would like to hold one meeting in Hoodspout and another in Allyn. The Clerk will inquire as to availabilities for the months of April and October and bring the matter to the Board in November.
3. **Surplus vehicles** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board that MTA has six (6) coaches that have exceeded their useful life and are ready for surplus. He indicated that the approximate value of each bus is \$2,500. Once they are declared surplus, he will check with other transit agencies to see if they would like to purchase them. After that outreach, any coaches remaining shall be auctioned. The

Board Chair asked why Vehicle 806 was being surplused when it had fewer miles. Mr. Krier shared that the 806 is an older bus, it is difficult to get parts and it has corrosion issues as it spends much time parked near Kitsap Transit where it is exposed to elements of being near the saltwater. It is made of older diesel technology, so the fuel mileage and exhaust is not the best. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-32 declaring and approving the surplus and disposal of the vehicles as set forth therein.

Campbell/Shutty. Motion carried.

4. **Public Comment Using WebEx** – Danette Brannin, MTA’s General Manager, shared with the Board that MTA had been contacted by a citizen requesting that citizens should be able to make verbal public comments in the Board meeting during the COVID-19 pandemic. Legal Counsel indicated that public comment is only required for public hearings, but not for Board meetings. Legal Counsel also stated that it is good public policy to provide an opportunity for citizens to make comments and by dialing in by telephone, not by video. The Board Chair asked if any Board members were against having the public comment returned to the agenda, to which there was no reply. This is a no action item and the Board Chair instructed the Clerk to add the public comment back into the agenda.
5. **Second Amendment to WSDOT Agreement PTD0044** – Ms. Brannin shared with the Board that MTA received notice of the Sales Tax Equalization formula award from WSDOT. Staff will be allocating \$1,601,895 to operating for 2021-2023, as captured by Consolidated Grant Agreement PTD0044. These Sales Tax Equalization funds do not require a match. Board member Tarzwell requested clarification of the agreements, which Ms. Brannin provided. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-33 that approves the Second Amendment to Agreement PTD0044 between WSDOT and MTA and authorizes the General Manager to sign that Second Amendment. **Trask/Campbell. Motion carried.**
6. **First Amendment to WSDOT Agreement PTD0081** – Ms. Brannin explained that with the \$153,950 remaining of the total amount of Sales Tax Equalization funds, these would be used for the capital purchases to purchase a mini cutaway, scissor lift and roof for the Radich building. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-34 that approves the First Amendment to Agreement PTD0081 between WSDOT and MTA and authorizes the General Manager to sign that First Amendment. **Jewett/Campbell. Motion carried.**
7. **Consolidated Grant Application** – Ms. Brannin is requesting approval to submit a grant application through the WSDOT Consolidated Grant Program for 2021-2023 to secure funding for purchasing a 35’ coach and six cutaways to replace vehicles that are beyond their useful life. A 25% match of \$317,381 is proposed. Board member Tarzwell asked if the 35’ bus was a traditional bus. Mr. Krier responded that it is a conventional diesel/biodiesel with clean technology. The six cutaways are automotive gas engines. Ms. Brannin shared that MTA does not need to submit an operating grant, as the last operating grant application submitted by MTA was for a four-year period. **Moved** that the Mason Transit Authority Board approve the General Manager to submit a grant application for vehicles to the Washington State Department of Transportation Public Transportation Division. **Campbell/Shutty. Motion carried.**

8. **Operations and Maintenance Board Subcommittee Report.** Ms. Brannin explained the events that have led to a T-CC tenant moving to the Johns Prairie base and the Administration offices moving to the Transit-Community Center. She also said that it provided MTA with the opportunity to streamline more of the operations and administration teams, as well as providing the drivers access to speak with administration staff when on their break. The move to Johns Prairie provides a rent amount in line with what the tenant can afford as well as the cost savings to MTA of staffing only one facility. Staff has previously considered and explored other options, but it would cost more money to remodel existing space or pay the cost of constructing a new building. The committee recommended moving forward with the Admin move to the T-CC and leasing the JP space to the tenant. Board member Tarzwell inquired as to who at MTA will be remaining at the Johns Prairie base. The remaining staff will be the Facilities and Maintenance group, IT, one dispatcher, from time to time and the Operations Manager.

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

GENERAL MANAGER’S REPORT – Ms. Brannin informed the Board that I-695 was overturned and that she will be part of a legislative group to explore ways to protect transit funding from initiatives. She will be working with a lobbyist with WSTA.

MANAGEMENT REPORT – Ms. Brannin reported that MTA received four bids for public relations. One of the bidders, JayRay, has worked with other transits on transit promotional projects. Additionally, she spoke of paying for a feasibility study for parking in Allyn and Hoodsport. The feasibility study will explore what the need is and land availability. Board member Neatherlin voiced that he would rather set up a committee to explore, share ideas and look at leasing land, rather than purchasing it, as well as look at what the costs would be.

Ms. Brannin also stated that the ridership went up slightly in September.

COMMENTS BY THE BOARD – The Board Chair stated he is constantly impressed by the professionalism and staff taking their job seriously – and conveyed his thanks.

Moved that the meeting be adjourned.

ADJOURNED 5:02 p.m.

UPCOMING PUBLIC HEARING AND MEETING

PUBLIC HEARING

Proposed 2021 Budget
Tuesday, December 1, 2020 at 4:00PM
MTA Transit-Community Center
601 West Franklin Street
Shelton

BOARD MEETING

Mason Transit Authority
Regular Meeting
December 15, 2020 at 4:00PM
On-line via WebEx and in person at
the Transit-Community Center
601 West Franklin Street
Shelton