



The attached minutes of the Mason Transit Authority regular meeting held on the 17<sup>th</sup> day of November, 2020, were approved by the Mason Transit Authority Board, by motion, on this 15<sup>th</sup> day of December, 2020.

DocuSigned by:

*Wes Martin*

550C0645CF7B450  
Wes Martin, Chair

DocuSigned by:

*Sharon Trask*

BBB14D69CBB841A...  
Sharon Trask, Vice-Chair

DocuSigned by:

*John Campbell*

8D26C296426D428  
John Campbell, Authority Member

DocuSigned by:

*Kevin Dorcy*

ACA8E23B9BD140F...  
Kevin Dorcy, Authority Member

DocuSigned by:

*Matt Jewett*

280F2AEC884849B  
Matt Jewett, Authority Member

DocuSigned by:

*Randy Neatherlin*

61BB6972A7154D6...  
Randy Neatherlin, Authority Member

[Vacant], Authority Member

DocuSigned by:

*Kevin Shutt*

F0B1A86D94D411...  
Kevin Shutt, Authority Member

DocuSigned by:

*Sandy Tarzwell*

E0D2CAD3040C42B  
Sandy Tarzwell, Authority Member

ATTEST:

*Tracy Becht*  
Tracy Becht, Clerk of the Board

DATE:

*December 22, 2020*

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
November 17, 2020  
MTA Transit-Community Center  
Conference Room  
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:** 4:02 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 and Kevin Shuttly. **Quorum met, Matt Jewett attended in person and all other named Board members were present via WebEx virtual conference.**

**Authority Voting Board Members Not Present:** Sandy Tarzwell and Vacant Position through remainder of 2020.

**Authority Non-voting Board Member 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 November 17, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Martin. Motion carried.**

**PUBLIC COMMENT**

Elizabeth Safsten of WSDOT said hello to Danette Brannin, General Manager.

## **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 October 20, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for October, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of October 15, 2020 through November 12, 2020 financial obligations on checks #34595 through #34667, as presented for a total of \$683,468.04.

**Shutty/Campbell. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Second View of 2021 Budget** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that a few adjustments had been made to the 2021 proposed Budget since last month, such as:
  - a. The temporary Belfair base will now require weekly (as opposed to biweekly) fill and dumping;
  - b. Johns Prairie base will now have more separation between the tenants in the lease spaces, such as a wall construction;
  - c. Volunteer Driver program – Additional insurance need was identified to cover MTA; and
  - d. Additional items added to capital budget, such as a generator.

There is one more public hearing scheduled for December 1 and any other changes will be brought to the Board for consideration and approval at the December 15 Board meeting.

2. **Second View of Proposed 2021 Regular Meeting Calendar** – Tracy Becht, Clerk of the Authority Board, described for the Board her findings for available meeting space that would be available for the MTA Authority Board. She had come across challenges in finding meeting space in Hoodsport given the current state of the COVID-19 pandemic. Due to changes in management of the Hoodsport Fire Hall, as well as the Hoodsport Library still not holding meetings at this time, she recommended the continued use of Port of Allyn. Later in 2021 she will seek out location possibilities in Hoodsport and report back to the Board for 2022 Board meetings. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-35 establishing the 2021 schedule of regular MTA Authority Board meetings. **Campbell/Martin. Motion carried.**

### **NEW BUSINESS**

1. **Surplus Inventory.** Ms. McNulty stated the items listed are surplus items that are old items with no value and being sent to recycling. **Moved** that the Mason Transit Authority

Board approve Resolution No. 2020-36 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Campbell/Jewett. Motion carried.**

2. **Records Management Policy (POL-206).** Ms. Becht, as Public Records Officer, stated that another transit agency had recently been made aware through a WSDOT on-site visit that their records retention policy did not properly address records that relate to grant funding. She indicated that the proposed changes to the policy specifically state that any records relating to WSDOT grant funding, shall be retained, at a minimum, for the term of the grant funded project plus six years thereafter and that this requirement shall override the retention schedule of the Washington State Archivist and Local Records Committee. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-37 that approves the revised Records Management Policy (POL-206). **Jewett/Martin. Motion carried.**
3. **Performance Counseling Policy (POL-304).** Ms. McNulty informed the Board as to the changes made to the policy and that any progressive discipline documentation submitted to an employee's personnel file will not be considered for disciplinary action after one (1) year so that the policy will be in alignment with the recent collective bargaining agreement for the drivers. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-38 that approves the revised Performance Counseling Policy (POL-304). **Dorcy/Martin. Motion carried.**
4. **Special Event Service Policy (POL-503).** Mike Ringgenberg, Operations Manager, stated that the policy was last updated in 2016 and that the only changes to the policy related to the entire citations being referenced and in Section 3.2.1 – the subsection was changed from (c) to (g). **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-39 that approves the revised Special Event Policy (POL-503). **Jewett/Neatherlin. Motion carried.**
5. **Volunteer Driver Policy (POL-1000).** Ms. McNulty indicated that the last update to this policy was in 2013. She indicated that updates include title changes; new guidelines relating to reimbursements to volunteer drivers and MTA carrying excess liability insurance, which was also included in the proposed 2021 Budget. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-40 that approves the revised Volunteer Driver Program Policy (POL-1000). **Dorcy/Campbell. Motion carried.**
6. **Contract for Public Relations.** Danette Brannin, General Manager, described to the Board as to the process that staff had accomplished up to this point in JayRay being chosen as scoring highest in each of the criteria as MTA seeks new ways to reach the public. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-41 authorizing the General Manager to sign and execute the Terms and Conditions in the amount of \$54,112.50 between JayRay and Mason Transit Authority. **Jewett/Dorcy. Motion carried.**

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

**GENERAL MANAGER'S REPORT** – Ms. Brannin had nothing further to contribute.

**MANAGEMENT REPORT** – Ms. Brannin indicated that ridership is flat right now and that some items on the 2020 Work Plan have not been accomplished due to the COVID-19 impact. Additionally, MTA’s Admin group will be moving to the T-CC currently being rented by ESD#113. Admin move is anticipated to be at end of December or January.

Ms. McNulty also shared the results of the SAO Exit Conference and that MTA received a clean audit.

**COMMENTS BY THE BOARD** – Board member Campbell shared it was another well conducted meeting.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:39 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