



The attached minutes of the Mason Transit Authority regular meeting held on the 15<sup>th</sup> day of December, 2020, were approved by the Mason Transit Authority Board, by motion, on this 19<sup>th</sup> day of January, 2021.

DocuSigned by:

*Sharon Trask*

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Sharon Trask, Chair

DocuSigned by:

*Sandy Tarzwell*

F0D2CAD30A9C42B...  
Sandy Tarzwell, 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:

*Wes Martin*

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Wes Martin, Authority Member

DocuSigned by:

*Randy Weatherlin*

D98897A711F05...  
Randy Weatherlin, Authority Member

DocuSigned by:

*Kevin Shutt*

F001AE6D94D8414...  
Kevin Shutt, Authority Member

ATTEST:

*Tracy Becht*  
Tracy Becht, Clerk of the Board

DATE:

*01/27/2021*

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
December 15, 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:** 4:00 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, all 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:** 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 and Marshall Krier, Maintenance and Facilities 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 December 15, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Dorcy/Tarzwell. Motion carried.**

**PUBLIC COMMENT**

None.

**ELECTIONS FOR 2021 BOARD OFFICERS**

1. **Chair.** Current Board Chair Martin nominated Vice Chair Sharon Trask to serve as Chair of the Board. Vice Chair Trask accepted the nomination. Additional calls for nomination

were asked with no others being made. **Martin/Tarzwell. Motion carried unanimously.**

2. **Vice Chair.** Current Vice Chair Trask nominated Sandy Tarzwell. Board member Tarzwell accepted the nomination. **Trask/Martin. Motion carried unanimously.**

### **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 November 17, 2020.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for November, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of November 13, 2020 through December 7, 2020 financial obligations on checks #34668 through #34745, as presented for a total of \$327,981.75.

**Campbell/Tarzwell. Motion carried.**

### **REGULAR AGENDA**

#### **UNFINISHED BUSINESS**

1. **Approval of 2021 Budget** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the final version contains a few additional changes with little overall impact. Notable changes: (a) the IT Administrator position has been replaced with a third-party vendor; and (b) non-represented performance compensation. Additionally, due to COVID-19 and safety precautions, MTA drivers are providing some of the rides that are normally covered by LMTAAA volunteer drivers. Board member Campbell expressed concern about the downward trends and Ms. McNulty indicated that while the sales tax revenue is much higher, staff did not feel it was sustainable in the long term and so have taken a very conservative approach. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-42 adopting the 2021 Budget and Compensation Plan with Gross Operating Revenues of \$7,477,706 and Total Operating Expenses of \$7,410,931 with Net Income from Operations of \$66,775 including the capital budget therein. **Trask/Campbell. Motion carried.**

#### **NEW BUSINESS**

1. **Surplus Inventory.** Ms. McNulty stated the items listed are surplus items that are assets that have been fully depreciated and being sent to the supply store in Tumwater or will be recycled. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-43 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Campbell/Tarzwell. Motion carried.**

2. **Customer Comment/Complaint Policy (POL-505).** Danette Brannin, MTA General Manager, informed the Board that this policy was last reviewed in 2017. She indicated that the changes proposed are to bring the policy in alignment with requirements. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-44 that approves the revised Customer Comment/Complaint Policy (POL-505). **Tarzwel/Jewett. Motion carried.**
3. **Equal Employment Opportunity Policy/Program (POL-307).** Ms. Brannin indicated that this policy was last updated in 2017. She also described the process that led MTA to updating the policy and creating the program. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-45 that approves the revised Equal Employment Opportunity Policy (POL-307). **Tarzwel/Dorcy. Motion carried.**
4. **Travel and Travel Reimbursement Policy (POL-402).** Ms. McNulty stated that this policy was due for review and described the changes made. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-46 that approves the revised Travel and Travel Reimbursement Policy (POL-402). **Tarzwel/Dorcy. Motion carried.**
5. **No Show Policy (POL-509).** Ms. Brannin indicated that this policy was updated in 2019 and that this update is to provide clarification for both riders and MTA. The changes were in alignment with current practices and in compliance with FTA requirements. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2020-47 that approves the revised No-Show Policy (POL-509). **Tarzwel/Campbell. Motion carried.**
6. **Strategic Plan Update.** Ms. Brannin informed that Board that this updated and active Strategic Plan was simply for discussion and also includes a workplan. She discussed some of the new items for 2021. Board member Tarzwel asked about cybersecurity with cloud-based technology. Ms. Brannin indicated that WSTIP helps with addressing these concerns.
7. **Renewal of LMTAAA Contract.** Ms. McNulty shared that this annual contract renewal is coming before the Board for approval in connection with Mason Transit's Volunteer Driver program. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06(4) for the provision of volunteer transportation services. **Campbell/Neatherlin. Motion carried.**

**INFORMATIONAL** – Ms. Brannin provided an overview of the status of the various park and ride projects and went over MTA's accomplishments in 2020.

*(Board member Dorcy left meeting at 4:50 PM)*

**COMMENTS BY THE BOARD** – Board Chair Martin shared that he appreciated the opportunity to be the Chair for 2020.

Board member Campbell stated that MTA provides a valuable service to the community.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:55 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting  
January 19, 2021 at 4:00PM**  
*On-line via WebEx and in person at  
the Transit-Community Center  
601 West Franklin Street  
Shelton*