



The attached minutes of the Mason Transit Authority regular meeting held on the 19<sup>th</sup> day of January, 2021, were approved by the Mason Transit Authority Board, by motion, on this 16<sup>th</sup> day of February, 2021.

DocuSigned by:

*Sharon Trask*

Sharon Trask, Chair

DocuSigned by:

*Sandy Tarzwell*

Sandy Tarzwell, Vice Chair

DocuSigned by:

*Cyndy Brehmeyer*

Cyndy Brehmeyer, Authority Member

DocuSigned by:

*John Campbell*

John Campbell, Authority Member

DocuSigned by:

*Kevin Dorcy*

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

DocuSigned by:

*Wes Martin*

Wes Martin, Authority Member

DocuSigned by:

*Randy Neatherlin*

Randy Neatherlin, Authority Member

DocuSigned by:

*Kevin Shetty*

Kevin Shetty, Authority Member

ATTEST:

DocuSigned by:

*Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 3/1/2021

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
January 19, 2021**



*Pursuant to Governor's Proclamations 20-28.14 and 20-25.11, the public meeting was held only in virtual format using WebEx with the public, if any, being provided the opportunity to speak during the public comment period.*

**OPENING PROTOCOL**

**CALL TO ORDER:** 4:06 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

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

**Authority Voting Board Members Not Present:** Kevin Dorcy (*arrived at 4:30PM*) and vacant Position through January, 2021.

**Authority Non-voting Board Member Present:** Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

**Citizen Advisor to the Board Present via WebEx:** John Piety

**MTA Staff present via WebEx virtual conference:** Danette Brannin, General Manager; Tracy Becht, Clerk of the Board; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations 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 January 19, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Neatherlin/Campbell. Motion carried.**

**PUBLIC COMMENT**

None.

**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 December 15, 2020.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for December, 2020 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of December 8, 2020 through January 14, 2021 financial obligations on checks #34746 through #34891, as presented for a total of \$945,865.55.
4. **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

**Tarzwell/Shutty. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Approval of Updated Strategic Plan** – Danette Brannin, General Manager, indicated that no additional changes were made since December meeting, when the Strategic Plan was first brought to the Board for review. Additionally, upon confirmation that Cyndy Brehmeyer was appointed by Mason County Commissioners, her name as well as the Citizen Adviser following appointment later in the meeting would be included. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-01 to approve the Strategic Plan. **Shutty/Tarzwell. Motion carried.**

### **NEW BUSINESS**

1. **Appointment of Citizen Adviser to MTA Authority Board.** Ms. Brannin described the advertising of this position and that John Piety was the only application received by MTA. **Moved** that the Mason Transit Authority Board appoint citizen John Piety to serve as the non-voting citizen adviser to the Board with the term being January-December, 2021. **Neatherlin/Jewett. Motion carried.**
2. **Establish 2021 Authority Board Committees.** Ms. Brannin described the need for establishing the 2021 Authority Board Committees as follows:

Finance: Sharon Trask, Matt Jewett  
Human Resources: Wes Martin, Matt Jewett  
Policy: John Campbell, Cyndy Brehmeyer, Randy Neatherlin  
Operations and Maintenance: Kevin Dorcy, Kevin Shutty, Sandy Tarzwell

- Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committee as set forth above. **Tarzwell/Campbell. Motion carried.**
3. **Surplus Items.** LeeAnn McNulty, Administrative Services Manager, indicated that the items on the attached list for which she is requesting approval to surplus is for obsolete IT/Communication equipment items that are no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-02 regarding the disposal of

the assets as set forth in Exhibit A to that resolution. **Neatherlin/Campbell. Motion carried.**

4. **Contract for IT Managed Services.** As Ms. Brannin had indicated in prior meetings, as well as provided in the approved 2021 Budget, she and the MTA staff believed that the best way to support internal IT was to have its technology services managed by an outside company experienced in the daily management, monitoring and servicing. Right Systems is on the state contract and provides the types of services that MTA will need. MTA's Technical Support Analyst, Tyler Hildebrandt, will provide support for day-to-day support. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-03 authorizing the General Manager to sign and execute the Project Agreement and Terms and Conditions in the amount of \$210,860.54 between Right! Systems Inc. and Mason Transit Authority. **Shutty/Neatherlin. Motion carried.**
5. **Update of COVID-19 Supplemental Leave Authorization Policy (POL-312).** Ms. McNulty indicated that this policy was approved in 2020 in response to the COVID-19 pandemic and supplemental leave for MTA employees. This policy was adopted before the Family First policy. The suggested changes to the policy relate to providing clarification as well as conditions for returning to work relating to a negative test result. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2021-04 that approves the revised COVID-19 Supplemental Leave Authorization Policy (POL-312). **Campbell/Neatherlin. Motion carried.**
6. **Update of Americans with Disabilities Policy (POL-504).** Mike Ringgenberg, Operations Manager, shared with the Board that the Operations team made significant changes to the policy to bring it current and indicated that the Service Animal and Pets policy is now redundant as it is covered in this policy. (see next item on agenda). **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2021-05 that approves the revised Americans with Disabilities Policy (POL-504). **Jewett/Martin. Motion carried.**
7. **Request Rescinding of Service Animals and Pets Policy (POL-508).** As Mr. Ringgenberg had stated in the prior business item, he recommended that this policy be rescinded as it is redundant due to the updates to the Americans with Disabilities Policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-06 rescinding Resolution No. 2019-33. **Campbell/Martin. Motion carried.**

*(Board member Dorcy joined the meeting)*

**INFORMATIONAL** – Ms. Brannin provided an overview of the status of the various park and ride projects. She also described some other possibilities if the 2021-2023 biennium funding does not come through. She also shared that MTA has continued to assist with the Meals on Wheels program and that MTA has called back the last of the drivers that were laid off.

**COMMENTS BY THE BOARD** – Vice Chair Tarzwell expressed her appreciation for being on the Maintenance Committee

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:49 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting  
February 16, 2021 at 4:00PM**  
*On-line via WebEx and in person at  
the Transit-Community Center  
601 West Franklin Street  
Shelton*