



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of February, 2021, were approved by the Mason Transit Authority Board, by motion, on this 3rd day of March, 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

Kevin Dorcy, Authority Member

DocuSigned by:

Matt Jewett

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: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 3/8/2021

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 16, 2021**



Pursuant to Governor's Proclamations 20-28.15 and 20-25.12, the public meeting was held in person and 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: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy, Wes Martin, Randy Neatherlin and Kevin Shuttly. **Quorum met, all named Board members were present via WebEx virtual conference, except the Board Chair who was present in person.**

Authority Voting Board Members Not Present: Matt Jewett.

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

Citizen Advisor to the Board Present: John Piety

MTA Staff present via WebEx virtual conference: LeeAnn McNulty, Administrative Services Manager and Marshall Krier, Maintenance and Facilities Manager.

MTA Staff present in person: Danette Brannin, General Manager; Tracy Becht, Clerk of the Board; Mike Ringgenberg, Operations Manager, and Tyler Hildebrandt, Technical Support Analyst.

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

ACCEPTANCE OF AGENDA

Moved that the agenda for the February 16, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Tarzwell/Martin. 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 January 19, 2021.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for December, 2020 and January, 2021 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of January 15 through February 12, 2021 financial obligations on checks #34892 through #34978, as presented for a total of \$809,567.84.

Tarzwell/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Pear Orchard Park & Ride** – Danette Brannin, General Manager, provided the Board with an update on the project, including the needs for the two change orders that were included. She anticipates that the park and ride will be open in 1 or 2 months.

NEW BUSINESS

1. **JayRay's January Report on Public Relations.** Ms. Brannin discussed items contained in the report with the various public relations and social media activity. There has been an increase in hits to MTA's social media and website that hopefully will relate to an increase in ridership. She shared that she has been pleased with the work that JayRay has done and that Operations Manager, Mike Ringgenberg, will be bringing future reports to the Board as it relates heavily to MTA's Operations.

INFORMATIONAL –

1. **Park and Ride Update:** Ms. Brannin provided a brief discussion of the updates provided by SCJ.
2. **Management Reports:** Ms. Brannin had no additions.
3. **Park & Ride Development Projects:** Ms. Brannin shared with the Board that she does not recommend slowing down the completion of the Belfair Park and Ride. In the event the appropriations received are less than what has been requested, there are sufficient reserves available to complete the project. It will cost MTA more money if there is a delay due to remobilization by the contractor. Additionally, MTA has continued rental fees and other costs associated with the trailer in Belfair for the drivers, storage rental fees for parking MTA's vehicles in a secure location. Board member Shutty agreed that Board should wait to see what is approved by legislation and that the Board will need to approve spending any funds from reserves.

GENERAL MANAGER'S REPORT

- *Admin Move:* Ms. Brannin provided an update to the Board of the Admin Department moving to the T-CC location. She anticipates that a report will come to the Board soon with pricing and contract.
- *Changes to 2021 Budget:* When the Budget was developed it was based upon certain assumptions that have now changed. Ms. Brannin shared the various COVID related impacts, such as continuing to assist with the Meals on Wheels program, deliver commodities and maintain the Volunteer Driver program. She indicated that MTA will need to hire new drivers as other recently open internal positions within MTA have been filled by drivers.

EXECUTIVE SESSION:

The Board Chair announced the meeting was in Executive Session at 4:27 PM. Except for Authority Board members, Legal Counsel and General Manager, all others were excused from the Boardroom (in person and virtually). The Board Chair announced that the Executive Session would conclude at 4:47 PM. At 4:47 PM, the Board Chair announced the end of the Executive Session and that the meeting was in open regular session.

REGULAR SESSION:

After discussion and amendment, the following motion was approved:

Moved that the Board approve Mike Ringgenberg as Interim General Manager since the current General Manager is moving on and the Interim General Manager would be compensated with an additional 5% pay increase as set forth in MTA's Employee Handbook. **Campbell/Tarzwell.**
Motion carried.

Ms. Brannin thanked the Board for five years of support and the many opportunities. She went on to say that she felt she was leaving MTA in good shape and that MTA has a great management team and employees.

COMMENTS BY THE BOARD – The Board members expressed their thanks to Ms. Brannin for all of her hard work during the tough times, what a pleasure it was to work with her, that she leaves behind a well-developed team, wished her the best of luck and thanked her for being MTA's rock star.

Moved that the meeting be adjourned.

ADJOURNED 4:58 p.m.

UPCOMING MEETING

BOARD MEETING

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