



The attached minutes of the Mason Transit Authority regular meeting held on the 20<sup>th</sup> day of July, 2021, were approved by the Mason Transit Authority Board, by motion, on this 17<sup>th</sup> day of August, 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

DocuSigned by:

*Matt Jewett*

Matt Jewett, Authority Member

DocuSigned by:

*Wes Martin*

Wes Martin, Authority Member

DocuSigned by:

*Randy Weatherlin*

Randy Weatherlin, Authority Member

DocuSigned by:

*Kevin Shutty*

Kevin Shutty, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 8/25/2021

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
July 20, 2021  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton**



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present:** Sharon Trask, Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy, Matt Jewett, Wes Martin (arriving at 4:38PM), and Kevin Shuttly. **Quorum met, Board Chair Trask and Board members Brehmeyer, Dorcy and Martin attended in person and the remaining named Board members were present via WebEx virtual conference.**

**Authority Voting Board Members Not Present:** Sandy Tarzwell and Randy Neatherlin

**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

**MTA Staff present:** Amy Asher, General Manager; Mike Ringgenberg, Operations Manager; LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager (via WebEx); Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

**Others present via WebEx virtual conference:** Robert Johnson, MTA Legal Counsel and Elizabeth Safsten of WSDOT.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the July 20, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Dorsey. Motion carried.**

**PUBLIC COMMENT** – None.

**CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 and 2 as follows:

1. Minutes of the MTA regular Board meeting of June 15, 2021.
2. Payments of June 12, 2021 through July 9, 2021 financial obligations on checks#35334 through 35431, as presented for a total of \$2,409,028.06.

**Campbell/Brehmeyer. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS [None]**

### **NEW BUSINESS**

1. **Third Amendment to Agreement PTD0044.** LeeAnn McNulty, Administrative Services Manager, shared with the Board the discussions with WSDOT that resulted in the change of scope to include eligible park and ride safety/security construction expenses against potentially unspent Rural Mobility Competitive funds previously applied to Operating Projects A and B for the biennium ending June 30, 2021. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-16 that approves the Third Amendment to Agreement PTD0044 and authorize the General Manager to sign the agreement. **Dorcy/Brehmeyer. Motion carried.**
2. **Surplus Vehicles.** Marshall Krier, Maintenance and Facilities Manager, indicated the three vehicles identified in the agenda and resolution have exceeded their useful life and are ready for surplus. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-17 and approving the surplus and disposal of vehicles as set forth therein. **Dorcy/Shutty. Motion carried.**

*[The two County Commissioners attending the meeting recused themselves from Item 3. However, because there was not a quorum at the time that the Cooperative Agreement was up for consideration, it was temporarily tabled to see if a quorum would be reached prior to the adjournment of the meeting.]*

3. **Removal of Previously Authorized Staff Member and Approval of New General Manager to Sign on Financial Accounts.** Ms. McNulty stated now that Amy Asher had joined MTA as its new General Manager, it was appropriate to remove Mike Ringgenberg and add Amy Asher to have signing authority on financial accounts and any and all other accounts requiring the MTA General Manager signature. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-19 removing Michael Ringgenberg from signing on financial accounts for Mason Transit Authority and authorizing Amy Asher, new General Manager, to have signing authority for the Mason County Treasurer Depository Account currently held at Columbia Bank, as well as any and all other accounts that typically require the signature of the MTA General Manager. **Brehmeyer/Dorcy. Motion carried.**
4. **First View of Transit Development Plan.** Mike Ringgenberg, Operations Manager, described for the Board that this was the annual plan and that two public hearings have been scheduled and provided their dates. He also stated that this is a first view only. The proposed final form will be brought back to the Board at its August meeting.
5. **MTA Board Composition Review.** Amy Asher, General Manager, provided information relating to the Board composition review that occurs every four years. She was also looking for any input from the Board before the process begins.
6. **Request for Proposal.** Mr. Ringgenberg shared with the Board that MTA received a request from LMTAAA to submit a four-year commitment to continue the Volunteer Driver program. MTA does not plan to submit as it does not have a sufficient number of volunteer drivers to meet contractual obligations; made even more challenging since the beginning of

the COVID-19 pandemic. Mr. Ringgenberg has been in conversation with LMTAAA and they are looking for another agency that may have greater success in recruiting and retaining volunteer drivers.

### **INFORMATIONAL REPORTS:**

- **Financial Reports:** Ms. McNulty provided an overview of MTA's finances for the previous month. She also requested feedback from the Board as to whether or not she should continue to create separate reporting of the T-CC from JP or if the Board would accept the information in a combined format. The Board approved receiving a combined format moving forward.
- **Management Reports:** No additions.
- **Park and Ride Update:** Mr. Krier provided a status report of all of the park and ride projects. Mr. Ringgenberg shared that a ribbon cutting ceremony for the completed Pear Orchard Park and Ride was scheduled for August 4 at 1:00 PM with more details to follow.
- **JayRay Report:** Mr. Ringgenberg indicated that JayRay is doing a phenomenal job tracking website hits. The redesigned website now matches up with other neighboring transit agencies, making it easier for ridership to have seamless website experiences.
- **Operational Statistics:** Mr. Ringgenberg shared that ridership is slowly and steadily increasing and that soon he will be meeting with Dispatch to begin examining ridership patterns. He also indicated that he had just been informed that the Belfair dialysis clinic is closing and all the patients from Belfair will be coming down to Shelton for treatment.

**GENERAL MANAGER'S REPORT:** Ms. Asher thanked the Board for hiring her. She also expressed appreciation for all the great work by staff and employees of MTA. Mr. Ringgenberg has been taking her out to meet others. She is emailing Board members to meet with them one-on-one. Mr. Ringgenberg also took her on a tour of all the facilities and locations from an operational perspective. Mr. Krier will be taking her on a similar tour, but from the maintenance and facilities perspective. She will also be meeting with Loretta Swanson of Mason County Public Works with regard to the Belfair Park and Ride. The audit began the day prior and is working with Ms. McNulty and the SAO. Additionally, she will be meeting with management staff regarding the preparation of the TDP and STIP.

*[Wes Martin arrived at 4:38 PM and the Board Chair announced that there was now a quorum with regard to the consideration of the Cooperative Agreement, originally Item 3 on the agenda.]*

7. **Request for Proposal.** Mr. Ringgenberg shared with the Board that MTA received a Cooperative Agreement relating to the maintenance responsibilities for the Pickering Road and Cole Road Park and Rides. Mr. Krier also indicated that the agreement specifically identifies what MTA's responsibilities will be for both park and rides. Additionally, Mr. Krier provided for an estimated annual cost of \$20,000 as MTA has not had these types of responsibilities previously and we will have a better idea of those costs after a year. **Moved** that the Mason Transit Authority Board approve the interlocal Cooperative Agreement between Mason Transit Authority and Mason County for the purpose of maintaining the Pickering Road and Cole Road park and ride locations and approve Resolution No. 2021-18 authorizing the General Manager to sign the agreement. **Campbell/Dorcy. Motion carried with Commissioner Trask and Shetty recused themselves from voting.**

**COMMENTS BY BOARD:** .

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:45 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting  
August 17, 2021 at 4:00PM**  
*On-line via WebEx and in person at:  
Transit-Community Center Conference Room  
601 West Franklin Street  
Shelton*