



The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of August, 2021, were approved by the Mason Transit Authority Board, by motion, on this 21st day of September, 2021.

DocuSigned by:

Sharon Trask

Sharon Trask, Chair

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DocuSigned by:

Sandy Tarzwell

Sandy Tarzwell, Vice Chair

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DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

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DocuSigned by:

John Campbell

John Campbell, Authority Member

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DocuSigned by:

Kevin Dorcy

Kevin Dorcy, Authority Member

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DocuSigned by:

Matt Jewett

Matt Jewett, Authority Member

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DocuSigned by:

Wes Martin

Wes Martin, Authority Member

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DocuSigned by:

Randy Weatherlin

Randy Weatherlin, Authority Member

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Kevin Shutty, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

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DATE: 10/8/2021

**Mason Transit Authority
Minutes of the Regular Board Meeting
August 17, 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; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy, Matt Jewett, Randy Neatherlin, Wes Martin and Kevin Shutty. **Quorum met, Board members Brehmeyer, Dorcy, Neatherlin, Shutty and Martin attended in person and the remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: [None]

Authority Non-voting Board Member Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160 and Luke Ackerson, 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 Cedric Adams of WSTIP.

ACCEPTANCE OF AGENDA

Moved that the agenda for the August 17, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Tarzwell. Motion carried.**

PUBLIC COMMENT – None.

EXECUTIVE SESSION – The Board Chair announced that the meeting was moving into Executive Session for discussion of threatened or pending litigation at 4:08 PM and stated it would be for 10 minutes. MTA voting Board members; Rob Johnson, Legal Counsel; Cedric Adams of WSTIP; Amy Asher, General Manager and LeeAnn McNulty, Administrative Services Manager.

RESUMED OPEN SESSION – Occurred at 4:20 PM. No action taken.

CONSENT AGENDA

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

1. Minutes of the MTA regular Board meeting of July 20, 2021.
2. Payments of July 10, 2021 through August 15, 2021 financial obligations on checks#35432 through 35576, as presented for a total of \$1,769,111.88.

Campbell/Brehmeyer. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Transit Development Plan.** Amy Asher, General Manager, indicated that developing the Transit Development Plan is a state requirement and that the initial draft had been provided to the Board at its July 20, 2021 Board meeting. Ms. Asher provided the Board with the background information relating to the Transit Development Plan and the public hearings on July 29 and August 9. **Moved** that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2021-2026 with the 2020 Annual Report for submission to the Washington State Department of Transportation by September 1, 2021.

NEW BUSINESS

1. **Statewide Transportation Improvement Plan (STIP).** Ms. Asher shared with the Board that the STIP is a calendar year document that is developed on an annual basis. She also indicated only projects that are listed on the STIP will qualify for federal funding. One funding currently on the STIP is for bus replacement. **Moved** that the Mason Transit Authority Board approve Mason Transit Authority's TIP submission to the PRTPO for inclusion in the 2022-2026 Statewide Transportation Improvement Plan. **Neatherlin/Campbell. Motion carried.**
2. **CRRSAA Act Operating Grant Agreement PTD0235.** Ms. Asher shared that the federal funds from this grant are in the amount of \$5,234,158 and that no local funds are necessary. If MTA is not able to spend all of the funds by 2023, there will be an amendatory grant agreement extending the term of the agreement. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-20 and the attached Agreement between WSDOT and MTA for the CRRSAA Act Operating Grant Agreement (Agreement#PTD0235). **Neatherlin/Shutty. Motion carried.**
3. **Operating Grant Agreement PTD0268.** Ms. Asher indicated this grant agreement through the Consolidated Grant Program is part of a four-year grant relating to regional connections in which \$1,109,722 will be from federal funds and \$4,232,816 will be MTA local funds. She went on further to say that once MTA receives its sale tax equalization amounts (maybe in September or October), she anticipates that this agreement would be amended and brought before the Board for approval. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-21 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Operating Grant Agreement (Agreement#PTD0268). **Neatherlin/Campbell. Motion carried.**

4. **Operating Grant Agreement PTD0269.** Ms. Asher stated that as a part of the previously awarded four-year grant, WSDOT is bringing forth the second half of the grant with this agreement relating to the demand response (Dial-A-Ride) service. For this grant, the federal funds will be in the amount of \$1,294,675 and MTA will provide the local funds in the amount of \$2,770,904. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-22 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Operating Grant Agreement (Agreement#PTD0269). **Neatherlin/Tarzwel. Motion carried.**

(Commissioner Neatherlin left room at 4:39 pm, returned 4:41 pm.)

5. **Operating Grant Agreement PTD0270.** Ms. Asher reviewed the purpose and period of the grant, as well as the fiscal impact to MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-23 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Operating Grant Agreement (Agreement#PTD0270). **Tarzwel/Jewett. Motion carried.**
6. **Construction Change Directive 3 for Park and Ride Projects.** Ms. Asher described the background and costs relating to the Construction Change Directive 3. Ms. Asher further indicated the changes were slightly more than the General Manager's authorization of \$25,000 and is seeking approval by the Board. She also indicated that MTA has grant and matching funds available to pay the costs. **Moved** that the Mason Transit Authority Board approves Resolution No. 2021-24 that approves Construction Change Directive 003 and authorizes the General Manager to sign that Construction Change Directive. **Tarzwel/Shutty. Motion carried.**

Board member Dorcy departed the meeting at 4:44 pm.

INFORMATIONAL REPORTS:

- **Financial Reports:** Ms. McNulty drew the Board's attention to the year-to-date revenue & expenses item that related to the \$261,000 of park and ride expenses and that WSDOT will allow MTA to pay for those expenses from unspent funding. Future updates relating to this matter will be provided when known.
- **Management Reports:** Mike Ringgenberg, Operations Manager, spoke with the Board members relating to necessary short term service changes due to a driver shortage. MTA has two drivers that are still in training, but once finished will be helpful to fill in the gaps. He expressed hope that service would return to normal in October. Ms. McNulty introduced MTA's newly hired Accounting Coordinator, Jenna Reboin.

COMMENTS BY BOARD: None.

Moved that the meeting be adjourned.

ADJOURNED 4:59 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

September 21, 2021 at 4:00PM

On-line via WebEx and in person at:

Transit-Community Center Conference Room

601 West Franklin Street

Shelton