



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of December, 2021, were approved by the Mason Transit Authority Board, by motion, on this 18th day of January, 2022.

DocuSigned by:

Sandy Tarzwell

Sandy Tarzwell, Chair

[Vacant], Vice Chair

DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

[Vacant], Authority Member

DocuSigned by:

Sharon Trask

[Vacant/City of Shelton], Authority Member

Sharon Trask, Authority Member

DocuSigned by:

Randy Neatherlin

[Vacant], Authority Member

Randy Neatherlin, Authority Member

DocuSigned by:

Kevin Shetty

Kevin Shetty, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 1/24/2022

Mason Transit Authority
Minutes of the Regular Board Meeting
December 21, 2021
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

CALL TO ORDER: 4:02 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; John Campbell, Matt Jewett and Kevin Shutty. **Quorum met; all Board members attended via WebEx virtual conference.**

Authority Voting Board Members Not Present: Cyndy Brehmeyer, Kevin Dorcy, Wes Martin and Randy Neatherlin.

Authority Non-voting Board Member Not Present: Brandon Hemming, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present via WebEx: Amy Asher, General Manager; Marshall Krier, Maintenance and Facilities Manager; and LeeAnn McNulty, Administrative Services Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel

PUBLIC COMMENT – None (no members of the public in attendance in person or virtually).

RECOGNITION –

Board member Matt Jewett

The Board Chair thanked Board member Jewett for the value he brought to the MTA Authority Board while he served for the past two years and provided several examples of his service on the Board. She also expressed her appreciation and thanks for his work as they both served on the Finance Committee this year.

Brandon Hemming, IAM&AW representative

Amy Asher, General Manager, shared that she and MTA's Shop Stewards met with Brandon Hemming. Brandon is a transitional IAM&AW representative. It is expected that a permanent representative will be assigned in January and that Mr. Hemming will train the new representative.

ACCEPTANCE OF AGENDA

Moved that the agenda for the December 21, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Tarzwell. Motion carried.**

CONSENT AGENDA

Moved to approve Consent Agenda items 1 through 3 as follows:

1. Minutes of the MTA regular Board meeting of November 16, 2021.
2. Payments of November 10, 2021 through December 8, 2021 financial obligations on checks#35815 through 35893, as presented for a total of \$683,759.00.
3. Approval of 2022 Regular Board Meeting: The Board adopted Resolution No. 2021-35 establishing the 2022 schedule of regular MTA Authority Board meetings.

Campbell/Shutty. Motion carried.

UNFINISHED BUSINESS:

1. **2022 Budget for Approval.** LeeAnn McNulty, Administrative Services Manager, shared with the Board that this was the third and final proposed version of the 2022 Budget. She described the updates since the version the Board received at its November meeting. She also indicated that \$120,000 were set aside for any unexpected needs. The Board Chair expressed her appreciation for all of Ms. McNulty's hard work on this budget. Board member Campbell praised her for the layout of the information, indicating it was much easier to understand. Vice Chair Tarzwell also expressed her appreciation for keeping the Board up-to-date and for setting aside money. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-36 adopting the 2022 Budget and Compensation Plan with Total Operating Revenues of \$9,287,418 and Total Operating Expenses of \$9,243,307 with Net Income from Operations of \$44,111 including the capital budget therein. **Tarzwell/Shutty. Motion carried.**
2. **Board Composition Update.** Ms. Asher shared with the Board that the Board Composition meeting had occurred earlier this year. This year there will be two vacant seats as the terms for Mayor Dorcy and Matt Jewett will end December 31, 2021. The other Board members will need to apply by January 7, 2022, except for Ms. Brehmeyer, whose term does not end until 2024. Ms. Asher expressed her hope that the other Board members will reapply for their current positions. She also indicated that Ms. Tarzwell's appointment does not expire until February, 2022.

NEW BUSINESS:

1. **Policy 402 – Travel and Travel Reimbursement Policy.** Ms. Asher discussed the changes in the updated policy and that it had been reviewed by the Policy Committee and Legal Counsel. **Moved** that the Mason Transit Authority Board approve and adopt

Resolution No. 2021-37 that approves the revised Travel and Travel Reimbursement Policy (POL-402). **Jewett/Tarzwell. Motion carried.**

2. **MTA Employee Handbook.** Ms. Asher described the updates that resulted following discussions with Summit Law, L&I requirements and insurers. The changes to the Employee Handbook had also been reviewed by the Policy Committee and Legal Counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-38 approving the updated Mason Transit Employee Handbook dated December 21, 2021. **Tarzwell/Shutty. Motion carried.**
3. **Extend Term of John Piety as Citizen Advisor to the Board.** Ms. Asher mentioned that she had brought up at the November meeting that she would be recommending that the Board extend Mr. Piety's term for another as provided in MTA's bylaws. She praised his dedication to transit and attending Board meetings and public hearings. Given his proven dedication, she was recommending that the Board extend Mr. Piety's term as Citizen Advisor to the Board for another year. **Moved** that the Mason Transit Authority Board extend the term of current Citizen Advisor, John Piety, through 2022. **Shutty/Tarzwell. Motion carried.**
4. **Election of Officers for 2022.** Board Chair Trask called for nominations for the position of Board Chair for 2022:
 1. **Chair.** Current Board Chair Trask nominated current Vice Chair Tarzwell as 2022 Board Chair. Ms. Tarzwell explained she has a prior commitment that may have some conflicts in her schedule for the first few months, but if the Board was comfortable with that, Vice Chair Tarzwell accepted the nomination to serve as Board Chair for 2022. **Shutty/Campbell. Motion carried.**

Board Chair Trask called for nominations for the position of Board Chair for 2022:

2. **Vice Chair.** Current Board Vice Chair Tarzwell nominated John Campbell as 2022 Board Vice Chair. Board member Campbell accepted the nomination. **Tarzwell/Shutty. Motion carried.**

Legal Counsel indicated that if either of the Board members have not been appointed yet by the County, the MTA Board can hold new elections for nominating a Board member to fill either Chair or Vice Chair position.

INFORMATIONAL REPORTS:

Ms. Asher briefly covered the following items:

- She wanted to thank Ms. McNulty for all of her hard work on the budget and that she did an excellent job.
- She also shared that there are five contingent offers in the recruitment of drivers.
- Currently there is no finish date for the Belfair P&R project. The contractors ordered the electrical panel back in October and still has not received it. The contractor is looking at alternatives using an electrical panel that they currently have in stock and waiting for final approval. There are also some drainage issues that need to be addressed and MTA

is waiting for cost estimates for that and to get fencing around the drain pond. Hopefully the project will be completed in late January/early February.

- Matlock P&R should be done any day.
- Pickering was completed on December 1.
- No further questions by the Board regarding the reports.

Ms. Tarzwell inquired as to bus stops at Pacific Court and at the YMCA. Ms. Asher provided the Board with the following:

- Pacific Court – Funding by City of Shelton TIB grant for road upgrades. The City proposes that MTA put in a permanent bus stop. Looking at pouring a concrete pad and shelter.
- YMCA – City of Shelton would like to see plans for a poured pad/shelter or pullout. Looking at alternatives.

COMMENTS BY BOARD:

Board Chair Trask thanked Board member Jewett for his time. She shared that she was excited for Ms. Tarzwell to serve as Chair and Mr. Campbell to serve as Vice-Chair in 2022. She shared it had been an honor to be the Board Chair in 2021.

Board member Tarzwell expressed her appreciation for all of the information in the staff reports and updates; as well as being nominated to serve as Chair in 2022.

Board member Campbell praised the budget reserve and that MTA is a well-run organization.

Moved that the meeting be adjourned.

ADJOURNED 4:43 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
January 18, 2022 at 4:00 PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton