



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of August, 2022 were approved by the Mason Transit Authority Board, by motion, on this 20th day of September, 2022.

DocuSigned by:

Sandy Tarzwell

Sandy Tarzwell, Chair

DocuSigned by:

John Campbell

John Campbell, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

DocuSigned by:

Wes Martin

Wes Martin, Authority Member

DocuSigned by:

Randy

Randy Neatherlin, Authority Member

Eric Onisko, Authority Member

DocuSigned by:

John Sheridan

John Sheridan, Authority Member

Kevin Shutt, Authority Member

DocuSigned by:

Sharon Trask

Sharon Trask, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 10/10/2022

Mason Transit Authority
Minutes of the Regular Board Meeting
August 16, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 4:08 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice Chair; Wes Martin, John Sheridan and Kevin Shutty.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Randy Neatherlin, Mayor Eric Onisko and Sharon Trask. **Quorum met.**

Authority Voting Board Member Not Present: Cyndy Brehmeyer.

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

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; LeeAnn McNulty, Administrative Services Manager and Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present: None.

3. PUBLIC COMMENT – *[No members of the public attended in person or virtually.]*

4. APPROVAL OF AGENDA

Moved that the agenda for the August 16, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Onisko. Motion carried.**

5. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

- A. Minutes of the MTA regular Board meeting of July 19, 2022.
- B. Payments of July 14 through August 9, 2022 financial obligations on checks#36605 through 36684, as presented for a total of \$706,219.29.
- C. Surplus of Technology Equipment (Resolution No. 2022-09).

Neatherlin/Onisko. Motion carried.

PUBLIC HEARING:

- The public hearing was opened at 4:15 PM.
- The Board Chair set forth the process for calling on members of the public that wish to speak. Seeing that there were no members of the public in the conference room, she asked if there were any members of the public attending virtually. Hearing no responses, the staff presentation was presented as follows.
- Amy Asher, General Manager, identified the statutory requirement of preparing the Transit Development Plan (TDP). She also described the highlights in MTA's 2022-2027 TDP, as well as stating the agencies and organization that will be receiving a copy of the finalized and approved TDP.
- Board member Neatherlin shared that, prior to the COVID pandemic, a fixed route was being considered in 2019 for the Lakeland Village and Allyn, among other areas. He requested that it be evaluated and considered again for the 2023 TDP. Ms. Asher and Jason Rowe, MTA Operations Manager, indicated that they would look into it and that, in the meantime, citizens of that area can use Dial-A-Ride.
- The Board Chair asked Ms. Asher to describe the bus stop improvements. Ms. Asher described what was involved and that she is working with the Bus Stop Committee as they evaluate what type of bus stop is needed throughout Shelton. Examples of types of bus stops would be whether it is just an MTA sign on a pole, or a bus shelter, solar lighting, bench or other amenities depending on the ridership needs and the street type.
- The public hearing was closed at 4:27 PM.

6. ACTION ITEMS – UNFINISHED BUSINESS [None].

ACTION ITEMS - NEW BUSINESS:

- A. **Transit Development Plan.** *[The presentation relating to the TDP was provided during the public hearing.]* **Moved** that the Mason Transit Authority Board approve the 2022-2027 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2022. **Neatherlin/Trask. Motion carried.**
- B. **6-Year Program of Projects** (Six-Year Transportation Improvement Program.) Ms. Asher described the details of the program, importance of submitting the STIP, authorizing federal agencies of federal funds, as well as the filing of the STIP. Ms. Asher also shared the highlights of the MTA STIP. **Moved** that the Mason Transit Authority Board approve Mason Transit Authority's 2023 Six Year TIP submission to the PRTPO for inclusion in the 2023-2028 Statewide Transportation Improvement Plan. **Trask/Onisko. Motion carried.**

The Board Chair asked whether or not the STIP can be amended as needed and Ms. Asher responded in the affirmative.

- C. **Fares: Youth 18 and Under Fare Free Pilot Program.** Ms. Asher shared with the Board the funding opportunity as provided through the Move Ahead Washington transportation bill. To qualify for such funding, MTA must have a fare policy granting free fares to youth 18 and under adopted by October 1, 2022. She also described the continued loss in the youth pass sales as illustrated in the table provided in the Board packet. Additionally, she described the process and significant cost to MTA in

managing the fare counting, pass inventory and reconciliation processes, as well as handling of bus passes, all of which exceeds what MTA is receiving in fares. Board member Neatherlin shared some of the early history of MTA relating to fares.

Moved that the Mason Transit Authority Board adopt Resolution No. 2022-10 establishing a Youth 18 and Under Zero Fare Pilot Program for the Mason County Public Transportation Benefit Area September 1, 2022 – December 31, 2025.

Sheridan/Neatherlin. Motion carried.

7. STAFF REPORTS:

Ms. Asher briefly highlighted the following items:

Financial:

- Ms. Asher praised the diligent efforts on driver recruitment headed up by LeeAnn McNulty, Administrative Services Manager, Haley Dorian, Accounting Assistant and Payroll and Operations Manager, Jason Rowe. They are working together to cast a wider net as well as streamline the recruitment process.

Operations:

- Ms. Asher highlighted that MTA's most recently recruited driver recently passed his CDL and is nearing the end of his initial training period. Additionally, one of MTA's drivers, recently retired, so MTA has one driver coming in as one retires. Currently, MTA has four great candidates for its next training starting soon.
- Ridership is up.

Facilities & Fleet:

- Ms. Asher indicated that Paul Bolte, MTA's Facilities & Fleet Manager, and Brenton Schnitzer are at the Gillig facility in California relating to a coach on the production line.
- Ms. Asher and Mr. Bolte continue to explore options regarding the six cutaways in which MTA received previously approved grant funding. Given the current market and short-term quotes, Ms. Asher indicated it may be necessary for her to call a special meeting authorizing the additional amount to be spent as she anticipates it will be significantly higher than her spending limit.
- The Belfair conference room technology improvements are completed and will be paid for by grant funding.
- The Belfair building and other base related electrical and technology equipment, such as half of the cameras, gate, sprinklers, etc. have been off-line as electricians and contractors evaluate and develop solutions to get everything back on-line and working. It appears it may have been due to a natural storm, such as lightning. More information will be provided at the September meeting.
- MTA has received much interest from others wishing to use its Belfair conference room, which has been discussed with the Policy Committee. Staff will be exploring possibilities and report back to the Policy Committee with any proposed options.

8. COMMENTS BY BOARD:

- MTA's Board Chair expressed her thanks to staff, LeeAnn and Jason for all their hard work on recruiting efforts.

Moved that the meeting be adjourned.

9. ADJOURNED 5:09 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
September 20, 2022 at 4:00 PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton