



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of March, 2023 were approved by the Mason Transit Authority Board, by motion, on this 18th day of April, 2023.

DocuSigned by:

John Campbell

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John Campbell, Chair

DocuSigned by:

Eric Onisko

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Eric Onisko, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

58C4F4F3771E401

Cyndy Brehmeyer, Authority Member

DocuSigned by:

Wes Martin

550C06456F7B450

Wes Martin, Authority Member

DocuSigned by:

Randy Neatherlin

610B89724715406

Randy Neatherlin, Authority Member

DocuSigned by:

John Sheridan

CB8FFFD08B644F

John Sheridan, Authority Member

DocuSigned by:

Kevin Shetty

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Kevin Shetty, Authority Member

DocuSigned by:

Sandy Tarzwell

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Sandy Tarzwell, Authority Member

DocuSigned by:

Sharon Trask

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Sharon Trask, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE:

4/26/2023

Mason Transit Authority
Minutes of the Regular Board Meeting
March 21, 2023
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

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

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Chair; Cyndy Brehmeyer and Kevin Shutty.

Authority Voting Board Member Present in Person: Eric Onisko, Vice Chair, Wes Martin, Randy Neatherlin, John Sheridan, Sandy Tarzwell and Sharon Trask. Quorum met.

Authority Voting Board Member Not Present: [None]

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; Paul Bolte, Facilities and Fleet Maintenance Manager; Jenna Cookston, Accounting Coordinator; Haley Dorian, Human Resources Generalist; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

Others Present: Robert Johnson, Legal Counsel.

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

4. APPROVAL OF AGENDA

Moved that the agenda for the March 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Trask. Motion carried.**

5. CONSENT AGENDA

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

- A. February 21, 2023 MTA regular Board meeting minutes.
- B. Payments of February 11, 2023 through March 13, 2023 financial obligations on checks#37223 through 37305, as presented for a total of \$709,161.82.

Onisko/Sheridan. Motion carried.

6. ACTION ITEMS –NEW BUSINESS.

- A. Second Amendment to Agreement PTD0268. Amy Asher, General Manager, described an overview of the sales tax equalization process to the Board and in

response to Board member Sheridan's query. The Board Chair also asked as to whether the process works in favor of the agency, to which Ms. Asher responded in the affirmative. **Moved** to approve Resolution No. 2023-03 that approves the Second Amendment to Operating Grant Agreement PTD0268 and authorizes the General Manager to sign that agreement. **Martin/Sheridan. Motion carried.**

- B. Second Amendment to Agreement PTD0269. Amy Asher, General Manager, described to the Board that this amendment was similar to PTD0268 and relates to MTA's Dial-A-Ride transit service for the elderly, persons with special needs, low income and the general public. **Moved** to approve Resolution No. 2023-04 that approves the Second Amendment to Operating Grant Agreement PTD0269 and authorizes the General Manager to sign that agreement. **Onisko/Sheridan. Motion carried.**
- C. Second Amendment to Agreement PTD0270. Amy Asher, General Manager, reported to the Board that this second amendment to agreement for PTD0270 is similar to PTD0268 and PTD0269. This amendment related to the application of the Sales Tax Equalization revenue from the Rural Mobility Transit Formula Fund which resulted in MTA's match amount to be reduced by \$348,486. PTD0270 relates to MTA's deviated fixed route service for the general public and those with special needs in Mason County. **Moved** to approve Resolution No. 2023-05 that approves the Second Amendment to Operating Grant Agreement PTD0270 and authorizes the General Manager to sign that agreement. **Onisko/Sheridan. Motion carried.**

7. STAFF REPORTS:

- A. Ms. Asher introduced to the Board Jenna Cookston as MTA's new Finance Administrator and Haley Dorian as MTA's new Human Resources Generalist. Ms. Asher indicated that Jenna had been instrumental in preparing the 2023 budget and is now getting ready for the upcoming audit season.

Ms. Asher then highlighted Ms. Dorian's various titles and accomplishments as an employee of MTA over the past eight years. She indicated that Ms. Dorian has wanted to move toward a focus on Human Resources and in that pursuit, has been doing MTA's payroll, as well as recruitment for new employees and the onboarding process. Currently Ms. Dorian will be working on the recruitment for a new Administration Assistant that will primarily work with Ms. Cookston and Ms. Dorian.

Ms. Asher then indicated that Ms. Cookston would be giving the highlights from the Financial Department:

Financial:

- Ms. Cookston shared the financial information from both the December 2022, financial statement as well as the February financial statement, including information relating to the most recent driver recruitment and wages.

Ms. Asher then asked Paul Bolte, MTA's Facilities and Fleet Maintenance Manager, to provide an update from his team:

Facilities & Fleet:

- Mr. Bolte stated that MTA has received some new equipment, namely the new bus washer and bus lift and that now each bay is equipped with bus lifts.
- The team is now fully staffed and doing really well.
- They have 2 of the 3 new ADA compliant vans. It is expected that MTA will receive the third one soon.

Operations:

- Ms. Asher shared with the Board that she had attended the introductory session of driver applicants known as "A Day in the Life of a Driver". This class has drivers with very interesting and diverse backgrounds.
- New route changes began on March 13 which assists high school and college students.
- Ridership continues to grow. February did have snow events that affected the numbers, but even given that, the trend is upward.
- Last Friday was Transit Driver and MTA Employee Appreciation Day. Boxed lunches and MTA swag in the form of a lunch box, matching water bottle and note pad were provided to employees with their lunch.

8. EXECUTIVE SESSION: The Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110 (1)(g) relating to the performance of a public employee. The Chair invited all voting members to the Executive Session and all staff were excused. The Board Chair stated that the public meeting may be called back into session in 15 minutes, which would be at 4:45PM

9. RESUME OPEN SESSION: The Board Chair called the meeting back into open session at 4:45 PM and no action was taken.

10. COMMENTS BY BOARD:

- Board Member Neatherlin expressed his appreciation of Ms. Asher responding to his request to see if MTA would be able to assist Shelton School District with a request. Ms. Asher promptly responded and explained why MTA could not assist with the request but provided an alternative. He and the school district were appreciative of the quick response so they could look in a new direction. Board member Tarzwell also chimed in and indicated her appreciation as well.
- Board member Martin also stated how he appreciates the new look of MTA's park and rides. They are clean and well lit which is a great image for Mason Transit. The Pickering Park & Ride is the one he drives by most often. He also stated that is most interested in hydrogen as the new "fuel" as it is the most environmentally friendly.
- The Board Chair indicated he is looking forward to the future of Mason Transit.

Moved that the meeting be adjourned.

11. ADJOURNED: 4:50 PM

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

April 18, 2023 at 4:00 PM

On-line via WebEx and in person at the

Mason Transit Authority

Belfair Park and Ride

Conference Room

25250 Highway 3

Belfair, WA 98528