



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of February, 2024 were approved by the Mason Transit Authority Board, by motion, on this 19th day of March, 2024.

DocuSigned by:

Eric Onisko

Eric Onisko, Chair

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DocuSigned by:

John Sheridan

John Sheridan, Vice Chair

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DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

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DocuSigned by:

Richard Lee

Richard Lee, 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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DocuSigned by:

Ryan Spurling

Ryan Spurling, Authority Member

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DocuSigned by:

Kevin Shetty

Kevin Shetty, Authority Member

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Sharon Trask, Authority Member

ATTEST:

DocuSigned by:

Tracy Becht

Tracy Becht, Clerk of the Board

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DATE:

3/26/2024

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 20, 2024**

Virtually and at

Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

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

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Eric Onisko, Chair; Cyndy Brehmeyer, Richard Lee, Wes Martin, Randy Neatherlin, Kevin Shutt, Ryan Spurling and Sharon Trask. **Quorum met.**

Authority Voting Board Members Present via Zoom: John Sheridan, Vice Chair

Authority Voting Board Members Not Present: [None.]

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

Citizen Advisor to the Board Present at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: Rob Johnson, Legal Counsel.

3. PUBLIC COMMENT – *[None present virtually or in person]*

4. APPROVAL OF AGENDA

Moved that the agenda for the February 20, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Shutt/Trask. Motion carried.**

5. INTRODUCTION OF NEW BOARD MEMBERS.

Amy Asher, General Manager, introduced new Board members Ryan Spurling and Rick Lee.

6. CONSENT AGENDA

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

- A. January 16, 2024 MTA regular Board meeting minutes.
- B. Payments of January 1, 2024 through January 31, 2024 financial obligations on checks #38251 through #38331 and #38356, as presented for a total of \$1,179,526.43.

Trask/Shutty. Motion carried.

7. ACTION ITEMS – NEW BUSINESS

A. Interlocal Agreement between Mason County and Mason Transit Authority.

Ms. Asher, General Manager, described the purpose of the ILA and that the County updated the ILA acknowledging annual cost adjustments for fuel and services, as well as hourly shop rates and how fuel will be invoiced. Ms. Asher also indicated that the ILA has been reviewed by MTA's Legal Counsel. *Board member Neatherlin abstained from vote.* **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-02 and authorize General Manager to sign same. **Trask/Martin. Motion carried.**

B. Amendment to WSDOT Consolidated Grant Program Capital Grant Agreement PTD0344-01.

Ms. Asher stated that the purpose of this amendment relates to the grant funding that was approved in the last biennium and is now allocated between two biennia, including match amounts. The allocation was necessary due to the delays in bus production and the one diesel bus that was received last year. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-03 that approves Grant Agreement PTD0344-01 and authorizing General Manager to sign same. **Shutty/Neatherlin. Motion carried.**

8. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Ms. Asher indicated that increased expenses in January related to normal operating annual dues and subscriptions that are billed for payment in January.

B. Management Reports.

- **Recruiting.** Ms. Asher indicated that she has had further discussions regarding recruitment and not waiting until receiving a pool of candidates as they have been accepting other offers. The new recruitment has yielded one candidate and that Prothman will need to move quickly in the interviewing process. It may become necessary for Ms. Asher to come back to the Board to approve a salary increase if further recruitments do not yield any candidates.
- **Audits.** The auditor is continuing to work through the 2022 audit. MTA's contracted financial bookkeeper will be assisting with preparation for the launch of the 2023 audit once the 2022 audit is complete.
- **Maintenance.** Paul Bolte, Facilities & Fleet Maintenance Manager, reported that MTA just received its 5th new Gillig coach and that 3 more Gilligs will be received this

summer. He also shared that 10 new cutaways are in Federal Way receiving detailing so that all vehicles look the same. Mr. Bolte shared that he has been meeting with the Fire Marshall for new propane fuel permits. The Maintenance team has been preparing for upcoming spring work at the park & rides. One of MTA's fueler/detailers is transitioning to be a driver, so a new recruitment is out to fill that vacant position.

- **Operations.** So far, MTA has received 16 applicants for the current driver recruitment. Some applicants already have their CDLs. Some of the applicants are as a result of job source fairs in Thurston and Grays Harbor Counties attended by MTA's Operations Coordinator, Dan Sharp, and Human Resources Generalist, Haley Dorian. Mr. Rowe also indicated MTA has received questions relating to the McCleary Pilot and new parking at Mud Bay for the Route 6. There was additional discussion regarding pilot routes, traffic and commutes.
- **Technology.** Ms. Asher shared with the Board that this week Tyler Hildebrandt, MTA's IT Administrator, will begin working on cybersecurity upgrades with Right! Systems as a part of WSTIP's cybersecurity strengthening and protection of MTA's technology system.
- **Other Projects.** Ms. Asher indicated that the Belfair Sewer Connection project was nearly complete.

C. Operational Statistics. Jason Rowe, Operations Manager, shared that a comparison of January 2023 to January 2024 shows an increase in ridership.

D. Employee Engagement Survey. Ms. Asher went over the survey and indicated that staff were asked if they would prefer to attend the traditional annual all-day staff meeting on Sunday to gather. Most responses were that they didn't care for that format. As a result of expressed preferences by the staff, there will be smaller group meetings in 2024.

9. COMMENTS BY BOARD:

- Mayor Onisko welcomed new Board members Ryan Spurling and Rick Lee.
- Board member Neatherlin shared about a potential green transportation opportunity.

10. UPCOMING MEETING

Mason Transit Authority

Regular Meeting

March 19, 2024 at 1:00 PM

Transit-Community Center Conference Room

601 West Franklin Street

Shelton

Moved that the meeting be adjourned.

9. ADJOURNED: 1:36 PM