



## AGENDA

Mason Transit Authority Board  
**Special Meeting on  
Manager Succession**

March 3, 2021, 1:00 p.m.  
Mason Transit Authority  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

*Pursuant to Governor's Proclamations 20-28.15 and 20-25.12,  
the public meeting shall be held in person at the address above  
and virtually using the following WebEx credentials*

To join by phone: 1-408-418-9388  
Meeting number (access code): 142 045 3740 (Password) 0790

### **OPENING PROTOCOL**

**CALL TO ORDER  
ROLL CALL AND DETERMINATION OF QUORUM  
ACCEPTANCE OF AGENDA – ACTION**

### **CONSENT AGENDA**

1. Pg. 02 Approval of minutes of February 16, 2021 MTA regular Board meeting.

### **NEW BUSINESS**

1. Pg. 06 Removal of Previously Authorized Staff Member to Sign on Financial Accounts and Approval of Interim General Manager – Resolution No. 2021-07 (ACTION)
2. Pg. 09 Manager Successor Process (DISCUSSION)

### **BOARD COMMENTS**

**EXECUTIVE SESSION** – An executive session may be held pursuant to RCW 42.30.110(g) to review the performance of a public employee. The executive session is closed to the public. Action may follow the executive session.

### **REGULAR SESSION**

### **BOARD COMMENTS**

### **ADJOURNMENT**

### **UPCOMING MEETINGS:**

**MTA Board Meeting**  
**Mason Transit Authority**  
**Regular Meeting**  
*March 16, 2021 at 4:00 p.m.*  
Transit-Community Center Conference Room  
601 West Franklin Street  
Shelton

*All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.*

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
February 16, 2021**



*Pursuant to Governor's Proclamations 20-28.15 and 20-25.12, the public meeting was held in person and virtual format using WebEx with the public, if any, being provided the opportunity to speak during the public comment period.*

**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, Wes Martin, Randy Neatherlin and Kevin Shuttly. **Quorum met, all named Board members were present via WebEx virtual conference, except the Board Chair who was present in person.**

**Authority Voting Board Members Not Present:** Matt Jewett.

**Authority Non-voting Board Member Present via WebEx:** Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

**Citizen Advisor to the Board Present:** John Piety

**MTA Staff present via WebEx virtual conference:** LeeAnn McNulty, Administrative Services Manager and Marshall Krier, Maintenance and Facilities Manager.

**MTA Staff present in person:** Danette Brannin, General Manager; Tracy Becht, Clerk of the Board; Mike Ringgenberg, Operations Manager, and Tyler Hildebrandt, Technical Support Analyst.

**Others present via WebEx virtual conference:**

Robert Johnson, MTA Legal Counsel; Elizabeth Safsten, WSDOT liaison.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the February 16, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Tarzwell/Martin. Motion carried.**

**PUBLIC COMMENT**

None.

## **CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the minutes of the MTA regular Board meeting of January 19, 2021.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for December, 2020 and January, 2021 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of January 15 through February 12, 2021 financial obligations on checks #34892 through #34978, as presented for a total of \$809,567.84.

**Tarzwel/Shutty. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Pear Orchard Park & Ride** – Danette Brannin, General Manager, provided the Board with an update on the project, including the needs for the two change orders that were included. She anticipates that the park and ride will be open in 1 or 2 months.

### **NEW BUSINESS**

1. **JayRay's January Report on Public Relations.** Ms. Brannin discussed items contained in the report with the various public relations and social media activity. There has been an increase in hits to MTA's social media and website that hopefully will relate to an increase in ridership. She shared that she has been pleased with the work that JayRay has done and that Operations Manager, Mike Ringgenberg, will be bringing future reports to the Board as it relates heavily to MTA's Operations.

### **INFORMATIONAL** –

1. **Park and Ride Update:** Ms. Brannin provided a brief discussion of the updates provided by SCJ.
2. **Management Reports:** Ms. Brannin had no additions.
3. **Park & Ride Development Projects:** Ms. Brannin shared with the Board that she does not recommend slowing down the completion of the Belfair Park and Ride. In the event the appropriations received are less than what has been requested, there are sufficient reserves available to complete the project. It will cost MTA more money if there is a delay due to remobilization by the contractor. Additionally, MTA has continued rental fees and other costs associated with the trailer in Belfair for the drivers, storage rental fees for parking MTA's vehicles in a secure location. Board member Shutty agreed that Board should wait to see what is approved by legislation and that the Board will need to approve spending any funds from reserves.

## **GENERAL MANAGER'S REPORT**

- *Admin Move:* Ms. Brannin provided an update to the Board of the Admin Department moving to the T-CC location. She anticipates that a report will come to the Board soon with pricing and contract.
- *Changes to 2021 Budget:* When the Budget was developed it was based upon certain assumptions that have now changed. Ms. Brannin shared the various COVID related impacts, such as continuing to assist with the Meals on Wheels program, deliver commodities and maintain the Volunteer Driver program. She indicated that MTA will need to hire new drivers as other recently open internal positions within MTA have been filled by drivers.

## **EXECUTIVE SESSION:**

The Board Chair announced the meeting was in Executive Session at 4:27 PM. Except for Authority Board members, Legal Counsel and General Manager, all others were excused from the Boardroom (in person and virtually). The Board Chair announced that the Executive Session would conclude at 4:47 PM. At 4:47 PM, the Board Chair announced the end of the Executive Session and that the meeting was in open regular session.

## **REGULAR SESSION:**

After discussion and amendment, the following motion was approved:

**Moved** that the Board approve Mike Ringgenberg as Interim General Manager since the current General Manager is moving on and the Interim General Manager would be compensated with an additional 5% pay increase as set forth in MTA's Employee Handbook. **Campbell/Tarzwell.**  
**Motion carried.**

Ms. Brannin thanked the Board for five years of support and the many opportunities. She went on to say that she felt she was leaving MTA in good shape and that MTA has a great management team and employees.

**COMMENTS BY THE BOARD** – The Board members expressed their thanks to Ms. Brannin for all of her hard work during the tough times, what a pleasure it was to work with her, that she leaves behind a well-developed team, wished her the best of luck and thanked her for being MTA's rock star.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:58 p.m.

**UPCOMING MEETING**

**BOARD MEETING**

**Mason Transit Authority  
Regular Meeting  
March 16, 2021 at 4:00PM**  
*On-line via WebEx and in person at  
the Transit-Community Center  
601 West Franklin Street  
Shelton*

DRAFT

## **Mason Transit Authority Special Board Meeting**

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Removal of Previously Authorized Staff Member to Sign on Financial Accounts and Approval of Interim General Manager  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Sharon Trask, MTA Board Chair  
**Date:** March 3, 2021

### **Background:**

It is necessary to remove Danette Brannin as an authorized signer for Mason Transit Authority on the Mason County Treasurer Depository Account held at Columbia Bank. Michael Ringgenberg, currently the Interim General Manager, shall be an authorized signer for the Mason County Treasurer Depository Accounts currently held at Columbia Bank, as well as any and all other accounts that are typically requiring a signature of the MTA General Manager.

Legal counsel has reviewed and approved.

**Summary:** Remove Danette Brannin as authorized signer for MTA and replace with Michael Ringgenberg, Interim General Manager.

### **Fiscal Impact:**

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### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2021-07 removing Danette Brannin from signing on financial accounts for Mason Transit Authority and authorizing Michael Ringgenberg, currently the Interim General Manager, to have signing authority for the Mason County Treasurer Depository Account currently held at Columbia Bank, as well as any and all other accounts that typically require the signature of the MTA General Manager.

**RESOLUTION NO. 2021-07**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AUTHORIZING THE REMOVAL OF FORMER GENERAL MANAGER  
DANETTE BRANNIN AS SIGNER FOR ALL MASON TRANSIT AUTHORITY  
ACCOUNTS AND GRANTING INTERIM GENERAL MANAGER,  
MICHAEL RINGGENBERG, AS SIGNER FOR ALL  
MASON TRANSIT AUTHORITY ACCOUNTS.**

**WHEREAS**, the Mason Transit Authority ("MTA") Board was informed by Danette Brannin of her resignation as General Manager of MTA;

**WHEREAS**, as a result of that action, it is necessary to remove Danette Brannin as a signer for any and all accounts of MTA;

**WHEREAS**, by motion that was carried at its February 16, 2021 meeting of the MTA Board, Michael Ringgenberg was duly appointed as Interim General Manager and

**WHEREAS**, so that business may be carried out in an efficient manner, it is necessary to authorize Michael Ringgenberg, Interim General Manager, to be an authorized signer for the Mason County Treasurer Depository accounts, currently held at Columbia Bank, as well as any and all other accounts that typically would require the signature of the MTA General Manager.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Danette Brannin shall be removed from any and all accounts as an authorized signer for MTA; and

**BE IT FURTHER RESOLVED** that for so long as Michael Ringgenberg is the Interim General Manager, he shall be granted with signing authority for the Mason County Treasurer Depository Account, currently held at Columbia Bank, as well as any and all other accounts that would typically require the signature of the MTA General Manager.

Adopted this 3<sup>rd</sup> day of March, 2021.

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Sharon Trask, Chair

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Sandy Tarzwell, Vice Chair

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Cyndy Brehmeyer, Authority Member

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John Campbell, Authority Member

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Kevin Dorcy, Authority Member

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Matt Jewett, Authority Member

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Wes Martin, Authority Member

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Randy Neatherlin, Authority Member

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Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Michael Ringgenberg, Interim General Manager

APPROVED AS TO FORM: \_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board

## **Mason Transit Authority Special Board Meeting**

**Agenda Item:** New Business – Item 2 – *DISCUSSION*  
**Subject:** Manager Successor Process  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Sharon Trask, MTA Board Chair  
**Date:** March 3, 2021

### **Background:**

As the Board considers the process for the successor General Manager, below are some options to consider:

It is recommended that the General Manager job posting be placed locally, and both state and nationwide. Agencies have reported finding great candidates looking for opportunities to move to our region from across the country when the opportunity comes up.

Organizations that may be helpful in broadcasting the search:

HRIS vendor Paylocity's Recruiting module provides an integrated partnership with the firm Job Target.

- JobTarget LLC provides cross-posting/job distribution and strategy optimization technology solutions. Job Target provides the flexibility to post to 20,000 + job boards targeted by industry and geographic region.
- Using Paylocity Recruiting, the posting will automatically be placed on the Washington State Transit Authority (WSTA) career opportunity page.
- Direct placement of job posting would be made to Transit Talent, the career hub for public transportation and Governmentjobs.com

**Summary:** Options to explore for successor General Manager.