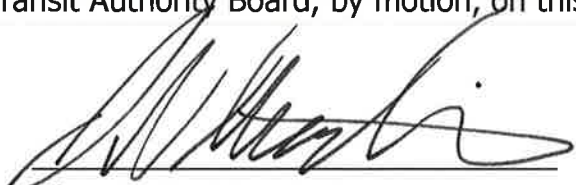





The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of July, 2018, were approved by the Mason Transit Authority Board, by motion, on this 18th day of September, 2018.


Kevin Shutty, Chair



Wes Martin, Vice-Chair

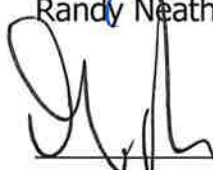

John Campbell, Authority Member

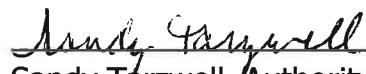

Kevin Dorcy, Authority Member


Terri Drexler, Authority Member


Randy Neatherlin, Authority Member


Deborah Petersen, Authority Member


Don Pogreba, Authority Member


Sandy Tarzwell, Authority Member

ATTEST: 
Tracy Becht, Clerk of the Board

DATE: September 18, 2018

**Mason Transit Authority
Minutes of the Regular Board Meeting
July 17, 2018
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Kevin Shutty, Chair; John Campbell, Terri Drexler, Kevin Dorcy, Randy Neatherlin, Deb Petersen and Don Pogreba. **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin, Vice Chair; and Sandy Tarzwell.

Authority Non-voting Board Member Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; and Marshall Krier, Maintenance and Facilities Manager. Also present, John Piety (MCTAB).

ACCEPTANCE OF AGENDA

Board member Drexler requested that since there would not be a quorum during the bus wash demonstration, including the travel to and from, that the Bus Wash Demonstration be removed from the Agenda. **Moved** that the agenda of the July 17, 2018 Mason Transit Authority (MTA) regular board meeting be amended to reflect that the Bus Wash Demonstration at Johns Prairie Facility be removed from the agenda. **Drexler/Petersen. Motion carried.**

Board member Neatherlin requested that the Agenda be further amended to include an additional discussion item placed under New Business as Item 4 regarding the Opioids Stakeholders Forum and a developmental disability organization. **Moved** that the agenda of the July 17, 2018 Mason Transit Authority (MTA) regular board meeting be further amended to include an additional discussion item be placed under New Business as Item 4 regarding the Opioids Stakeholders Forum and a developmental disability organization. **Neatherlin/Campbell. Motion carried.**

It was further moved that the agenda be amended to include both amendments as approved by motion. **Drexler/Pogreba. Motion carried.**

PUBLIC COMMENT – John Piety expressed his appreciation for the TDP including how MTA has reached out, includes and encourages public comment.

EXECUTIVE SESSION – The Board Chair announced that the meeting was in Executive Session at 4:04 p.m. to review the performance of a public employee and excused all participants in the meeting except the Board and Board Clerk. The Board Chair also indicated that it may end at 4:09 p.m.

RECONVENED REGULAR SESSION – The Board Chair announced that the meeting was in regular session at 4:09 p.m. with no action being taken.

CORRESPONDENCE

The Clerk read aloud the letter of appreciation received by Patti Vernie, Executive Director of the Mason County Senior Activities Association relating to the van awarded through MTA's van grant program.

CONSENT AGENDA

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

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of June 19, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of June, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of June 14, 2018 through July 11, 2018 financial obligations on checks #31516 through #31578, as presented for a total of \$673,759.98.

Campbell/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Transit Development Plan** – Ms. Brannin, General Manager, described to the Board where changes had been made to the plan since the Board's first view of the TDP at its June 19, 2018 Authority Board meeting, as well as the attendees and comments presented at each of the public hearings. **Moved** that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2018-2023 with the 2017 Annual Report for submission to the Washington State Department of Transportation by September 1, 2018. **Campbell/Drexler. Motion carried.**
2. **Update to Worker/Driver Bus Replacement Grant** – Ms. Brannin updated the Board with new information received since the June 19, 2018 Board approval to submit a grant application to the 2019-2021 Regional Mobility Grant (RMG) program. Upon further review by WSDOT, they indicated that in all likelihood the RMG would not be approved for the worker/driver buses. MTA has since received notification of another grant funding opportunity through the Federal Transit Administration 5339(b) program that would be arranged through WSDOT. To satisfy the State's mandate and carbon emissions goal, Ms. Brannin is recommending the purchase of two new 40' Hybrid coaches. **Moved** that the Mason Transit Authority Board authorize the General Manager to sign and submit an application for two 40' Hybrid coaches to the Washington State Department of Transportation for the FTA 5339(b) grant program. **Neatherlin/Petersen. Motion carried.**

NEW BUSINESS

1. **Drug and Alcohol Policy Update** – LeeAnn McNulty, Administrative Services Manager, described to the Board that the updated Drug and Alcohol Policy is a requirement of the Federal Transit Administration and that it had been approved by that office. It is also a requirement that the Mason Transit Authority Board approve this policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-10 and the attached Policy for Drug and Alcohol for the purposes of MTA business. **Neatherlin/Petersen. Motion carried.**
2. **Agreement for Star Pass Program** – Ms. Brannin described the Star Pass program to the Board and that the program is also used by two other local transit agencies. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-11 and the attached Agreement between WSDOT and MTA for the operation of the STAR Pass program (Agreement#GCB3007). **Petersen/Pogreba. Motion carried.**
3. **Purchase of Vehicle Column Lifts** – Marshall Krier, Maintenance and Facilities Manager, described the need for the new Vehicle column lifts and that the purchase of \$45,000 was included in the 2018 capital project budget. **Moved** that the Mason Transit Authority Board authorize the General Manager to purchase a set of 4 ST-1075-2FWA wireless mobile column lifts from Northwest Lift and Equipment not to exceed \$41,000 plus tax. **Neatherlin/Campbell. Motion carried.**
4. **Opioids Stakeholders Forum and Developmentally Disabled Organization.**
Board member Neatherlin informed the Board and MTA Managers that an opioids stakeholders group was formed for the North Mason area and it was mentioned that it would be good for transit to be a part of the group and requested that someone from Mason Transit attend the meetings.

Additionally, Board member Neatherlin indicated that during a briefing, someone who is working with those with disabilities and transportation asked him about transportation needs. He suggested to that person that they contact Ms. Brannin. Additionally, there is a transportation need for another group that wants to assist people with disabilities that wish to vote.

Board member Campbell indicated that his wife has also been attending these meetings and has expressed a need for a transportation piece and that perhaps a MCTAB member could attend the meetings as a part of the citizens' committee.

INFORMATIONAL UPDATES – [None]

GENERAL MANAGER'S REPORT – Ms. Brannin provided a copy of the 2017 Risk Profile and Washington State Transit Insurance Pool's Annual Report. Ms. Brannin explained the information provided in the profile, which is prepared annually by WSTIP for MTA.

COMMENTS BY BOARD MEMBERS –

Board member Drexler suggested that research be conducted and available for discussion at the September MTA Board meeting as to whether or not a citizen could hold an *ex officio* non-voting board position. She further explained that the Mason County Commissioners would review applications and appoint the citizen best suited for that position. Ms. Brannin indicated that research would be carried out, as well as seeking advice from Legal Counsel. If the position could be created, it would require a change to the bylaws as well.

Moved that the meeting be adjourned.

ADJOURNED 4:35 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
CANCELLED
AUGUST REGULARLY SCHEDULED BOARD MEETING**

**Mason Transit Authority
Regular Meeting
September 18, 2018 at 4:00 p.m.
*Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton***