



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of April, 2019, were approved by the Mason Transit Authority Board, by motion, on this 21st day of May, 2019.



Randy Neatherlin, Chair



Wes Martin, Vice-Chair



John Campbell, Authority Member



Kevin Dorcy, Authority Member



Deborah Petersen, Authority Member

Don Pogreba, Authority Member



Kevin Shutty, Authority Member



Sandy Tarzwell, Authority Member



Sharon Trask, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: May 21, 2019

**Mason Transit Authority
Minutes of the Regular Board Meeting
April 16, 2019
Port of Allyn
18560 E SR 3
Allyn**



OPENING PROTOCOL

CALL TO ORDER: 4:32 p.m.

Authority Voting Board Members Present: Wes Martin, Vice Chair, Deb Petersen, Don Pogreba, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: Randy Neatherlin, Chair (arrived at 5:02pm-see below); John Campbell, Kevin Dorcy and Kevin Shutty,

Authority Non-voting Board Member Not Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rob Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager and Josh Jacobs, System Administrator.

ACCEPTANCE OF AGENDA

Moved that the agenda for the April 16, 2019 Mason Transit Authority (MTA) regular board meeting be approved. General Manager, Danette Brannin, requested that New Business Item 1 and the Informational Presentation be removed from the agenda. **Trask/Tarzwell. Motion carried.**

PUBLIC COMMENT – None.

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 March 19, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for March, 2019 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of March 14, 2019 through April 10, 2019 financial obligations on checks #32543 through #32644, as presented for a total of \$579,781.17.

Tarzwel/Trask. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Amendatory Resolution No. 2019-08** – Tracy Becht, Clerk of the Authority Board, described to the Board that there was a scrivener's error when Resolution No. 2019-07 had been adopted. Legal Counsel, Robert Johnson, described to the Board that it had awarded the bid submitted by CHG Building Systems in the amount of not to exceed \$165,997 and the amount in the title of Resolution No. 2019-07 should have reflected that amount. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-08 to correct the scrivener's error in Resolution No. 2019-07. **Trask/Pogreba. Motion carried.**
2. **Remainder of GCB3098 Capital Construction Project Funding** – Marshall Krier, Maintenance and Facility Manager, described to the Board that MTA submitted a request to WSDOT to seek approval to perform the additional facility repairs and improvements. MTA had received three bids to have the work performed and Affordable Asphalt Company of Tumwater, WA submitted the lowest bid of \$31,553.81. All other projects or purchases are under the \$25k General Manager approval threshold. **Moved** that Mason Transit Authority (1) approve updated project list; and (2) approve expenditure of \$31,553.81 for the pavement repairs at Johns Prairie to be completed by Affordable Asphalt Company of Tumwater, WA. **Petersen/Tarzwel. Motion carried.**

NEW BUSINESS

2. **Surplus of Staff and Vanpool Vehicles** – Mr. Krier informed the Board that three staff cars, one community van and one vanpool van have exceeded their useful life and are ready for surplus. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2019-10 declaring and approving the surplus and disposal of vehicles as set forth therein. **Trask/Pogreba. Motion carried.**
3. **Americans with Disabilities Policy (POL-504)** – Ms. Brannin spoke to the Board relating to the necessary updates to this policy requested by WSDOT. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-11 and the attached Americans with Disabilities Policy (POL-504). **Tarzwel/Petersen. Motion carried.**
4. **Application for Low or No Emission Program Grant** – Mr. Krier provided the Board with information relating to the Low or No Emission Program grant and that the deadline for filing the grant is May 14, 2019. The current Worker/Driver buses are beyond their useful life and requiring more repairs as a result. He went on to say that requesting the purchase of two hybrid buses will work well for the Worker/Driver program and meet the Governor's mandate for alternative fuel use. Mr. Krier also indicated that the estimated

match of 25%, which is estimated to be \$375,000, would come from reserves. **Moved** that the Mason Transit Authority Board authorize the General Manager to finalize, approve, sign and submit a grant application for the Low or No Emission Vehicles grant program. **Petersen/Pogreba. Motion carried.**

5. **Operations and Maintenance Committee Recommendations on Fares** – Board member Don Pogreba briefed the Board as to the meeting of the Operations and Maintenance Committee and review of the fares. Citizen Advisor to the Board had no additional comments. **The Operations and Maintenance Committee recommends** the approval to increase the adult monthly pass to \$30 and the seniors/persons with disabilities monthly pass to \$10, following public hearings as required. **Motion carried unanimously.**
6. **Approval of Technology Purchase** – Josh Jacobs, System Administrator, recommended to the Board that MTA purchase upgraded AngelTrax high definition camera systems and hard drives for certain buses so that the technology would be in alignment with MTA’s new buses as well as satisfying retention requirements for video. **Moved** that the Mason Transit Authority Board approve the expense of \$50,494.69 to be paid from technology grant#GCB2615 Project B for the acquisition of high definition cameras and hard drives. **Petersen/Trask. Motion carried.**

[Board Chair Neatherlin arrived at 5:02 pm]

INFORMATIONAL UPDATES – Ms. Brannin briefly described to the Board additional information relating to the park and ride projects.

GENERAL MANAGER’S REPORT – Ms. Brannin discussed the gym and its frequent use for event rentals and that if there is ever a complaint, it is about the acoustics. Two bids have been received on costs of panels to resolve acoustic issues and found that they were too expensive. One suggestion was made to explore having manufactured curtains as another facility had done and found it to be a less expensive solution.

COMMENTS BY BOARD MEMBERS – Board member Pogreba asked why it was necessary to meet at Port of Allyn as the distance seems to create a problem. The Clerk of the Board had indicated that in years past members of the Board wanted to hold the meeting twice annually at the Port of Allyn so as to provide another location that may be closer to the public should they wish to attend. It was suggested that the Board consider this when setting the 2020 regular meeting schedule, which also sets the location. No public had attended this meeting.

Board member Petersen apologized that she was late as she was in a meeting that went much longer than anticipated and was unable to reach anyone to notify them until the Clerk called.

Board Chair Neatherlin also expressed his apologies, but the car he was driving was dead on the side of the road.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 5:18 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting
Tuesday, May 21, 2019 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**