



**Mason Transit Authority (MTA) Board  
Minutes of the Regular Meeting**

**May 21, 2013**

**MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA**

**Board Members Present:** Deborah Petersen, Chair; Mike Olsen, Vice-Chair; John Campbell, Terri Jeffreys, Randy Neatherlin, Gary Volk, Herb Gerhardt and Sadie Whitener via telecom. Absent: Tim Sheldon. Quorum Present.

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Christina Kramer, Acting Clerk of the Board and Outreach Manager; Danette Brannin, Finance Manager; Mike Oliver, Development Manager; Ron Aubol, Facilities & Maintenance Manager; Rikki Johnson, Human Resources Manager; Christine Rouse, Technology Manager; Kathy Geist, Transit-Community Center Manager; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; and Lennea Wolf of the Skokomish Indian Tribe.

**CALL TO ORDER:** 4:00 PM

**APPROVE AGENDA: MOVED** that the Mason Transit Authority Board approve the Agenda as amended. **Campbell/Gerhardt. Motion carried unanimously.**

**RECOGNITION:** None.

**PUBLIC COMMENT:** None.

**BOARD OF DIRECTORS COMMENTS:**

1. **Process Change for Signature Pages** – The Board Chair asked that signature pages of the board packet be signed at the end of the meeting versus throughout the meeting in order to decrease distractions. The Board discussed this process. It was agreed to maintain all the signature pages in a folder then pass the folder around after agenda items under “new business” have been completed. If an Authority Member leaves early the Clerk of the Board will step out with them to have the appropriate pages signed.

**MINUTES:**

1. **MOVED** that the Mason Transit Authority Board approve the April 16, 2013 regular meeting minutes as presented. **Campbell/Olsen. Motion carried unanimously.**

2. **MOVED** that the Mason Transit Authority Board approve the May 1, 2013 special meeting minutes as amended. **Gerhardt/Volk. Motion carried unanimously.**

#### **CORRESPONDENCE:**

1. An email from Grays Harbor Transit was read, which thanked Mason Transit Authority for lending vans to them.
2. A letter from community member Marilyn Vogler was read, which requested that MTA provide fixed route service to the Capital Hill residents in Shelton.

#### **CURRENT BUSINESS:**

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for April 2013 as presented with revenues of \$49,203.41 and expenses of \$416,184.53. **Jeffreys/Campbell. Motion carried unanimously.**

The board discussed the layout of the financial reports. It was suggested that the reports be changed to show the financial status of the agency's budget in a way that is easily understood by someone whose profession is not accounting, aka laymen terms.

2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from April 17, 2013 to May 21, 2013 on checks #23074 through #23204 as presented for the total of \$556,937.46. The total includes gross payroll in the amount of \$213,325.74 through May 10, 2013. **Gerhardt/Whitener. Motion carried unanimously.**

#### **UNFINISHED BUSINESS:**

1. **Follow-up Report: Resolution No. 2013-06 – Amending the 2012 Budget** – The Finance Manager shared a report and highlighted the 2012 budget versus actuals, as well as answered questions as to why MTA does a year end amendment to reflect the budget actuals.

The Board discussed process and protocol regarding budget amendments.

Legal Counsel will report at the next Board meeting on the laws governing transit budgets and the reasons for doing closing budget amendments.

2. **Follow-up Report: 3-year Operating Cost Comparison per Passenger Trip** – The Operations Manager provided a report and highlighted the cost analysis between MTA and other comparable agencies.
3. **Connection to City of Shelton Water Utility** – The Development Manager provided the history of the water line hook-up process; highlighted was that MTA

was required to hook-up to City of Shelton water line due to the need of a fire suppression system which the on-site well does not support. The Transit-Community Center Manager gave an update on the current steps necessary to finalize the process.

**MOVE** that the Mason Transit Authority Board authorize the General Manager to sign a Latecomers Agreement with the City of Shelton to connect to the City's water utility and contract for associated plumbing services as needed, in an amount not to exceed \$75,000. **Jeffreys/Volk. Motion carried unanimously.**

#### **TRANSIT-COMMUNITY CENTER PROJECT:**

1. Kathy Geist announced the groundbreaking ceremony for the Center which will be August 1<sup>st</sup> at 2 p.m. She also reported on research being done to include a cellphone tower within the clock tower planned to be installed at the Center.
2. Mike Oliver provided updates about the city permitting, in that we made the city deadline and the permits are in place. He also announced the grant funding of \$4.1 million dollars has been released and will be available to MTA to use on the project now.

#### **COMMUNITY CENTER ASSOCIATION REPORT:**

1. John Piety reported that the Community Center Association is reviewing their bylaws.

#### **NEW BUSINESS:**

1. **RESOLUTION NO. 2013-07: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-07 authorizing the disposal of surplus information technology equipment. **Jeffreys/Olsen. Motion carried unanimously.**
2. **MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SKOKOMISH INDIAN TRIBE AND MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA (MTA):** Lennea Wolf, representative of the Skokomish Indian Tribe, announced the Tribe will continue to apply for funding to keep the project going as it is incredibly successful. She reported the first month ridership was a total of six and within 60 days it increased to serving 600 hundred per day. Currently, the service is experiencing 600-800 riders per month.

**MOVE** that the Mason Transit Authority Board approve the Memorandum of Understanding with the Skokomish Indian Tribe for transportation service for the period of April 2013 through April 2014 and authorize signature by the Mason Transit Authority General Manager. **Whitener/Gerhardt. Motion carried unanimously.**

3. **RESOLUTION NO. 2013-08: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-08 authorizing the General Manager to sign the Third Amendment to Agreement GCA6837 with the Washington State Department of Transportation. **Jefferys/Campbell. Motion carried unanimously.**

**MCTAB REPORT:** John Piety, MCTAB Chair, reported that a committee had been formed to review and make a recommendation on the MTA Volunteer Driver Program. He also spoke of continued recruitment efforts.

**ITEMS TO GO BEFORE MCTAB:** None.

**TEAM UPDATES:**

1. **Development: Mike Oliver, Manager**
  - Updates provided on PRTPO meetings and review of CAP funding, to include potential future use of CAP funding to support the Transit-Community Center in multi-model features.
  - Highlighted was a continued research effort on a Park-n-Ride in North Mason County.
2. **Facilities & Maintenance: Ron Aubol, Manager**
  - Reported that the new Gillig coach #306 went into service May 16<sup>th</sup>.
  - Three vans that were on loan to Grays Harbor Transit were returned and will now be turned into agency vehicles.
  - Six new cutaways will be arriving in about a month.
  - Highlighted was the Maintenance Committee Meeting that was attended, to include showcasing of an electric bus put into service in Richland, WA.
3. **Finance: Danette Brannin, Manager**
  - Provided highlights of Sales Tax Revenue Report.
  - Reported that the annual report is almost completed for submission to the State Auditor's Office.
4. **Human Resources: Rikki Johnson, Manager**
  - Reported the Employee Handbook will be disseminated next week.
  - Started a wage comparison analysis.
  - Will be implementing online training for sexual harassment, education for supervisory and management training.
5. **Technology: Chris Rouse, Manager**
  - New virtual server has been installed.
6. **Operations: Jane Seymore, Manager**

- Operations Report for April 2013 was highlighted, to include highlighting the Skokomish Pilot service which had a 33,067% ridership increase in comparison to the ridership in April 2012.
- Provided follow-up on a public comment from the last Board meeting, in that MTA has purchased kits to clean up body fluid messes and these are being installed on buses.

**7. Outreach: Christina Kramer, Manager**

- Highlight Volunteer Driver Program recruitment efforts and upcoming recognition ceremony planning.
- Reported the audit of the Volunteer Driver Program was successful with no findings.
- Highlighted progress on Chronicle Project.
- Provided a report on the outreach events MTA participated in.

**GENERAL MANAGER'S REPORT:**

- Provided an update on the transition of new members to the Communication Team.
- Continuing to work on an accountability plan for the Board.
- Still researching the representation serving on the Board.
- Recognized Legal Counsel, Kristin French, for her hard work.

**OTHER BUSINESS:**

**NEXT BOARD MEETING:**

**Mason Transit Authority & Mason County Transit Advisory Board  
Joint Board Meeting**

*Tuesday, June 18, 2013 @ 5:30 PM*  
Port of Allyn – 18560 East State Route 3  
Allyn, WA

**UPCOMING MEETINGS:**

**Mason County Transportation Advisory Board Meeting**

*Tuesday, May 28, 2013 @ 5:30 PM*  
MTA Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, WA 98584

**MEETING ADJOURNED: 6:25 PM**

