



The attached minutes of the Mason Transit Authority and Mason County Transit Advisory Board joint meeting held on the 16th day of December, 2014, was approved by the Mason Transit Authority Board, by motion, on this 20th day of January, 2015.

Mike Olsen, Chair

Deborah Petersen, Vice-Chair

Ginny Beech, Authority Member

John Campbell, Authority Member

Terri Jeffreys, Authority Member

Rick Johnson, Authority Member

Randy Neatherlin, Authority Member

Tim Sheldon, Authority Member

Cheryl Williams, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

DATE: _____

1/20/15

**Mason Transit Authority Board
Mason County Transit Advisory Board
Minutes of the Joint Meeting
December 16, 2014**



**Mason Transit Authority Board Room, 790 E Johns Prairie Road, Shelton,
Washington**

CALL TO ORDER: 5:33 PM

Authority Board Members Present: Mike Olsen, Chair; Ginny Beech; John Campbell; Terri Jeffreys; Randy Neatherlin; Deborah Petersen (via telephone between 5:44 pm and 7:10 pm), Vice-Chair; and Cheryl Williams. Absent was Tim Sheldon. **Quorum met.**

Advisory Board Members Present: Lauren Gessler, MCTAB Chair; and John Piety, MCTAB member.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center (T-CC) Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Ruben Castro, Lead Mechanic; Kristi Evans, Operations Coordinator; and Andrea Billingsley, Administrative Assistant, MCTAB Clerk of the Board & future T-CC assistant.

APPROVE AGENDA: MOVED that the Mason Transit Authority Board approve the Agenda as presented. **Jeffreys/Beech. Motion carried.**

RECOGNITION: Ruben Castro, Lead Mechanic, was honored for achieving Master Automotive Service Excellence (ASE) Mechanic status, the first in MTA's history; Kathy Geist, T-CC Manager, was recognized for being named Mason County Government Employee of the Year by the readers of the Mason County Journal; Jeri Wood, Authority Board Clerk and Andrea Billingsley, MCTAB Clerk, were thanked for their service. Kathy Geist also announced that Andrea will become the T-CC Assistant when the new facility opens.

PUBLIC COMMENT: None.

BOARD MEMBER COMMENTS: Cheryl Williams mentioned that her opinion is against the City of Shelton's proposal to discontinue requiring sidewalk construction on in-fill lots.

AUTHORITY BOARD MINUTES:

MOVED that the Mason Transit Authority Board approve the November 18, 2014, regular meeting minutes as presented. **Johnson/Campbell. Motion carried.**

CURRENT BUSINESS:

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for November 2014 as presented with operating revenues of \$302,466, operating expenses of \$486,155, and capital expenditures of \$342,993. **Jeffreys/Beech. Motion carried unanimously.**
2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from November 16, 2014, through December 16, 2014, on checks #25455 through #25593 as presented for the total of \$769,985.70. The total includes gross payroll in the amount of \$230,830, through December 16, 2014. **Jeffreys/Campbell. Motion carried.**

UNFINISHED BUSINESS:

1. **Resolution No. 2014-31 – 2015 Budget**

Cheryl Williams departed at 6:47 pm. Quorum still met.

Deb Petersen departed at 7:10 pm. Quorum still met.

MOVED that Item #2 under Financial Stewardship of the 2015 Employee Compensation Plan be amended to read "Contain the cost of growth per average deviated Fixed Route service mile to 7% or \$5.04/mile or less." **Beech/Jeffreys. Motion Carried.**

MOVED that Item #4 under Financial Stewardship of the 2015 Employee Compensation Plan be amended to read "Contain the cost of growth per average regional and zone Fixed Route service mile to 7% or \$5.14/mile or less." **Jeffreys/Beech. Motion Carried.**

MOVED that the Mason Transit Authority Board approve Resolution No. 2014-31, adopting the 2015 Budget with total resources of \$14,376,915, and a total utilization of resources of \$14,376,915. Further, the 2015 Compensation Plan as amended is adopted and approved by the Board. **Campbell/Beech. Motion carried.**

NEW BUSINESS:

1. **Resolution No. 2014-32 - 2015 Authority Board and Advisory Board Meeting Calendar**

Discussion: The proposed calendar eliminated two (2) of the joint meetings that are typically held. MCTAB members expressed their desire to continue with four (4) joint meetings.

Moved that the Mason Transit Authority Board keep the four (4) joint meetings and approve the amended 2015 schedule of regular meetings. **Neatherlin/Campbell. Motion carried.**

2. Resolution No. 2014-33 – GCB1292 – Rescind Resolution No. 2014-19 and approve WSDOT GCB1292 Contract Amendment 02

Moved that the Second Amendment to WSDOT Agreement GCB1292 is hereby incorporated into Agreement GCB1292, that Resolution No. 2014-19 adopted on July 15, 2014 is hereby revoked, and that the Mason Transit authority Board hereby authorizes the General Manager to execute the Second Amendment to Agreement #GCB1292 as Contractor on behalf of Mason Transit Authority.

Jeffreys/Neatherlin. Motion carried.

3. Furniture Donation

Moved that the Mason Transit Authority Board accept the furniture donation, as itemized on the attached, from Slorich, LLC for use at the Transit-Community Center. **Neatherlin/Beech. Motion carried.**

4. Resolution No. 2014-34 – Audit Officer Confirmation

Moved that the Mason Transit Authority Board approve and execute Resolution No. 2014-34 which authorizes the Accounting Specialist/Payroll to serve as the Alternate Audit Officer. **Neatherlin/Campbell. Motion carried.**

5. Resolution No. 2014-35 – Accident Prevention Program Policy

Moved that the Mason Transit Authority Board approve Resolution No. 2014-35 and the attached POL-603 Accident Prevention Program and FRM-603 Safety Orientation Guide for purposes of MTA business. **Campbell/Beech. Motion carried.**

6. Resolution No. 2014-36 – Information Technology Wireless Network Policy

Moved that the Mason Transit Authority Board approve Resolution No. 2014-36 and the attached Information Technology Wireless Policy No 701 and Wireless Network Service Agreement/Terms of Use Form for the purpose of MTA business.

Neatherlin/Beech. Motion carried.

7. Resolution No. 2014-37 – Information Technology Acceptable Use Policy

Moved that the Mason Transit Authority Board approve Resolution No. 2014-37 and the attached Information Technology Acceptable Use Policy No 702 for the purpose of MTA business. **Neatherlin/Campbell. Motion carried.**

8. Resolution No. 2014-38 – Cell Phone Policy

Moved that the Mason Transit Authority Board approve Resolution No. 2014-38 and the attached Cell Phone Policy No 703 for the purpose of MTA business.

Neatherlin/Campbell. Motion carried.

9. **Resolution No. 2014-39 – Information Technology Remote Access Policy Moved** that the Mason Transit Authority Board approve Resolution No. 2014-39 and the attached Information Technology Remote Access Policy No 704 for the purpose of MTA business. **Neatherlin/Campbell. Motion carried.**

10. **Investigative Report**

Brad Patterson reported that as a result of an anonymous complaint of discrimination, harassment and bullying, an investigation was conducted by an independent entity. The investigation did not reveal any of the claimed behaviors but found that communication improvements could be made. An action plan will be implemented to improve the performance tracking and communications efforts of the Communications Center Team.

MCTAB MINUTES:

As a quorum of the Advisory Board was not met, the approval of its minutes is moved to its next regularly scheduled meeting.

MCTAB UNFINISHED BUSINESS:

As a quorum of the Advisory Board was not met, no business was conducted.

MCTAB NEW BUSINESS:

Election of 2015 Officers - As a quorum of the Advisory Board was not met, no business was conducted.

ITEMS TO GO BEFORE MCTAB:

Terri Jeffreys asked for a status report of the reserve repayment plan for the T-CC. Lauren Gessler stated that work is under way. Randy Neatherlin suggested that MCTAB members develop a list of items that they would like to be involved with and present it to the Authority Board.

INFORMATION:

Transit-Community Center Project: Kathy Geist reported on behalf of Mike Oliver that construction is zeroing-in costs; March 15 is the substantial completion target date; and April 1, 3:00 PM is the dedication ceremony.

All Staff Meeting February 8, 2015: Brad Patterson reported that the annual All Staff meeting will be held at MTA at 9:00 AM and encouraged the Board Members to participate.

Lauren Gessler asked a question about when MCTAB members would receive their own email accounts. Brad replied that MTA is in an active discussion on this request.

City of Shelton Frontage Improvement Ordinance: The City of Shelton is considering abandoning or placing a moratorium on the frontage improvement

ordinance on in-fill lots which requires sidewalks to be installed with new construction. Brad Patterson drafted a letter objecting to the decision and requested the Board's endorsement. Discussion followed and Board Members expressed mixed opinions.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager – Merry Christmas!

ELECTION OF 2015 BOARD OFFICERS: Incumbents Chair Mike Olsen and Vice-Chair Deborah Petersen were re-elected for 2015.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason Transit Authority Board Meeting

January 20, 2015 @ 4:00 PM

Mason Transit Authority Administrative Office – Board Room
790 East John's Prairie Road
Shelton, Washington

Mason County Transit Advisory Board (MCTAB)

January 27, 2015 @ 5:30 PM

Mason Transit Authority Administrative Office – Board Room
790 East John's Prairie Road
Shelton, Washington

MEETING ADJOURNED: 8:03 PM

Mason Transit Authority and Mason County Transit Advisory Joint Board Meeting

Meeting Handouts

December 16, 2014
Mason Transit Authority
790 E John's Prairie Road,
Shelton, Washington



December 15, 2014

City of Shelton Commissioners
City of Shelton City Hall
525 West Cota Street
Shelton, Washington 98584

Regarding: Frontage Improvement Ordinance

Dear Mayor Cronce, Commissioners Moore and Olsen,

It has come to our attention that the City of Shelton is considering temporarily abandoning or placing a moratorium on the frontage improvement ordinance. We are concerned about this possible decision and encourage no such action be taken. As a municipal government partner of the City, we understand and can relate to the financial challenges being faced as our community slowly emerges from the recession. We also support the effort to make Shelton a desirable community to build in and live in. However, we encourage alternatives to the current proposal as we think it will be detrimental to that goal.

We believe, and studies support the belief, that part of making the community desirable is to have safe, walkable, and accessible street frontage. We are not alone in this belief. The City of Shelton, Chamber of Commerce, Green Diamond, and local business owners created a partnership in order to develop a strategic plan for economic development. According to the proposal provided by the consultant firm Forterre, titled "Community-based Visioning for Economic Development in Downtown Shelton", specifically addressed was the desire to emphasize means for promoting walkability.

For many people, walking is the most basic form of transportation. Whether a person travels by bicycle, bus or car, they will begin and end their trip as a pedestrian. Some people do not have access to automobiles or even bicycles, and must walk to reach important destinations. Walking can also be a pleasant way to exercise, relax, and socially interact with others in the community. Furthermore, some people may not be able to walk due to disabilities and rely on the aid of mobility devices. The safety and convenience of our community members' travel is an important factor in our quality of life, and sidewalks are essential to make that travel safe.

Additionally, for public transit to be effective, passengers must be able to safely travel between their homes, transit stops and multiple destinations of interest. We believe that public transportation and personal mobility are essential to the economic vitality, environmental stability, and quality of life in Mason County.

The importance of sidewalks is not just anecdotal. In the United States, about 64,000 pedestrians are killed each year. While not all of these deaths occur in neighborhoods, the fact remains that it is dangerous for people to be in the street. We put our most vulnerable population in grave danger by not having sidewalks, those being: children, seniors, and people with disabilities. These are our family, friends, co-workers, neighbors, and customers.

We know that the cost of requiring developers and the City to pay for sidewalks is difficult when the economy is sluggish. It costs money. However, as civic leaders, we encourage you to think of the big picture on this issue. Sidewalks are all about safety and a better quality of life. Having the frontage improvement ordinance is something that ultimately enhances the value of our neighborhoods and communities, making the City more desirable for both builders and our future residents that will live in the homes they build.

We thank you for your consideration of not placing a temporary hold or moratorium on the frontage improvement ordinance. We offer our support and would look forward to working with the City to find additional funding options in order to keep this community safe for all our citizens.

Sincerely,

Brad Patterson
General Manager
Mason Transit Authority

MASON TRANSIT AUTHORITY DRAFT 2015 EMPLOYEE COMPENSATION PLAN

BACKGROUND

Prior to 2009 and the national economic recession, MTA historically increased employee compensation through an annual, automatic 2.5% step increase and a 2-3% cost of living adjustment/allowance (COLA). Due to the recession, COLA's were discontinued in 2009. In 2012, through efforts to hire mechanics and drivers, it was identified that a competitive wage gap existed between MTA and similar agencies in MTA's service area. Historically, MTA has not offered competitive wages for entry-level positions but has offered an outstanding benefits package to all staff, paying 100% of premiums until 2013 when employees began contributing 5% to their health benefits. In 2013, MTA also began the transition from automatic step increases to performance-based compensation, recognizing that the step increase plan is not sustainable for the long-term and does not positively impact employee motivation. In addition, changing and uncertain economic conditions require greater flexibility, and that securing funding is, inherently, a competitive process. Employees received a 2.5% base wage increase in 2013 that was spread out across the year instead of given at the employee's step-increase date. This change was done so all employees would be on the same performance review schedule to assist with budgeting and payroll management.

On December 17, 2013, the MTA Board approved the Employee Compensation Philosophy and Plan. The MTA Compensation Philosophy is:

"In support of fulfilling our mission, Mason Transit Authority shall maintain a compensation program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be competitive within our service area, internally equitable, and based upon performance as recognized within the work team."

Having identified the existence of a competitive base wage gap in the driver and mechanics positions, and to improve MTA's opportunities to recruit outstanding talent and retain them, an agency-wide competitive wage analysis was initiated in 2013 and completed in 2014 relative to comparable agencies in MTA's service area (plus Clallam & Grays Harbor Transit, and Mason County Transportation Co-Op). \$60,000 was spent in 2014 to begin closing the base wage gap MTA has for driver and mechanic positions.

For 2014, as MTA continued the transition to performance-based compensation, \$78,000 in potential quarterly agency-wide performance awards was budgeted. Awards did not increase employee base wages. Awards were based upon achieving seven specific measurable and achievable agency-wide performance-based goals that the taxpaying and riding public would find value in the areas of safety & security, financial stewardship, human resources, outreach and ridership development. Goals were

measured and awards distributed in lump-sum, hard check payments, as achieved by percentage (minimum of four goals achieved out of seven equaled 57% of the quarterly award being distributed), on a quarterly basis, with employees receiving a share of the awards based on their employment classification status at the end of each quarter: A full-time employee share of the agency achieving 100% of all quarterly awards received a 100% share (\$1,200/year, \$300/quarter; \$2,000/year, \$500/quarter for managers); part-time employees (including primary worker/drivers) received a 50%; seasonal employees (including backup worker/drivers and cashiers) received a 25% share (\$300; \$75 per quarter). The General Manager and MTA Board Chair (or their designee) had responsibility for certifying quarterly performance award achievement, and unforeseen events beyond the control of the agency were to be taken into consideration when determining whether or not performance goals had been met.

2015 COMPENSATION PLAN

For 2015, MTA seeks to continue being fiscally responsible and sustainable, completing the transition to a performance-based management and compensation system, and take step two out of three closing the base wage gap that exists between MTA and comparable employers in our service area.

CLOSING BASE WAGE GAP

To improve MTA's opportunities to recruit outstanding talent and retain them, \$77,177 is being budgeted in 2015 to close the base wage gap MTA has for non-exempt positions, and \$35,381 to reduce the gap by 50% for exempt positions, relative to comparable agencies in MTA's service area, plus Clallam Transit, Mason County Transportation Co-Op, the City of Shelton & Mason County. With suitable economic conditions, the balance of the remaining wage gap of approximately \$36,000 for exempt positions will be closed in 2016.

PERFORMANCE-BASED COMPENSATION

For 2015, as MTA finalizes the transition to performance-based compensation, \$68,376 in potential performance awards has been budgeted. 53% (\$36,476) will be based upon annual individual Performance Development Plan outcomes and will be added to employee base wages; 47% (\$31,900) will be applied to one-time quarterly agency-wide awards that will not increase employee base wages. Awards will be based upon achieving the following six measureable and achievable agency-wide performance-based goals that the taxpaying and riding public would find value in the areas of safety & security, financial stewardship, human resources:

- **Safety & Security:**

- 1) Reduce preventable accidents occurring in directly operated service (deviated Fixed Route and Dial-A-Ride demand-response services combined) to:
 - 1st Quarter: Equal to or less than 1.26 per 100,000 miles.
 - 2nd Quarter: Equal to or less than 1.28 per 100,000 miles.

- 3rd Quarter: Equal to or less than 1.25 per 100,000 miles.
 - 4th Quarter: Equal to or less than 1.24 per 100,000 miles.
- **Financial Stewardship:**
 - 2) Contain the cost of growth per average deviated Fixed Route service mile to 11% to \$5.23/mile or less.
 - 3) Contain the cost of growth per average Dial-A-Ride demand-response service mile to 3.5% from to 5.59/mile or less.
 - 4) Contain the cost of growth per average regional and zone Fixed Route service mile to 8.5% from to 5.21/mile or less.
- **Human Resources:**
 - 5) Reduce work time loss due to work-related injuries by 62% from 212 days in 2013 to 80 or less in 2015 by continuing the transitional work assignment program and continued worker education and safety training; quarterly goals based on achieving a minimum 15% reduction (20 days).
 - 6) Driver Ride-A-Longs: Achieve 85% participation rate by all non-driving staff (100% participation equals five hours per quarter).
- Goals will be measured and awards will be distributed in lump-sum payments, as achieved, on a quarterly basis, as follows:
 - Total agency awards available for 2015: \$31,900 (\$7,975/quarter):
 - Agency achieves 66% of goals: 66% of award would be distributed.
 - Agency achieves 83% of goals: 83% of award would be distributed.
 - Agency achieves 100% of goals: 100% of award to be distributed.
 - Employees will receive a share of the awards based on their employment classification status at the end of each quarter:
 - A manager's share of the agency achieving 100% of all quarterly awards shall receive a 100% share (\$600; \$150 per quarter; the General Manager is not eligible for performance awards).
 - A supervisor's share of the agency achieving 100% of all quarterly awards shall receive a 100% share (\$500; \$125 per quarter).
 - A full-time employee share of the agency achieving 100% of all quarterly awards shall receive a 100% share (\$400; \$100 per quarter).
 - A part-time employee (including primary worker/ drivers) share of the agency achieving 100% of all quarterly awards shall receive a 50% share (\$300; \$75 per quarter).
 - A seasonal employee (including backup worker/ drivers and cashiers) share of the agency achieving 100% of all quarterly awards shall receive a 25% share (\$200; \$50 per quarter).
- Unforeseen events beyond the control of the agency will be taken into consideration when determining whether or not performance goals have been met.

- The General Manager will have responsibility for approving annual individual Performance Development Plan awards.
- The General Manager and MTA Board Chair (or their designee) will have responsibility for certifying agency quarterly performance award achievements.

DRAFT