



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

**January 15, 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; Sadie Whitener; via telephone: Herb Gerhardt. Absent: Tim Sheldon. **Quorum Present.**

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Libby Avery, Clerk of the Board; Mike Oliver, Development Manager; Ron Aubol, Facilities & Maintenance Manager; Rikki Johnson, Human Resources Manager; Christine Rouse, Technology Manager; Jane Seymore, Operations Manager; Christina Kramer, Outreach Manager; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; Ross Gallagher, Community Center Association (CCA) Chair; Monty Ritter.

**CALL TO ORDER:** 4 p.m. by Deborah Petersen

**APPROVE AGENDA: MOTION** that the MTA Board approve the agenda as presented. **Campbell/Whitener. Motion carried unanimously.**

**RECOGNITION:** Brad Patterson recognized MTA for 20 years of service and congratulated the Board for their role in MTA's success and is looking forward to the next decade.

**PUBLIC COMMENT:** Monty Ritter from the Mason County Parks Board congratulated MTA on having a successful 20 years. He appreciates the work being done with the Transit-Community Center. He believes the project will propel Mason County into the next decade and feels that we will come out of the recession much stronger for the work that MTA is doing.

**BOARD OF DIRECTORS COMMENTS:**

- Chair Deborah Petersen is planning a Board retreat in April. She asked that Board members think about topics to consider for the retreat agenda.

Further, Ms. Petersen mentioned the annual evaluation of the General Manager, Brad Patterson, will be on the agenda for February Board meeting. She has been collecting feedback from outside professionals and will be sharing this information with the Board; if Board members have items she encouraged these be brought to the February meeting.

- Terri Jeffreys congratulated Mason Transit Authority on 20 years of service and asked how the composition of the Board was determined. She further commented that she is very excited to be a part of the Transit-Community Center project.
- Randy Neatherlin stated that he is ready to go to work with the Board. He believes that the Transit-Community Center Project will be good for economic development in Mason County.

**MINUTES: MOVED** that the Mason Transit Authority Board approve the December 18, 2012 regular meeting minutes. **Volk/Campbell. Motion carried with changes to correct a misspelling.**

**CORRESPONDENCE:** Two items were read by the Clerk of the Board: 1) A letter from Mason County Christian School, thanking MTA for allowing the Lions Club Hearing and Vision Van to park on the MTA campus, with a special thank you to Ron Aubol, Facilities and Maintenance Manager, for handling the parking arrangements; 2) A City Proclamation was read, celebrating twenty years of public transit service by MTA, signed by the City Commissioners.

**UNFINISHED BUSINESS:** None.

**CURRENT BUSINESS:**

1. **Finance Reports - MOVED** that the Mason Transit Authority approve financial reports for December 2012 as presented with revenues of \$70,873.45 and expenses of \$449,875.17 **Olsen/Volk. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from December 19, 2012 on checks #22574 through #22697 as presented for the total of \$655,051.07. The total includes gross payroll in the amount of \$205,675.34 through January 4, 2013. **Campbell/Whitener. Motion carried unanimously.**

**TRANSIT-COMMUNITY CENTER PROJECT:** The project is on track and has moved from design to schematics. Meetings have been set with state and federal entities to discuss current plans, with the goal of obtaining further grant

monies. Renovation activity has begun with ground samplings and core drillings. The project is nearing the "hard hat" phase.

**COMMUNITY CENTER ASSOCIATION (CCA) REPORT:** Ross Gallagher, Chair for the CCA, reported that regular monthly meetings continue and thanked Board Member, Terri Jeffreys, for attending the last meeting. Mr. Gallagher reported on Paver fundraising activities. The CCA is currently looking for corporate sponsors. There has been a resignation of a Board member; the CCA is actively recruiting. The CCA is in negotiations with MTA regarding an operating agreement.

**NEW BUSINESS:**

1. **Resolution No. 2013-01** Reaffirming Robert W. Johnson as Attorney and Modification of Fee Agreement. **Campbell/Volk. Motion carried unanimously.**
2. **Lewis-Mason-Thurston Area Agency on Aging Contract** renewing contract for 2013. Discussion surrounded monetary obligations of Mason Transit Authority and the Volunteer Driver Program. **Jeffreys/Campbell. Motion carried unanimously.**
3. **Resolution No. 2013-02** to Surplus Obsolete Equipment. Board and legal counsel discussed options for surplus disposal. Staff will prepare a flyer to be sent to public agencies offering them the surplus obsolete equipment before disposing on the open market. **Campbell/Whitener. Motion carried unanimously.**
4. **Resolution No. 1996-07, Second Amendment** Appointing a Primary and an Alternative Representative to the Washington State Transit Insurance Pool Board. Brad Patterson stated that Danette Brannin will be the primary representative; Rikki Johnson will serve as Alternative. Herb Gerhardt applauded the verbiage of the Resolution, which allows the General Manager to select who will serve rather than having to come back for Board approval when staff changes occur. **Jeffreys/Neatherlin. Motion carried unanimously.**

**MASON COUNTY TRANSPORTATION ADVISORY BOARD (MCTAB)**

**REPORT & UNFINISHED BUSINESS:** John Piety combined the MCTAB report with unfinished business, stating that MCTAB continues to recruit. The 2013 action plan is to modernize their bylaws and to be active in fundraising activities with the Community Center Association.

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

**TEAM UPDATES:**

**1. Development**

- Mike Oliver reported on plans to seek additional funding for the Transit-Community Center. Currently, work is being done with the Community Center Association and grant writer Donna Doerer on a Community Development Block Grant. Terri Jeffreys referred to the Letter of Support that is to go before the County Commissioners, stating that she would like to see it presented in its original format. Mr. Oliver further reported on efforts to request monies from the Local Member Project Request process with a deadline of January 31, 2013.
- The Skokomish Pilot Project has been selected to receive Federal Transit Administration funding for a second year. There will be a first quarter renewal; the Skokomish Tribe will subsidize until authorizing funds are released. Mr. Oliver is optimistic that this will become a permanent service.
- The purpose and makeup of the Peninsula Regional Transportation Planning Organization (PRTPO) was explained. Mr. Oliver informed the Board that 30% of MTA's funding comes from grants reviewed by the PRPTO. Projects are ranked and given a score; these projects are being re-ranked on January 17, 2013. During the first ranking, Mason Transit Authority did well and Mr. Oliver has been assured that MTA's projects will not be negatively impacted by the re-ranking. There are three operating projects: Dial-A-Ride, zone and fixed route, and regional services. There are two capital projects, including the purchase of two medium-sized vehicles for the Skokomish Pilot Project. Deb Petersen requested that Mr. Oliver prepare information regarding grant projects and PTRPO information for the Board retreat.

**2. Facilities & Maintenance**

- Ron Aubol reported that his team is preparing for work on the base parking lot. They are making improvements to the interior of the facility. His team completed cutaway upgrades with heavy duty suspension. They also rerouted air conditioning lines to prevent noise at no charge to MTA. As a result of a recall on Michelin tires last year, thirty-two tires were replaced at no charge to MTA. Les Schwab did the work. These tires normally cost \$800 each.

**3. Finance** – Brad Patterson reported there were no additional items.

**4. Human Resources**

- Rikki Johnson reported that MTA hired two new dispatchers. She is working on back-filling for a staff accountant; there were 36 applicants that have been narrowed to six. The selection will be announced at the next Board meeting. A Safety Committee has been formed and will have

first meeting on February 7, 2013. Ms. Johnson is working with the Communications Team on an annual all-employee recognition program.

## 5. **Technology**

- Christine Rouse has been working on network stability. She reported that there was a telephone outage, causing 23 phone lines to go down. She informed the Board that this was not our equipment, but a Century Link issue that they fixed. The phone outage impacted Operations. She gave kudos to the Communications Center staff for using their personal cell phones to keep serving the community. Ms. Rouse reported Skagit County was compromised electronically; they were cyber attacked by someone pretending to be a staff person, who attempted to set up a transfer of \$23,000. The bank called the General Manager, who prevented the transfer. Washington State Transit Insurance Pool is helping Skagit County with their security risks; Ms. Rouse has been asked to assist. Being a part of their "SWAT" team will be a learning opportunity that will benefit MTA, helping to prevent similar issues.

## 6. **Operations**

- Jane Seymore provided a Six-Year-Trend Comparison Report. Inclement weather affected ridership for the month of December. Ms. Petersen requested that ridership statistics be a part of the Board retreat. The Worker/Driver program was explained to new Board members. Ms. Seymore is working with the Technology Manager to explore options to have the ability to record radio communications between drivers and dispatchers and record calls to the dispatcher/schedulers. Recorded communications would be used as a training tool, for quality control and to help resolve complaints. Ms. Seymore also recognized the schedulers for using initiative when the phone outage occurred; after the phones were restored, they answered phones and continued scheduling rides past normal scheduling hours.

## 7. **Outreach**

- Christina Kramer reported that her goal for the Outreach Team for 2013 was to build local media relationships and increase knowledge of MTA utilizing local media and press releases. She shared with the Board that the Volunteer Driver Program was on the front page of the Shelton-Mason Life newspaper. Ms. Kramer spoke on the progress of the historical Chronicle; there are two finalists presenting their materials on Thursday, January 17 who bid on the project. Ms. Kramer updated the Board on the 20 Year Celebration to be held on January 24 at the Transit-Community Center, 601 West Franklin Street in Shelton, from 4-6 p.m. She showed promotional items being given away at the event. She and Brad Patterson will be on the Daybreak Show on KMAS Radio on January 23, 2013. Ms. Kramer further stated she will be working on the MTA website in 2013, making it more user-friendly. She continues with branding efforts. She mentioned that there will be a change in the annual Recognition

Ceremony, planned for later in the year; it will be for volunteers and partners. Commissioner Neatherlin suggested contacting North Bay Review, doctor offices, banks and other places that she can place to further educate the public about MTA.

**GENERAL MANAGER'S REPORT:**

1. Advertising on the Bus – Brad Patterson spoke on the historically underutilized opportunities of advertising on the busses. Discussion surrounded philosophical issues, and practices by other agencies. Mr. Patterson stated that advertising on the bus would be an additional source of revenue and that there are advertising agencies specializing in bus advertising. Mr. Patterson mentioned that this was a project that he worked on in Greeley, Colorado. He further stated that the transit agency in Greeley had a thorough policy that discussed advertising on buses in great detail. The Board discussed thoughts and ideas and was receptive with some caution. Currently, MTA places Public Service Announcements on the inside of the bus, however, nothing commercial. There was further Board discussion on advertising on the outside of the bus. Concern about competition for the advertisers was discussed as well as setting up guidelines, policies and procedures. Ms. Petersen would like to see children's artwork from the county's schools placed on the busses. John Piety spoke on the policy that MCTAB did regarding advertising. Herb Gerhardt stated that he would prefer to not have advertising on the exterior of the busses. The Board directed Mr. Patterson to explore advertising opportunities.
2. Public Transportation Benefit Area Conference – Discussion surrounded composition of the Board. Discussion will continue in February regarding extending to a two-year term for some of the Board positions that currently serve one year. Mr. Patterson would like to contact the currently represented entities for their input, and then bring it back before the Board and ultimately the County Commissioners in March. Further discussion surrounded the elections for the Board Chair and Vice-Chair. Some Board members felt December elections made sense because of their experience of having been on the Board for a year. The Board concluded that Mr. Patterson should research and get feedback from the affected entities.
3. Vision, Mission and Core Values – The Board was provided with a draft Vision, Mission and Core Values document that the Leadership Team and Communications Team created. This will be distributed and a discussion will be facilitated at the All MTA Meeting, and then brought before the Board for approval. Comments and suggestions were made on the language of the draft. Brad Patterson asked that the Board bring their thoughts and ideas to the All MTA Meeting on February 10.

**EXECUTIVE SESSION:** Executive session was called at 5:56 p.m. regarding threatened or pending litigation. Regular Session was called back at 6:08 p.m. No action was taken.

**OTHER BUSINESS:** None.

**UPCOMING MEETINGS:**

1. **All MTA Meeting** – February 10, 2013, 9 a.m. – 12 p.m., 790 East Johns Prairie Road, Shelton, Washington 98584
2. **Mason County Transportation Advisory Board Meeting** - Tuesday, February 26, 2013, 5:30 p.m., Mason Transit Authority Administrative Office, 790 East Johns Prairie Road, Shelton, Washington 98584
3. **Community Center Association** - Thursday, February 14, 2013, 1 p.m., Mason Transit Authority Administrative Office, 790 East Johns Prairie Road, Shelton, Washington 98584

**Next Board Meeting:**

**Mason Transit Authority Board Meeting**

Tuesday, February 19, 2013, 4 p.m.

Mason Transit Authority Administrative Office

790 East Johns Prairie Road

Shelton, Washington 98584