



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

February 19, 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; Sadie Whitener, (joined meeting at New Business). Absent: Tim Sheldon. Quorum Present.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Libby Avery, Clerk of the Board; Danette Brannin, Finance Manager; 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; Lauren Gessler, MCTAB Vice-Chair; Ross Gallagher, Community Center Association (CCA) Chair; Robert Jeffers, Lindsey & Jeffers Independent Contractors; Janice Corbin, Sound Employment Solutions, LLC; Lisa Cree, MTA Driver; Bruce Colebank, MTA Driver; Clair Bone, MTA Driver.

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

APPROVE AGENDA: MOVED that the Mason Transit Authority Board approve the Agenda as presented. **Volk/Olsen. Motion carried unanimously.**

RECOGNITION: Rikki Johnson highlighted the Recognition Awards given during the All MTA meeting.

PUBLIC COMMENT:

- Lisa Cree, MTA Driver for Belfair thanked the Board of Directors for their wisdom in hiring Brad Patterson as the General Manager for MTA. She also highlighted points of the All MTA meeting.
- Bruce Colebank, MTA Driver thanked the Board of Directors for choosing Brad Patterson as MTA's General Manager. Highlights included the positive changes that have taken place over the last year: The training sessions, Communications Team development and the All MTA meeting.

BOARD OF DIRECTORS COMMENTS:

Deborah Petersen commented on the innovative ideas Brad Patterson has brought to MTA. She further thanked all MTA staff for their participation in the All MTA meeting. She stated that she had wished more Board members could have attended.

MINUTES: MOVED that the Mason Transit Authority Board approve the January 15, 2013 regular meeting minutes as presented. **Jeffreys/Campbell. Motion carried unanimously.**

CORRESPONDENCE: Five items were read by the Clerk of the Board:

- An anonymous thank you letter for MTA Driver Tilman Robson
- An anonymous thank you letter for MTA Dispatch/Scheduler Kelli Norcott
- An appreciation letter for the Volunteer Driver Program from Christine Perry
- A thank you to all of MTA and for the Dispatch/Schedulers, from Reda Buhl
- An appreciation for MTA Driver Lisa Davis from Bill Curray

UNFINISHED BUSINESS:

Board Composition Report – Brad Patterson reported on research of a possible two year rotation of the Board. Southside School District was in favor of this proposal. Brad Patterson also spoke with Gary Volk of Fire District #11. Gary will meet with Fire Districts #3 and #5 and will report back with Brad. Brad Patterson will report back to the Board as further research is completed. Discussion surrounded the need for the Board to encompass constituents from all areas of Mason County.

CURRENT BUSINESS:

Finance Reports - MOVED that the Mason Transit Authority Board approve financial reports for February 2013 as presented with revenues of \$46,299.88 and expenses of \$432,918.45. **Campbell/Gerhardt. Motion carried unanimously.**

Randy Neatherlin asked for clarification on Board reimbursement and relocation fees as part of the General Manager's contract.

Check Approval - MOVED that the Mason Transit Authority Board approve financial obligations from January 16, 2013 to February 19, 2013 on checks #22698 through #22843 as presented for the total of \$610,666.62. The total includes gross payroll in the amount of \$309,922.11 through February 15, 2013. **Gerhardt/Campbell. Motion carried unanimously.**

COMMUNITY CENTER ASSOCIATION REPORT: Ross Gallagher, Chair for the CCA, reported on the continuing efforts for the Paver Fundraiser for the Transit-Community Center (T-CC), recruitment efforts, and they are looking forward to having a contract with MTA.

NEW BUSINESS:

General Contractor/Contract Management Services Contract with Berschauer-Phillips: MOVED that the Mason Transit Authority Board approve the contract to develop construction costs and bid requirements for the T-CC project with

an estimated fiscal impact of \$46,000. **Jeffreys/Volk. Motion carried unanimously.**

Memorandum of Agreement to Implement a Regional Reduced Fare Permit for Senior and Disabled Persons: MOVED that the Mason Transit Authority Board approve to implement the Regional Reduced Fare Permit. **Gerhardt/Olsen. Motion carried unanimously.**

Purchase of Eight Vanpool Minivans: MOVED that the Mason Transit Authority Board approve to add to the vanpool fleet to remain viable as a vanpool program provider. **Neatherlin/Whitener. Motion carried unanimously.**

MCTAB REPORT: John Piety, thanked MCTAB members for their rapid response in putting together a support letter of MTA to the Editor of The Journal. MCTAB would like to participate more in Outreach. The next meeting will discuss future involvement. Recruitment efforts are ongoing.

MCTAB UNFINISHED BUSINESS: None.

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

Development: Mike Oliver, Manager

- **TRANSIT-COMMUNITY CENTER PROJECT:**
 - Progress of project is waiting on a review from the State Historical Preservation Office (SHPO), which is a State Environmental Protection Administration (SEPA) and National Environmental Policy Act (NEPA) process.
 - The project is ready for permitting as soon as SHPO is through with their review.
 - We have pre-award authority to utilize the monies from Washington State Department of Transportation.
- Reported on participation in the PRTPO (Peninsula Regional Transportation Planning Organization) and TIP (Transportation Improvement Plan) meetings. Mike further reported that he is familiarizing himself with the policies involved in participating in these organizations.
- Discussed MAP 21 requirements, the federal surface transportation legislation.
- Certification and Assurances – the forms have been submitted later than usual due to the Map 21 changes that have gone throughout the nation. Brad clarified that Certification and Assurances is the language that we agree to follow with the Federal government.

Facilities & Maintenance: Ron Aubol, Manager

- Six new cutaways ordered.

- Estimated the parking lot to be completed by June; Parking lot engineering to be completed by end of February.
- Scope of work near completion on the water main; Latecomers Agreement in place next month.
- Possible partnership with Southside School District in maintaining their bus fleet of three.

Finance: Danette Brannin, Manager

- Sales Tax report.
- March meeting will include 2012 Sales Tax report.
- Received \$17,288 from Public Transportation Grant Program; there are no stipulations on how these monies can be spent.
- Rewrote the job description for an Accounting Specialist which has been posted.

Human Resources: Rikki Johnson, Manager

- Four job positions currently open: Transit-Community Center Manager, Accounting Specialist, two Dispatch/Schedulers. Board members requested job positions be sent to them when they become open.
- Suggestion box is successful.
- Started a Star Award program, which is a peer-to-peer recognition program that is a "pat on the back" for fellow team members.
- Job descriptions are being dispersed to all employees.

Technology: Chris Rouse, Manager

- Highlighted the IT work with Skagit County Transit's computer virus epidemic that helped them get back up and running securely.
- A comparison analysis of our computer systems security will be presented at the March Board meeting.

Operations: Jane Seymore, Manager

- Operations report for January 2013 included service statistics; month-to-month as well as year-to-date information can be expected in the future.
- Working with the Operations Supervisors to go over job descriptions with the rest of the Operations Team.
- Refresher courses for best practices in defensive driving training planned will include a customer service module, radio etiquette module, and an overview of dispatch/scheduler software.

Outreach: Christina Kramer, Manager

- Thanked everyone for participating in the 20-year anniversary celebration.
- The 20-year logo will be installed on all of the busses by the end of the month.
- Progress is happening with the Chronicle of MTA's history. A short video will be included as well as an archive of videos with oral history from employees, Board members and community members.

- The Volunteer Driver Program's policy and procedures on non-qualified recipients and Lewis-Mason-Thurston Area Agency on Aging concerns were brought to the Board's attention. Discussion surrounded qualifying factors.

GENERAL MANAGER'S REPORT: Thanked the Board members who came to the All MTA meeting as well as the entire MTA team for their support last year.

EXECUTIVE SESSION: Board Members Present: Deborah Petersen, Chair; John Campbell; Terri Jeffreys; Gary Volk; Herb Gerhardt; Sadie Whitener. Absent: Tim Sheldon, Mike Olsen, and Randy Neatherlin. Quorum Present. **Others Present:** Rob Johnson, Legal Counsel; Robert Jeffers, Lindsey & Jeffers Independent Contractors; Janice Corbin, Sound Employment Solutions, LLC.

- Executive session was called at 5:20 p.m. regarding the General Manager's annual evaluation. The meeting was extended at 6:07 p.m. and again at 6:24 p.m. Regular session was called back at 6:37 p.m.
- Action concluded that the Board is happy with the way the organization is headed and their decision to have Brad Patterson as General Manager. The Board has asked legal counsel to put together a rubric for their evaluation process. Board will meet with the Finance Manager to gather information on wage increase.

OTHER BUSINESS:

- Discussion surrounded the KMAS Newsradio, (www.masoncountydailynews.com), January 30, 2013 *Fairground Talk Around the Town* news article regarding the possible use of MTA's sales tax dollars. Herb Gerhardt recommended Brad Patterson attends the next County Commissioner's Briefing meeting which is March 4, 2013 at 1:30 p.m., bringing specific data on how a decision like this would impact MTA.
- A committee was formed to evaluate a joint operating agreement between the Community Center Association and Mason Transit Authority. The committee consists of Deborah Petersen, Sadie Whitener and John Campbell as an at large member; Mike Olsen will be asked if he will be on the committee.

Next Board Meeting:

Joint Mason Transit Authority and Mason County Transportation Advisory Board Meeting - Tuesday, March 19, 2013, 5:30 p.m., Port of Allyn, 18560 East State Route 3, Allyn, WA

UPCOMING MEETINGS:

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, WA

Community Center Association Board Meeting- Thursday, March 14, 2013, 1 p.m., Mason Transit Authority Administrative Office, 790 East Johns Prairie Road, Shelton, WA