

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
August 20, 2013**

Mason Transit Authority, 790 E Johns Prairie Road, Shelton, WA



Authority Board Members Present: Deborah Petersen, Chair; Mike Olsen, Vice Chair; John Campbell, Herb Gerhardt, Terri Jeffreys (joined at 4:23), Randy Neatherlin, Tim Sheldon, Gary Volk, and Sadie Whitener. **Quorum present.**

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Ron Aubol, Acting Facilities & Maintenance Manager; Danette Brannin, Finance Manager; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Mike Oliver, Development Manager; Christine Rouse, Technology Manager; Jane Seymore, Operations Manager; John Piety, MCTAB Chair; Ross Gallagher, CCA President; and Mark Woytowich of Woytowich Designs.

CALL TO ORDER: 4:02 PM. Board Chair, Deborah Petersen, eliminated the audible roll call.

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

RECOGNITION:

- T-CC Manager, Kathy Geist, was recognized for saving MTA approximately \$13,000 on the City of Shelton water connection.
- The team of Kathy Geist, Christina Kramer, Ruben Castro, Greg Lester, and James Dean were recognized for their efforts for producing the T-CC Groundbreaking Ceremony.
- John Campbell, Christina Kramer, and Director/Producer Mark Woytowich were thanked for their production of the MTA Chronicle video.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS COMMENTS:

- Herb Gerhardt questioned the elimination of an audible roll call.
- Randy Neatherlin commented on the drone at the T-CC groundbreaking.
- Tim Sheldon regretted that he missed the groundbreaking ceremonies, knows how important the Center is to the community, and was pleased to work on it in Olympia.

MINUTES:

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

VIEWING OF THE MTA CHRONICLE MOVIE as produced by Mark Woytowich of Woytowich Designs.

EXECUTIVE SESSION – Deborah Petersen, Chair, recessed the regular meeting and called for Executive Session at 4:33 pm to discuss pending litigation. The executive Session was announced to last 10 minutes and was extended by 2 minutes.

Deborah Petersen, Chair, closed the Executive Session and reconvened the regular meeting at 4:45 pm.

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for July 2013 as presented with revenues of \$55,329.13 and expenses of \$578,543.23. **Campbell/Gerhardt. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from July 17, 2013 through August 20, 2013, on checks #23438 through #23563 as presented for the total of \$565,588.22. The total includes gross payroll in the amount of \$316,936.91, through August 20, 2013. **Olsen/Whitener. Motion carried unanimously.**

UNFINISHED BUSINESS:

1. **North Mason Park-and-Ride – Discussion** – The northern part of Mason County, especially the Belfair area, does not have a sufficient or safe park-and-ride area. MTA had planned for such a lot in the past, and Members John Campbell, Herb Gerhardt, and Randy Neatherlin request that a Park-and-Ride be given a higher priority.

Motion - MOVED that Mason Transit Authority authorize our General Manager to investigate land acquisition for the development of a Park-and-Ride facility, and seek the appropriate partnerships and grant sources to fund the planning and construction of such a Park-and-Ride facility for the North Mason area in a fiscally responsible manner. The General Manager shall request Board approval before any commitments are made. **Gerhardt/Campbell. Motion carried unanimously.**

2. **Community Center Association –**

Discussion - A recommendation was made by the Community Center Association (CCA) Committee of the Board to discontinue any further attempts to formalize an agreement with the CCA as it relates to the management and operation of the T-CC, and to seek return of the Paver program and associated funds, plus any remaining funds from the Regional Transportation Partners that were transferred to CCA. The recommendation was made due to the CCA fundraising efforts having not been viewed as successful, and the inability to come to a management operating agreement over the past two years.

Members questioned how many tenants require a subsidy, and how many would MTA lose if they were not subsidized? Will MTA's financial efforts be hurt by severing the CCA relationship? Brad Patterson responded that the financial viability of the project is not dependent upon the return of past tenants. He encourages and hopes they will return, but MTA is not dependent upon them.

Kathy Geist explained that MTA has begun its own efforts to sell pavers, is applying for grants, and is talking to organizations about their ability to help some tenants.

Brad Patterson reiterated that MTA cannot subsidize programs. Kathy Geist mentioned that interlocal government agreements can be created that will allow several of the programs to be sponsored by a government entity, such as the City of Shelton.

John Piety, CCA Treasurer, and Ross Gallagher, CCA President, expressed their disappointment with the committee's recommendation.

Brad Patterson stated that the vision is still the same – everybody wants it to be a Transit AND a Community Center.

John Campbell's sense is that the General Manager is asking the Board for direction to turn MTA's efforts elsewhere until such a time another offering may arise in the future.

Motion – Moved that MTA discontinue any further attempts to formalize an agreement with the Community Center Association as it relates to the management and operation of the T-CC, and to seek return of the Paver program and associated funds, plus any remaining funds from the Regional Transportation Partners that were transferred to them. **Olsen/Whitener.**
Motion carried with 5 members in favor; Jeffreys and Neatherlin voting no; and Gerhardt and Volk abstaining.

NEW BUSINESS:

1. **INCREASE HHJ ARCHITECTS CONTRACT AMOUNT:**

Discussion – Updating the drawings, geotechnical engineering, LEED Certification, FTA Historic research, garage modifications, the addition of exterior public restrooms, and future contingencies has necessitated a \$70,000 increase in the design and engineering.

FIRST AMENDMENT TO RESOLUTION NO. 2012-11: MOVED that the Mason Transit Authority Board of Directors approve the First Amendment to Resolution No. 2012-11 modifying the HHJ Architects, PLLC Agreement by increasing the contract amount by \$70,000, to a total of \$770,000. All other terms and conditions of the contract remain unchanged. **Campbell/Volk. Motion carried with Herb Gerhardt abstaining.**

2. **RESOLUTION NO. 2013-12 ONE-TIME ALTERNATE SIGNATOR OFFICER:**

MOVED that the Mason Transit Authority Board of Directors approve Resolution No. 2013-12 designated the Finance manager as the one-time alternate signatory officer. **Jeffreys/Whitener. Motion carried unanimously.**

3. **VOLUNTEER DRIVER RECOGNITION: MOVED** that the Mason Transit Authority Board of Directors approve the expenditure up to \$500 in refreshments and recognition for the purpose of honoring the volunteer drivers who donate their time transporting others. **Sheldon/Campbell. Motion carried unanimously.**

4. **RESOLUTION NO. 2013-13 DISPOSAL OF SURPLUS VEHICLES: MOVED** that the Mason Transit Authority Board of Directors approve Resolution No. 2013-13 authorizing the disposal of surplus vehicles. **Jeffreys/Whitener. Motion carried unanimously.**

ITEMS TO GO BEFORE MCTAB: No projects at this time.

Terri Jeffreys reported that the Senior Center is requesting assistance transporting seniors to and from the Pavilion, and expressed her concern that MTA is appropriately serving the senior population. The General Manager and the Operations Team is in contact with the Center, and the Center is polling the seniors to determine their needs. At the present time, constrained resources do not permit an immediate increase in service to the new Senior Center location.

TRANSIT-COMMUNITY CENTER PROJECT: Mike Oliver reported that everything is on track and MTA should be breaking ground in the next couple of weeks.

INFORMATION PRESENTATION: Operations Manager Jane Seymore's scheduled presentation was postponed until the September meeting.

TEAM UPDATES:

1. Development: Mike Oliver, Manager

- Regional Transportation Planning Organization (RTPO) – involved in planning a feasibility travel model for the peninsula. Go to the www.wsdot.wa.gov/planning/Regional/PeninsulaRTPO website to view the feasibility travel model for the peninsula and other data. PRTPO has requested that local governments review the feasibility model if possible.
- Received Department of Commerce letter awarding MTA's ASK amount of approximately \$776,000 for the T-CC
- Transit Development Plan (TDP) – working on MTA's 6-year plan to present at the October board meeting
- Skokomish/Cushman pilot – The Tribe reported it is out of funds and will not be able to fund their desired increase in service around Lake Cushman until the anticipated award of 2014 FTA funding

2. Facilities & Maintenance: Ron Aubol, Acting Manager

- All new vehicles are in service.
- Still short-handed in facilities

3. Finance: Danette Brannin, Manager

- Sales Tax Revenue trending downward compared to 2012
- State Auditor's Office completed on-site portion of audit and should be fully completed in the next few weeks. An exit interview will then be scheduled, and all Board Members are welcome to attend.
- 2014 internal budget process to begin in preparation for October and November public meetings and Board adoption in December

4. Human Resources: Rikki Johnson, Manager

- Hired Marshall Krier as new Maintenance Manager to start September 3, 2013
- Hired 4 new drivers to start August 21, 2013
- Interviewing 2 internal candidates for Operations Coordinator/Vanpool Coordinator on September 9, 2013
- Recruiting for 2 part-time Dispatcher/Schedulers

5. Technology: Chris Rouse, Manager

- Email server crashed; service was changed from Exchange 2003 to Office 365
- Maintenance software demonstration is scheduled for September 5

6. Operations: Jane Seymore, Manager

- Busy filling personnel vacancies.
- Ridership is up compared to last year with the exception of Special Events (charter service)

- Rider Survey is being drafted and will be presented to MCTAB for review in September

7. Outreach: Christina Kramer, Manager

- Events - Participated in Allyn Days, Taste of Hood Canal, and conducted the first "Train-the-Trainer" session
- Volunteer Driver Program – Lewis Mason Thurston Area Agency on Aging (LMTAAA) has accepted MTA's Request for Proposal (RFP) to provide volunteer drivers for 2014-2017
- Upcoming Events – North Mason Transit Fair August 21; CHOICE High School September 25; Volunteer Driver Recognition Luncheon, tentatively set for September 26

8. Transit Community Center: Kathy Geist, Manager

- Lease Policy – created and under legal review. To be presented at next month's board meeting
- Lease Documents – working on long-term and event lease documents
- Bus Advertising Policy – almost complete
- Water – hooked up to City but not activated. Creating a schematic of underground utilities at the John's Prairie facility
- Public Art Policy – under development
- Outreach – serving on the Executive Board of United Way; attended Kiwanis; will be attending the Mason Matters and Mason County Health Bridges to Prosperity event

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

- Board Composition – met with Shelton School District and Pioneer School to determine their interest in serving on the MTA Board
- Will be attending the Washington State Transit Symposium in Spokane next week.
- 2014 Annual All-Employee Meeting is set for February 9, between 9am and 12noon

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Joint Board Meeting
Mason Transit Authority Board
Mason County Transportation Advisory Board
Tuesday, September 17, 2013 @ 5:30 PM
 Port of Allyn, 18560 East State Route 3, Allyn, Washington

MEETING ADJOURNED: 6:30 PM