

**Mason Transit Authority Board and Mason County Transit
Advisory Board Meeting
Minutes of the Joint Meeting
December 17, 2013**



Mason Transit Authority, 790 East Johns Prairie Road, Shelton, Washington

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

Advisory Board Members Present: John Piety, 2013 Chair; Lauren Gessler, 2014 Chair; Pamela Hillstrom, Josiah Rowell, and Steve VanDenover.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Marshall Krier, Maintenance Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; Cheryl Williams, Shelton School District, Bill Boysen, Pamela Boysen, and Gayle Volk.

CALL TO ORDER: 5:30 PM.

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

RECOGNITION:

- The 2013 Washington State Department of Transportation Wall of Fame Honorees.
- Driver Steve Boyce for aiding a stranded passenger
- Christina Kramer and Kathy Geist for creating the People's Choice 2013 Mason General Hospital Fantasy Forest tree
- Outgoing Authority Board members

BOARD MEMBER COMMENTS:

- Herb Gerhardt, as an outgoing Board member, provided a list of his recommendations for MTA's future, and expressed his best wishes for the Board.

MINUTES:

Authority Board

MOVED that the Mason Transit Authority Board approve the November 19, 2013 regular meeting minutes as presented. **Gerhardt/Volk. Motion carried unanimously.**

Advisory Board

MOVED that the Mason County Transit Advisory Board approve the November 26, 2013 regular meeting minutes as presented.

VanDenover/Rowell. Motion carried unanimously.

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for November 2013 as presented with revenues of \$369,652.65 and expenses of \$569,366.13. **Sheldon/Campbell. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from November 20, 2013 through December 17, 2013, on checks #23906 through #24025 as presented for the total of \$511,136.64. The total includes gross payroll in the amount of \$216,520.80, through December 17, 2013. **Jeffreys/Olsen. Motion carried unanimously.**

UNFINISHED BUSINESS:

1. RESOLUTION NO. 2013-22 – 2014 BUDGET:

Discussion – Brad Patterson explained the proposed 2014 Employee Compensation Plan that is incorporated within the 2014 Budget.

MOVED that the 2014 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the ***Mason Transit Authority 2014 Budget***, be adopted as written, and recorded as such with the office of the Mason County Auditor. **BE IT FURTHER RESOLVED** that the Employee Compensation Plan as proposed dated December 17, 2013 is adopted and approved by the Board. **Olsen/Gerhardt. Motion carried unanimously.**

2. Compensation Philosophy:

Discussion – Based upon recommendations from the Board in the November 17, 2013 Board meeting, a revised philosophy that determines how competitive MTA wants to be with its employee compensation was presented.

MOVED that the Mason Transit Authority Board approve the Mason Transit Authority Compensation Philosophy. **Olsen/Campbell. Motion carried unanimously.**

3. RESOLUTION 2013-23 – SUPPORT OF UNITED STATES HOUSE RESOLUTION 1212, THE CHARITABLE DRIVING TAX RELIEF ACT OF 2013:

Discussion – Representative Thomas E Petri, Chairman of the U.S. House of Representatives Committee on Transportation and Infrastructure Subcommittee

on Highways and Transit, joined the Board meeting telephonically at 6:03 pm to encourage the Board to support his sponsored HR1212.

MOVED that the Mason Transit Authority Board hereby support passage of United States House Resolution 1212, The Charitable Driving Tax Relief Act Of 2013. **Campbell/Sheldon. Motion carried unanimously.**

AUTHORITY BOARD NEW BUSINESS:

1. **RESOLUTION NO. 2013-24 – 2014 MTA AUTHORITY BOARD AND MCTAB MEETING CALENDAR:**

MOVED by the Mason Transit Authority Board that the regular monthly meeting for the 2014 calendar year be established as follows: The monthly public meetings shall be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law. **Volk/Gerhardt. Motion carried unanimously.**

2. **MASON COUNTY TRANSIT ADVISORY BOARD (MCTAB) MEMBERSHIP APPROVAL:**

Moved that the Mason Transit Authority Board approve The Mason County Transit Advisory Board membership of Glen Fourre, Lauren Gessler, Pamela Hillstrom, and John Piety for a two (2) year period, effective January 1, 2014 through December 31, 2015. **Gerhardt/Campbell. Motion carried unanimously.**

3. **RESOLUTION NO. 2013-25 – AMEND BYLAWS:**

Moved that the Mason Transit Authority Board approve Resolution No. 2013-25 and the amendment to its Bylaws to incorporate a change in the Authority's name and the composition of the Authority Board. **Jeffreys/Volk. Motion carried unanimously.**

4. **RESOLUTION NO. 2013-26 – VOLUNTEER DRIVE POLICY:**

Discussion – Christina Kramer explained that the existing policy needs to be modified to incorporate a service priority system and eligibility determination.

Moved that the Mason Transit Authority Board approve Resolution No. 2013-26 and the Volunteer Driver Policy for purposes of MTA business.

Gerhardt/Sheldon. Motion carried unanimously.

5. **RESOLUTION NO. 2013-27 – MTA BUS PASS POLICY:**

Moved that the Mason Transit Authority Board approve Resolution No. 2013-27 and the Bus Pass Policy for the purposes of MTA business. **Jeffreys/Gerhardt. Motion carried unanimously.**

6. RESOLUTION NO. 2013-28 – MTA SHARED LEAVE POLICY:

Moved that the Mason Transit Authority Board approve Resolution No. 2013-28 and the Shared Leave Policy for the purposes of MTA business.

Campbell/Olsen. Motion carried unanimously.

7. AUTHORIZATION TO PURCHASE SERVERS:

Moved that the Mason Transit Authority Board approve the acquisition of a Dell VRTX, or equivalent, virtual server for no more than \$31,000.00.

Jeffreys/Whitener. Motion carried unanimously.

8. TRANSIT-COMMUNITY CENTER – MAXIMUM PRICE ADDENDUM TO FORMA CONTRACT AND AUTHORIZATION FOR NOTICE TO PROCEED WITH CONSTRUCTION:

Moved that the Mason Transit Authority Board approve the second amendment for a Guaranteed Maximum Price of \$5,649,996 to the construction contract between Forma Construction f/k/a Berschauer-Phillips and Mason Transit Authority adopted by the Board February 19, 2012, and authorize the General Manager to issue a Notice to Proceed to Forma Construction to begin the work.

Campbell/Olsen. Motion carried unanimously.

MCTAB UNFINISHED BUSINESS: None

MCTAB NEW BUSINESS:

- John Piety, MCTAB Chair, introduced the 2014 Officers: Lauren Gessler, Chair; Steve VanDenover, Vice-Chair; and Josiah Rowell, Secretary.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

- Brad thanked the Board for their service and support this past year.

ELECTION OF 2014 BOARD OFFICERS:

- Mike Olsen was nominated and elected Chair. **Jeffreys/Gerhardt.**
- Deborah Petersen was nominated and elected Vice-Chair. **Olsen/Sheldon.**

EXECUTIVE SESSION:

The meeting recessed at 7:05 pm for an executive session to discuss the performance of a public employee. No action was taken. The joint meeting reconvened at 7:25 pm.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason Transit Authority Board

Tuesday, January 21, 2014 @ 4:00 PM

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

Mason County Transit Advisory Board Meeting

January 28, 2014 @ 5:30 PM

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

MEETING ADJOURNED: 7:30 PM



The attached minutes of the Mason Transit Authority Board and Mason County Transportation Advisory Board joint meeting held on the 17th day of December, 2013, was approved by the Mason Transit Authority Board, by motion, on this 21st day of January, 2014.

Mike Olsen, Chair

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Mike Felton, 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:

1/21/14