



**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
July 16, 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 Jeffries (joined at 5:00), Randy Neatherlin, and Gary Volk. Absent: Tim Sheldon and Sadie Whitener. Quorum Present.

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

CALL TO ORDER: 4:02 PM

NEW VEHICLE RIBBON CUTTING PHOTO: Board members were photographed cutting a red ribbon to commemorate the arrival of six new cutaways and five new vanpool vans that will be going into service in the very near future.

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

RECOGNITION: Acting General Manager, Jane Seymore, recognized Christina Kramer for her service as acting Clerk of the Board during the past few months.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS COMMENTS:

1. **Member Herb Gerhardt** mentioned that the recent article about the Transit-Community Center in the Shelton Journal did not mention that it was a transit center. He emphasized that all press should stress that this is a transit center, not a community center. He also reported that the Hospital District 2 board confirmed its desire to continue providing a representative for the MTA Board.
2. **Member John Campbell** announced that he appreciates MTA's annual Allyn Days transportation shuttle which carries people to the St. Hughes Annual Patio Sale of homemade ice cream and holy junk.

MINUTES:

1. **MOVED** that the Mason Transit Authority Board approve the June 18, 2013 joint meeting minutes as presented. **Neatherlin/Campbell. Motion carried unanimously.**

CORRESPONDENCE:

1. Thank you note from Shelton Lions Club

TRANSIT-COMMUNITY CENTER PROJECT: Mike Oliver reported that he has been in meetings with Engineering preparing for final permit review. Groundbreaking is still on schedule.

INFORMATION PRESENTATION: Danette Brannin, Finance Manager, gave a presentation about the Finance Department functions, responsibilities, and value it provides the Agency.

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for June 2013 as presented with revenues of \$87,493.83 and expenses of \$493,027.34. **Campbell/Gerhardt. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from June 19, 2013 through July 16, 2013, on checks #23318 through #23437 as presented for the total of \$1,509,193.57. The total includes gross payroll in the amount of \$217,053.72, through July 16, 2013. **Campbell/Gerhardt. Motion carried unanimously.**

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **RESOLUTION NO. 2013-11: MOVED** that the Mason Transit Authority Board of Directors approve the attached Credit Card Policy establishing authorization, distribution, and control of the usage of credit cards for the purpose of MTA business. **Neatherlin/Olsen. Motion carried unanimously.**
2. **FIRST AMENDMENT TO RESOLUTION NO. 2013-04: MOVED** that the Agreement previously approved as #GCB1140 by Resolution No. 2013-04 be approved as #GCB1440. **Gerhardt/Volk. Motion carried unanimously.**

MCTAB REPORT: John Piety, MCTAB Chair, reported that the Advisory Board continues to work on its Bylaws and sale of T-CC pavers.

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

1. **Development: Mike Oliver, Manager**
 - Consolidated Grant Awards – 2013-2015 Operating & Capital Grants have been granted to MTA
 - Skokomish Pilot Changes – 2014 use estimates are nearly double the 2012 use; working to extend route to Cushman campground
2. **Facilities & Maintenance: Ron Aubol, Manager**
 - 6 new cutaways being readied to go into service
 - Kenny Downer has been out for a month and maintenance has been using our temporary employee
3. **Finance: Danette Brannin, Manager**
 - No further information
4. **Human Resources: Rikki Johnson, Manager**
 - Recruited and hired a Maintenance Support Specialist
 - Currently recruiting for Dispatch/Scheduler, 5 drivers and a Maintenance Manager
 - Association of Washington Cities conducting a verification audit of eligible dependents to MTA's health insurance
5. **Technology: Chris Rouse, Manager**
 - Maintenance Software RFP – 3 vendors selected for September 5 demonstration
 - Finance server upgraded to Windows Server 2008
6. **Operations: Jane Seymore, Manager**
 - Operations Report for June 2013 was provided which showed a 2% YTD ridership increase compared to the same time period in 2012.
 - Route 6 Olympia is running at overcapacity on some of the trips. MTA is exploring all possible alternatives to relieve the overcrowding on these trips while staying within existing resources.
7. **Outreach: Christina Kramer, Manager**
 - Event highlights – reviewed recently attended events
 - Volunteer Driver Program RFP submitted
 - Chronicle Project Update – Video is in final editing and should be ready for the next Board meeting
 - Upcoming events include a MTA hosted Transit Fair in Belfair

8. Transit Community Center: Kathy Geist, Manager

- Johns Prairie Property – Waterline installation to be completed by end of week
- Radich Property – Have a new 3-month tenant
- T-CC Property – Presented to City Commissioners; Attended several meetings regarding economic development; Combined 3 Parcels to allow for construction

GENERAL MANAGER'S REPORT: Jane Seymore, Acting General Manager

- Brad Patterson presented to the Shelton-Mason Chamber of Commerce; attended Belfair Community Voice by U.S. Congressman Derek Kilmer; appeared on KMAS Morning Daybreak Show; and presented to the Shelton Lions Club

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason Transit Authority Board Meeting
Tuesday, August 20, 2013 @ 4:00 PM
MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

UPCOMING MEETINGS:

Community Center Association Board Meeting
Thursday, August 8, 2013 @ 1:00 PM
MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

Mason County Transportation Advisory Board Meeting
Tuesday, August 27, 2013 @ 5:30 PM
MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

MEETING ADJOURNED: 5:33 PM