

**Mason Transit Authority Board Meeting  
Minutes of the Regular Meeting**

**November 19, 2013**

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



**Authority Board Members Present:** Deborah Petersen, Chair; Mike Olsen, Vice Chair; Herb Gerhardt, Terri Jeffreys, Randy Neatherlin, and Sadie Whitener. John Campbell attended via teleconference. Absent were Tim Sheldon and Gary Volk.

**Quorum present.**

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Danette Brannin, Finance/IT Manager; Kathy Geist, T-CC 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; John Piety, MCTAB Chair; and Natalie Johnson, Shelton-Mason Journal.

**CALL TO ORDER:** 4:06 PM.

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

**RECOGNITION:**

- New hire introductions: Communications - Sheryl Carlson, Tim Duman, Tamre Reed, Jason Rowe; Maintenance/Facilities - Greg Lester, Chris Roetting; IT - Brian Jones; Administration - Andrea Billingsley

**PUBLIC COMMENT:** None.

**BOARD OF DIRECTORS COMMENTS:** None.

**MINUTES:**

1. **MOVED** that the Mason Transit Authority Board approve the October 15, 2013 regular meeting minutes as presented. **Jeffreys/Neatherlin. Motion carried.**

**CURRENT BUSINESS:**

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for October 2013 as presented with revenues of \$371,254.77 and expenses of \$464,827.18. **Gerhardt/Campbell. Motion carried.**

2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from October 16, 2013 through November 19, 2013, on checks #23775 through #23905 as presented for the total of \$470,218.90. The total includes gross payroll in the amount of \$207,413.03, through November 19, 2013. **Jeffreys/Oliver. Motion carried.**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

1. **Compensation Philosophy:**

**Discussion** – On behalf of the management team, Rikki Johnson presented a compensation philosophy to guide future actions. After review and discussion, the Board recommended that the philosophy be reworked and presented to the Board at a later date. No Motion.

2. **RESOLUTION NO. 2013-21 CAPITAL GRANT CONTRACT GCB1625:**

**Discussion** – Grant is to purchase two (2) ADA-accessible minibuses for use primarily in the Skokomish Reservation pilot service area, and one (1) ADA-accessible minibus for service of the general public transportation. No objections.

**MOVED** that the Mason Transit Authority Board of Directors approve Resolution No. 2013-21 authorizing the Mason Transit Authority Board Chair to execute Washington State Department of Transportation Agreement #GCB1625 for \$317,321 in capital funds with a local match of \$63,538, as Contractor on behalf of the Mason Transit Authority. **Neatherlin/Whitener. Motion carried.**

3. **RESOLUTION NO. 2013-22 CHANGE IN ELECTION OF OFFICERS:**

**Discussion** – It was proposed to move the election of Board officers from December to January. Members did not feel it was necessary to change and no motion was made.

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

**INFORMATION PRESENTATION:**

1. Transit-Community Center Construction Project – Mike Oliver
  - In process of finalizing subcontractor bids – Reducing scope in some areas and rebidding two to three packages. FTA citations have been a challenge for bidders unfamiliar with FTA funding requirements
2. North Mason Park and Ride – Randy Neatherlin
  - Announced that the Port of Bremerton is considering a transit center in Kitsap County south of the Bremerton Airport, and that Mason Transit may be able to partner with the Port for a North Mason Park and Ride. The Board **moved** to endorse and support a partnership with the South Kitsap

Industrial Association Steering Committee to determine the feasibility of a Mason Transit Authority Park and Ride facility. **Jeffries/Neatherlin.**  
**Motion carried.**

5:05PM Randy Neatherlin departed

**5:05PM RECESS FOR 2014 BUDGET PUBLIC HEARING**  
**5:33PM RECONVENE**

5:40PM John Campbell departed

5:45PM Mike Olsen departed – quorum no longer met

**INFORMATION PRESENTATION (Continued):**

3. *Making History in Motion* Film Premier – Christina Kramer
  - Announced the Premier of Mason Transit’s chronicle movie to be shown at the Shelton Cinemas on December 3, 2013 at 6:30 PM
4. Maintenance Tour – Marshall Krier
  - Postponed until the December meeting
5. Development – Mike Oliver
  - Tribal liaison with Skokomish and Squaxin Island Tribal Planner
  - Peninsula Regional Transportation Planning Organization (PRTPO) Technical Advisory and Policy Board member
  - Project Manager for on-going and new projects, most importantly the Transit-Community Center construction
  - Grant research and development
  - MTA Management Team Member

**TEAM UPDATES:**

1. **Development: Mike Oliver, Manager**
  - Nothing further
2. **Finance/IT: Danette Brannin, Manager**
  - Nothing further
3. **Human Resources: Rikki Johnson, Manager**
  - Presented a salary benchmark comparison of neighboring transit agencies and those of similar size
4. **Maintenance: Marshall Krier, Manager**
  - Winter building maintenance is being conducted
5. **Operations: Jane Seymore, Manager**
  - YTD Ridership is up by 1% compared to 2012

**6. Outreach: Christina Kramer, Manager**

- Website moved to temporary host site. Will conduct focus group research
- System schedules and rider guides ordered
- 2014 passes ordered
- Mason General Hospital Fantasy Forest tree is decorated
- Employee satisfaction survey to be distributed to employees December 2
- Participated in Health Fair and Keyport Base Energy Fair
- Will be showing "History in Motion" movie to Shelton Rotary in December

**7. Transit Community Center: Kathy Geist, Manager**

- We have completed the market rate rent study, and we are currently advertising the spaces for 2014 leases at the Johns Prairie facility. As required by State and Federal law we will be accepting proposals for the next 30 days.

**GENERAL MANAGER'S REPORT: Brad Patterson, General Manager**

Legislative special transportation session is receiving testimony this week.  
Mason Transit Authority's representative is Lauren Gessler, MCTAB Vice-Chair.

**OTHER BUSINESS:** None.

**NEXT BOARD MEETING:**

**Joint Board Meeting**  
**Mason Transit Authority Board**  
**Mason County Transportation Advisory Board (MCTAB)**  
*December 17, 2013 @ 5:30 PM*  
Mason Transit Authority Administrative Office – Board Room  
790 East John's Prairie Road  
Shelton, Washington

**MEETING ADJOURNED:** 6:19 PM.