

**Mason Transit Authority Board and Mason County  
Transportation Advisory Board Meeting  
Minutes of the Joint Meeting  
September 17, 2013  
Port of Allyn, 18560 East State Route 3, Allyn, Washington**



**Authority Board Members Present:** Deborah Petersen, Chair; Mike Olsen, Vice Chair; John Campbell, Herb Gerhardt, Terri Jeffreys, and Randy Neatherlin (joined at 5:49). **Quorum present.**

**Advisory Board Members Present:** John Piety, Chair; John Calabrese, Glen Fourre, Kevin Frankeberger, Ph.D., 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 and Facilities Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Ross Gallagher, CCA President.

**CALL TO ORDER:** 5:34 PM.

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

**RECOGNITION:**

- Brad Patterson provided a preview of a recognition that will be formalized at the next meeting concerning heroic acts by MTA employees. KMAS is featuring the story at the present time.

**PUBLIC COMMENT:**

- Ross Gallagher, Community Center Association (CCA), provided the Chair with a letter stating the purpose of a 501(c) 3 organization and the initial vision of CCA, and stated his disappointment in the lack of paver contributions from MTA personnel and Board members.
- Kevin Frankeberger, Ph.D., expressed his disappointment about the erosion of volunteer involvement with MTA, wondered what the Authority Board requests of MCTAB, and asked that his Paver donation to CCA be returned.
- John Piety explained the past purpose and activity level of MCTAB.

**BOARD OF DIRECTORS COMMENTS:**

- Herb Gerhardt recommended that MTA consider reimbursing MCTAB members for meeting mileage.
- Terri Jeffreys stated that she values volunteer involvement

**MINUTES:**

**Authority Board**

**MOVED** that the Mason Transit Authority Board approve the August 20, 2013 regular meeting minutes as presented. **Gerhardt/Campbell. Motion carried unanimously.**

**Advisory Board**

Minutes were not available at this time.

**CORRESPONDENCE:**

**Authority Board**

The Clerk read a suggestion from Greg Seward that MTA consider a surplus electric bus from Metro Transit and a thank you from Julie Brooker for honoring her 100<sup>th</sup> birthday.

**Advisory Board**

None.

**CURRENT BUSINESS:**

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for August 2013 as presented with revenues of \$79,383.47 and expenses of \$433,474.31. **Jeffreys/Campbell. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from August 21, 2013 through September 17, 2013, on checks #23564 through #23670 as presented for the total of \$559,864.67. The total includes gross payroll in the amount of \$212,716.28, through September 17, 2013. **Gerhardt/Campbell. Motion carried unanimously.**

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**Authority Board**

1. **RESOLUTION NO. 2013-14 - T-CC CONSTRUCTION CHANGE ORDERS AUTHORIZATION:**

**Discussion** – In order to prevent expensive delays during the construction of the T-CC, a prudent method was discussed to authorize the General Manager to sign change orders. The initial Resolution proposed the authorization of up to \$50,000 per occurrence with no limit. After discussion, Randy Neatherlin moved

that the Resolution read “up to \$50,000 combined between board meetings” in lieu of “up to \$50,000 per occurrence”, with Terri Jeffreys seconding. After further discussion, that motion was amended to raise the amount to \$100,000.

**Amendment Motion carried with Mike Olsen dissenting.**

**Moved** that the General Manager is authorized to sign necessary change orders during construction of the Transit-Community Center up to \$100,000 combined between Board meetings to facilitate timely construction. **Neatherlin/Jeffreys. Motion carried with Mike Olsen dissenting.**

**2. RESOLUTION NO. 2013-15 - APPROVAL OF WSDOT AGREEMENT #GCB1624 FEDERAL/STATE OPERATING GRANT AGREEMENT:**

**Discussion** – Kevin Frankeberger, Ph.D., questioned the reporting method of paratransit/ADA statistics to the State. Mike Oliver stated that no specific statistics reporting regarding paratransit/ADA are requested by the State.

**Moved** that the Mason Transit Authority Board of Directors approve Resolution No. 2013-15 authorizing the Board Chair to sign the Washington State Department of Transportation Federal/State operating Grant Agreement #GCB1624. **Campbell/Olsen. Motion carried unanimously.**

**MCTAB UNFINISHED BUSINESS:**

MCTAB has included its amended Bylaws for the review by the Authority Board and pending approval at the next Authority Board meeting.

**MCTAB NEW BUSINESS:**

Move that the Mason Transit Authority Board approve the Mason County Transportation Advisory Board membership of Josiah Rowell for a two (2) year period. **Campbell/Gerhardt. Motion carried unanimously.**

**TRANSIT-COMMUNITY CENTER PROJECT:** Mike Oliver reported that everything is on track and MTA should be breaking ground in November, and distributed OAC’s timeline of upcoming activities.

**INFORMATION PRESENTATION:** Operations Manager Jane Seymore presented an overview of the Operations team.

**TEAM UPDATES:**

**1. Development: Mike Oliver, Manager**

- Transit Development Plan (TDP) – Final draft is public and scheduled for two public meetings, and approval at the October board meeting

**2. Maintenance: Marshall Krier, Manager**

- Gillig is at MTA providing free training to staff
- In final decision-making stage for new maintenance/facilities management software

- Shop overhead sprinkler system is now charged and functional
  - Still short-handed in facilities
3. **Finance: Presented by Brad Patterson in Danette Brannin's Absence**
- Sales tax revenue continues to be flat
  - Upon recommendation by a Peer Review, the IT team was moved under the Finance team. Christine Rouse has subsequently resigned and MTA is recruiting a replacement.
  - Looking at relocating our server room to a secure off-site facility
  - 2012 Audit and annual report is complete
4. **Human Resources: Rikki Johnson, Manager**
- Attended Spokane Symposium and Public Retirement seminar
  - Partnering with the City of Shelton, MaceCom, Mason General Hospital & Family of Clinics, and Mason County Public Health to conduct a Shelton Wellness & Resource Fair on October 17, 2013
  - Hired the Operations Coordinator who will oversee the vanpool program
  - Recruiting for Dispatcher/Schedulers, Drivers, and a Technology Administrator
  - Safety Committee adopted a mission statement and goals, approved a safety policy/evacuation procedure
5. **Operations: Jane Seymore, Manager**
- Operations Stats – Worker/Driver Total hours dropped because MTA's Trapeze software had been set up to time the bus from departure to return. Actual Service Hours are recorded from base departure to PSNS and back again, not to include the downtime. Correcting past data. Fixed route ridership is slightly down.
  - Brad Patterson added that Oysterfest services will be provided by Shelton School District. The Volunteer totals are growing, even with a very small pool of drivers. The Pilot Service continues to be successful
6. **Outreach: Christina Kramer, Manager**
- Events – Hosted the Transit Fair; will be hosting the Volunteer Recognition Luncheon, Sept 30; attending Oysterfest, Oct 5-6; Shelton Wellness Fair, Oct 17
  - Attended a WSTIP sponsored seminar of Successfully Managing People and Performance Evaluations
  - Working on a Website RFP
  - Updating the Transit Schedules pamphlet
  - Premier of MTA Chronicle, date TBD potentially will be at the Shelton Cinema (who have donated their facility), possibly featured with Mark Woytowich's *John Tornow, Wild Man of the Wynoochee*.

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

- Water System – came in under budget by approximately \$40,000
- Parking Lot – to be leveled and graveled on Thursday. Working on installing permeable materials in the future
- Working on an Interlocal agreement with county for T-CC janitorial services
- Working with State Archives to train staff on record retention
- Potential T-CC tenants – Olympic College culinary arts program, and Mason General Hospital Foundation Fantasy Forest
- Working with PUD #3 Energy to conduct a free energy audit of Buildings 1 and 2
- PUD reports that a cell tower in our clock tower still a possibility
- Attended the Spokane Symposium

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

- Attended the Washington State Transit Spokane Symposium. Along with Kathy and Mike, presented a session on innovative partnerships, focusing on the After School Activities bus and the T-CC. Presented a seminar on Measuring Success for a Public Agency; organized, recruited and created the Rolling Tones Band comprised solely of Symposium attendees.
- Attended Battlefield Leadership Training at Gettysburg sponsored by Washington State Transportation Insurance Pool
- Met with Legislators offices of Senator Patty Murray; Senator Maria Cantwell; Congressman Denny Heck; Congressman Derek Kilmer; Congressman Tom Petri, Republican Chair of House Committee on Transportation Subcommittee on Highways and Transit; Congressman Rick Larsen, House Transportation and Infrastructure Committee, to discuss public transportation. Mr. Petri is sponsoring the Charitable Driving Tax Relief Act of 2013, which would provide tax relief for Volunteer Driver reimbursements.
- Met with Peter Rogoff, FTA Administrator, about the funding future for transit. Mr. Rogoff stated that transit funding is exempt from sequester; however the Highway Trust Fund is out of money and requires an infusion of cash from Congress.
- Encouraged all transit-interested citizens to attend the October 9 Washington State Senate Listening Tour in Tacoma between 6-9 PM. A Special Session may be called to pass a transportation package because Oregon is funding the bridge crossing.

**OTHER BUSINESS:** Glen Fourre notified the agency of a woman who has special transportation needs.

**NEXT BOARD MEETING:**

**Mason Transit Authority Board**

*Tuesday, October 15, 2013 @ 4:00 PM*

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

**Mason County Transportation Advisory Board Meeting**

*October 22, 2013 @ 5:30 PM*

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

**MEETING ADJOURNED:** 8:00 PM