



The attached minutes of the Mason Transit Authority Board special meeting held on the 25th day of June, 2014, was approved by the Mason Transit Authority Board, by motion, on this 15th day of July, 2014.

Mike Olsen, Chair

Deborah Petersen, Vice-Chair

Ginny Beech, Authority Member

John Campbell, 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:

7/15/14

**Mason Transit Authority Board Meeting
Minutes of the Special Meeting
June 25, 2014**



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

CALL TO ORDER: 4:00 PM

Authority Board Members Present: Mike Olsen, Chair; Ginny Beech; John Campbell; Terri Jeffreys; Rick Johnson; Randy Neatherlin (joined Executive Session); Deborah Petersen, Vice-Chair; and Cheryl Williams. Tim Sheldon absent. **Quorum met.**

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; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; Kristi Evans, Operations Coordinator, and Cheryl Williams' daughter, Annabelle Gammons

APPROVE AGENDA: The Agenda was amended to incorporate an Executive Session at the end of the Agenda to discuss acquisition of property and to prevent an increase in the price. **MOVED** that the Mason Transit Authority Board approve the Agenda as amended. **Petersen/Jeffreys. Motion carried unanimously.**

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: Terri Jeffreys thanked Brad Patterson, Mike Oliver, and driver Ernie for providing the tour of Mason County during the recent Peninsula Regional Transportation Planning Organization (PRTPO) function.

MINUTES:

MOVED that the Mason Transit Authority Board approve the May 20, 2014, regular meeting minutes as presented. **Jeffreys/Beech. Motion carried unanimously.**

MOVED that the Mason Transit Authority Board approve the June 17, 2014, regular meeting minutes as presented. It should be noted that a quorum was not met at the June 17, 2014, regular meeting, and the Special Meeting is being held to conduct necessary on-going business. **Petersen/Johnson. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports –**

MOVED that the Mason Transit Authority Board approve financial reports for May 2014 as presented with operating revenues of \$535,027.37, operating

expense of \$463,839.84, and capital expenditures of \$648,349.62.

Jeffreys/Williams. Motion carried unanimously.

2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from May 21, 2014, through June 17, 2014, on checks #24648 through #24771 as presented for the total of \$1,096,043.86. The total includes gross payroll in the amount of \$223,116.93, through June 17, 2014.
Petersen/Campbell. Motion carried unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Resolution No. 2014-12 – Vanpool Rate Change**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Vanpool Rate Charts as presented. **Jeffreys/Johnson. Motion carried unanimously.**
2. **Resolution No. 2014-13 – Washington State Department of Commerce Grant Award Agreement #14-93220-040**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Resolution No. 2014-13 and authorize the General Manager to execute the Department of Commerce contract #14-93220-040 as Grantee on behalf of Mason Transit Authority and corollary document stated therein.
Johnson/Campbell. Motion carried unanimously.
3. **Purchase of Bus and Cutaway Video Recording Equipment**
Moved that the Mason Transit Authority Board approve the purchase and installation of AngelTrax video recording equipment for buses and cutaways as identified in the 2014 budget in an amount not to exceed \$33,000.
Petersen/Beech. Motion carried unanimously.
4. **Coffee and Light Refreshment Policy – First Reading**
Mason Transit Authority's proposed policy was presented to the Board for its review.
5. **Meals with Meetings Policy – First Reading**
Mason Transit Authority's proposed policy was presented to the Board for its review.
6. **Drug and Alcohol Policy Update – First Reading**
Mason Transit Authority's proposed policy was presented to the Board for its review.

EXECUTIVE SESSION: At 4:37 pm the regular session was recessed, and an Executive Session convened to discuss the acquisition of real estate. The legal authority for closing this portion of the meeting is RCW 42.30.110(1)(b). The public was asked to leave the room, and Rob Johnson, Legal Counsel; Brad Patterson, General Manager; Mike Oliver, Development Manager; and Kathy Geist, T-CC Manager were asked to remain. The executive session lasted three (3) 15 minute and one (1) 5 minute segments and public notification of each session was provided. No action was taken. At 5:24 PM the Executive Session adjourned and the public was invited to return to the open session.

OTHER BUSINESS: None

NEXT MEETING:

Mason Transit Authority Board Meeting

July 15, 2014 @ 4:00 PM

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

Mason County Transit Advisory Board (MCTAB)

July 22, 2014 @ 5:30 PM

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

**Mason Transit Authority Board
August Meeting Cancelled**

MEETING ADJOURNED: 5:25 PM