



The attached minutes of the Mason Transit Authority Board regular meeting held on the 20th day of May, 2014, was approved by the Mason Transit Authority Board, by motion, on this 17th day of June, 2014.

25th

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Cheryl Williams, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

DATE:

6/25/14

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
May 20, 2014**



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

CALL TO ORDER: 4:02 PM

Authority Board Members Present: Mike Olsen, Chair; Terri Jeffreys; Rick Johnson; Randy Neatherlin; Deborah Petersen, Vice-Chair; and Cheryl Williams present. Ginny Beech; John Campbell; Tim Sheldon absent. **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, Transit-Community Center Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Cathy Silins, retired WSDOT Deputy Director; Ivers Silins; Leannea Wolfe, Skokomish Nation; Gordon Neilson, Skokomish Nation; Brian Lagerberg, WSDOT; John Piety, MCTAB member.

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

RECOGNITION:

- Cathy Silins, retired WSDOT Public Transportation Division Deputy Director.
- Honorary Outreach Team (HOT) Award to Operations Management Team.

CORRESPONDENCE:

- An article from the *Mason County Life* featuring volunteers at the Senior Nutrition Program. The volunteers thanked MTA for Dial-A-Ride services to the Senior Center so they can provide their volunteer services.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: Terri Jeffreys announced that Mason County has applied for a PRTPO Grant for the design and construction of sidewalks in Befair between the Bill Hunter Park and the new Faith in Action Senior Center facility.

MINUTES:

MOVED that the Mason Transit Authority Board approve the April 15, 2014, regular meeting minutes as presented. **Johnson/Jeffreys. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports –**

MOVED that the Mason Transit Authority Board approve financial reports for April 2014 as presented with operating revenues of \$951,707, capital revenue of \$499,751, operating expense of \$493, 127, and capital expenditures of \$301,885. **Neatherlin/Jeffreys. Motion carried unanimously.**

2. **Check Approval –** **MOVED** that the Mason Transit Authority Board approve financial obligations from April 16, 2014, through May 20, 2014, on checks #24513 through #24647 as presented for the total of \$792,060.12. The total includes gross payroll in the amount of \$244,415.15, through May 20, 2014. **Williams/Petersen. Motion carried unanimously.**

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Resolution No. 2014-004 – Policy For Accident Reporting and Investigation**

Moved that the Mason Transit Authority Board approve the Mason Transit Authority Policy for Accident Reporting and Investigation for the purposes of MTA business. **Petersen/Johnson. Motion carried unanimously.**

2. **Resolution No. 2014-05 – Policy for Providing Workers’ Compensation Transitional Work Assignments**

Discussion – Section 6.1.1 was changed to read 66 days.

Moved that the Mason Transit Authority Board approve the Mason Transit Authority Policy for Providing Workers’ Compensation Transitional Work Assignments, as amended, for the purposes of MTA business.

Johnson/Williams. Motion carried unanimously.

3. **Resolution No. 2014-06 – Policy for Creation of a Wellness Program**

Discussion – Randy Neatherlin asked that the Policy be presented to the Board next year for review.

Moved that the Mason Transit Authority Board approve the Mason Transit Authority Policy for the Creation of a Wellness Program, as amended, for the purposes of MTA business. **Neatherlin/Petersen. Motion carried unanimously.**

4. **Resolution No. 2014-10 – Cancellation of August 19, 2014 Authority Board Meeting**

Moved that the Mason Transit Authority Board cancel its regularly scheduled August 19, 2014, meeting and instructs the Clerk to provide public notice in

accordance with the Open Public Meetings Act. **Petersen/Neatherlin. Motion carried unanimously.**

5. **Windows Servers Software License Acquisition**

Moved that the Mason Transit Authority Board approve the acquisition of Windows Server 2012 R2 operating system software license, SQL Server 2014 software license, and 70 Client Access software licenses for an amount not to exceed \$12,100.00 **Jeffreys/Neatherlin. Motion carried unanimously.**

6. **Memorandum of Understanding (MOU) Between the Skokomish Indian Tribe and Mason County Public Transportation Benefit Area (MTA) For Transportation Services**

Discussion – Gordon Neilsen and Leannae Wolfe of the Skokomish Indian Tribe spoke about the needs of transportation within the Reservation and the benefits provided by MTA’s buses.

Moved that the Mason Transit Authority Board approve the Memorandum of Understanding with the Skokomish Indian Tribe for transportation services for the period April 2014 through April 2015 and authorize signature by the Mason Transit Authority General Manager. **Jeffreys/Petersen. Motion carried unanimously.**

7. **WSDOT 5339 Bus and Bus Facility Grant Program**

Discussion – Mason Transit Authority has received an award letter from WSDOT to fund facility roof repair. The total amount and MTA’s match is unknown at this time, but the award letter is for \$178,838.

8. **Resolution No. 2014-11 – Interlocal Agreement – Summer Youth Pass Program**

Moved that the Mason Transit Authority Board approved Resolution No. 2014-11 authorizing the General Manager to sign the Summer Youth Pass Program Interlocal Agreement. **Petersen/Johnson. Motion carried unanimously.**

MCTAB REPORT: No members present

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that the LEEDS floor is being poured and construction is on schedule with no problems.

TEAM UPDATES:

No Discussion.

GENERAL MANAGER’S REPORT: Brad Patterson, General Manager

- Announced that MTA will receive \$953,000 in sales tax equalization funds.

- Announced a vacancy on the Transportation Improvement Board.
- Distributed hand-outs that show the Aging Population by County.
- Rider Survey has been drafted and will be presented to MCTAB for its review. The final survey will be presented to the Authority Board at the June meeting. He anticipates the survey will cost \$15,000, MTA will need to hire outside services to conduct the survey, and the survey was not budgeted. If internal budget adjustments cannot be accomplished, we may ask for a budget amendment.
- Mike Olsen will be presenting the State of the Agency at the upcoming Economic Development Council, Mason General Hospital, and Mason County PUD #3 event.
- Reminder that the June 17 meeting will be held at the Hood Canal School District Library

OTHER BUSINESS: Randy Neatherlin asked if the underserved routes are receiving attention and was pleased with the savings created by switching the phone service to Hood Canal Communications. Mike Oliver reported that the contract with Belfair Assembly of God church for parking is nearly completed

NEXT BOARD MEETING:

Mason County Transit Advisory Board Meeting

May 27, 2014 @ 5:30 PM

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

Mason Transit Authority Board

Mason County Transit Advisory Board (MCTAB)

Joint Meeting

June 17, 2014 @ 5:30 PM

Hood Canal School District Library
111 N State Route 106
Shelton, Washington

MEETING ADJOURNED: 6:02 PM