



**Mason Transit Authority & Advisory Board Meeting
Minutes of the Joint Meeting
June 18, 2013
Port of Allyn, 18560 East State Route 3, Allyn, WA**

Authority Board Members Present: Deborah Petersen, Chair; John Campbell, Herb Gerhardt, Randy Neatherlin, Tim Sheldon (joined at 5:57), Gary Volk, and Sadie Whitener. Absent: Mike Olsen. Excused: Terri Jeffries. Quorum Present.

Advisory Board Members Present: John Piety, Chair; Gene Currier, Glen Foure, and Pamela Hillstrom.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Danette Brannin, Finance Manager; Athena Green, Operations Supervisor; Mike Oliver, Development Manager; Ron Aubol, Facilities & Maintenance Manager; Rikki Johnson, Human Resources Manager; Christine Rouse, Technology Manager; Kathy Geist, Transit-Community Center Manager; Jeri Wood, Clerk of the Board; Clair Bone, Driver; and Ross Gallagher, Chair of Community Center Association.

CALL TO ORDER: 5:31 PM

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

RECOGNITION: Brad Patterson recognized MTA Accounting Specialist, Jeri Wood, for her service and willingness to become the Clerk of the Board.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS COMMENTS:

1. **Chair CTAA Conference Report** – Board Chair Deborah Petersen reported on her recent attendance at the Community Transportation Association of American (CTAA) national convention in Albuquerque, NM.
2. **Member Randy Neatherlin** – re-affirmed his cooperation and commitment to the success of the T-CC funding.

MINUTES:

1. **MOVED** that the Mason Transit Authority Board approve the May 21, 2013 regular meeting and the May 31, 2013 special meeting minutes as presented. **Volk/Whitener. Motion carried unanimously.**
2. **MOVED** that the Mason County Transportation Advisory Board (MCTAB) approve the May 28, 2013 regular meeting minutes. **Foure/Currier. Motion carried unanimously.**

CORRESPONDENCE: None.

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for May 2013 as presented with revenues of \$42,321.15 and expenses of \$577,051.20. **Gerhardt/Volk. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from May 22, 2013 to June 18, 2013 on checks #23205 through #23317 as presented for the total of \$496,437.79. The total includes gross payroll in the amount of \$214,816.58 through June 18, 2013. **Gerhardt/Neatherlin. Motion carried unanimously.**

UNFINISHED BUSINESS:

1. **Amendment to the Volunteer Driver Program Policy - Follow-up Report: MOVED** that the Mason Transit Authority Board approve the amended Mason Transit Authority Volunteer Drive Program Policy as presented. **Neatherlin/Whitener. Motion carried unanimously.**
2. **Review of Laws Governing Transit Agencies' Budget Procedures –** Rob Johnson, Legal Counsel, reported that he could not locate any laws requiring transit authorities to amend its budget at year-end to match the actual financials. He does state that transits could periodically amend the budget throughout the year if necessary.

TRANSIT-COMMUNITY CENTER PROJECT:

1. **Resolution No. 2013-09 – WSDOT Agreement #GCB1292; MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-09 authorizing the General Manager to sign Washington State Department of Transportation Federal/State Capital Construction Grant Agreement #GCB1292. The Grant Agreement provides MTA with \$4,100,000 to construct the Transit-Community Center Project. **Campbell/Whitener. Motion carried unanimously.**
2. **Groundbreaking Ceremony –** Kathy Geist and Mike Oliver reported that the Groundbreaking ceremony will be August 1, 2013, at 2:00 pm. Excavation

should begin within the same week. CCA would like to be present to solicit paver sales.

3. **Community Development Block Grant (CDBG)** – MTA's grant application did not rank high enough to be awarded the grant.
4. **Simpson Timber** – Betsy Stauffer of Simpson Timber Company has graciously offered a donation of building materials.

COMMUNITY CENTER ASSOCIATION REPORT:

1. Ross Gallagher reported that the Community Center Association has reached a tentative agreement with MTA to lease space in the T-CC; is recruiting members for a full board; and is reviewing its bylaws.

NEW BUSINESS:

1. **RESOLUTION NO. 2013-10: MOVED** that the Mason Transit Authority Board of Directors approve appointing Jeri Wood as Clerk of the Authority and Christina Kramer as Deputy Clerk of the Authority. **Volk/Sheldon. Motion carried unanimously.** Herb Gerhardt recommended that MTA develop a procedure manual for the Clerk's responsibilities.
2. **Waterline Installation Bldg #4 - MOVED** that the Mason Transit Authority Board authorize the General Manager to contract for plumbing services to install a water line connecting MTA's well to Building #4, in an amount not to exceed \$20,000. **Campbell/Neatherlin. Motion carried unanimously.**
3. **Authority Board Composition** – Brad Patterson described the current representation of the Board; stated that the three (3) Fire Districts currently represented wish to withdraw; and distributed handout GIS maps of Mason County. Discussion centered on what entity(ies) are best suited to serve, how many should comprise the Board, and what the terms should be. Brad Patterson announced he would meet with the Pioneer, Grapeview, and Shelton School Districts and the Port of Shelton to determine their interest in serving.

MCTAB REPORT: John Piety, MCTAB Chair, reported that a committee completed and presented its recommendations for the MTA Volunteer Driver Program. The Advisory Board continues to work on its Bylaws.

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

1. **Development: Mike Oliver, Manager**
 - Shelter Replacement Project – 15 old bus shelters are in process of replacement through the 2012 State of Good Repair Grant. The locations

have been determined, and some of the shelters may include solar power and/or ad panels. Dr. Brian Petersen of Belfair is partnering with the replacement of the Bill Hunter Park bus stop by providing additional funding and labor. A Request For Proposal should be issued in July or August to acquire the shelters.

- Belfair SR 3 Widening Project - We plan to use some of the better shelters that are replaced in the State of Good Repair Grant to place in locations determined in conjunction with WDOT. Karen Boone, WSDOT planner, has been working with us in establishing locations, providing power for lights and installation assistance.
- MTA Staff and Visitor Parking Lot – The Mason County Conservation District office may be able to assist MTA with the design, construction recommendations and possible grant application writing of a Low Impact Development Project thereby eliminating the stormwater drainage requirements.
- Skokomish Pilot Project Update – The Skokomish Planners are preparing the grant application for the 2014 funding year. In the 2014 funding year, the Tribe will be required to provide a match of 10 or 20 percent. MTA is hoping to add a small portion of time to the existing routes to better serve the area.

2. Facilities & Maintenance: Ron Aubol, Manager

- Peer Review – Marshall Krier, Intercity Transit Maintenance Supervisor, and Tom Russell, Fleet manager for City of Greeley, CO, conducted a review of the facilities and maintenance operations. They recommended that:
 - MTA create a Procedures Manual for the department,
 - Employees receive biohazard training,
 - Employees update their forklift certifications,
 - Mechanics obtain their ASE Certifications,
 - MTA utilizes a document archival service, and
 - MTA clean bus engines as part of preventive maintenance (PM).
- Vehicle and Facility Software RFP – Proposals are expected by July 1, and the Finance Department made three addendums to the RFP.
- New Cutaways – Six (6) new vehicles are expected within the next week or two.

3. Finance: Danette Brannin, Manager

- Provided highlights of March 2013 Sales Tax Revenue, which showed a 3.48% YTD decrease from 2012 YTD. The month of March is up 1.09% over March 2012.
- Reported that the annual report has been completed and submitted in a timely manner to the State Auditor's Office for its review and audit.
- Reporting that MTA will receive \$944,923 in Sales Tax Revenue Equalization 2012 funds and that historically those funds are used for operations in conjunction with our Consolidated Operating Grant.

4. Human Resources: Rikki Johnson, Manager

- Employee Handbook was distributed to all employees.
- Meaningful Conversations Training – trained 18 new employees and other employees who had missed earlier training.
- Administrative Tasks – Restructured Elizabeth Avery's former position by assigning the duties to other; thereby eliminating one full-time position.
- Career Quest Partner – Career Quest places participants with employers to gain work experience, and has placed Richard Black with us as a facilities worker at no cost to MTA.
- Facilities/Maintenance Peer Review – As a result of the Peer review conducted by Marshall Krier and Tom Russell, MTA has posted an internal opening for a Maintenance Support Specialist to procure parts and maintain inventory. A budgeted full time fueler/detailer position is not required at this time.

5. Technology: Chris Rouse, Manager

- Telephones – Reworked the Verizon wireless account resulting in an approximate \$500 annual savings. Working on reducing the long distance rates from \$.06/minute to under \$.03/minute.
- Working on digital signage.
- Broadcast communication – studying GovDelivery.com in conjunction with Fire District #5 to enable mass communication.

6. Operations: Athena Green, Supervisor

- Operations Report for May 2013 was provided which showed a 3% YTD ridership increase compared to 2012. The month of May ridership was down by 2.2% compared to 2012.

7. Outreach: Christina Kramer, Manager

- Vanpool Program – have received 2 of the 5 new 7-passenger vans and is obtaining bids for vinyl graphics to be consistent with MTA's new logo.
- Chronicle Project will have a rough cut documentary on June 24 and hope to have the final version available for the July Board meeting.
- Vanpool Grant Funding – The annual grant funding MTA has previously received from Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is becoming a competitive bid grant for a 4-year contract. If MTA is not awarded the 2014-2017 bid, the Agency will lose approximately \$116,000 in funds to operate the Volunteer Driver program.
- Events –Highlighted Outreach events attended.

8. Transit Community Center: Kathy Geist, Manager

- Parking Lot – Worked with the Mason County Conservation District office to study pervious pavers as a solution to our parking lot in lieu of asphalt paving.

- CCA – Reached a tentative agreement that is in process of being drafted
- Watermain – Contract in process to connect the MTA well to Building 4.
- Tenant Lease policy – A draft of our leasing policy has been sent to legal counsel for review as well as a special event lease template and a long-term lease template.
- Outreach Programs – Attended several events and spoke about the new Transit Center.
- Public Information Requests – Have accepted the responsibility for MTA’s public information requests and attended training in Bellevue; State Archives will come to MTA and train MTA’s personnel. Grants are available for records management systems and will be investigated.
- Tenants – Received two calls this week from interested potential tenants.

GENERAL MANAGER’S REPORT:

- Appreciates MTA’s employees cooperation during the Peer Review.
- Invited everyone to attend the Shelton-Mason Chamber of Commerce meeting.
- Communications Team is represented by all parts of organization, and will be working on employee performance evaluation formats.
- Brad Patterson will be out during the last part of July, and Jane Seymore, Operations Manager, will act as General Manager in his absence.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason Transit Authority Board Meeting

Tuesday, July 16, 2013 @ 4:00 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

UPCOMING MEETINGS:

Community Center Association Board Meeting

Thursday, July 11, 2013 @ 1:00 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

Mason County Transportation Advisory Board Meeting

Tuesday, July 23, 2013 @ 5:30 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road, Shelton, Washington

MEETING ADJOURNED: 7:45 PM