



The attached minutes of the Mason Transit Authority Board and Mason County Transit Advisory Board joint meeting held on the 16th day of September, 2014, was approved by the Mason Transit Authority Board, by motion, on this 21st day of October, 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:

10/21/14

**Mason Transit Authority Board  
Mason County Transit Advisory Board  
Minutes of the Joint Meeting  
September 16, 2014**



**North Mason School District, 71 E Campus Drive, Belfair, Washington**

**CALL TO ORDER:** 5:33 PM

**Authority Board Members Present:** Mike Olsen, Chair; Ginny Beech; John Campbell; Terri Jeffreys; Randy Neatherlin (arrived 6:15); Deborah Petersen, Vice-Chair; and Cheryl Williams (via telephonic arrival 6:15). Absent were Rick Johnson, and Tim Sheldon. **Quorum present.**

**Advisory Board Members Present:** Steve VanDenover, MCTAB Vice-Chair; Glen Fourre and John Piety, MCTAB members.

**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; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; Ruben Castro, Lead Mechanic; and Kristi Evans, Operations Coordinator.

Visitors Terri Shaw, Vivian Bentkowski, and Ruth Coots of the Mason County Senior Activities Association; Herb Gerhardt, Mason County Public Hospital District; and Jeromy Hicks, North Mason Regional Fire Authority.

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

**RECOGNITION:** Jeromy Hicks and Kathy Geist were honored for their leadership and organization of efforts to clean up Bill Hunter Park and adjacent lot in Belfair, leading to a safer and more presentable park and bus stop. Ruben Castro, Lead Mechanic, was honored for taking 3<sup>rd</sup> place as a member of a WSDOT Maintenance Roadeo team at the recent WSDOT Symposium in Yakima. Marshall Krier, Maintenance Manager, was honored for his creation, and coordination of the joint Roadeo Maintenance team comprised of MTA, Twin Transit, and Kitsap Transit personnel.

**INTRODUCTION:** Mary Ann Norquist, MTA's new Finance/IT Manager was introduced to the Boards.

**PUBLIC COMMENT:** Terri Shaw of the Mason County Senior Activities Association and Center thanked MTA for acting on their request for routes to the Senior Center.

Between Jan-Jun, 17,431 activities were attended at the Senior Center. The center has address demographics of elderly citizens who have transportation needs.

Herb Gerhardt, former MTA Authority Board Member, reported that the Park & Ride sign at the Assembly of God Church is only visible from one direction. Brad Patterson reported that WSDOT will be installing signs. Mr. Gerhardt also recommended signage in other parking locations to direct people to the Assembly of God Park and Ride. He also has heard that the property behind Bill Hunter Park may be available at a reduced price. Holding Board meetings around the County to different communities is good but needs to be advertised more.

**BOARD MEMBER COMMENTS:** Terri Jeffreys reported that Mason County's grant application to construct sidewalks in front of Bill Hunter Park needs to be re-submitted as more funds are now available. The County will resubmit an application to include the design and construction of sidewalks in front of Bill Hunter Park and the new Faith In Action Senior Center. The County would appreciate letters of support from the community to bolster the grant application. If it is possible to submit comments via a website, that address will be provided to Clerk for dissemination; alternatively, letters of support can be sent to the County to be forwarded.

**MINUTES:**

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

**CURRENT BUSINESS:**

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for July 2014 as presented with revenues of \$556,516, expenses of \$477,610, and capital expenditures of \$33,250. **Jeffreys/Campbell. Motion carried unanimously.**
2. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for August 2014 as presented with revenues of \$861,580, expenses of \$658,063, and capital expenditures of \$760,073. **Jeffreys/Beech. Motion carried unanimously.**
3. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from July 16, 2014, through August 19, 2014, on checks #24895 through #25062 as presented for the total of \$691,114.26. The total includes gross payroll in the amount of \$342,585.76 (3 payrolls), through August 19, 2014. **Petersen/Neatherlin. Motion carried unanimously.**
4. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from August 20, 2014, through September 19, 2014, on checks #25063 through #25203 as presented for the total of \$1,276,393.69. The total

includes gross payroll in the amount of \$232,203.64 through September 16, 2014.  
**Jeffreys/Petersen. Motion carried unanimously.**

**UNFINISHED BUSINESS:**

**1. Resolution No. 2014-21 – General Manager Employment Contract**

Moved that the Mason Transit Authority Board approved Resolution No. 2014-21 and the attached employment contract for the General Manager and authorizes the Board Chair to execute the same on behalf of Mason Transit Authority.

**Neatherlin/Beech. Motion carried unanimously.**

**NEW BUSINESS:**

**1. 2014-2019 Transit Development Plan (TDP) and 2013 Annual Report**

**Discussion:** The Annual Financial Information in the TDP was unclear, and as a result of the public hearings, changes will be made to the plan.

**Moved** that the Mason Transit Authority Board table the 2014-2019 Transit Development Plan (TDP) and 2013 Annual Report to the next Board meeting.

**Campbell/Petersen. Motion carried unanimously.**

**2. Resolution No. 2014-22 – Disposal of Information Technology Equipment**

**Moved** that the Mason Transit Authority Board authorize the disposal of surplus information technology equipment as itemized on Exhibit A attached to Resolution No. 2014-22. **Petersen/Neatherlin. Motion carried unanimously.**

**3. MCTAB Bylaws Amendment**

**Moved** that the Mason Transit Authority Board approve the attached Mason Transit Advisory Board Bylaws, as amended to allow for electronic participation in MCTAB meetings. **Beech/Campbell. Motion carried unanimously.**

**4. Transit-Community Center (T-CC) Tenant Improvements**

**Discussion:** Staff updated the Board on the status of the Transit-Community Center construction and recommended authorizing funding for the next phase of work, installation of an elevator and completion of tenant improvements (installation of demising walls, electrical, lighting and flooring) as tenants are ready to lease all spaces except the 2<sup>nd</sup> floor of the LEEDS building. Discussion included a review of the originally planned tenant usage, the phased nature of the project, the lease terms, the status of MTA reserves, the FTA Ladders to Prosperity grant that has been applied for, the plan to payback reserves from future T-CC revenue, the remaining construction schedule, and the opportunity costs.

**Moved** that the Mason Transit Authority Board approve Transit-Community Center tenant improvement construction contract modifications to be executed by the General Manager for completion of listed construction completion items at a cost not to exceed \$900,000. **Campbell/Williams. Motion passed.**

5. **Resolution No. 2014-23 – City of Shelton Memorandum of Understanding**  
**Moved** that the Mason Transit Authority Board approve the Memorandum of Understanding with the City of Shelton deferring the cost of the current Transit-Community Center Franklin Street frontage improvement requirement and replacing it with a financial contribution to a City of Shelton surface improvement project within the period of 2014-2017, not to exceed \$45,000. **Neatherlin/Petersen. Motion carried unanimously, with Mike Olsen recusing himself from voting.**

Cheryl Williams departed the meeting at 7:54 pm.

**MCTAB NEW BUSINESS:**

**Moved** that the Mason Transit Authority Board accept Josiah Rowell's resignation from the MCTAB. **Petersen/Jeffreys. Motion carried unanimously.**

**ITEMS TO GO BEFORE MCTAB:**

**Moved** that the Members of MCTAB, in cooperation with MTA Management, development a repayment plan of the \$2.9MM and \$900,000 funds committed to funding the construction of the Transit-Community Center. **Jeffreys/Beech. Motion carried unanimously.**

**INFORMATION:**

**Transit-Community Center Project:** Mike Oliver reported that construction is actively in progress and no issues have occurred.

**2013 State Auditor Exit Conference:** Brad Patterson reported that the Agency had a finding and management letter for 2013 for the failure to reduce allowable expenses from grant reimbursement submittals. The repayment has been made to WSDOT. Exit items made recommendations of Third Party Cash Receipting procedures and an employee tuition overpayment. The policy will be updated to better define eligible tuition, and repayment for the overpayment will be sought.

**Rider Survey:** Christina Kramer provided the Board with the results of the second of four rider surveys. The data collected was used by the Service Review Committee to develop recommendations for service changes to meet the needs of the ridership. The next survey will deal with demographics. The fourth survey will continue the utilization of paid surveyors to conduct the survey.

**Service Review Committee Report:** Jane Seymore outlined the 2015 proposed service changes. The first phase realigns service to T-CC, makes minor running time adjustments, and reallocates the resources of Routes 9 & 10 that have low ridership to a new route. The second phase increases service on Routes 1 and 6; and the third phase increases Saturday service. The next step will be to hold public hearings.

**GENERAL MANAGER'S REPORT: Brad Patterson, General Manager -**  
Emphasized the importance of not skipping a scheduled meeting. Thanked Jane and the Service Review team for their work and efforts. Announced that in 2015 MTA will be changing fixed route service names from route numbers to route colors, and will be installing fixed bus stops and move away from flag stops in the Shelton urban area.

**OTHER BUSINESS:** Kathy Geist encouraged T-CC donor paver purchases.

**NEXT BOARD MEETING:**

**Mason Transit Authority Board Meeting**

*October 21, 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)**

*October 28, 2014 @ 5:30 PM*

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

**MEETING ADJOURNED:** 8:50 PM