

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
February 18, 2014**



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

CALL TO ORDER: 4:00 PM

ROLL CALL/INTRODUCTION OF AUTHORITY MEMBERS: Ginny Beech, representing Pioneer School District, was introduced.

Authority Board Members Present: Mike Olsen, Chair; Deborah Petersen, Vice-Chair; Ginny Beech, John Campbell, Terri Jeffreys, Rick Johnson, Randy Neatherlin (arrived 4:02). Cheryl Williams and Tim Sheldon absent. **Quorum present.**

Others Present: Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Danette Brannin, Finance/Information Technology Manager; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Acting General Manager, Deputy Clerk of the Board and Outreach Manager; Marshall Krier, Maintenance Manager; Mike Oliver, Development Manager; and Ray Rothrock, Acting Operations Manager.

APPROVE AGENDA: MOVED that the Agenda be amended to move the Executive Session and Other Business to follow Public Comment. **Jeffreys/Petersen. Motion carried unanimously.**

MOVED that the Mason Transit Authority Board approve the Agenda as amended. **Jeffreys/Campbell. Motion carried unanimously.**

RECOGNITION: Retiring Mason County Transit Advisory Board (MCTAB) members John Calabrese, Gene Currier & Dr. Kevin Frankeberger, were scheduled to be recognized for their past service, however none were in attendance.

CORRESPONDENCE: The Clerk read a letter from James Poirson that expressed his appreciation for MTA's courteous drivers, and a note from Mt. Olive Lutheran Daycare, Preschool & School thanking MTA for a wonderful bus ride.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: At 4:05 the Authority Board began an Executive Session to discuss pending litigation for a period of 10 minutes.
At 4:15 PM the Authority Board continued in Executive Session to discuss the performance of a public employee for a period of 15 minutes.

The meeting was extended at 4:30 PM for 5 minutes
The regular session was reconvened at 4:35 PM

BOARD MEMBER COMMENTS: John Campbell was pleased to see MTA representatives at the North Mason Chamber of Commerce Annual Gala and the publicity that MTA received as it had been nominated for Business of the Year. Terri Jeffreys announced that discussions are underway regarding improvements to the Railroad Avenue/Hwy 101 interchange park and ride, and that in conjunction with the City of Shelton and Forterra, the County is hoping to create an attractive "gateway" at that interchange to encourage tourism.

OTHER BUSINESS:

General Manager Annual Evaluation and Compensation -

Discussion was held regarding the General Manager's compensation, and it was concluded that an additional executive session was required to clarify some points.

EXECUTIVE SESSION:

At 4:42 PM the Authority Board began an Executive Session discuss the performance of a public employee for 10 minutes. Danette Brannin and Rikki Johnson were requested to remain in the meeting.

The regular session was reconvened at 4:52 PM.

OTHER BUSINESS (Continued):

General Manager Annual Evaluation and Compensation – MOVED that the General Manager be compensated in the same manner as outlined in the 2014 Employee Compensation Plan, based upon the agency meeting its performance goals, with the available awards being \$500 for the first, second and third quarters and \$1,000 for the fourth quarter. **Jeffreys/Campbell. Motion carried unanimously.**

MINUTES: MOVED that the Mason Transit Authority Board approve the January 21, 2014, regular meeting minutes and the February 5, 2014, special meeting meetings as presented. **Jeffreys/Johnson. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for January 2014 as presented with revenues of \$298,608.23 and expenses of \$449,242.33. **Jeffreys/Campbell. Motion carried unanimously.** Discussion was held regarding the printing expense. Christina Kramer explained that the majority of the expense was for Rider Guides and Schedules.

2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from January 22, 2014 through February 18, 2014, on checks #24146 through #24259 as presented for the total of \$712,340.54. The total

includes gross payroll in the amount of \$210,357.08, through February 18, 2014.
Petersen/Beech. Motion carried unanimously.

NEW BUSINESS:

1. RESOLUTION NO. 2014-07 – POLICY AND PROCEDURES FOR PUBLIC RECORDS REQUESTS:

Discussion – Kathy Geist explained that the public records laws are constantly changing and this policy brings MTA in compliance with state law. It was also noted the charge for copies would be corrected to read \$.15.

Moved that the Mason Transit Authority Board approve Resolution No. 2014-07 and the attached Mason Transit Authority Public Records Requests Policy as amended.
Neatherlin/Petersen. Motion carried unanimously.

2. RESOLUTION NO. 2014-08 – POLICY FOR PUBLIC COMMENTS:

Discussion – Kathy Geist explained that although not required by law, MTA wanted clear guidelines on how to handle public comments.

Moved that the Mason Transit Authority Board approve the Resolution No. 2014-08 and the attached Mason Transit Authority Public Comments Policy as presented.
Petersen/Campbell. Motion carried unanimously.

3. RESOLUTION NO. 2014-09 – WSDOT GRANT #GCB1624 AMENDMENT:

Discussion – Terri Jeffreys requested a summary of income sources and their restrictions and contingencies at the federal and state levels. Mike Oliver suggested that a DOT representative, such as Cathy Silins, be invited to explain what the funds are comprised of. John Campbell agreed that Authority Members need to understand the rationale behind the funding.

Moved that the Mason Transit Authority Board approve the First Amendment to WSDOT Agreement GCB#1624 and hereby authorizes the Board Chair to execute as contractor on behalf of Mason Transit Authority. **Campbell/Petersen. Motion carried unanimously.**

4. Public Listing of Authority Member Contact Information – a consensus was reached whereby Authority Members are comfortable with MTA publishing the Board Member name and picture; position; term; entity represented; email link; and phone link on the MTA website.

MCTAB REPORT: No report from MCTAB. Christina Kramer reported that MCTAB is reviewing a draft advertising policy at the next MCTAB meeting, and will be reviewing and conducting the upcoming rider survey. Terri Jeffreys requested demographics on non-respondents. Randy Neatherlin would like to have more demographics on the riders.

INFORMATION: Transit-Community Center Project – Mike Oliver reported that the drilling of the 30’ deep auger cast piles was successful. The foundation is starting to be laid out. The demolition of the existing building is the main focus at the present time. The gym floor is still intact and care is being taken to protect the floor from moisture.

TEAM UPDATES:

1. Development: Mike Oliver, Manager

- Bill Hunter Park – gathering information to present at the next meeting
- North Mason Park and Ride – gathering base information and has applied for grant to help cover research costs
- During the widening of Highway 3 through Belfair, WSDOT will provide signage for The Assembly Church parking lot in Belfair. DOT will provide eight new bus stops, three of which will have shelters. WSDOT provides everything except the shelter

2. Finance/IT: Danette Brannin, Manager

- Wrapping up 2013 financials
- Starting year-end financial preparation for audit
- Reviewing internal finance procedures
- New server installed
- New firewall

3. Human Resources: Rikki Johnson, Manager

- Created “hidden paychecks” for 2013 employees to show how much MTA pays on the employee’s behalf
- Recruiting six (6) new drivers and a facility technician
- Performance development plans have been completed; a formal expectation and goals to review at year end
- Developing Employee/Supervisor on-the-job injury forms
- Developing transitional work assignments for employees out on Labor & Industries claims

4. Maintenance: Marshall Krier, Manager

- Alternate Fuels Mandate – Attended a recent workshop regarding the required use of alternate fuels in 2018. MTA may be exempt due to our small size. If MTA is not exempt, it will add \$52,000 (current dollars) to the fuel budget to switch to B20 (20%) biodiesel
- Interviewing for a facility maintenance person

5. Operations: Ray Rothrock, Acting Operations Manager

- Statistic Report – Pilot service and vanpool growing
- Rider survey being drafted
- John Campbell recommended a pocket guide of talking points be prepared

6. Outreach: Christina Kramer, Manager

- New website – will be posting an internal only part-time position to develop the website in lieu of an external contract
- Attended North Mason Chamber of Commerce Gala event

7. Transit-Community Center: Kathy Geist, Manager

- Creating policies to be in place for the Transit-Community Center
- Appointed to a position on the Shelton School District Council of Student Education & Excellence
- Ad coming out in the *BIGHT*

GENERAL MANAGER'S REPORT: Christina Kramer, Acting General Manager

- Brad Patterson relayed his greetings
- All-Staff Meeting – March 30 – breakfast, awards, accomplishments, goals, SWOT analysis, team picture

NEXT BOARD MEETING:

Mason County Transit Advisory Board (MCTAB) Meeting

February 25, 2014 @ 5:30 PM

Mason Transit Authority Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, Washington

Mason Transit Authority Board

Mason County Transit Advisory Board (MCTAB)

Joint Meeting

March 18, 2014 @ 5:30 PM

Port of Allyn
18560 E State Route 3
Allyn, Washington

MTA All-Staff Meeting

March 30, 2014 @ 9:00 AM – 12:30 PM

Mason Transit Authority – Building 2
790 East Johns Prairie Road
Shelton, Washington

MEETING ADJOURNED: 6:10 PM



The attached minutes of the Mason Transit Authority Board regular meeting held on the 18th day of February, 2014, was approved by the Mason Transit Authority Board, by motion, on this 18th day of March, 2014.

Mike Olsen, Chair

Deborah Petersen, Vice-Chair

Ginny Beech, Authority Member

John Campbell, Authority Member

Terri Jeffreys, Authority Member

Rick Johnson, Authority Member

ABSENT

Randy Neatherlin, Authority Member

ABSENT

Tim Sheldon, Authority Member

ABSENT

Cheryl Williams, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

DATE:

3/18/14