



The attached minutes of the Mason Transit Authority Board and Mason County Transit Advisory Board joint meeting held on the 18th day of March, 2014, was approved by the Mason Transit Authority Board, by motion, on this 15<sup>th</sup> day of April, 2014.

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:

4-15-14

**Mason Transit Authority Board and Mason County Transit  
Advisory Board Meeting  
Minutes of the Joint Meeting  
March 18, 2014  
Port of Allyn, 18560 East State Route 3, Allyn, Washington**



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

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

**Advisory Board Members Present:** Lauren Gessler, Chair; Glen Fourre, Pamela Hillstrom, John Piety, Josiah Rowell, and Steve VanDenover.

**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; Rikki Johnson, Human Resources Manager; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Herb Gerhardt, former Authority Member.

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

**RECOGNITION:** None

**CORRESPONDENCE:**

- **Authority Board:** The Clerk read a thank-you note from some Route 6 riders to the Maintenance Team for pre-heating the bus during a recent cold snap, and a rider comment complimenting the transit workers.
- **Advisory Board:** None.

**PUBLIC COMMENT:** None

**BOARD OF DIRECTORS COMMENTS:**

- A general welcome to Herb Gerhardt, former Authority Board member.

**MINUTES:**

**Authority Board:**

**MOVED** that the Mason Transit Authority Board approve the February 18, 2014 regular meeting minutes as presented. **Campbell/Beech. Motion carried unanimously.**

**Advisory Board:**

**MOVED** that the Mason County Transit Advisory Board approve the February 25, 2014 regular meeting minutes as presented. **Hillstrom/Rowell. Motion carried unanimously.**

**CURRENT BUSINESS:**

1. **Finance Reports** – Danette Brannin reported that the December 2013 sales tax revenue was the highest December since 2008, and the second highest month since 2008. **MOVED** that the Mason Transit Authority Board approve financial reports for February 2014 as presented with revenues of \$357,416.00 and expenses of \$441,403.92. **Jeffreys/Campbell. Motion carried unanimously.**
2. **Check Approval** – Danette Brannin pointed out that Forma Construction has submitted its first application for payment for the T-CC construction in the amount of \$369,929.20. **MOVED** that the Mason Transit Authority Board approve financial obligations from February 19, 2014, through March 18, 2014, on checks #24260 through #24382 as presented for the total of \$889,626.69. The total includes gross payroll in the amount of \$214,147.24, through March 18, 2014. **Petersen/Johnson. Motion carried unanimously.**

**UNFINISHED BUSINESS:**

**Authority Board:**

**Discussion** – MCTAB members are interested in adding language to the Bylaws which would incorporate attendance at meetings telephonically, which is currently not included in the Bylaws. Telephonic meeting will be considered at a later date.

**MOVED** that the Mason Transit Advisory Board approve the Mason County Transit Advisory Board Bylaws, as amended and adopted by the MCTAB Board February 25, 2014. **Petersen/Jeffreys. Motion carried unanimously.**

**NEW BUSINESS:**

**Authority Board:**

1. **RESOLUTION NO. 2014-02 – TRANSIT ADVERTISING POLICY:**

**Discussion** – Christina Kramer reported the addition of a sentence to Section 1.2 "An advertising program shall only be implemented when the benefits to the agency outweigh the potential costs or burdens." since the draft was distributed earlier.

To answer Ginny Beech's question about insurance coverage, legal counsel Rob Johnson explained that the Agency does have a general liability policy, and that insurance is to be considered in the costs or burdens provision.

Christina Kramer explained that MTA chose Metro Transit King County as a model because it has experienced more situations than other transits in the area. The majority of the policy comes directly from Metro's policy.

Mike Oliver answered Mike Olsen's question about MTA's conformance to federal standards/requirements by explaining that the Certifications and Assurances that MTA signs annually confirms that MTA follows those guidelines. Christina Kramer further added that MTA will not accept marijuana advertising because it is not legal on a federal level.

John Piety objected that the policy was changed after MCTAB's review in that religious advertising would now be considered. He asked Section 3.2.2 Prohibited Products, Services or Activities to include religious advertising and be sent back to MCTAB for consideration before the Authority Board votes on its approval.

**Moved** that the Mason Transit Authority Board approve the Mason Transit Authority Transit Advertising Policy and Procedures No. 10000.01, as presented. **Campbell/Jeffreys. Motion carried unanimously.**

#### **MCTAB UNFINISHED BUSINESS AND NEW BUSINESS:**

Chair Lauren Gessler reported what MCTAB has accomplished in the first quarter of the year,

- Met with MTA managers
- Revised Bylaws
- Appointed members to participate with the survey development team
- Received an MTA staff person for support

and detailed its upcoming plans for the remainder of the year.

- Development of a Ready-Set-Go team
- Recruitment
- Assist MTA with survey development
- Development of "How to be an Effective Advisory Board Member" guidelines
- How to reduce barriers to attending meetings
- Re-establish rapport and relationship with MTA
- Investigate funding/grants to expand routes and provide transportation to persons who fall outside the current guidelines of volunteer drive program

#### **INFORMATION:**

**Transit-Community Center Project:** Mike Oliver reported that construction is moving forward, and that footings are planned to be poured this week. 90% of the demolition is complete, and the job is on schedule.

**Bill Hunter Park:** Mike Oliver provided the background of Hunter Park in Belfair and MTA's role at the park. The actual size of the park is .15 acres but according to the County property tax records, the size is .85 acres. The County website is missing a parcel number on its map.

Brad Patterson reported that he had met with some Belfair citizens to discuss the future of the park. Issues facing the land are (1) How does it benefit MTA to purchase or maintain land just to house a shelter; (2) Who benefits from the park? It is not a fit for the county, and the land is not big enough for a park and ride.

Brad has made an agreement in principle with the County and Dr. Peterson, a neighbor, to install a chain link fence on the property, and split the cost three ways at an approximate cost of \$1,500 each. The actual length of the fence is still to be determined. Brad also acknowledged that additional lighting, a sidewalk, and a safer crossing should be added for safety purposes.

Several negative social issues are facing the park because of poor lighting, an artwork mural that has become a poor behavior screen, and the lack of restrooms. The installation of restrooms may create a challenge, and Authority Members' opinions vary regarding MTA's responsibility and obligation to tackle the social issues.

Terri Jeffreys noted that discussions are taking place regarding a possible trade with the State where Clifton Road is traded for State Route 300. The County may take over SR300. A metro park district creation may come to vote in the next couple of years.

#### **TEAM UPDATES:**

##### **1. Development: Mike Oliver, Manager**

- Skokomish Pilot Funding – The FTA today announced funding from two separate sources for continuation of the Skokomish Pilot. The first is an "Allocation Authorization" in the amount of just over \$14,000 and the second is for \$100,000 from a discretionary grant application submitted by the Skokomish Tribe. Considering the tribe's original request, it appears that the total award for the coming year is approximately \$13,000 dollars short of the original request but the award will expand the service and provide much needed additions to the pilot and people of the Lake Cushman area. The important piece of these two announcements is that the Tribe is now on a formula allocation. This will only grow. The Tribe will still have to apply for discretionary funds. This shift from being totally dependent on discretionary money to formula is huge in amongst Native American Tribes. Enhancing the Skokomish transit program will insure their allocation continues to grow.

##### **2. Finance/IT: Danette Brannin, Manager**

- Nothing new to report

**3. Human Resources: Rikki Johnson, Manager**

- Hired new Facilities Technician
- Hired five (5) new drivers, one of which has subsequently resigned
- Attended a Substance Abuse Management Program in Spokane. MTA's program is outdated, and an updated program will be presented to the Board at next month's meeting
- Will be providing Reasonable Suspicion training for managers/supervisors
- Will be providing FMLA training for managers/supervisors

**4. Maintenance: Marshall Krier, Manager**

- Created a Purchase Agreement for an ADA-compliant van for the vanpool program
- Researching 2 ARBOC vehicles which have a low floor, can kneel, and have an equal-access door
- Building 4 fire suppression system is certified and complete

**5. Operations: Jane Seymore, Manager**

- Operations Stats – slight decrease in After School Activities due to number of school days not always equal and availability of school district drivers. Some of the ridership deflected to fixed routes
- Hoping to borrow an ARBOC bus for a demo at the MTA All Staff meeting

**6. Outreach: Christina Kramer, Manager**

- Participated in the Spring Carnival at the Civic Center
- Will present at Choice High School
- Will attend Community Fair at Olympic College
- Met with Sound Learning – will be making recurring presentations to non-English speaking community
- Drafting a social media policy
- Volunteer Recognition Ceremony – please attend

**7. Transit Community Center: Kathy Geist, Manager**

- Cove City Food Bank is moving to a more suitable facility and location at the end of the month
- Attended a Policy Writing class
- Will be attending Mapping & Linking our Services to Youth workshop in Chehalis
- Paver program balance is \$5,750. Also have a couple of \$4,500 verbal commitments

**GENERAL MANAGER'S REPORT: Brad Patterson, General Manager**

- Installed monitors throughout the facility for employee communication purposes
- Congressman Kilmer is now a second co-sponsor of the Charitable Driving Act

- Will be meeting with the other Olympic Peninsula Transit Managers regarding tourism-based economic development
- Reminder about the March 30 MTA All Staff Meeting

**EXECUTIVE SESSION:** At 7:19 PM the Board went into executive session with Rob Johnson and Rikki Johnson remaining to discuss a litigation issue. No action was taken. At 7:31 PM, the regular meeting was reconvened.

**OTHER BUSINESS:** None

**NEXT BOARD MEETING:**

**Mason Transit Authority Board**

*April 15, 2014 @ 4:00 PM*

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

**Mason County Transportation Advisory Board Meeting**

*April 22, 2014 @ 5:30 PM*

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

**MEETING ADJOURNED:** 7:32 PM