

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
January 21, 2014**



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

Authority Board Members Present: Mike Olsen, Chair; Deborah Petersen, Vice-Chair; John Campbell, Terri Jeffreys (arrived 4:02), Rick Johnson, Randy Neatherlin (arrived 4:20), and Cheryl Williams. 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; Rikki Johnson, Human Resources Manager; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Marshall Krier, Maintenance Manager; Mike Oliver, Development Manager; Bill Boysen, Pamela Boysen, Ross Gallagher, John Piety, and MCTAB Chair Lauren Gessler.

CALL TO ORDER: 4:00 PM

ROLL CALL/INTRODUCTION OF AUTHORITY MEMBERS: Members introduced themselves and their representation; Pioneer School District's representative tendered his resignation prior to the meeting.

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

RECOGNITION: None.

CORRESPONDENCE: The Clerk read a letter from the Mason General Hospital Foundation thanking MTA for supporting the Hospital's annual fundraising event, 2013 Fantasy Forest.

PUBLIC COMMENT: Ross Gallagher, representing the Community Center Association (CCA), encouraged the Board to consider using CCA as a 501(c)3 organization to be the charitable foundation for the Transit-Community Center.

BOARD MEMBER COMMENTS: John Campbell suggested, on behalf of former Authority Member Herb Gerhardt, that MTA consider purchasing the Bill Hunter Park in Belfair to be used as a community area, possibly with restrooms. He also announced that he has nominated MTA as a Business of the Year candidate in North Mason. He believes that the park acquisition will be good for the spirit of the community and demonstrates MTA's commitment to the community. Discussion among the Authority

Members suggested that MTA might conduct some preliminary research regarding the possible acquisition, perhaps add it to the long-range plan, and bring it to the Board for further discussion at a future date.

MINUTES: MOVED that the Mason Transit Authority Board approve the December 17, 2013 joint meeting minutes as presented. **Jeffreys/Williams. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for December 2013 as presented with revenues of \$1,069,619.48 and expenses of \$464,988.38. **Jeffreys/Petersen. Motion carried unanimously.**

2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from December 18, 2013 through January 21, 2014, on checks #24026 through #24145 as presented for the total of \$619,377.88. The total includes gross payroll in the amount of \$314,681.06 (three payrolls), through January 21, 2014. **Jeffreys/Petersen. Motion carried unanimously.**

3. **Job Satisfaction Survey Results** – Christina Kramer presented the results of the most recent employee survey as compared to the previous year. Although the number of responses was fewer than last year, the overall satisfaction level was higher in every category.

UNFINISHED BUSINESS:

1. **Strategic Plan Update:** During a recent retreat, the Leadership Team, facilitated by an independent consultant, developed a list of long-term agency goals. Brad Patterson asked the Authority Board for its consensus approval of the goals. No objections were raised by the Authority Members.

NEW BUSINESS:

1. **RESOLUTION NO. 2014-01 – DISPOSAL OF SURPLUS VEHICLE AIR-CONDITIONING EQUIPMENT:**

Discussion – Marshall Krier explained that the equipment is non-functioning, irreparable, and does not need to be replaced.

Moved that the Mason Transit Authority Board approve Resolution No. 2014-01 authorizing the disposal of vehicle air conditioning recycling/recovery equipment. **Petersen/Jeffreys. Motion carried unanimously.**

2. **SECOND AMENDMENT TO RESOLUTION 2012-11 – HHJ ARCHITECTS – INCREASE IN CONTRACT AMOUNT:**

Discussion – Mike Oliver explained that because of design changes and additional expenses that were previously unknown, HHJ Architects is requesting a “total not-to-exceed” contract amount of \$857,174.50. HHJ anticipates no further changes. Several Authority Members stated that they viewed this request as reasonable and normal for construction projects while others expressed their concern about the increase above HHJ’s original contract and hoped that requesting increases is not a pattern.

Moved that the Mason Transit Authority Board approve the Second Amendment to Resolution No. 2012-11 modifying the HHJ Architects, PLLC Agreement by increasing the contract amount by \$149,736.00 to a total of \$857,174.50 and authorize the General Manager to sign the HHJ Contract change order. All other terms and conditions of the contract remain unchanged. **Campbell/Petersen. Motion carried unanimously.**

3. 5339 GRANT PROJECT:

Discussion - A grant has been identified that can help MTA acquire some of its capital projects, listed in no particular order – bus wash facility, building roof repair/replacement, interior lighting replacement, and North Mason Park and Ride feasibility study. If MTA received a 100% award, the maximum financial exposure would be \$179,000.00.

Moved that the Mason Transit Authority Board authorize the General Manager to sign and submit four project applications to the Washington Department of Transportation for the 2014 Federal Transit Administration 5339 grant funding program. **Jeffreys/Campbell. Motion carried unanimously.**

4. 2014 LEWIS-MASON-THURSTON AREA AGENCY ON AGING CONTRACT:

Discussion - The contract with Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) for transportation services under the Older Americans Act is being renewed for a one-year period. This revenue funds Mason Transit Authority’s Volunteer Driver Program.

Moved that the Mason Transit Authority Board authorize the Chair to sign the Lewis-Mason-Thurston Area Agency on Aging Contract Number 14-1120-0041-06 for the provision of volunteer transportation services. **Petersen/Jeffreys. Motion carried unanimously.**

5. 2014 EMPLOYEE COMPENSATION PLAN – MANAGER AMENDMENT:

Discussion – Brad Patterson requested that the 2014 Employee Compensation Plan be amended to reward managers with an additional \$200 per quarter per manager more than full-time employees because of the many hours regularly worked and the significant additional responsibilities they have. Authority Members discussed the

2014 Employee Compensation Plan. Randy Neatherlin renewed his objection to the net amount of increases.

Moved to amend the 2014 Employee Compensation Plan to include the addition of a \$200 performance award per manager per quarter upon successful completion of MTA performance goals. **Williams/Campbell. Motion carried with Randy Neatherlin voting nay.**

MCTAB REPORT: No business to report. Lauren Gessler asked if presentations will be made to the outgoing members at the upcoming MCTAB meeting. Brad Patterson answered to the affirmative.

5:35 PM Mike Olsen departed - quorum still met.

5:40 PM Randy Neatherlin departed - quorum still met.

INFORMATION: Transit-Community Center Project – On behalf of Mike Oliver, Brad Patterson reported that demolition starts Thursday or Friday, January 23 or 24, 2014. The construction team is meeting weekly and permitting is in place.

TEAM UPDATES:

1. **Development: Brad Patterson, General Manager**
 - MTA has been leasing a portion of The Assembly of God Church parking lot in Belfair for a worker/driver park and ride, and is checking the feasibility of advertising that lot as a general public park and ride.
2. **Finance/IT: Danette Brannin, Manager**
 - Starting year-end financial preparation for audit
 - The new computer server has been ordered
 - Drafting new and revised policies
3. **Human Resources: Rikki Johnson, Manager**
 - Drafting new and revised policies
 - Recruiting three (3) new drivers and a facility technician
 - Asked Board Members who would like a bus pass
4. **Maintenance: Marshall Krier, Manager**
 - Forming a ROADEO Maintenance team with Clallam and Jefferson Transits
 - Purchased two (2) 2001 Gillig buses from Sound Transit and Metro Transit to replace #904 and as a spare. The price is \$1 each, but tires need to be purchased.

5. **Operations: Brad Patterson, General Manager**
 - Statistic Report – Pilot Service 30%+ rider increase; Worker/Driver hours decreased due to reporting change. Special Events ridership down mainly because Oysterfest was provided by a private carrier.

6. **Outreach: Christina Kramer, Manager**
 - Conducted a Shelton Rotary presentation
 - Attended Shelton-Mason Chamber of Commerce Gala event
 - Working on new website launch

7. **Transit-Community Center: Kathy Geist, Manager**
 - Updating Public Records Request Policy and Public Comment Policy
 - Completed Johns Prairie facility leases
 - Provided information about how a foundation could help organizations who lease at the T-CC

GENERAL MANAGER’S REPORT: Brad Patterson, General Manager

- Thanked the Board for their support and for supporting the Managers.
- All-Staff Meeting – February 9 – breakfast, awards, accomplishments, goals, SWOT analysis, team picture
- Brad announced that he will be attending a conference during the February Board Meeting and that Christina Kramer will be the Acting General Manager

OTHER BUSINESS: None.

EXECUTIVE SESSION: A discussion regarding the performance of a public employee was planned, but was tabled for another time. Management’s review was due by the end of 2013, but was postponed by the board at the meeting held on December 17, 2013 and again at this meeting. A consensus was reached during the regular meeting that any decisions made regarding a salary adjustment based upon the public employee’s performance would be applied retroactive to January 1, 2014 which was the date the board had informed the employee such action be effective but for the board’s delay.

NEXT BOARD MEETING:

Mason County Transit Advisory Board (MCTAB) Meeting

January 28, 2014 @ 5:30 PM

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

MTA All-Staff Meeting

February 9, 2014 @ 9:00 AM – 12:30 PM

Mason Transit Authority – Building 2

790 East Johns Prairie Road

Shelton, Washington

Mason Transit Authority Board

February 18, 2014 @ 4:00 PM

Mason Transit Authority Administrative Office – Board Room

790 East Johns Prairie Road

Shelton, Washington

MEETING ADJOURNED: 6:09 PM



The attached minutes of the Mason Transit Authority Board regular meeting held on the 21st day of January, 2014, was approved by the Mason Transit Authority Board, by motion, on this 18th day of February, 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: 2/18/14