
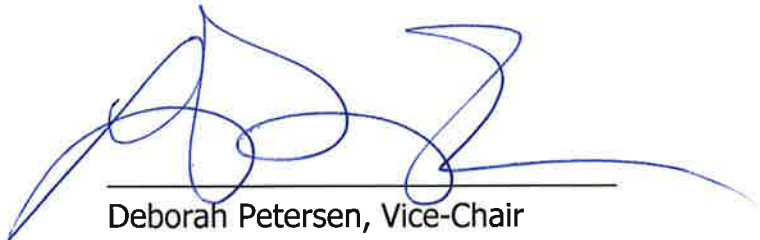




The attached minutes of the Mason Transit Authority Board regular meeting held on the 15th day of April, 2014, was approved by the Mason Transit Authority Board, by motion, on this 20th day of May, 2014.




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: 5/20/14

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting
April 15, 2014**



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

CALL TO ORDER: 4:04 PM

Authority Board Members Present: Mike Olsen, Chair; Ginny Beech; John Campbell; Terri Jeffreys; Rick Johnson; Randy Neatherlin; Tim Sheldon. Deborah Petersen and Cheryl Williams 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; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Bill Boysen and Mark Woytowich.

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

RECOGNITION:

- Shop Foreman and Lead Mechanic Ruben Castro was honored as the 2014 General Manager Award recipient for service above and beyond, and was honored for passing three (3) Automotive Service Excellence (ASE) classes.
- Maintenance Manager Marshall Krier introduced MTA's new Facilities Technician, Eric Kinney.

CORRESPONDENCE:

- The Clerk read a thank-you note from Olivia Brink and Bill J for the Dial-A-Ride service, Volunteer Driver Program, and the Mason County Bus services.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: None

MINUTES:

MOVED that the Mason Transit Authority Board approve the March 18, 2014, joint meeting minutes as presented. **Jeffreys/Campbell. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports** – Ginny Beech asked about the Temporary Help expense with no corresponding budget, and Danette Brannin replied that the expense was not anticipated. Temporary Help was due to an open position that originally was

budgeted in wages. Terri Jeffreys was pleased with the continued upward trend of sales tax revenue. **MOVED** that the Mason Transit Authority Board approve financial reports for March 2014 as presented with revenues of \$325,269.17 and expenses of \$448,525.53. **Sheldon/Jeffreys. Motion carried unanimously.**

2. **Check Approval** – Tim Sheldon requested a separate budget report for the Transit-Community Center project in the future months. **MOVED** that the Mason Transit Authority Board approve financial obligations from March 19, 2014, through April 15, 2014, on checks #24383 through #24512 as presented for the total of \$563,497.77. The total includes gross payroll in the amount of \$226,230.08, through April 15, 2014. **Jeffreys/Johnson. Motion carried unanimously.**

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Resolution No. 2014-03 – Policy For Determining Responsibility For Policies**

Discussion – Authority Members discussed the differences between policies that should be approved by the Board as compared to policies to be created by Management, and the Board’s role as defined by the Bylaws.

Moved that the Mason Transit Authority Board approve the Mason Transit Authority Policy for Determining Responsibility for Policies for the purposes of MTA business. **Johnson/Beech. Motion carried unanimously.**

2. **National Transportation Week Proclamation**

Moved that the Mason Transit Authority Board approve the National Transportation Week May 11-17, 2014 Proclamation as presented.

Neatherlin/Sheldon. Motion carried unanimously.

TRANSIT-COMMUNITY CENTER PROMOTIONAL VIDEO:

1. Mark Woytowich premiered the historical documentary film of the future home of the newly-remodeled Transit-Community Center from its days as an Armory to present.

MCTAB REPORT: No members present

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that stem walls are being covered and the plumbing is being laid out. He will be conducting 1-hour tours on Mondays and milestone tours in the future.

Strategic Plan SWOT Analysis Results: Brad Patterson reported the results of the employees' participation in MTA's Strengths, Weaknesses, Opportunities, and Threats survey. Management is hoping to present a 5-year Strategic Plan draft to the Board in December.

Public Records Requests and 2014 Open Government Trainings Act: Kathy Geist mentioned the challenges of fulfilling a large public records request and informed the Board about a newly-passed Senate Bill 5964, The Open Government Trainings Act which requires training for local and statewide officials and records officers in public records and records retention, and open public meetings.

First Quarter 2014 Employee Compensation Plan Goal Results: Brad Patterson reported that the Agency reached 86% of its first quarter goals and that Mike Olsen, Authority Chair, had reviewed the results and has authorized the appropriate dispensation of funds to employees. Some alternative goal-setting techniques were suggested for the future.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

1. Met with Congressman Derek Kilmer and expressed MTA's appreciation to him for his endorsement of the Charitable Driving Act. Brad also talked to him about his January publication regarding economic development in the Peninsula and the role of transportation in tourism. Brad expressed the need for a tourism leader who can work with the Tribes, Councils, and transits.
2. Attended a Peninsula Transit Manager meeting regarding tourism, economic development and the role of transportation. Jefferson Transit will be assuming the management of the Visitor Information Bureau in Port Townsend.
3. At the May meeting, MTA will present new policies regarding the Americans with Disabilities Act, strollers, and exclusions for Board approval. Recently a person in a wheelchair was denied service on a MTA vehicle and subsequently filed a public records request.
4. Cathy Silins from WSDOT has announced her retirement at the end of April. MTA has invited her to the May meeting to be recognized for her service and dedication to Mason Transit Authority.

OTHER BUSINESS: None

NEXT BOARD MEETING:

Mason Transit Authority Board

May 20, 2014 @ 4:00 PM

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

Mason County Transit Advisory Board Meeting

May 27, 2014 @ 5:30 PM

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

MEETING ADJOURNED: 5:45 PM