



**Mason Transit Authority (MTA) Board  
Mason County Transportation Advisory Board (MCTAB)  
Minutes of the Joint Meeting  
March 19, 2013  
Port of Allyn, 18560 State Route 3, Allyn, WA**

**MTA Board Members Present:** Deborah Petersen, Chair; Mike Olsen, Vice-Chair; John Campbell, Terri Jeffreys, Randy Neatherlin, Herb Gerhardt and Sadie Whitener. Absent were Tim Sheldon and Gary Volk. Quorum Present.

**MCTAB Members Present:** John Piety, Chair; Pam Hillstrom and Gene Currier. Absent were Lauren Gessler, Vice Chair; John Calabrese, Glen Fourre, Kevin Frankeberger, Christina McClatchey and Steve VanDenover.

**Others Present:** Rob Johnson, Legal Counsel; Christina Kramer, Acting Clerk of the Board; Danette Brannin, Finance Manager; Mike Oliver, Development Manager; Rikki Johnson, Human Resources Manager; Christine Rouse, Technology Manager; Jane Seymore, Operations Manager; Kathy Geist, Transit-Community Center Manager; Matt Coale, MTA Bus Driver; and, Phil Wolff.

**CALL TO ORDER:** 5:30 p.m.

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

**RECOGNITION:** Kathy Geist was introduced as Mason Transit Authority's newest teammate in the role of the Transit-Community Center Manager.

**PUBLIC COMMENT:** None.

**BOARD OF DIRECTORS COMMENTS:**

A Board of Director comment was received from Randy Neatherlin who thanked MTA staff for meeting with him in North Mason to discuss Outreach efforts.

**MTA MINUTES:** **MOVED** that the Mason Transit Authority Board approve the February 19, 2013 regular meeting minutes as presented. **Campbell/Whitener. Motion carried unanimously.**

**MCTAB MINUTES: MOVED** that the Mason County Transportation Advisory Board approve February 26, 2013 regular meeting minutes as presented. **Currier/Hillstrom. Motion carried unanimously.**

**CORRESPONDENCE:** Two items were read by the Acting Clerk of the Board:

- A thank you letter for MTA services from Tracey DeMiero;
- An email sent to the General Manager regarding service improvement suggestions and feedback from Phil Wolff.

There was discussion about the feedback provided by Phil Wolff, specifically regarding commuter times and the Route 6 Olympia service. MTA staff noted a comprehensive service development plan will be provided to the Board in the Fall of 2013.

Public comment was received from Phil Wolff reiterating the comments provided in his email to the Board under agenda item "Correspondence".

**MCTAB CORRESPONDENCE:** None.

**MTA UNFINISHED BUSINESS:** None.

**CURRENT BUSINESS:**

**Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for February 2013 as presented with revenues of \$34,825.89 and expenses of \$392,331.01. **Gerhardt/Campbell. Motion carried unanimously.**

**Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from February 20, 2013 to March 19, 2013 on checks #22844 through #22965 as presented for the total of \$454,785.78. The total includes gross payroll in the amount of \$212,664.68 through March 15, 2013. **Campbell/Gerhardt. Motion carried unanimously.**

Board Member, Herb Gerhardt asked for clarification on check #22941 in the amount of \$53.70 paid to Mason County Treasurer's for property tax. The Finance Manager committed to provide clarification at the next MTA Board Meeting April 16, 2013.

**TRANSIT-COMMUNITY CENTER (T-CC) PROJECT:** Development Manager, Mike Oliver, provided highlights of the T-CC project to include a soil report stating the soil was found to be unfavorable regarding compaction. This may require additional work during construction but won't hinder deadlines.

**COMMUNITY CENTER ASSOCIATION (CCA) REPORT:** John Piety, Board Member of the CCA, provided highlights from their last board meeting and announced the Board is recruiting new members.

**NEW BUSINESS:**

**RESOLUTION NO. 2013-03 VISION, MISSION & GUIDING PRINCIPLES**

**STATEMENTS: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-03 amending the Mission Statement and adopting the Statements of Vision and Guiding Principles as presented. **Olsen/Whitener. Motion carried unanimously.**

**MCTAB REPORT:** John Piety highlighted a letter MCTAB Vice Chair, Lauren Gessler, read at a Mason County Commissioner's Board Meeting.

A discussion was had regarding how MCTAB could reach the public through the Mason County Commissioners about Mason Transit Authority funding.

Advertising on MTA buses was discussed. MCTAB confirmed their research had been forwarded to the General Manager. MTA staff confirmed that research is being compiled and a recommendation will be brought to the MTA Board of Directors at a future meeting this year.

**MCTAB UNFINISHED BUSINESS:** It was reported that members of MCTAB are assisting Community Center Association in the efforts to raise funds through the Donor Paver Fundraiser.

**MCTAB NEW BUSINESS:** It was announced that there will be a public meeting regarding the fairgrounds funding recommendations being held by the Mason County Commissioners on March 26, 2013 at 6:00 p.m. and MCTAB members will be attending to speak about Mason Transit Authority.

**ITEMS TO GO BEFORE MCTAB:** Two items were presented to MCTAB:

- A request for assistance in recruiting Volunteer Drivers for the MTA Volunteer Driver Program;
- Assistance was requested in reviewing the policy and procedures of the MTA Volunteer Driver Program and providing recommendations for updating them.

**TEAM UPDATES:**

**Development: Mike Oliver, Manager**

- Highlighted work with RTPPO regarding 2013 & 2014 projects;
- Discussed expectations of "Notice of Funding Awards" to be announced soon;
- Announced the Board approved Vanpool grant was awarded and five new vans have been ordered, they are expected to be delivered no later than June 30, 2013.

**Facilities & Maintenance: Mike Oliver, Development Manager** (on behalf of Ron Aubol, Facilities & Maintenance Manager)

- Announced that Facilities & Maintenance Manager Ron Aubol is in Hayward, CA inspecting the new Gillig Coach on order which is expected to arrive in the next few weeks;
- Six new cutaway vehicles have been ordered and are expected in April or May 2013; and,
- Provided updates about the MTA Shelton facility parking lot pavement project.

**Finance: Danette Brannin, Manager**

- Sales Tax final 2012 report was reviewed; and,
- Provided follow-up regarding Board Member stipend. It was confirmed that the stipend falls under filing as a W-2. Past practice was to use a 1099 form. More research is being done to verify what steps will be taken to correct past reporting.

**Human Resources: Rikki Johnson, Manager**

- Reported updates about staff team building efforts in partnership with consultant Robert Jeffers, to include announcing upcoming training for Supervisors and the Leadership Team.

**Technology: Chris Rouse, Manager**

- Additional highlights of the IT work with Skagit County Transit's computer virus epidemic was provided;
- A comparison analysis of our computer systems security was presented. It was stated that the majority of our systems are in the "green" and the only "red" item was a lack of a fire suppression system in the data room;
- Announced was the development of a surplus list of technology items soon to be presented to the Board.

**Operations: Jane Seymore, Manager**

- Operations report, provided in handout, for February 2013 was highlighted.

MTA Board Member, Randy Neatherlin, requested that the cost per ride be provided, to include a three-year comparison of said cost between MTA and other transit agencies, at the next Board Meeting.

**Outreach: Christina Kramer, Manager**

- Highlighted further on new van order for the Vanpool Program;
- Announced the need for more volunteer drivers and the development of a marketing plan for recruitment efforts;
- Announced upcoming Outreach presentations;
- Thanked Board Members for return on website questionnaire;

- Thanked Board Member John Campbell for help with Chronicle Project;
- Provided updates and answered questions about the Chronicle Project.

Randy Neatherlin asked that if any MTA Board Members are available to please attend the upcoming Outreach Presentation being done for the North Mason Community Voice group on Monday, March 25<sup>th</sup> at 7:00 p.m at the Belfair Masonic Lodge in Belfair, WA.

Mason Transit Authority Outreach efforts were discussed.

**GENERAL MANAGER'S REPORT:** None.

**EXECUTIVE SESSION:** Executive session was called at 7:05 p.m. regarding the General Manager's annual evaluation. The meeting was extended at 7:25 p.m. and again at 7:30 p.m. Regular session was called back at 7:32 p.m.

No action taken.

**OTHER BUSINESS:** None.

**UPCOMING MEETINGS:**

**Community Center Association Board Meeting**

*Thursday, April 11, 2013, 1 p.m.*

Mason Transit Authority Administrative Office  
790 East Johns Prairie Road  
Shelton, WA 98584

**Mason Transit Authority**

*Tuesday, April 16, 2013, 4:00 p.m.*

Mason Transit Authority Administrative Office, Board Room  
790 East Johns Prairie Rd  
Shelton, WA 98584

**Mason County Transportation Advisory Board Meeting**

*Tuesday, April 23, 2013, 5:30 p.m.*

Mason Transit Authority Administrative Office, Board Room  
790 East Johns Prairie Rd  
Shelton, WA 98584