



The attached minutes of the Mason Transit Authority Board regular meeting held on the 15th day of July, 2014, was approved by the Mason Transit Authority Board, by motion, on this 16th day of September, 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: 9/16/14

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



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

CALL TO ORDER: 4:07 PM

Authority Board Members Present: Mike Olsen, Chair; John Campbell; Terri Jeffreys; Randy Neatherlin; Deborah Petersen (arrived 4:40pm) and Cheryl Williams. Absent were Ginny Beech, Rick Johnson, and Tim Sheldon. **Quorum present.**

Others Present: Brad Patterson, General Manager; Kristin French, Legal Counsel; Jeri Wood, Clerk of the Board; Danette Brannin, Finance/IT Manager; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Oliver, Development Manager; Lauren Gessler, MCTAB Chair; and visitors Bill Boysen, Pamela Boysen, Marilyn Vogler and Mark Woytowich.

APPROVE AGENDA: Trina Gwerder's Recognition Item was deferred to the September meeting. **MOVED** that the Mason Transit Authority Board approve the Agenda as amended. **Campbell/Jeffreys. Motion carried unanimously.**

RECOGNITION: Mark Woytowich of Woytowich Designs was honored by MTA leadership and Authority Board members for his valuable and outstanding community service by providing documentary video of Mason County.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: John Campbell enjoyed the three recent T-CC videos, and Terri Jeffreys wished good luck to the leadership team for the recent grant applications.

MINUTES:

MOVED that the Mason Transit Authority Board approve the June 25, 2014, special meeting minutes as presented. **Jeffreys/Neatherlin. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for June 2014 as presented with revenues of \$573,369, expenses of \$475,381, and capital expenditures of \$984,289. **Campbell/Williams. Motion carried unanimously.**

2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from June 18, 2014, through July 15, 2014, on checks #24772 through #24894 as presented for the total of \$1,433,267.95. The total includes gross payroll (which includes \$17,782.00 in 2nd Quarter performance compensation) in the amount of \$239,393.49, through July 15, 2014.
Williams/Campbell. Motion carried unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Resolution No. 2014-14 – Coffee and Light Refreshments Policy**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Coffee and Light Refreshments Policy for the purposes of MTA business.
Jeffreys/Neatherlin. Motion carried unanimously.
2. **Resolution No. 2014-15 – Meals with Meetings Policy**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Meals with Meetings Policy for the purposes of MTA business.
Jeffreys/Williams. Motion carried unanimously.
3. **Resolution No. 2014-16 – Drug and Alcohol Policy**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Drug and Alcohol Policy for the purposes of MTA business.
Campbell/Williams. Motion carried unanimously.
4. **Resolution No. 2014-17 – Greenhouse Gas Reduction Policy**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Greenhouse Gas Reduction Policy for the purposes of MTA business.
Campbell/Jeffreys. Motion carried unanimously.
5. **Resolution No. 2014-18 – Travel and Travel Reimbursement Policy**
Moved that the Mason Transit Authority Board approve the Mason Transit Authority Travel and Travel Reimbursement Policy for the purposes of MTA business.
Neatherlin/Petersen. Motion carried unanimously.
6. **Resolution No. 2014-19 – First Amendment to WSDOT Agreement #GCB1292**
Moved that the Mason Transit Authority Board approve Resolution No. 2014-19 and authorize the General Manager to execute the First Amendment to WSDOT Agreement GCB##1292 as Grantee on behalf of Mason Transit Authority.
Jeffreys/Campbell. Motion carried unanimously.
7. **Resolution No. 2014-20 – Second Amendment to WSDOT Agreement #GCB1624**

Moved that the Mason Transit Authority Board approve Resolution No. 2014-20 and authorize the General Manager to execute the Second Amendment to WSDOT Agreement GCB #1624 as Grantee on behalf of Mason Transit Authority. **Petersen/Williams. Motion carried unanimously.**

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that construction is actively in progress and no issues have occurred.

Second Quarter 2014 Employee Compensation Plan Goal Results: Brad Patterson reported that the Agency reached 86% of its second quarter goals and that Mike Olsen, Authority Chair, had reviewed the results and has authorized the appropriate dispensation of funds to employees.

Rider Survey: Christina Kramer provided the Board with the results of the first of three rider surveys. The data collected will be used by the Service Review Committee to develop recommendations for service changes to meet the needs of the ridership.

Legal Holidays: Rikki Johnson notified the Board that because of a change in the laws (SSB 5173) regarding two (2) additional unpaid holidays per year "for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization," MTA will be amending its Employee Handbook and Policy to comply. A notice will be sent to all employees, and the Policy amendment will be presented to the Board at its September meeting.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

Expressed his appreciation to Danette Brannin, departing Finance Manager, for her service and dedication to Mason Transit Authority.

EXECUTIVE SESSION: At 5:45pm, the regular session recessed, and an Executive Session convened to discuss the performance of a public employee. The legal authority for closing this portion of the meeting is RCW 42.30.110(1)(g). The public was asked to leave the room, and Kristin French, Legal Counsel; and Rikki Johnson, Human Resources Manager, were asked to remain. The executive session lasted twenty (20) minutes, and ten (10) minutes, and two (2) minutes, and was suspended for six (6) minutes. Public notification of each session was provided. No action was taken. At 6:23 PM the executive session adjourned and the public was invited to return to the open session.

OTHER BUSINESS:

MOVED to extend an offer to our Executive Director to extend his contract for three years at a rate of \$100,000 starting January 1st, 2015, before which time he will receive his bonuses and after January 1, 2015 the bonuses will go away.

Neatherlin/Jeffreys. Motion carried unanimously.

NEXT BOARD MEETING:

Mason County Transit Advisory Board (MCTAB) Meeting

July 22, 2014 @ 5:30 PM

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

Mason Transit Authority Board

August Meeting Cancelled

Mason Transit Authority Board

Mason County Transit Advisory Board (MCTAB)

Joint Meeting

September 16, 2014 @ 5:30 PM

North Mason School District Board Room
71 E Campus Drive
Belfair, Washington

MEETING ADJOURNED: 6:25 PM