



The attached minutes of the Mason Transit Authority Board regular meeting held on the 21st day of October, 2014, was approved by the Mason Transit Authority Board, by motion, on this 18th day of November, 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: 11/18/14

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



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

CALL TO ORDER: 4:02 PM

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

Others Present: Brad Patterson, General Manager; Kristin French, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; and Jane Seymore, Operations Manager.

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

RECOGNITION: Brad Patterson circulated thank you cards to be signed that will be sent to the organizations that provided MTA with letters of support for MTA's Ladders of Opportunity grant application.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: None.

MINUTES:

MOVED that the Mason Transit Authority Board approve the September 16, 2014, joint meeting minutes as presented. **Williams/Campbell. Motion carried unanimously.**

CURRENT BUSINESS:

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for September 2014 as presented with operating revenues of \$419,578, operating expenses of \$462,493, and capital expenditures of \$901,239. **Williams/Petersen. Motion carried unanimously.**

2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from September 17, 2014, through October 18, 2014, on checks #25204 through #25339 as presented for the total of \$1,394,359.16. The total includes gross payroll (which includes \$21,440.97.00 in 3rd Quarter performance

compensation) in the amount of \$243,912.15, through October 18, 2014.

Petersen/Williams. Motion carried unanimously.

UNFINISHED BUSINESS:

1. 2014-2019 Transit Development Plan (TDP) and 2013 Annual Report

Moved that the Mason Transit Authority Board approve the 2014-2019 Transit Development Plan (TDP) & 2013 Annual Report. **Campbell/Williams. Motion carried unanimously.**

2. Resolution No. 2014-24 – City of Shelton Memorandum of Understanding

Moved that the Mason Transit Authority Board approve the Memorandum of Understanding with the City of Shelton deferring the cost of the current Transit-Community Center Franklin Street frontage improvement requirement and replacing it with a financial contribution to a City of Shelton surface improvement project within the period of 2014-2017, not to exceed \$45,000. **Campbell/Williams. Motion carried unanimously, with Mike Olsen recusing himself from voting.**

NEW BUSINESS:

1. Payoff of Community Development Transportation Lending Services Long-term Note

Discussion: Payoff of \$1 million note created in June 2003 for the purchase of the Johns Prairie facility.

Moved that the Mason Transit Authority Board authorize the payoff of the Community Development Transportation Lending Services loan in an amount of approximately \$559,544.58 as of October 30, 2014. **Petersen/Williams. Motion carried unanimously.**

2. Resolution 2014-25 – Surplus Bus

Moved that the Mason Transit Authority Board approve Resolution No. 2014-25 authorizing the disposal of a 1980 MCI Coach #904. **Petersen/Williams. Motion carried unanimously.**

3. Purchase of Two (2) Vehicles

Moved that the Mason Transit Authority Board authorize the purchase of two (2) Glavel/Ford Concord II vehicles with WSDOT Contract GCB #1625 and a local match not to exceed \$95,488. **Williams/Petersen. Motion carried unanimously.**

4. Resolution 2014-26 – Washington State Transit Insurance Pool Interlocal Agreement

Moved that the Mason Transit Authority Board approve Resolution No. 2014-26 adopting the revised Washington State Transit Insurance Pool Interlocal Agreement, and further authorizes the General Manager to sign the revised Washington State

Transit Insurance Pool Interlocal Agreement. **Williams/Campbell. Motion carried unanimously.**

5. Resolution 2014-27 – Interlocal Agreement for Mutual Aid

Moved that the Mason Transit Authority Board adopts Resolution No. 2014-27 and authorizes MTA to enter into an Interlocal Agreement for Mutual Aid with fellow Washington transit agencies, and further authorizes the General Manager to execute the Interlocal Agreement. **Williams/Campbell. Motion carried unanimously.**

6. Resolution 2014-28 – Second Amendment to GCB#1624 Operating Grant

Discussion: Amendment is created to add \$953,312 in State Tax Equalization Transit Formula Funds and \$1,037,783 in 5311 funds.

Moved that the attached Second Amendment to Agreement GCB1624 is hereby incorporated into Agreement GCB1624, that Resolution No. 2014-20 adopted on July 15, 2014 is hereby revoked, and that the Mason Transit Authority Board hereby authorizes the General Manager to execute the Second Amendment to Agreement #GCB1624 as Contractor on behalf of Mason Transit Authority. **Campbell/Petersen. Motion carried unanimously.**

4:53pm – Ginny Beech left the meeting.

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that build/design team is preparing costs to submit for the remaining work to be completed with the Ladders of Opportunity grant funding. Associated Earth Sciences has conducted soil testing in front of the building on the Franklin Street roadway, and determined that the soils in front of the building are unsatisfactory, so additional soil remediation will be necessary.

2014 Open Government Training Act: Jeri Wood reminded the Board members that they are required to obtain training through their primary boards. If the members have certificates of completion, they were requested to provide them to MTA as evidence of completion.

2015 Route Changes: Jane Seymore reported that MTA received positive comments at the public hearings, that Project #1 will be implemented in 2015; and that Project #2 still needed some refinement. Incorporation of Projects #2 and #3 will be subject to the approved 2015 Budget.

Rider Survey #3: Christina Kramer provided the Board with the results of the third survey, which dealt with rider demographics.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

- Brad reported about his meeting with State Representative Denny Heck and Kathy Geist on the Transit-Community Center and transportation issues in general. Mr. Heck projects transportation funding won't be cut, but plans to move a new transportation package/plan won't be moving forward soon either.
- Brad & Kathy Geist will be participating in the 2014 Olympic Peninsula Tourism Summit tomorrow in Port Townsend.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason County Transit Advisory Board (MCTAB) Meeting

October 28, 2014 @ 5:30 PM

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

Mason Transit Authority Board

November 18, 2014 @ 4:00 PM

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

MEETING ADJOURNED: 5:25 PM