

**Mason Transit Authority Board Meeting
Minutes of the Regular Meeting**

October 15, 2013

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



Authority Board Members Present: Deborah Petersen, Chair; Mike Olsen, Vice Chair; Herb Gerhardt, Terri Jeffreys, Tim Sheldon, and Gary Volk. **Quorum present.**

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Danette Brannin, Finance/IT Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Deputy Clerk of the Board and Outreach Manager; Jane Seymore, Operations Manager; John Piety, MCTAB Chair; Paula Flint, Accounting Specialist; and Gene Currier, MCTAB member.

CALL TO ORDER: 4:02 PM.

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

RECOGNITION:

- Operations Supervisor Ray Rothrock, Driver Shauna Hollow, and Driver Scott Milner were honored for their lifesaving actions on behalf of a passenger.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS COMMENTS: None.

MINUTES:

1. **MOVED** that the Mason Transit Authority Board approve the September 17, 2013 joint meeting minutes as presented. **Gerhardt/Olsen. Motion carried.**

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for September 2013 as presented with revenues of \$65,539.50 and expenses of \$427,403.28. **Olsen/Volk. Motion carried.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from September 18, 2013 through October 15, 2013, on checks #23671 through #23773 as presented for the total of \$465,535.05. The total includes gross payroll in the amount of \$222,802.52, through October 15, 2013. **Jeffreys/Volk. Motion carried.**

UNFINISHED BUSINESS:

1. **Mason County Transportation Advisory Board (MCTAB) Bylaws – Discussion** – The Board advised that MCTAB make some revisions to its Bylaws and present them to the Board at another time.
2. **RESOLUTION NO. 2013-20 – MTA Authority Board Composition Discussion** – Brad Patterson presented a proposal to remove the Mason County Fire Districts from the Board and replace them with School Districts. Included in the proposal were letters from two of the three Fire Districts requesting their release from the Board and a letter from the Shelton School District Board expressing its interest to serve.

Motion – The Board request the Mason County Commissioners and the representative from the City of Shelton Commission meet in a timely manner to change the composition of the MTA Board. **Volk/Sheldon. Motion carried.**

NEW BUSINESS:

1. **RESOLUTION NO. 2013-16 - SURPLUS VEHICLE: Discussion** – Agency is disposing of a 1991 Dodge Van that may generate minimum revenue.
MOVED that the Mason Transit Authority Board of Directors approve Resolution No. 2012-16 authorizing the disposal of a surplus vehicle. **Jeffreys/Volk. Motion carried.**
2. **RESOLUTION NO. 2013-17 TRAVEL AND TRAVEL REIMBURSEMENT POLICY: Discussion** –The Policy was amended to provide for exemptions to be approved by the General Manager.
MOVED that the Mason Transit Authority Board of Directors that POL-4200.10 Travel and Travel Reimbursement Policy, attached hereto as Exhibit A and incorporated herein as amended, be established and adopted. **Gerhardt/Volk. Motion carried.**
3. **RESOLUTION NO. 2013-18 FACILITY LEASING POLICY Discussion** – The need for a leasing policy for the Transit-Community Center has compelled a policy for all of the MTA facilities. In accordance with RCW 42.23.030, the Board Chair, Deborah Petersen, recused herself from discussion and execution of the Resolution, as she is a current tenant of Mason Transit Authority.

MOVED that the Mason Transit Authority Board of Directors approve Resolution No. 2013-18 and the attached Mason Transit Authority Leasing Policy to be used for entities leasing space at Mason Transit Authority facilities. **Sheldon/Olsen. Motion carried.**

**5:00PM RECESS FOR 2014 BUDGET PUBLIC HEARING
5:16PM RECONVENE**

**4. RESOLUTION NO. 2013-19 ASSOCIATION OF WASHINGTON CITIES
EMPLOYEE BENEFIT TRUST INTERLOCAL AGREEMENT**

Discussion – The Association of Washington Cities (AWC), which facilitates MTA health insurance, has created a self-funded health care program that requires a signed interlocal agreement with MTA.

MOVED that the Mason Transit Authority Board of Directors approve Resolution No. 2013-19 adopting an Interlocal Agreement with the Association of Washington Cities Employee Benefit Trust for a Health Care Program. **Gerhardt/Jeffreys. Motion carried.**

**5. 2013-2018 TRANSIT DEVELOPMENT PLAN (TDP) AND 2012 ANNUAL
REPORT**

MOVED that the Mason Transit Authority Board of Directors approve the 2013-2018 Transit Development Plan (TDP) & 2012 Annual Report. **Gerhardt/Olsen. Motion carried.**

6. FASTER LICENSE AND SOFTWARE MAINTENANCE AGREEMENT

MOVED that the Mason Transit Authority Board of Directors authorize the General Manager to sign the FASTER License and Software Maintenance Agreement in the amount of \$52,200. **Volk/Gerhardt. Motion carried.**

ITEMS TO GO BEFORE MCTAB: Draft of Bus Advertising Policy.

TRANSIT-COMMUNITY CENTER PROJECT: Subcontracts are expected in the next two weeks.

INFORMATION PRESENTATION: Human Resources Manager Rikki Johnson reported on the role and function of her position.

TEAM UPDATES:

- 1. Development: Mike Oliver, Manager - absent**

2. **Finance/IT: Danette Brannin, Manager**
 - July sales tax revenue was the highest it has been in the past four years
 - Short-term IT support being provided by Intercity Transit, Washington State Insurance Pool, Kitsap Transit, and Hood Canal Communications
 - Recruiting for new IT technician
 - Moving servers to Hood Canal Communications

3. **Human Resources: Rikki Johnson, Manager**
 - Shelton Wellness & Resource Fair scheduled for Thursday, October 17 between 9:00-4:00 at the Civic Center
 - Hired two part-time dispatcher/schedulers
 - Recruiting for Office Assistant, IT Support Technician, Maintenance Support Technician
 - Wage analysis – draft report to be presented at November Board meeting

4. **Maintenance: Presented by Brad Patterson, General Manager**
 - Marshall Krier & Ruben Castro attending WSTA Maintenance Meeting
 - Recruiting for Maintenance Support Technician

5. **Operations: Jane Seymore, Manager**
 - Training 2 new dispatcher/schedulers
 - September Vanpool stats are delayed due to personnel turnover
 - New Vanpool Operations Coordinator begins her responsibilities on Monday
 - Worker Driver hours are being revised to more correctly reflect the service hours
 - Service route planning has been delayed due to a shortage of personnel

6. **Outreach: Christina Kramer, Manager**
 - Events - Participated in Volunteer Recognition luncheon, Hood Canal Improvement Club, Health Worksite Summit, State Transportation Package Public Forum; upcoming events are Wellness & Health Fair, Keyport Energy Fair (vanpool marketing) Shelton High Career Expo
 - Updating & reordering system schedule
 - Planning Chronicle Film Premier – 1st week of December
 - Redesigned & ordered bus stop signs
 - Creating Website RFP and researching website advertising
 - Recruited three new Volunteer Drivers

7. **Transit Community Center: Presented by Brad Patterson, General Manager**
 - Lease Documents – working on long-term and event lease documents
 - Grays Harbor YMCA is interested in running programs in the T-CC
 - MTA is required to have a commercial appraisal of the market rate for the leased spaces at T-CC

- Radich tenant has renewed leased for six months
- MTA employees will be decorating a live tree for the Mason General Hospital Foundation Fantasy Forest fundraising auction
- The old kitchen range hood has been donated to the Community Kitchen

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager

No new business to report.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason Transit Authority Board Meeting

Tuesday, November 19, 2013 @ 4:00 PM

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

MEETING ADJOURNED: 6:15 PM.