



**Mason Transit Authority (MTA) Board
Minutes of the Regular Meeting**

April 16, 2013

MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA

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

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Christina Kramer, Acting Clerk of the Board and Outreach Manager; Danette Brannin, Finance Manager; Mike Oliver, Development Manager; Ron Aubol, Facilities & Maintenance Manager; Rikki Johnson, Human Resources Manager; Christine Rouse, Technology Manager; Kathy Geist, Transit-Community Center Manager; Ray Rothrock, Operations Supervisor; Paula Flint, Accounting Specialist; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; Glen Fourre, MCTAB Member; Terri Shaw, Director of Shelton Senior Center; and, John Wyatt, President of Shelton Senior Center Board of Directors.

CALL TO ORDER: 4:05 PM

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

RECOGNITION: Danette Brannin introduced new staff and Finance Team member Paula Flint.

PUBLIC COMMENT: Terri Shaw, Director of the Shelton Senior Center, informed the Board that the Senior Center will be moving locations; moving from downtown Shelton to the Pavilion building located off Shelton-Matlock Road. In addition, she stated, there are many seniors who currently utilize transit and asked the Board to consider having a regular routed bus stop going to the new Senior Center location. Ms. Shaw offered assistance in providing any statistics, at the Boards request, of how many seniors use transit and how often they use it per day.

BOARD OF DIRECTORS COMMENTS: Herb Gerhardt thanked MTA staff for providing a presentation about transit in North Mason to the Voice community group. He also commented that the North Mason Hospital District #2 was contacted by Washington State Department of Transportation regarding the project of widening Highway 3 and installation/removal of bus stops. He raised concern about being told a

stop located at the top of the hill on Highway 3 by the hospital was being removed. MTA staff provided clarification and confirmed this stop would NOT be removed.

MINUTES:

1. **MOVED** that the Mason Transit Authority Board approve the March 19, 2013 joint meeting minutes as presented. **Gerhardt/Campbell. Motion carried unanimously.**
2. **MOVED** that the Mason Transit Authority Board approve the April 3, 2013 special meeting minutes as amended. **Gerhardt/Volk. Motion carried unanimously.**

CORRESPONDENCE: None.

UNFINISHED BUSINESS: None.

Board member, Randy Neatherlin, inquired about Mason Transit Authority's follow-up to public comments received regarding the policy of deviations on fixed routes and the over-capacity status of Route 6. Staff responded that research and review is being done into the matters of concern. Board members suggested conducting on board surveys.

CURRENT BUSINESS:

1. **Finance Reports - MOVED** that the Mason Transit Authority Board approve financial reports for March 2013 as presented with revenues of \$70,356.84 and expenses of \$944,957.19. **Campbell/Volk. Motion carried unanimously.**
2. **Check Approval - MOVED** that the Mason Transit Authority Board approve financial obligations from March 20, 2013 to April 16, 2013 on checks #22966 through #23073 as presented for the total of \$858,867.64. The total includes gross payroll in the amount of \$218,269.79 through April 12, 2013. **Gerhardt/Volk. Motion carried unanimously.**

TRANSIT-COMMUNITY CENTER PROJECT:

1. **Energy Efficiency Loan** – MTA staff reported on an energy efficiency loan opportunity from Olympia Public Works Association for up to \$700,000 with a 1.5% interest rate, which could be applied to construction of energy efficient upgrades during Phase One of the Transit-Community Center Project.
 - The Board requested a report on projected revenue and expenditures, to include operational costs, for the Transit-Community Center.
 - Board Member, Randy Neatherlin, suggested MTA take a loan out from its own reserve fund then pay it back to their fund.

MOVED that the Mason Transit Authority Board authorize the General Manager to pursue a \$700,000 energy efficiency loan through Olympia Public Works not to exceed a 1.5% interest rate, paid over 20 years. **Volk/Campbell. Motion carried unanimously.**

COMMUNITY CENTER ASSOCIATION REPORT:

1. John Piety, Community Center Association (CCA) Board Member, reported that the CCA is working on redefining their work as a Board. He also complimented MTA's Transit-Community Center Manager, Kathy Geist, for all her hard work.
 - It was reported that the Authority Board Community Center Association Committee reestablished the role of the Community Center Association and defined it to be serving the role of an Advisory Board and fundraising committee raising money for the purpose to assist low-income tenants with rent subsidies.

NEW BUSINESS:

1. **RESOLUTION NO. 2013-04: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-04 authorizing the General Manager to execute Mini Van Purchase Agreement #GCB1140 on behalf of Mason Transit Authority. **Neatherlin/Jeffreys. Motion carried unanimously.**
2. **RESOLUTION NO. 2013-05: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-05 reestablishing the agency's legal name as the "Mason County Public Transportation Benefit Area" and the doing business name as "Mason Transit Authority". **Jefferys/Campbell. Motion carried unanimously.**
3. **RESOLUTION NO. 2013-06: MOVED** that the Mason Transit Authority Board approve Resolution No. 2013-06 amending the 2012 Budget as presented. **Volk/Olsen. All approved with exception of Commissioner Randy Neatherlin. Motion carried by majority.**
 - Board member, Randy Neatherlin, requested follow-up clarification for the process in which the agency amends the final budgets to reflect actuals.
4. **Purchase of Replacement Server and Software: MOVED** that the Mason Transit Authority Board approve authorize the General Manager to procure a replacement computer server and software in an amount not to exceed \$13,000. **Campbell/Volk. Motion carried unanimously.**

MCTAB REPORT: John Piety, MCTAB Chair, offered the Advisory Board's services in assisting with transit service surveys.

ITEMS TO GO BEFORE MCTAB: Christina Kramer asked that MCTAB provide review and recommendations of MTA's Volunteer Driver Program Policy and assist with Volunteer Driver recruitment efforts.

- Board member, Terri Jefferys, requested to see demographic information of the riders using MTA services, perspective of commuters on Route 6, and the Hoodspout area citizens regarding the Pilot service. Survey data gathered could be used to capitalize on showing economic value.

TEAM UPDATES:

1. Development: Mike Oliver, Manager

- Highlights were provided about the architectural and engineering team having initiated permit process with the City of Shelton for the Transit-Community Center project.
- Provided updates on the development of a State Transit Improvement Plan.
- Reported on efforts in researching alternative funding.
- Updates provided on PRTPO meetings.

2. Facilities & Maintenance: Ron Aubol, Manager

- Maintenance Team continues to experience a short-handed staff.
- Highlighted shelter improvement plan.
- Reported on employee parking lot project which will be to level, grade, and gravel the lot. The initial plan to pave the employee parking lot is on hold due to high costs.
- New Gillig coach #306 arrived and is almost ready for service.

3. Finance: Danette Brannin, Manager

- Provided highlights of Sales Tax Revenue Report
 - Board Member, Herb Gerhardt, asked that future reports on sales tax include a line showing total collected.
- Reported on the progress paying back employer taxes on board stipends. The impact will have no effect on Board Members.

4. Human Resources: Rikki Johnson, Manager

- Reported that employment recruitment has been completed, to include the hiring of an Accounting Specialist and two Part-Time Dispatcher/Schedulers.
- Reported on the Safety Committee progress, to include the updating of MTA's evacuation maps, first aid kits, MSDS binders updated.
- Highlights of the Wellness Program progress were provided, to include that a successful Wellness Program will provide MTA with a premium discount on insurance.

- General Manager added highlights of MTA's Leadership Team meeting with staff to review individual's job descriptions.

5. Technology: Chris Rouse, Manager

- Reported that any staff using an Agency computer will be required to complete a computer security course, provided on behalf of WSTIP.
- Highlights were provided regarding the continuation of infrastructure updates.

6. Operations: Jane Seymore, Manager (report provided by Operations Supervisor, Ray Rothrock)

- Operations Report for March 2013 was highlighted.
- Operations Team was accredited with an excellent job done as the ridership number is up while the service hours and miles has not increase, which shows a service well run.

7. Outreach: Christina Kramer, Manager

- No update at this time

8. Transit-Community Center: Kathy Geist, Manager

- Highlighted Outreach efforts in providing information to the community regarding the Transit-Community Center Project.
- Reported on the status of the Raddich building, to include preparations for the intent to lease the space.

GENERAL MANAGER'S REPORT:

- Reported that staff is working hard in developing and drafting a Strategic Plan as requested by the Board.

OTHER BUSINESS:

The Board scheduled a Special Board meeting for review of the General Manager's Contract, Employee Handbook, and Transit-Community Center Project.

NEXT MTA BOARD MEETING:

Mason Transit Authority - Special Board Meeting

Wednesday, May 1, 2013 @ 4:00 PM

MTA Administrative Office – Board Room

790 East Johns Prairie Road

Shelton, WA 98584

Mason Transit Authority – Regular Board Meeting

Tuesday, May 21, 2013 @ 4:00 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584

UPCOMING MEETINGS:

Mason County Transportation Advisory Board Meeting

Tuesday, May 28, 2013 @ 5:30 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584

Community Center Association Board Meeting

Thursday, May 9, 2013 @ 1 PM

MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584

MEETING ADJOURNED: 6:10 PM