

**Mason Transit Authority
Minutes of the Regular Meeting
August 18, 2015
MTA Transit - Community Center
601 Franklin Street, Shelton, WA 98584**



CALL TO ORDER: 4:02 p.m.

Authority Board Members Present: Mike Olsen, Chair; John Campbell; Terri Jeffreys, Randy Neatherlin; Tim Sheldon; Ginny Beech; and Cheryl Williams. Deb Petersen, Vice Chair and Rick Johnson was absent. **Quorum met.**

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Danette Brannin, Finance Manager; Kathy Geist, Transit-Community Center (T-CC) Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; and Jane Seymore, Operations Manager. Also present were John Piety, Mason County Transit Advisory Board (MCTAB) member; Melissa McFadden, Mason County Deputy Director of Public Works; Michele Rosendale, Executive Assistant, MTA; Lisa Palazzi, SCJ Alliance

APPROVE AGENDA: **Moved** that the agenda be approved with correction to Current Business Item 2. **Campbell/Williams. Motion carried.**

RECOGNITION

Michele Rosendale, MTA's new Executive Assistant and proposed Clerk of the Board was introduced. The Board was presented with the ***Rural Community Transportation System of the Year*** recognition pins. Ginny Beech recognized MTA employee Steve Weisenbach, T-CC Custodian, for his friendly, kind and security-aware customer service.

BOARD COMMENTS – Cheryl Williams announced the T-CC gym is open from 3:30 – 5:30 p.m. through Aug. 31st. Mike Olsen announced the 2nd Annual Street Pickleball Tournament is on Saturday, August 29th. John Campbell recognized the sense of community forming as evidenced by the MTA agenda items. Tim Sheldon mentioned the Belfair by-pass.

MINUTES

Moved that the Mason Transit Authority Board approve the July 21, 2015, regular meeting minutes as presented. **Campbell/Williams. Motion carried**

CURRENT BUSINESS

1. **Finance Reports** – Danette Brannin announced the addition of a new monthly T-CC Financial Report. **Moved** that the Mason Transit Authority Board approve financial reports for June and July 2015 as presented. **Jeffreys/Williams. Motion carried.**

2. **Check Approval – Moved** that the Mason Transit Authority Board approve the payment of July 12, 2015 through August 18, 2015 financial obligations on checks **#26550** through **#26779** as presented for a total of **\$789,339.63**. The total includes gross payroll in the amount of \$385,811.45 through August 18, 2015 (three payrolls). **Jeffreys/Campbell. Motion carried**

UNFINISHED BUSINESS

1. **Mason County Park and Ride Development** – Mike Oliver and Lisa Palazzi presented a *preliminary* list of potential sites in North Mason County for a potential Park and Ride.

NEW BUSINESS

1. **Resolution No. 2015 – 13**, Social Media Policy – **Moved** that POL-1002 Mason Transit Authority Social Media Policy, attached hereto as Exhibit A and incorporated herein, be established and adopted. **Jeffreys/Beech. Motion carried.**
2. **Resolution No. 2015 – 14** Interlocal Agreement – City of Shelton Parks & Recreation – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-14 and the attached Interlocal Agreement with the City of Shelton Parks & Recreation Department for the use of the Transit-Community Center. **Williams/Beech. Motion Carried.**
3. **Resolution No. 2015 – 15** Interlocal Agreement – Shelton School District – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-15 and the attached Interlocal Agreement with the Shelton School District (Choice) High School for the use of the Transit-Community Center. **Williams/Beech. Motion Carried.**
4. **Resolution No. 2015- 16** Interlocal Agreement – Olympic College Gymnasium and Storage Use – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-16 and the attached Interlocal Agreement with the Olympic College for the use of the Transit-Community Center. **Williams/Beech. Motion Carried.**
5. **Resolution No. 2015-17** Interlocal Agreement – Olympic College Computer Lab Use – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-17 and the attached Interlocal Agreement with the Olympic College for the use of the Transit-Community Center computer lab. **Williams/Beech. Motion Carried.**
6. **Resolution No. 2015-18** – Interlocal Agreement – Olympic College Commercial Kitchen, Office, and Storage Use – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-18 and the attached Interlocal Agreement with the

Olympic College for use of the kitchen, an office, and storage at the Transit-Community Center. **Williams/Beech. Motion Carried.**

7. **Resolution No. 2015 – 19** Appointment of Clerk and Deputy Clerk of the Board – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-19 - the appointment of Michele Rosendale as Clerk of the Authority and Christina Kramer as Deputy Clerk of the Authority. **Jeffreys/Campbell. Motion Carried.**
8. **Resolution No. 2015-20** – Interlocal Agreement – City of Shelton Pedestrian Crossings – **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-20 and the attached Interlocal Agreement with the City of Shelton for the purchase, installation, maintenance and ownership of two (2) solar LED pedestrian signal crossing systems. **Beech/Williams. Motion Carried.**
9. LED Lamp Retrofit, Phase II – **Information only**

MCTAB BUSINESS – Proposed the discussion regarding the Report of the History and Future of MCTAB (attached as hand-out) be added to the next agenda. **Neatherlin**

TEAM UPDATES – To increase meeting efficiency, Team updates have been provided in the Board packet for Authority Member information. Formal presentations will not be provided at the meeting; however, Team Leaders will be available at the meeting for questions and/or discussion.

GENERAL MANAGER'S REPORT – Brad Patterson reported that some managers and staff will be attending the *Washington State Public Transportation Expo* in Vancouver, WA, August 23 – 26, 2015. MTA has 6 vacant driver positions.

OTHER BUSINESS – Kathy Geist was happy to announce that MTA hired a recently laid-off Simpson employee as a driver.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
September 15, 2015 @ 5:30 p.m.
North Mason School District Board Room
71 East Campus
Drive Belfair, WA

ADJOURN 6:05 p.m.