



The attached minutes of the Mason Transit Authority joint meeting held on the 17<sup>th</sup> day of March, 2015, was approved by the Mason Transit Authority Board, by motion, on this 21st day of April, 2015.

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

Cheryl Williams, Authority Member

Tim Sheldon, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

DATE:

4/21/15

**Mason Transit Authority Board  
Mason County Transit Advisory Board  
Minutes of the Joint Meeting  
March 17, 2015  
Port of Allyn, 18560 E State Route 3, Allyn, Washington**



**CALL TO ORDER:** 5:34 PM

Introductions were made around the room.

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

**Advisory Board Members Present:** Glen Foure, Lauren Gessler, Pamela Hillstrom, and John Piety.

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; and Jane Seymore, Operations Manager; Herb Gerhardt, former Authority Member, and Judy Scott, Port of Allyn Commissioner.

**APPROVE AGENDA: MOVED** that the Mason Transit Authority Board and Mason County Transit Advisory Board approve the Agenda as presented. **Jeffreys/Petersen. Motion carried.**

**PUBLIC COMMENT:** Herb Gerhardt believes that the signage at the Belfair Park-N-Ride is not obvious as it only faces one direction. Brad Patterson responded that the sign is double-sided and covers both directions. Herb will take another look.

**BOARD MEMBER COMMENTS:** Mike Olsen reported that, on the advice of legal counsel, the meetings will no longer be audio recorded.

**MINUTES:**

**MOVED** that the Mason Transit Authority Board approve the February 17, 2015 regular meeting minutes as presented. **Jeffreys/Neatherlin. Motion carried.**

**MOVED** that the Mason County Transit Advisory Board approve the February 24, 2015 regular meeting minutes as presented. **Piety/Foure. Motion carried.**

**CURRENT BUSINESS:**

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve the financial reports for the period of February 2015 as presented.

**Jeffreys/Campbell. Motion carried.**

2. **Check Approval – MOVED** that the Mason Transit Authority Board approve the payment of February 18, 2015 through March 17, 2015 financial obligations on checks **#25891** through **#26033** as presented for a total of **\$2,264,958.56**. The total includes gross payroll in the amount of **\$235,738.02** through March 17, 2015.

**Petersen/Campbell. Motion carried.**

**UNFINISHED BUSINESS:**

1. **Port of Allyn Request for Restroom Accommodations at Mason County’s Bill Hunter Park** – Brad Patterson reported the costs to rent, purchase and service an ADA-compatible portable restroom and communicated with John Keates of the Mason County Parks Department and other concerned parties about the feasibility of sharing the costs. John Keates is placing this item before the County Commissioners and Judy Scott of Port of Allyn will bring the matter to the Port Commissioners at their next meeting. The topic is tabled until the April 2015 meeting.

**NEW BUSINESS:**

1. **Mason County Public Works Department Interlocal Agreement – Moved** that the Mason Transit Authority Board authorize Brad Patterson, as General Manager, to represent Mason Transit Authority as an authorized signer of the Interlocal Agreement with the Mason County Department of Public Works to provide maintenance services and fabrication of signs and materials upon request. **Neatherlin/Petersen. Motion carried.**

2. **Resolution No. 2015-03 – Establish T-CC Petty Cash Funds**

**Moved** that two locked cash drawers be established and assigned to the Transit-Community Center Manager or designee in the amount of \$100.00 each and that the Petty Cash fund is increased to \$400.00. **Neatherlin/Campbell. Motion carried.**

3. **Resolution No. 2015-04 – Employee Recognition Program Policy**

**Moved** that the Mason Transit Authority Board approve Resolution No. 2015-04 and the attached Policy for Employee Recognition Program for the purposes of MTA business. **Neatherlin/Petersen. Motion carried.**

4. **Notification of Petition for representation by the International Association of Machinists & Aerospace Workers (IAMAW) by the Maintenance and Facilities employees and the Finance/IT employees** – Brad Patterson reported that MTA has received notification and has contacted its labor attorney.

**MCTAB UNFINISHED BUSINESS:**

**1. Creation of a "Rapid Response Team" and be able to actively participate in events such as the American Public Transportation Association (APTA) "Stand Up for Transportation Day"**- Lauren Gessler reported that no current discussion has been held. The item is tabled to a future meeting.

**2. Report of T-CC funds repayment plan** – Lauren Gessler presented MCTAB's recommendation to the Authority Board. Randy Neatherlin emphasized that a Resolution was made in September 2014 and that Resolution is still in force; therefore, the recommendation by MCTAB does not conform with the Resolution. Any excess revenue from the operations of the Transit-Community Center will be placed in the MTA General Fund.

**3. Report of T-CC survival plan to cover operating costs** – MCTAB recommends a five year plan to focus on obtaining lease tenants and seeking out applicable grants.

6:57 Lauren Gessler and Randy Neatherlin departed. Quorum still met.

**MCTAB NEW BUSINESS** - none

**ITEMS TO GO BEFORE MCTAB** - none

**INFORMATION:**

**Transit-Community Center Project:** Mike Oliver reported that the Certificate of Substantial Completion should be signed on Wednesday. Punch lists will be started and mechanical systems will be started. The only possible delay would be L & I's sign-off of the elevator. Kathy Geist reported that she has many proposals for use of the T-CC and everything is happening at once.

**GENERAL MANAGER'S REPORT: Brad Patterson, General Manager** – Brad observed that, along with many changes in the Agency, much of the work over the past three years has been focused on the building of the Transit-Community Center and, for the past year, the system-wide service changes and expansion, the culmination of which occurs the first week of April when both open/go into effect. He thanked the managers for their hard work on these projects over the past three years.

**OTHER BUSINESS:** An updated Board Roster was provided to the Authority Board. Photo head shots will be taken at the next meeting of those Board members not having one.

**NEXT BOARD MEETING:**

**Mason Transit Authority Board Meeting**

*April 21, 2015 @ 4:00 PM*

Transit-Community Center – Board Room  
601 W Franklin Street  
Shelton, Washington

**Mason County Transit Advisory Board Meeting**

*April 28, 2015 @ 5:30 PM*

Transit-Community Center – Board Room  
601 W Franklin Street  
Shelton, Washington

**MEETING ADJOURNED:** 7:30 PM