



The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of January, 2015, was approved by the Mason Transit Authority Board, by motion, on this 17th day of February, 2015.

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Cheryl Williams, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

DATE:

**Mason Transit Authority Board
Minutes of the Regular Meeting
January 20, 2015**

**Mason Transit Authority Board Room, 790 E Johns Prairie Road, Shelton,
Washington**



CALL TO ORDER: 4:02 PM

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

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach 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.**

RECOGNITION: Rikki Johnson, Human Resources Manager, was honored for reducing the number of work days lost from 212 days in 2013 to 21 days in 2014. Haley Wooten was introduced as MTA's new Front Desk Office Assistant and Volunteer Driver scheduler.

PUBLIC COMMENT: None.

BOARD MEMBER COMMENTS: None.

AUTHORITY BOARD MINUTES:

MOVED that the Mason Transit Authority Board approve the December 16, 2014, joint meeting minutes as presented. **Jeffreys/Petersen. Motion carried.**

CURRENT BUSINESS:

1. **Finance Reports** – Draft financial results for the month of December, 2014 were presented. Mary Ann Norquist, Finance/IT Manager, explained that the final results will be available after the State Audit. No action was taken.
2. **Check Approval – MOVED** that the Mason Transit Authority Board approve the payment of December 17, 2014 through January 16, 2015 financial obligations on checks **#25594** through **#25759** as presented for a total of **\$1,111,349.39**. The

total includes gross payroll in the amount of \$226,791.51 through January 16, 2015.
Jeffreys/Campbell. Motion carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Lewis-Mason Thurston Area Agency on Aging (LMTAAA) 2015 Contract for Volunteer Driver Services

Moved that the Mason Transit Authority Board authorizes the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 14-1120-0041-06(2) for the provision of volunteer transportation services. **Petersen/Campbell. Motion carried.**

2. Resolution No. 2015-01 – Facility Lease Rates

Moved that the Mason Transit Authority Board approve Resolution No. 2015-01 and the attached fees schedule and leasing rates for the purpose of Mason Transit Authority and Transit-Community Center business. **Petersen/Williams. Motion carried.**

3. General Manager Authority to Execute Interlocal Facility Lease/Rental Agreements

Moved that the Mason Transit Authority Board authorizes the General Manager to execute Interlocal Agreements for the leasing of Mason Transit Authority facility space. **Campbell/Petersen. Motion carried.**

4. T-CC Dedication Plaque Options

Moved that the Mason Transit Authority Board approve a rededication plaque design for mounting in the Transit-Community Center as per a forthcoming design. **Campbell/Petersen. Motion carried.**

ITEMS TO GO BEFORE MCTAB:

Terri Jeffreys asked for MCTAB to propose an action plan for the Transit-Community Center "worst case" scenario in the event the T-CC is unable to financially sustain itself.

5:40 PM – Mike Olsen and Cheryl Williams left the meeting. Quorum is not met.

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that construction is moving quickly and he is pleased with the progress. He does not anticipate any problems that would delay the opening of the Center. Shelton Police Department will be manning an office a few hours a week, and will be operating a PALS youth involvement program.

Peninsula Regional Transportation Planning Organization (PRTPO) – Mike also reported that a document outlining the Transportation Programs and Urgent Needs was prepared and distributed to the current legislative session.

2014 Employee Satisfaction Survey: Rikki Johnson presented the results of MTA's recent survey.

GENERAL MANAGER'S REPORT: Brad Patterson, General Manager – Brad encouraged the Board Members to attend the upcoming February 8 All MTA Meeting.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason County Transit Advisory Board Meeting

January 27, 2015 @ 5:30 PM

Mason Transit Authority Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, Washington

Mason Transit Authority Board Meeting

Regular Meeting

February 17, 2015 @ 4:00 PM

Mason Transit Authority Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, Washington

MEETING ADJOURNED: 5:57 PM

Mason Transit Authority Board Meeting

Meeting Handouts

January 20, 2015
Mason Transit Authority
790 E John's Prairie Road,
Shelton, Washington



January 14, 2015



The Peninsula Regional Transportation Planning Organization (RTPO) is the Regional Transportation Planning Organization for Clallam, Jefferson, Mason and Kitsap Counties. We are a voluntary association of cities, towns, counties, ports, tribes, transit agencies and major employers that work together to develop transportation plans.

We encourage our legislators to continue supporting the funding of all existing and future regional transportation projects and programs. Please consider the following transportation priorities for funding where possible.

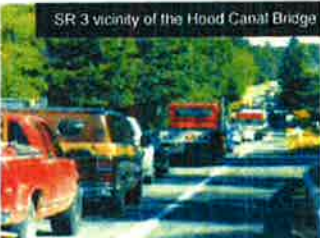


Transportation Program Urgent Needs

Gorst Area Interchange and Highway Improvement Program - Safety and mobility improvements identified in the Bremerton Economic Development Study (BEDS) will eventually reconstruct two interchanges and widen state routes within the Gorst area. If all the improvements were implemented by 2040, the estimated planning cost would be approximately \$596 million.



SR 20 Safety and Mobility Improvements - Identified as a priority in WSDOT's 2011 SR 19/20 Corridor Plan, a series of projects will enhance mobility and safety for users of this SR 20 segment. Improvements would include intersection consolidation, freight access for the Port Townsend Paper Mill, and access management improvements for the Glen Cove Industrial Park with intersection treatments at Seton Road.



SR 3 Vicinity of Hood Canal Bridge Improvements - When the Hood Canal Bridge opens for marine traffic, bridge traffic backs up on SR 3 and impedes emergency vehicles, non-bridge traffic and driveway access for property owners in the area. An operational feasibility study needs to be conducted.

SR 3 - Belfair Bypass - New Alignment - Construct a new alignment around the town of Belfair to provide an alternate route for through traffic. The project's benefits will reduce congestion around the chronically congested downtown Belfair area. Effective July 1, 2009, funding for this project was deferred until 2019 or later. WSDOT's design work stopped on June 30, 2009. Based on the design engineering work conducted to date, the estimated cost of the project was \$78 million in 2009 dollars.

Thank you for your support

Your funding support for the following completed high priority projects was very much appreciated.

- **US 101 Deer Park Overcrossing & Northeast Peninsula Safety Rest Area**
This project eliminated all left turns from Deer Park and Buchanan Roads off US 101 in Deer Park. A new county road connects Deer Park and Buchanan Roads by means of a US 101 underpass.
- **US 101 Shore Road to Kitchen-Dick Road Widening Improvements**
This project widened US 101 between Shore Road and Kitchen-Dick Road in Sequim to 2-lanes in each direction. The additional lanes help reduce congestion and the wider median reduces the potential for head-on collisions.

Priority Transportation Programs

Changing Demands for Public Transportation

Vehicle travel is peaking and trends (aging population, rising fuel prices, increased health and environmental concerns and changing consumer preferences) are increasing demand for walking, cycling and public transportation.



The elderly are a growing share of the population and they are driving more and longer than their predecessors. They are "aging in place," increasingly living in suburban and rural areas where driving is essential, but public transit service is difficult and expensive to provide. As a person ages, the ability of the person to meet their own transportation needs diminishes. The growing proportion of elderly (85+) will increase the need for demand response public transportation. Public transportation systems are seeing an increasing demand for expensive demand response service that is required by the Americans With Disabilities Act (ADA) which significantly reduces their ability to maintain fixed route service at current levels. In 2013, rural public transportation agencies provided 402 thousand demand response trips at a cost of \$15 million; that is more than \$36.70 per trip.* *2013 Summary of Public Transportation WSDOT M3079.07 December 2014.

Rural Transit Needs

Public transportation connects people to their jobs and vital community services. For many residents, public transportation is their only option for essential trips. Over the past five years, ridership has steadily increased, while State funding for transit has declined dramatically. The continued reduction in state funding is resulting in reduction of vital transportation services. The lack of park and ride and transit facilities, particularly in rural communities, discourages transit use and ridesharing. There is currently no dedicated park and ride funding and no statewide plan.



Peninsula RTPO members request that Legislators at a minimum maintain existing state funding and grant programs for transit; and support a statewide transportation package; fully-fund Regional Mobility Grant Program; extend transit operating grants and maintain funding levels for other competitive grants and formula funding; support effective and efficient delivery of transit services and an integrated multimodal transportation system.

Washington State Ferries System



The Peninsula RTPO region's economy and social environment is inextricably tied to the ferry system. The ferry system provides an important link for the Peninsula RTPO with the Central Puget Sound and the rest of the state. It is the east/west highway system over the waters of Puget Sound. The system has an aging fleet and infrastructure and with the lack of a reliable funding source, the system now faces certain cuts in service and the inability to meet long-term capital needs.

The RTPO supports legislation that provides a sustainable ferry system, which has long-term reliable funding and provides the region communities affordable and reliable ferry service.

Peninsula RTPO Contacts

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Visit our webpage. www.wsdot.wa.gov/partners/prtpo

Title VI Notice to Public
It is the Peninsula RTPO's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator Jodie Robinson at 360-705-7092.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.



2014 Job Satisfaction Survey Summary

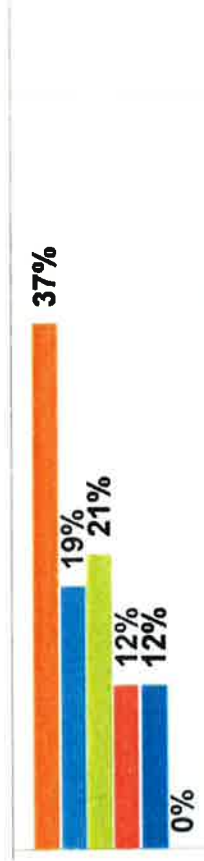
- Total MTA Employees 80
- Total Surveys Provided 79
 - GM excluded from survey
- 2013 Response Rate 48%
- 2014 Response Rate 62%
 - 14% Increase Over 2013
- Four Survey Categories
 - Relationships
 - Supervision
 - Management Communication
 - Overall Job Satisfaction



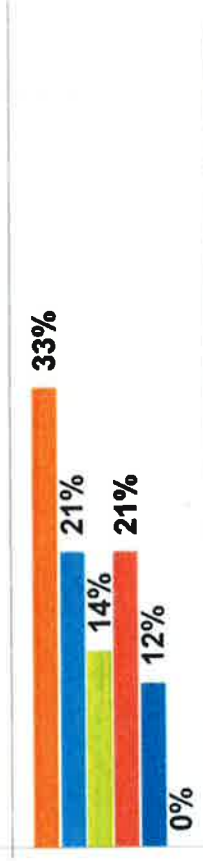
Relationships

- Always
- Usually
- Occasionally
- Seldom
- Never
- No Answer

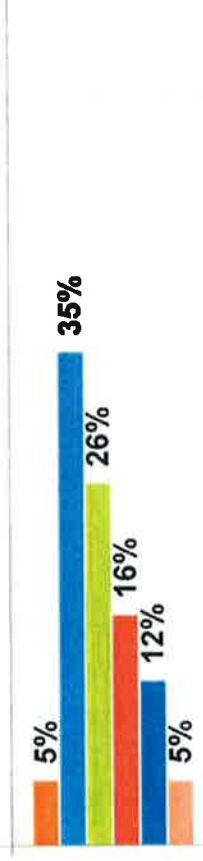
I have opportunities to give input on decisions affecting my work.



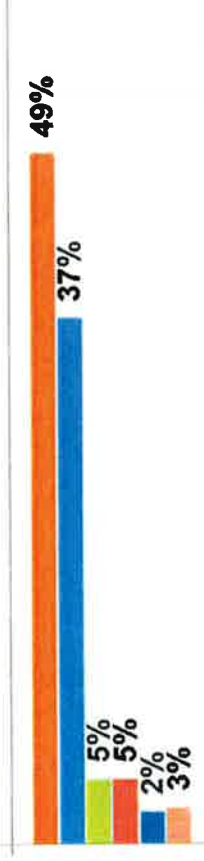
I am encouraged to come up with better ways of doing things.



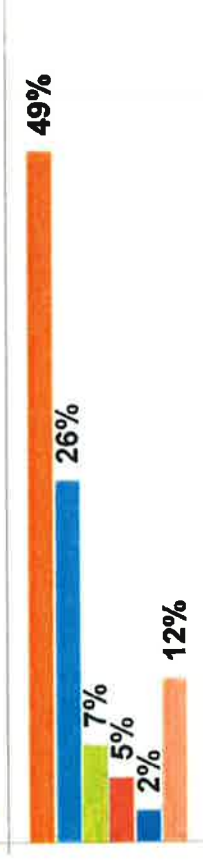
The agency consistently demonstrates support for a diverse workforce.



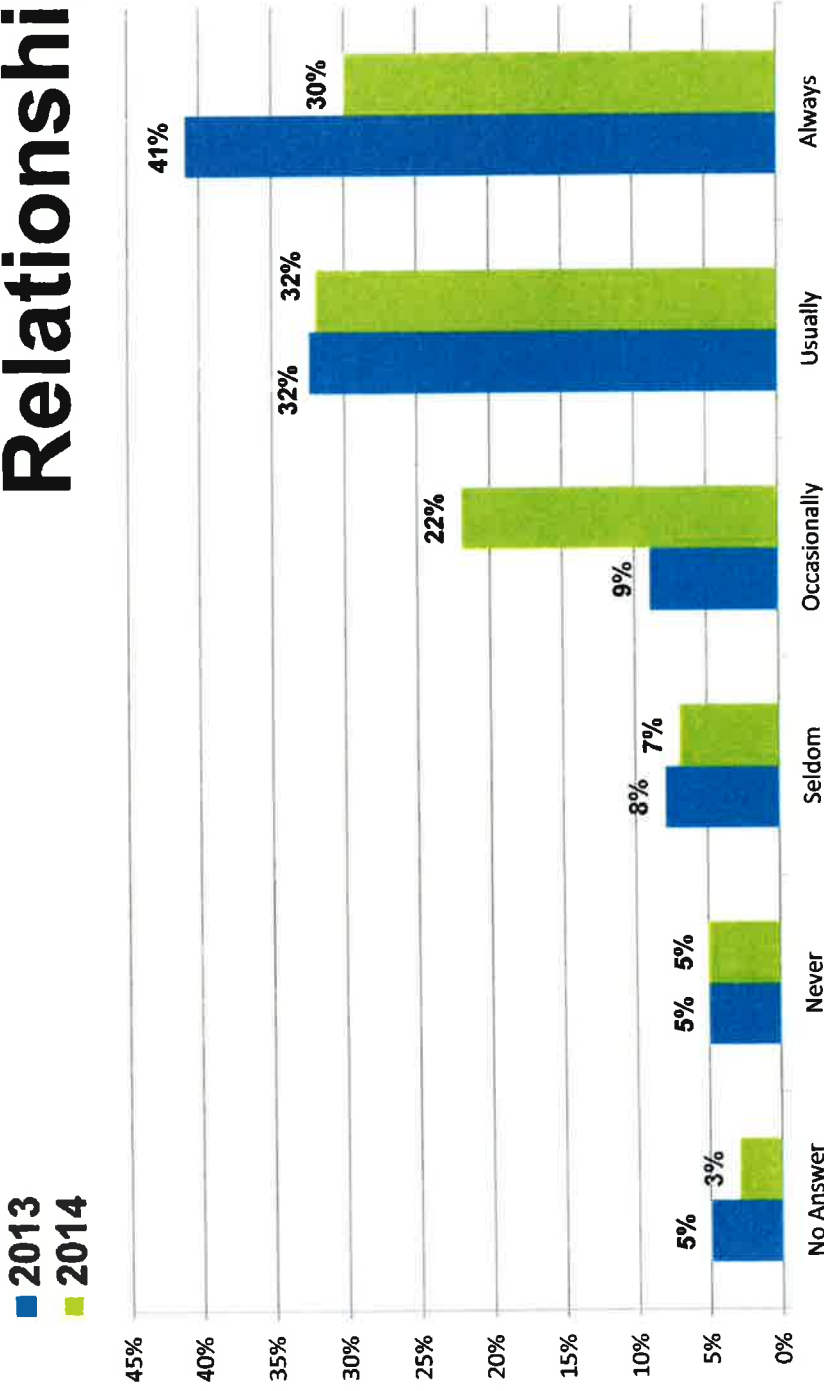
I believe that I am treated fairly and equitably when compared to my coworkers.



I feel I have a good working relationship with my co-workers on my team.



Relationships



I have opportunities to give input on decisions affecting my work.

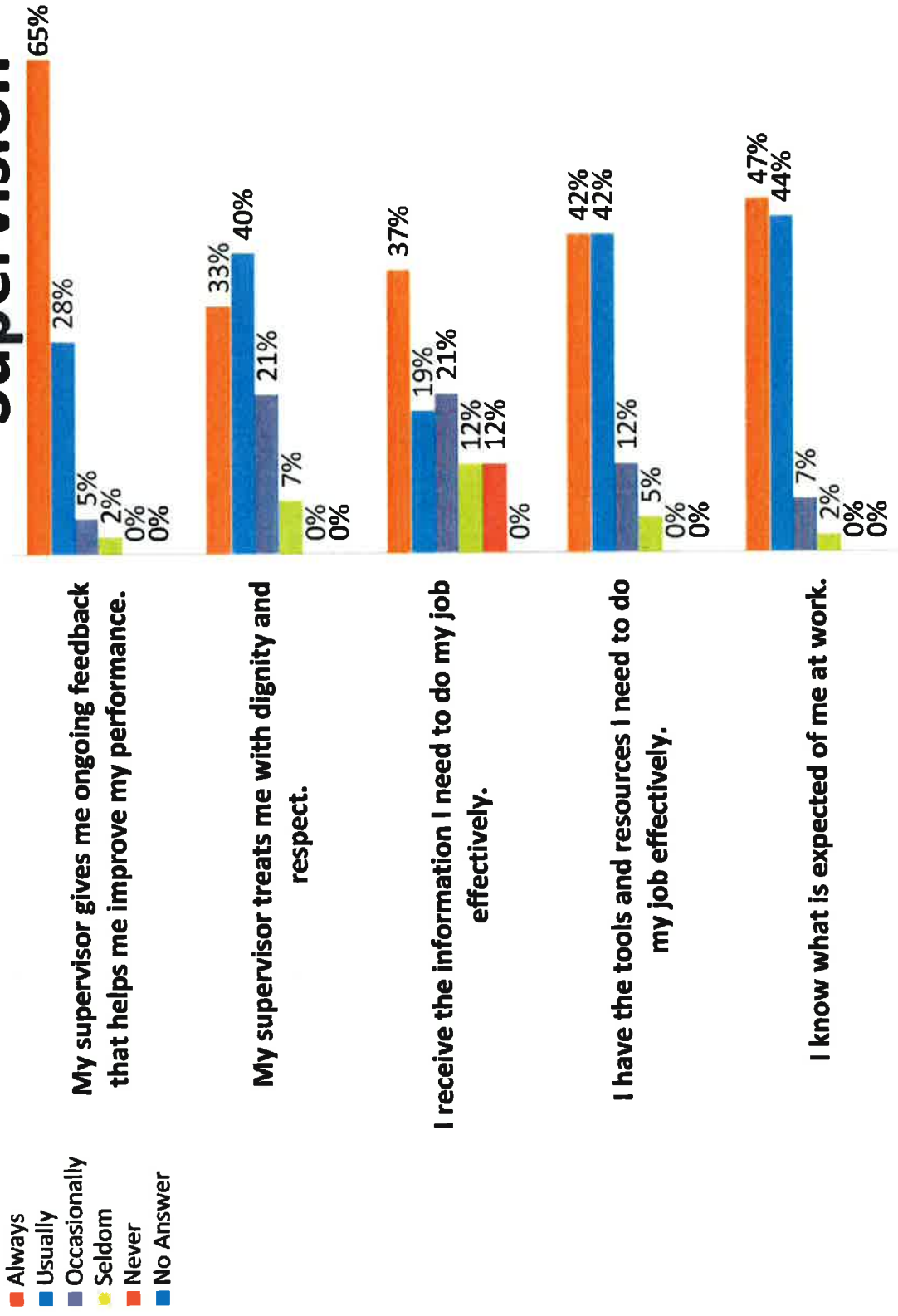
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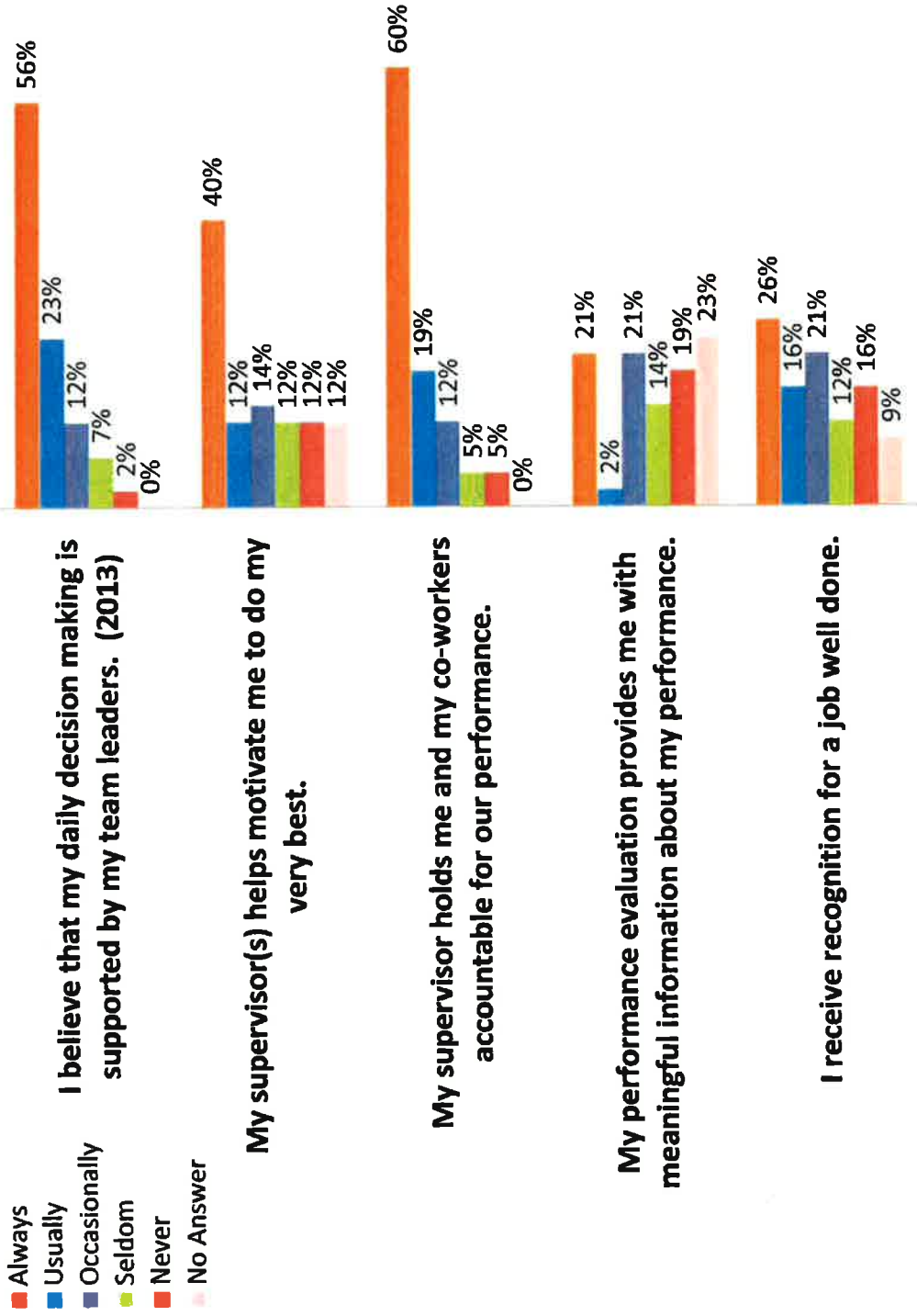
I believe that I am treated fairly and equitably when compared to my coworkers.

I feel I have a good working relationship with my co-workers on my team.

Supervision

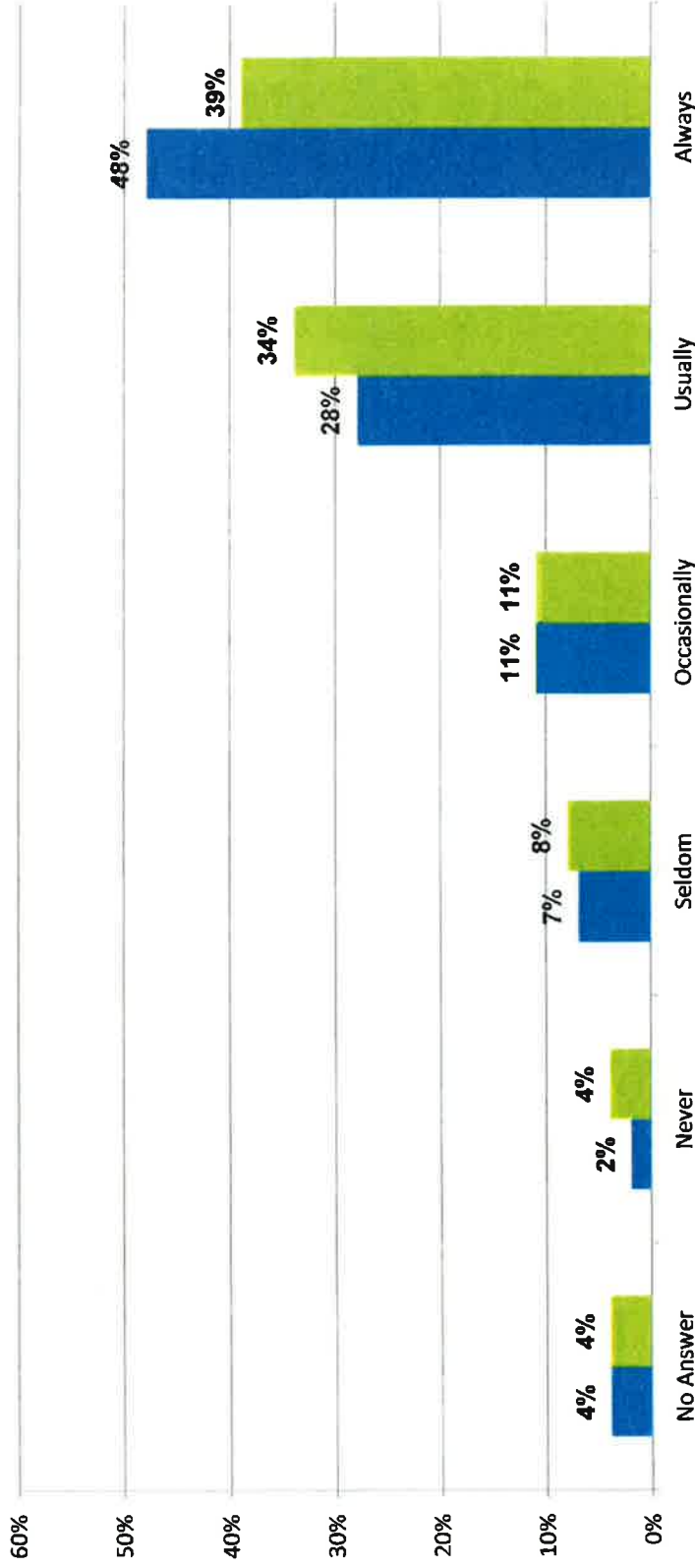


Supervision



Supervision

■ 2013
■ 2014



I know what is expected of me at work.

I have the tools and resources I need to do my job effectively.

I receive the information I need to do my job effectively.

My supervisor treats me with dignity and respect.

My supervisor gives me ongoing feedback that helps me improve my performance.

I receive recognition for a job well done.

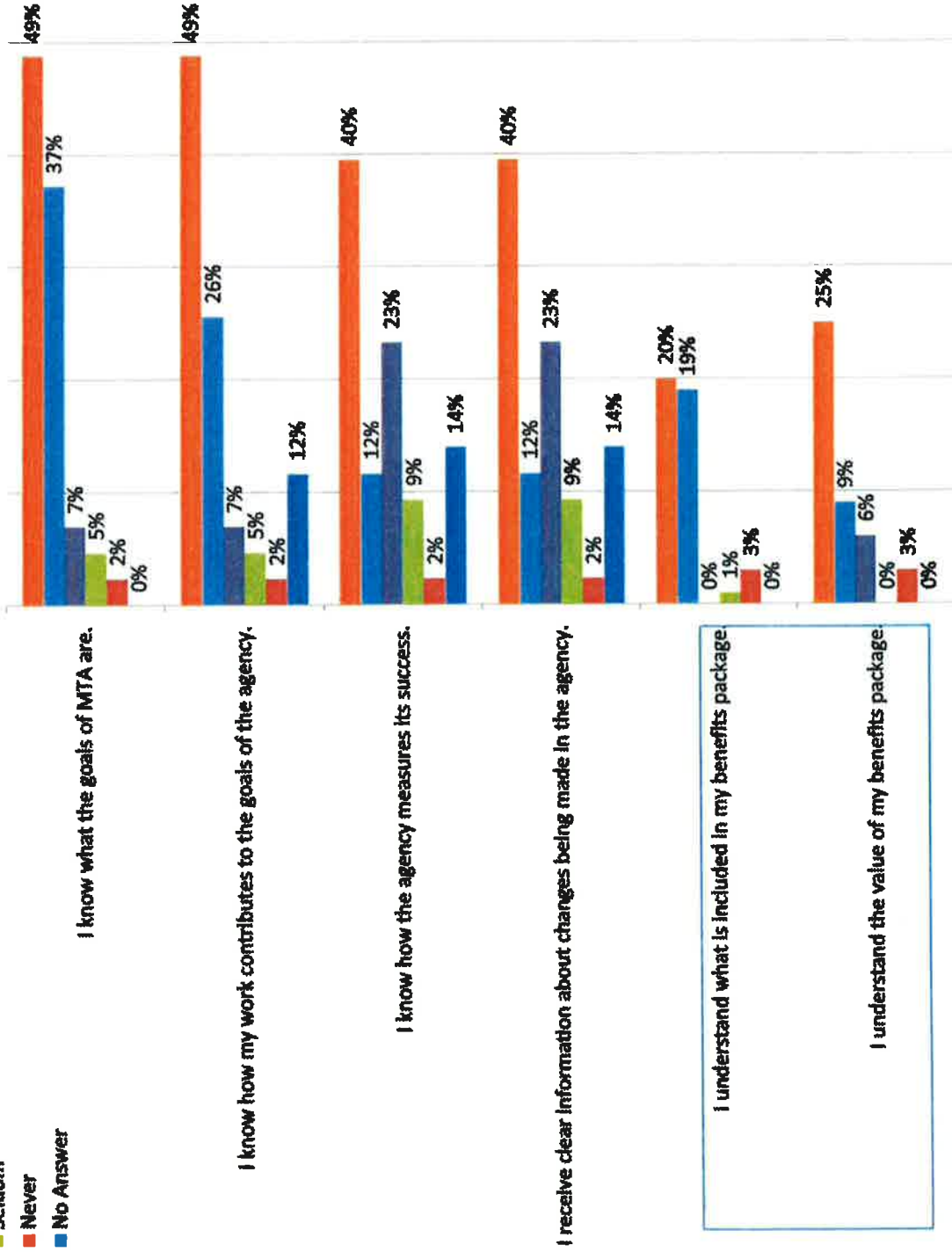
My performance evaluation provides me with meaningful information about my performance.

My supervisor holds me and my co-workers accountable for our performance.

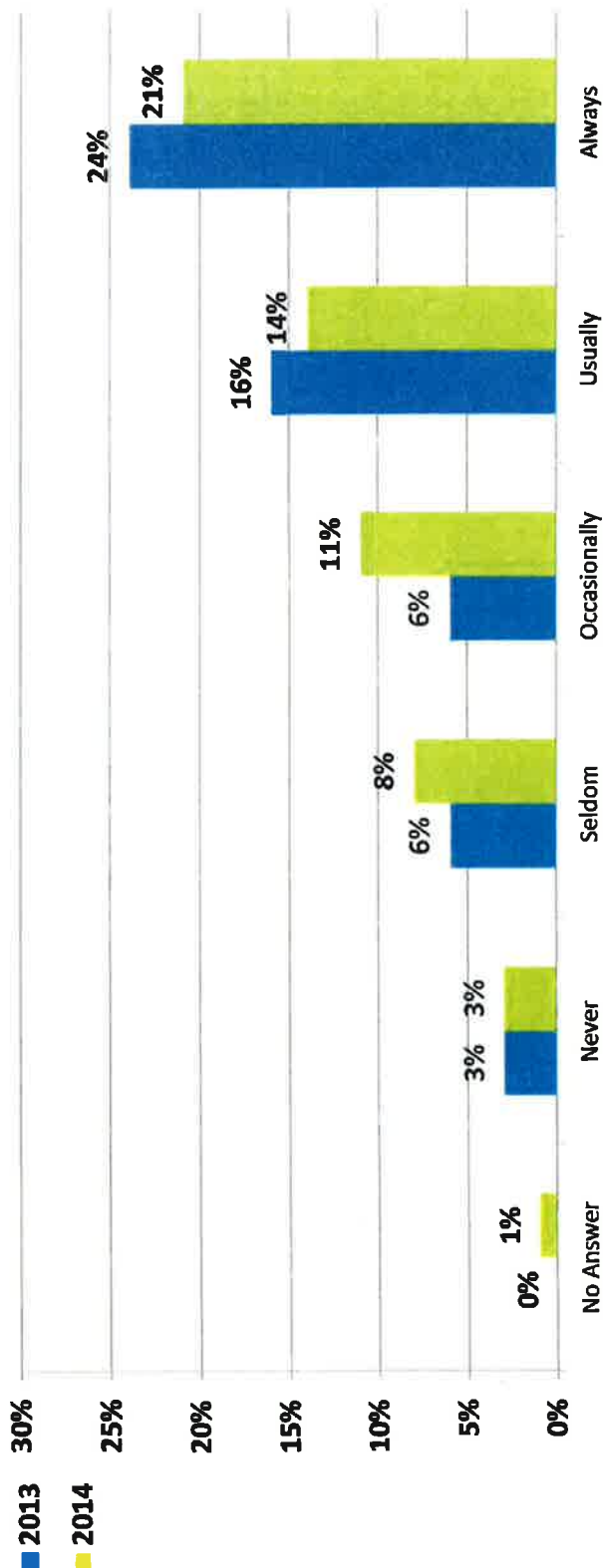
My supervisor(s) helps motivate me to do my very best.

Management Communication

- Always
- Usually
- Occasionally
- Seldom
- Never
- No Answer

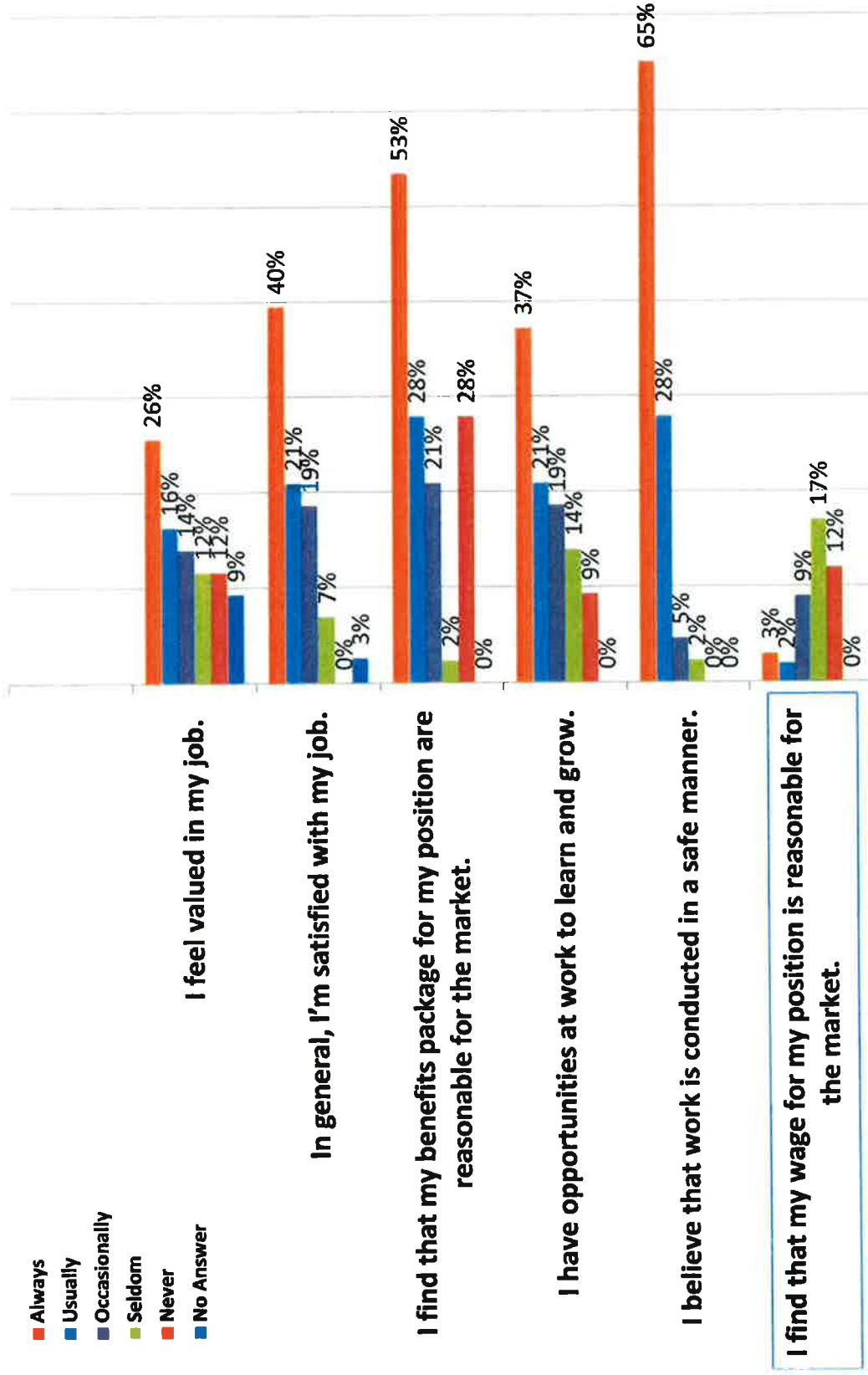


Management Communication

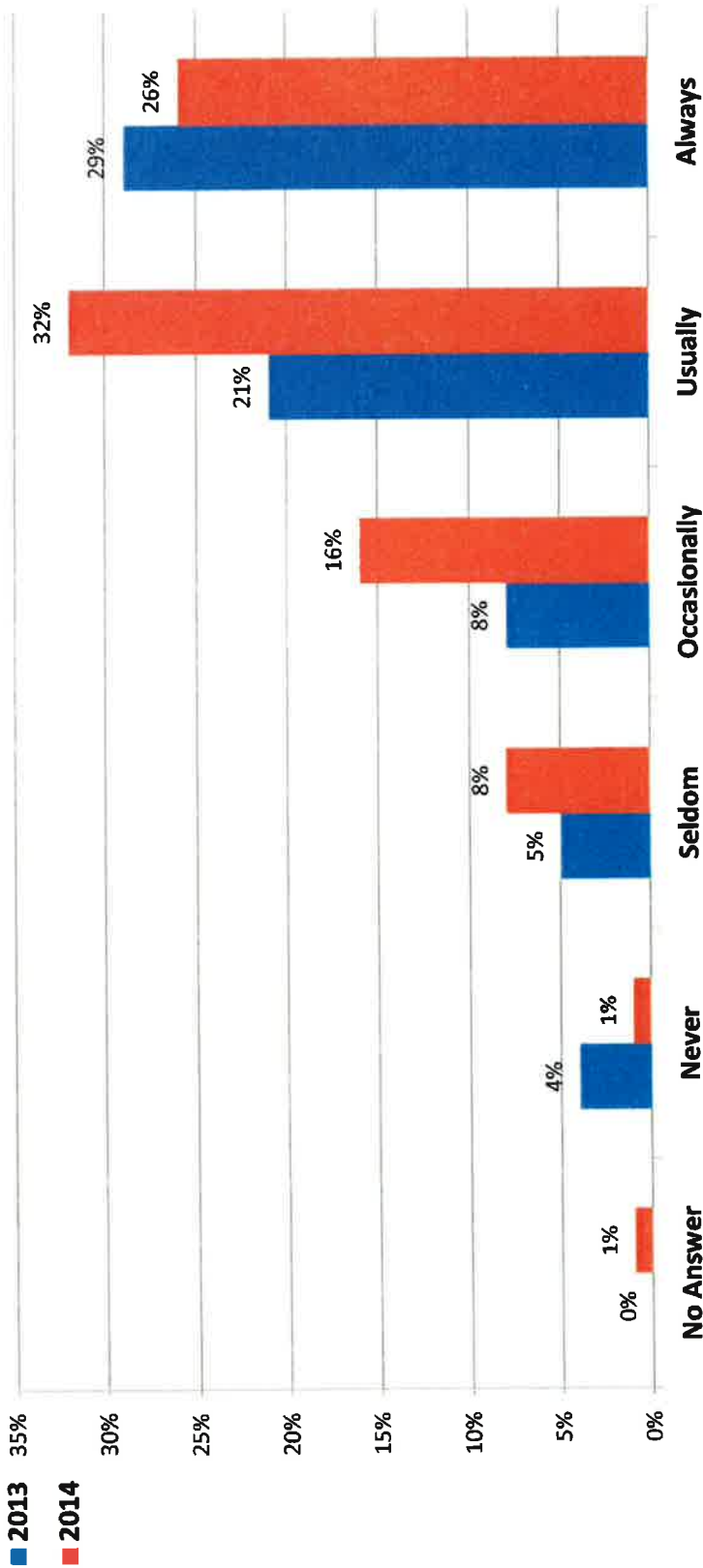


- I know what the goals of MTA are.
- I know how my work contributes to the goals of the agency.
- I know how the agency measures its success.
- I receive clear information about changes being made in the agency.
- I understand what is included in my benefits package.
- I understand the value of my benefits package.

Overall Job Satisfaction



Overall Job Satisfaction



I feel valued in my job.

In general, I'm satisfied with my job.

I find that my benefits package for my position are reasonable for the market.

I have opportunities at work to learn and grow.

I believe that work is conducted in a safe manner.

I find that my wage for my position is reasonable for the market.