



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

Mike Olsen, Chair

Deborah Petersen, Vice-Chair

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Ginny Beech, Authority Member

John Campbell, Authority Member

Terri Jeffreys, Authority Member

Rick Johnson, Authority Member

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Randy Neatherlin, Authority Member

Cheryl Williams, Authority Member

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Tim Sheldon, Authority Member

ATTEST:   
Michele Rosendale, Clerk of the Board

DATE: Nov. 17, 2015

**Mason Transit Authority  
Minutes of the Regular Board  
Meeting October 20, 2015  
MTA Transit - Community Center  
601 Franklin Street, Shelton, WA 98584**



**CALL TO ORDER:** 4:03 p.m.

**Authority Board Members Present:** Mike Olsen, Chair; Deb Petersen, Vice Chair; John Campbell; Terri Jeffreys, Randy Neatherlin; Cheryl Williams; Rick Johnson.  
**4:18 p.m. - Quorum met.**

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Michele Rosendale, 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; Jane Seymore, Operations Manager, Marshall Krier, Maintenance Manager, Tracy Becht. Also present were John Piety and Glen Fourre, Mason County Transit Advisory Board (MCTAB) member; Chris Pleasant, FORMA; Keith Michel, FORMA; Drew Hicks, FORMA; Chee Tung, HHJ/Merritt; Jeff Ryan, HHJ/Merritt; Curtis Smith, Kathy Roberson & Kathleen Thompson, Hood Canal Food Bank; Nicole Brown, OAC.

**APPROVE AGENDA: Moved** that the agenda be approved with deletion of New Business Items 3 and 8. Those items will be added to the November 17, 2015 agenda. **Petersen/Williams. Motion carried.**

**RECOGNITION**

Jane Seymore, Operations Manager, introduced new drivers:  
Brian Kangas, Curtis Smith, Dan Lombardy, Brian Garretson.

Brad Patterson was recognized by Community Transportation Association of America (CTAA) as one of "15 Innovators of 2015".

The MTA Van Grant recipients expressed gratitude for receiving the vans. There was an article in the October 16, 2015 edition of *Mason County Life*, that gave an overview of Faith In Action's program and use of the van. Also present was Curtis Smith, Kathy Roberson and Kathleen Thompson of the Hood Canal Food Bank. They were there to show their appreciation and also presented a "thank you" note. It reads:

*Hi, Thank you very much for selecting the HCFB as a recipient of a Mason Transit Van. The van will let us pick up clients and take to the food bank to get food and get them back home. Also, we will be able to pick up more food from our suppliers. Without the support of people like you, our food bank wouldn't be the success it is. Thank you. Kathy Roberson – Director HCFB and everyone @ the HCFB*

**BOARD COMMENTS** – Mike Olsen announced that there is another 2016 Budget Workshop scheduled for October 29, 2015.

### **MINUTES**

**Moved** that the Mason Transit Authority Board approve the September 15, 2015, regular meeting minutes as presented. **Campbell/Williams. Motion carried.**

### **CURRENT BUSINESS**

1. **Finance Reports** – September 2015. Danette Brannin discussed sales tax running higher than expected. MTA has been keeping expenses down and is currently at 72% of budget. **Moved** that the Mason Transit Authority Board approve financial reports for September 2015 as presented. **Jeffreys/Williams. Motion carried.**
2. **Check Approval** – **Moved** that the Mason Transit Authority Board approve the payment of September 11, 2015 through October 20, 2015 financial obligations on checks **#26877** through **#27047** as presented for a total of **\$602,315.61**. The total includes gross payroll in the amount of \$243,267.18 through October 20, 2015. **Williams/Campbell. Motion carried.**

### **UNFINISHED BUSINESS**

1. **Second Draft of the 2016 Budget** – Danette Brannin discussed the on-going budget process. Questions that arose from the previous Budget Workshop conducted on September 30, 2015 have been addressed. The question regarding getting board approval when adding headcount was researched. It is standard practice that employee headcount is approved with the passage of the annual budget. A Public Meeting on the 2016 budget was conducted today (October 20, 2015) and was attended by Mr. Piety. Two more Public Meetings will be conducted on the 2016 Budget on October 29<sup>th</sup> at 4:30 p.m. in the conference room at MTA on Johns Prairie Road and on November 10<sup>th</sup> at 5:30 p.m. at the North Mason School District Board Room in Belfair. Another Budget Workshop is being scheduled for October 29<sup>th</sup> at 3:00 p.m.
2. **Code of Ethics** – The existing MTA Board Code of Ethics will be reviewed for further discussion at the next meeting in November. C-Tran's Policy was provided as an example.
3. **General Manager Job Performance Evaluation** – It was requested that the Leadership Edge proposal be sent to the entire board. **Moved** that Mason Transit Authority contract with Dariush (DK) Khaleghi, President, Leadership Edge, LLC, to conduct a 360° evaluation of the general manager's job performance, at a cost not to exceed \$3,400. **Peterson/Williams. Motion carried.**

- 4. Amendment to Resolution No. 2015-20 Interlocal Agreement with the City of Shelton for Purpose of LED Pedestrian Crossing Systems – Moved** to amend Resolution No. 2015-20 Interlocal Agreement with the City of Shelton for Purpose of LED Pedestrian Crossing Systems, a presented and agreed to by both parties. **Johnson/Williams. Motion carried.**

#### **NEW BUSINESS**

- 1. Resolution No. 2015 – 224 (correction: the Resolution Number is 2015-24), T-CC Final Acceptance** – Representatives from FORMA, HHJ/Merritt and OAC were present to commemorate the final close out of the Transit-Community Center project. Mason Transit Authority was very pleased with the project and extended their thanks for a job well done. **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-24 – Final Acceptance and Closeout of the Transit-Community Center Project. **Campbell/Williams. Motion carried.**
- 2. Resolution No. 2015 – 23 Whistleblower Policy** – The policy was reviewed by legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-23 – Whistleblower Policy. **Jeffreys/Neatherlin. Motion Carried.**
- 3. MTA Street Maintenance** - Brad Patterson and Robert Johnson discussed the issue of municipalities requesting monetary contribution towards street maintenance. It was determined that road maintenance is the responsibility of municipalities, counties and the state, and not Public Transportation Benefit Areas (PTBA). While a PTBA may contribute financially to a municipality's road work, it is to be limited to specific projects that benefit the transit authority in relationship to that benefit. MTA queried other agencies and contributing to road maintenance was not a practice that has been done in other area transit authorities. Rob Johnson recommended reviewing the requests on a case by case basis.
- 4. MTA Strategic Planning Process** - Brad Patterson provided options for strategic priorities to help the Board further the strategic planning process. Board members were requested to select three priorities and submit them to the Clerk of the Board prior to the next regular board meeting for tabulation. Christina discussed various survey results that can be provided to the board, specifically the "service improvement" survey.
- 5. Board Efficiency and Engagement** – Brad Patterson proposed changes to how the board conducts business to improve its efficiency, including adding a "consent agenda", time limits per item, and an additional public input session at the end of board meetings limited to items discussed during the meeting with eliminating public comment during meetings. Also recommended the formation of standing

board committees. **Moved** to adopt the practice of using a consent agenda, time limits and a second public input section on agenda. **Jeffreys/Campbell. Motion carried.**

**6. Volunteer Driver Program Funding – Moved** that the Mason Transit Authority authorize additional funding, not to exceed \$345, to the 2015 Volunteer Driver Program for persons not qualified to receive volunteer services under the Lewis-Mason-Thurston Area Agency on Aging contract. **Petersen/Williams. Motion carried.**

**MCTAB BUSINESS** – John Piety presented: *Proposal for the Structure of MCTAB as requested, for Board Member Randy Neatherlin.* Mr. Piety offered to be present at the next scheduled regular meeting to discuss.

**TEAM UPDATES** – Include Team Updates as presented in board packet.

**GENERAL MANAGER’S REPORT** – Brad Patterson reported he, Kathy Geist and Christina Kramer will be attending the Olympic Peninsula Tourism Summit. This event has proven to be of great benefit in keeping abreast of what’s going on with area tourism.

MTA has received the CTAA plaque to be affixed to the T-CC and anticipate receiving the Leadership in Energy & Environmental Design (LEED) Silver plaque soon as well. MTA will be conducting a public ceremony for the unveiling of the plaques and will be inviting state and local dignitaries.

**COMMENTS BY THE BOARD** – The Board thanked Danette Brannin for the Budget Workshop conducted September 30<sup>th</sup> and said it was extremely helpful.

Terri Jeffreys announced that a Lantern Fest would be held October 24<sup>th</sup> at 2 p.m. at the Port.

Rick suggested considering who the long vs. short-term board members are when assembling committees.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Public Hearing Regarding the Proposed 2016 Budget**

*October 29, 2015 at 4:30 p.m.*

*MTA Conference Room*

*790 East Johns Prairie Road, Shelton*

**Mason Transit Authority  
Public Hearing Regarding the Proposed 2016 Budget**

*November 10, 2015 at 5:30 p.m.*

*North Mason School District Board Room*

*71 East Campus Drive, Belfair*

**Mason Transit Authority  
Regular Board Meeting**

*November 17, 2015 at 4:00 p.m.*

*Transit-Community Center Conference Room*

*160 Franklin Street, Shelton*

**ADJOURN** 6:50 p.m.