



The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of November, 2015, was approved by the Mason Transit Authority Board, by motion, on this 15th day of December, 2015.

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Ginger Seslar, Authority Member

ATTEST:
Tracy Becht, Clerk of the Board

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

DATE: 12/15/2015

**Mason Transit Authority
Minutes of the Regular Board
Meeting November 17, 2015
MTA Transit - Community Center
601 Franklin Street, Shelton, WA 98584**



OPENING CEREMONIES:

CALL TO ORDER: 4:02 p.m.

ROLL CALL:

Mike Olsen, Chair; Deb Petersen, Vice Chair; John Campbell; Terri Jeffreys; Cheryl Williams; Rick Johnson. - **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, Mike Oliver, Development; Tracy Becht, Executive Assistant. Also present were John Piety and Glen Foure, Mason County Transit Advisory Board (MCTAB) member; Patty Ayala Ross, Sr. Library Manager of Shelton Timberland/William G. Reed Library.

PUBLIC COMMENT

Michele Rosendale, Clerk of the Authority read email correspondence with Mr. Ken VanBuskirk and Brad Patterson dating November 14, 2015 – November 17, 2015, Subject: MTA meeting supporting documents.

John Piety, MCTAB, discussed MCTAB being on the next Regular Board Meeting Agenda.

ACCEPTANCE OF AGENDA: Moved that the agenda for the November 17, 2015 Mason Transit Authority (MTA) Regular Board Meeting be approved.
Petersen/Williams. Motion carried.

CONSENT AGENDA:

Moved to approve Consent Agenda items 1 – 3:

Moved to approve the DRAFT Minutes of the October 20, 2015, Mason Transit Authority Regular Board Meeting.

Moved that the Mason Transit Authority Board approve the financial reports for the period of October 2015 as presented.

Moved that the MTA Board approve the payment of October 20, 2015 through November 11, 2015 financial obligations on checks #27048 through #27168, as presented for a total of \$807,226.83.

Peterson/Williams. Motion carried.

REGULAR AGENDA:

UNFINISHED BUSINESS

- 1. Code of Ethics** – The complaint alleging MTA Board Member, John Campbell, misrepresenting himself and speaking on behalf of MTA was discussed. Two motions were made in relation to the issue:
Moved to have an agenda item to further discuss how MTA Board members conduct themselves on behalf of the MTA Board and amend the existing Code of Ethics (adopted 5/13/08 – Resolution No. 2008-11). **Jeffreys/Campbell. Motion carried. Moved** that the Board shall accept this report (see Agenda Item: Unfinished Business – Item 1 dated November 17, 2015) with no further action being taken and the issue be closed. **Petersen/Williams (Campbell recused/abstained)**
- 2. Proposed 2016 Budget – Resolution No. 2015-25** – After a short discussion regarding the process for changes to Full-Time Employees it was **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-25, adopting the 2016 Budget with total resources of \$15,021,943, and total utilization of resources of \$15,021,943. **Williams/Peterson. Motion carried.**
- 3. MTA Strategic Planning Process** – The board requested the Strategic Planning document be distributed again and requested adding a 30 minute agenda item to the next board meeting.
- 4. Board Efficiency and Engagement** – **Moved** that the Mason Transit Authority Board adopt measures to improve Board engagement and efficiency by assigning board member committee duties for the following committees: Finance and Information Technology; Human Resources; Operations & Maintenance and Development, Outreach and Transit Community center for a trial period and reevaluation by the board in one year. **Petersen/Campbell. Motion carried.**

NEW BUSINESS

- 1. Little Free Library at the T-CC** – Patty Ayala Ross, Senior Library Manager from the Shelton Timberland/William G. Reed Library proposed installing a Little Free Library at the T-CC dedicated to Carolyn Olsen. The program is maintained by the library, promotes good community spirit and provides a resource for bus passengers. **Moved** that the Mason Transit Authority Board support the

placement of a Little Free Lending Library to benefit MTA riders, tenants, users and the general public at the Transit-Community Center in a designated area.

Campbell/Williams. Motion carried.

2. **DRAFT 2016 MTA Regular Board Meeting Calendar**– The board discussed the preferred time to conduct the 2016 Mason Transit Authority Regular Board Meetings and agreed on 4 p.m. Calendar will be presented at the next board meeting for approval.
3. **DRAFT Board Member Performance Expectations** – Brad presented for discussion *Board Member Performance Expectations*. Cheryl Williams and John Campbell will work on wording and present recommendations to the board.
4. **Clerk of the Board Appointment – Resolution No. 2015-26** – The Board thanked Michele Rosendale for her work as Clerk of the Authority and welcomed Tracy Becht. **Moved** that the Mason Transit Authority Board approve Resolution No. 2015-26 – the appointment of Tracy Becht as Clerk of the Authority and Christina Kramer as Deputy Clerk of the Authority. **Petersen/Campbell. Motion carried.**
5. **Employee Recognition Policy – Amendment to Resolution 2015-04** – **Moved** that the Mason Transit Authority Board approve **Resolution 2015-04A1** amending Resolution No 2015-04 – approving POL-305 Employee Recognition Program as amended.
6. **Travel Reimbursement Policy – Resolution No. 2015-28** – The board discussed the changes to the proposed policy and made a number of recommendations regarding language pertaining to how an employee obtains “travel status” – mileage radius vs. service area and to better define per diem and meal reimbursement. Danette will rework the document.
7. **Washington State Department of Transportation Agreement #GCB2281 – Resolution No. 2015-29 and Washington State Department of Transportation Agreement #GCB2282 – Resolution No. 2015-30** – Through an extremely competitive process, MTA has been awarded funding assistance to provide a brand new Regional Express Commuter Service. **Moved** that the Mason Transit Authority Board approve Resolution 2015-29 authorizing the General Manager to execute agreement GCB #2281 (RMG operational assistance) with Washington State Department of Transportation. **Also moved** that the Mason Transit Authority Board approve Resolution 2015-30 authorizing the General Manager to execute agreement GCB #2282 (RMG capital assistance) with Washington State

Department of Transportation. **Petersen/Jeffreys. Motions carried.**

- 8. Regional Mobility Grant Express Busses** – MTA will be purchasing three (3) 35 foot, Gillig Low Floor buses using the newly developed Washington State Contract for Large Bus. We are the first transit system in the State to purchase Gillig buses using the contract. We expect delivery between May and July of 2017.
- 9. 2014 Service Improvement Ideas – Rider Surveys (2014)** – As previously requested at the October MTA Regular Board meeting, MTA provided the Service Improvement Ideas Survey results of Fall – 2014.
- 10. State Department of Transportation Notification of Funding Assistance for the Regional Mobility Grant Program for Park and Ride Development** – MTA received notice of “New Revenue” in the amount of \$2,250,000 as a result of the 2014 Regional Mobility Grant program for “Park and Ride Development”. More information will be provided during the December MTA Regular Board meeting.

TEAM UPDATES –Team Updates as presented in board packet.

GENERAL MANAGER’S REPORT – Brad Patterson congratulated Danette Brannin for great work on the 2016 MTA Budget.

Brad recognized Michele Rosendale’s brief but outstanding time at MTA.

Elections are a time of transition and Brad thanked those board members that will be leaving the board; appreciating the time and commitment it takes. Mike, Cheryl, Rick, Ginny all brought something to the table and will be missed.

The T-CC will be installing two holiday trees that were donated.

COMMENTS BY THE BOARD – The Clerk clarified the two upcoming meetings being scheduled for the General Manager’s evaluation.

Fellow Board Members;

This is my last meeting as a Maston Transit Authority board member and I will miss all of you. The respect we have for each other is unique and will be hard to duplicate. I wish you all well. I will be here at meetings to speak during public comment: “yes, yes, no, yes, no, yes - that’s how I would vote”!

May the wheels of the bus continue to go `round, thanks for the encouragement.

Cheryl Williams

Moved to move time of the December 15, 2015, Mason Transit Authority Regular Board Meeting from 5:30 p.m. to 4:00 p.m. **Jeffreys/Campbell. Motion carried.**

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
December 15, 2015 at 4:00 p.m.
Transit-Community Center Conference Room
160 Franklin Street, Shelton

ADJOURN 5:53 p.m.

