



The attached minutes of the Mason Transit Authority special meeting held on the 15th day of December, 2015, was approved by the Mason Transit Authority Board, by motion, on this 19th day of January, 2016.



Terri Jeffreys, Chair



Wes Martin, Authority Member



Randy Neatherlin, Authority Member

Don Pogreba, Authority Member




Tim Sheldon, Authority Member



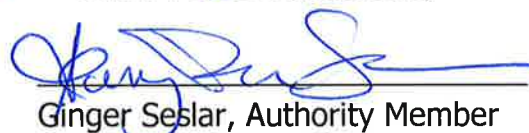
John Campbell, Vice-Chair



Tracy Moore, Authority Member



Deborah Petersen, Authority Member



Ginger Seslar, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 2/02/2016

**Mason Transit Authority
Minutes of the Special Board
Meeting December 15, 2015
MTA Transit - Community Center
601 Franklin Street, Shelton, Washington**



CALL TO ORDER: 4:01 p.m.

OPENING PROTOCOL

Authority Board Members Present: Mike Olsen, Chair; Deb Petersen, Vice Chair; Ginny Beech, John Campbell; Terri Jeffreys; Randy Neatherlin; Tim Sheldon (by phone); Ginger Seslar. - **Quorum met.** Rick Johnson arrived at 4:05 p.m.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Tracy Becht, Clerk of the Board; Danette Brannin, Finance Manager; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Athena Green, Communications Center Supervisor; Marshall Krier; Maintenance Manager, Mike Oliver, Development Manager. Also present was John Piety, Mason County Transit Advisory Board (MCTAB) member.

RECOGNITION

Outgoing Board Members: Brad Patterson presented each of the outgoing Board members Cheryl Williams, Rick Johnson, Ginny Beech and Mike Olsen with plaques expressing gratitude for their work serving on the MTA Board. Mike Olsen also received a small gavel and stand as recognition for serving as Chair of the Board.

General Manager Announcement: Brad Patterson announced that Kathy Geist was awarded 2nd place as Best Government Employee of the Year by Mason County Journal.

ELECTION OF 2016 BOARD OFFICERS

- Terri Jeffreys was elected Chair. **Neatherlin/Beech. MSC**
- John Campbell was elected Vice-Chair. **Petersen/Beech. MSC**

PUBLIC COMMENT – None.

CORRESPONDENCE

Tracy Becht, Clerk of the Authority Board, read mail correspondence in the form of a holiday card from Kelley Crabtree and the Maple Glen Staff. The correspondence accompanied a large poinsettia.

ACCEPTANCE OF AGENDA: Moved that the agenda for the December 15, 2015 Mason Transit Authority (MTA) Special Board Meeting be modified to accommodate Board member Randy Neatherlin's need to leave at 5:00 p.m. and to include a discussion item. Rob Johnson, as legal counsel, reminded that this meeting is a special meeting and, as such, no actions could be taken on items that were not on the agenda that was posted. **Jeffreys/Beech. Motion carried.**

EXECUTIVE SESSION

The Chair announced the meeting was in executive session for the purpose of reviewing the performance of a public employee. The Chair excused all in the room except for the Board members and Brad Patterson, General Manager. Brad requested that Rob Johnson, legal counsel, remain; Randy Neatherlin asked that Rob leave, which he did. The Chair announced the Executive Session would conclude at 4:30 pm. At 4:29 pm the Chair announced the end of the Executive Session and the public session reconvened at that time. No action was taken.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 6, as follows:

Moved to approve the DRAFT Minutes of the November 17, 2015, Mason Transit Authority Regular Board Meeting and the Special Meeting of December 8, 2015.

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

Moved that the Mason Transit Authority Board approve the payment of November 12, 2015 through December 11, 2015 financial obligations on checks #27169 through #27314, as presented for a total of \$511,910.61.

Moved that the Mason Transit Authority Board approve Resolution No. 2015-27 authorizing the General Manager sign the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, which contract is to expire on September 20, 2017, unless renewed or extended in writing by both parties.

Moved that the Mason Transit Authority Board approve Resolution 2015-28 authorizing the General Manager to execute agreement GCB2304 (Regional Mobility Grant Construction Park and Ride Development) with the Washington State Department of Transportation.

Moved that the Mason Transit Authority Board approve Resolution No. 2015-30 establishing the 2016 schedule of regular meetings.

Jeffreys/Beech. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. Belfair Temporary Park & Ride – Terri Jeffreys indicated that she had received a voice mail from Dr. Brian Peterson of Belfair in connection with an issue relating to the QFC parking lot. The message indicated that he spoke with Brad Patterson and apparently was told that MTA was no longer doing a temporary park and ride. Terri wanted to open up this matter for discussion.

- Randy Neatherlin indicated that he was directed by the Board in July to speak with Mr. Jack Johnson, a Belfair property owner, about the use of his property for a temporary park & ride location. Per Randy, Mr. Johnson wanted a five year lease and that MTA would pay no more than \$1,500/month.
- Brad Patterson responded that at the time (July, 2015), the reason the board directed Randy Neatherlin to proceed with further discussions with Mr. Johnson was that MTA had not yet received funding for the development of a permanent park & ride in north Mason County and was exploring a temporary solution as it was unknown if MTA would receive funding, but now that MTA has received funding a temporary location was not necessary.
- Randy Neatherlin said that Mr. Johnson's design was approved and that he has been moving forward.
- Tim Sheldon confirmed Brad's statement that MTA had now secured permanent funding. Tim suggested that Randy propose to Mr. Johnson a month-to-month lease basis to serve the public while the permanent lot is moving forward, but once the permanent park & ride is completed, the lease would be terminated. Tim also expressed concern that the Board can't give a private party funds without a vote or action by the Board.
- John Campbell spoke of the QFC being a relief lot and that he wished for MTA to earn the goodwill of the people of North Mason County and find a compromise.
- Tim Sheldon responded that he felt it would be prudent to look at the terms of the grant to be sure we are not violating any of the grant requirements, such as having two park & rides.
- Brad Patterson read aloud the minutes from the July 21, 2015 Mason Transit Authority meeting, which stated:
 - "OTHER BUSINESS: 2. Randy Neatherlin has had conversations with a landowner who owns a lot behind the Belfair Safeway that could be used as a park & ride location. The landowner may be willing to grade, gravel, stripe, install a bus stop and lease the lot to MTA for \$1,500 a month plus property taxes and maintenance for five (5) years. The board directed Commissioner Neatherlin to proceed with further discussions."

- Brad Patterson stated that Randy Neatherlin was given direction for discussion only and there was no authority given to bind MTA to any obligations. Additionally, Brad indicated that we are probably nine months from having the park & ride facility once the location had been selected; it is narrowed down to 10 parcels at this time.
- Some Board members recalled that Randy Neatherlin was given permission to discuss terms.
- Tim Sheldon requested a more formal process be followed in connection with proceedings like these. He voiced a concern that a Board can't give one Board member the power to act on behalf of the Board without a vote or action, stating that the minutes read by Brad Patterson only reflected entering into discussions, not to bind MTA.
- Randy Neatherlin indicated that when he spoke with Mr. Johnson, the temporary park & ride would be for a period of three years.
- John Campbell reiterated that MTA wants to reach out to the ridership and reflect that MTA is their friend. We want their goodwill and with this grant money and the park & ride being built, we are serving north Mason better.
- Tim Sheldon stated that he is reluctant to enter any sort of agreement without formality (such as month-to-month lease) to reflect work to be done and length of time of lease. He prefers that we slow things down and do it by the book. Perhaps a consultant could look at the temporary property while the permanent park & ride is being worked on.
- Rick Johnson said it would be prudent to consider a temporary solution, since it will take at least 30-60 days for permitting and that we move ahead with the temporary lot until such time as the permanent park & ride is ready.
- Randy Neatherlin requested that it be reflected in these minutes that some Board members recalled that he was given direction to discuss a temporary park & ride lot with Jack Johnson.

The Chair said that there should be discussions with our legal counsel and any further action shall come under motion at the January, 2016, meeting.

2. Board Member Performance Expectations – Moved that the Mason Transit Authority Board adopt the Board Member Performance Expectations that outlines the expectations of Board members of Mason Transit Authority, a copy of which shall be included as part of the Board orientation. **Jeffreys/Johnson. Motion carried.**

3. Travel and Reimbursement Policy – Moved that the Mason Transit Authority Board approve the revised Travel and Travel Reimbursement Policy #402 (Resolution No. 2015-29). **Petersen/Jeffreys. Motion carried.**

4. Rider Satisfaction Survey Results – Christina Kramer gave a presentation to the

Board concerning the survey report. John Campbell expressed his appreciation of her efforts and particularly of the comments by the riders to get a better sense of what they would like to see. Terri Jeffreys asked will this same survey be done next year? (yes). John Campbell believes we need to respond to requests for Sunday service, and if MTA can't provide it, at least have an answer as to why not.

Board member Ginger Seslar left the meeting due to a family emergency.

- 5. Continued Discussion of Proposal for the Structure of MCTAB.** John Piety provided an article concerning Pierce Transit's Community Transportation Advisory Group (CTAG) and discussed the historic and important role MCTAB has been to MTA.

NEW BUSINESS

- 1. Federal Lands Access Program (FLAP) Grant Application** – Mike Oliver described the grant that MTA is considering applying for and the benefits to Mason County if MTA were to secure funding. This would increase public access to Olympic National Forest & Park, trails and other seasonal opportunities by providing transit service. Mike has met with county public works, U.S. Forest & Parks Service and Tacoma Light & Power staff regarding pursuing a FLAP grant for transit service to Staircase. The road is currently unpaved and dust mitigation work is to be performed by Tacoma Power & Light. He has been in contact with REI and they have recommended several outdoors groups to contact. Terri Jeffreys sees two opportunities with this grant 1) tours and promotions and 2) ridership that can't get to the parks any other way. Jefferson and Clallam transit agencies each have projects ongoing with this grant and are trying to secure more funding. Staircase is currently the most under-utilized park access. Youth groups are doing trailhead work now. The deadline to file for the application is in early March, so Mike is exploring the partnerships and requirements needed to apply.

TEAM UPDATES –Team Updates as presented in board packet.

GENERAL MANAGER'S REPORT – Brad Patterson spoke on the following three topics:

- 1) The ending of the After School Activities (ASA) bus service;
- 2) Operations Manager Jane Seymore resigned and MTA is actively looking for a replacement. In the meantime, Mike Ringgenberg is Acting Operations Manager.
- 3) MTA has been nominated by videographer Mark Woytowich, Mike Wittenberg, CPA & Therese McDermott (Olympic College-Shelton) as the Shelton-Mason Chamber of Commerce Business of the Year.

COMMENTS BY DEPARTING BOARD MEMBERS –

Ginny Beech: Kathy Geist and Steve Weisenbach did such a great job on the event last September and thanked them for doing so. She also appreciated how the MTA Board can have difficult items on the table and still treat each other very well.

Mike Olsen: Thanked the staff and managers for all their good work. Over the four years, he has seen them all go out of their way and acted in such a professional manner. It has been fun to work with everyone.

Rick Johnson: Mary M. Knight is a small little district and wanted to be something bigger. It is fun to work with an agency that has money, which is rare in government. It has been fun to work with this group and a well run organization. It has been a pleasure serving.

ADJOURN 5:44 p.m.

UPCOMING MEETINGS

Mason Transit Authority Regular Board Meeting

January 19, 2015 at 4:00 p.m.

*Transit-Community Center Conference Room
601 Franklin Street, Shelton, Washington*