

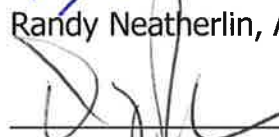


The attached minutes of the Mason Transit Authority regular meeting held on the 19<sup>th</sup> day of January, 2015, was approved by the Mason Transit Authority Board, by motion, on this 16th day of February, 2016.


  
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Terri Jeffreys, Chair

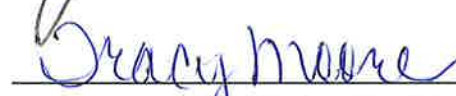
  
\_\_\_\_\_  
Wes Martin, Authority Member

  
\_\_\_\_\_  
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:   
\_\_\_\_\_

**Mason Transit Authority  
Minutes of the Regular Board  
Meeting January 19, 2016  
MTA Transit - Community Center  
601 Franklin Street, Shelton, Washington**



**CALL TO ORDER:** 4:00 p.m.

**OPENING PROTOCOL**

**Authority Board Members Present:** Terri Jeffreys, Chair; John Campbell, Vice Chair; Wes Martin; Tracy Moore; Randy Neatherlin; Deb Petersen; Tim Sheldon; Ginger Seslar. – **Quorum met.**

**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; Mike Ringgenberg, Operations Manager; Marshall Krier; Maintenance Manager, Mike Oliver, Development Manager. Also present was John Piety, Mason County Transit Advisory Board (MCTAB) member and Jody Rosier.

**RECOGNITION**

Five new MTA drivers were introduced: Earlene Ferrell, John Deacon, Toni Rosen, Sally Doig and Justin Hammond. John spoke and indicated that it was his third week of training and that everyone at MTA was welcoming, congenial and supportive and that the Transit-Community Center was a beautiful facility. The same sentiments were echoed by the other drivers. The Chair welcomed the drivers to the MTA organization. Board member Tracy Moore welcomed them as well and said that she knew John from her work at the City of Shelton.

Certificate of Appreciation was presented to Marshall Krier and Rikki Johnson from Olympic College relating to Career Expo 2016-the Future of Mason County.

MTA was nominated Business of the Year to Shelton-Mason County Chamber of Commerce as well as North Mason Chamber of Commerce.

**General Manager Announcement:** Brad Patterson announced that Mike Ringgenberg will be new Operations Manager.

Marilyn Vogler and Kandace MacKaben introduced themselves as those hired by MTA to develop a strategic plan.

**PUBLIC COMMENT** –

John Piety thanked the Board for the use of the Olympic College computer lab located in the T-CC facility by Mason County Democratic party to be trained for on-line voter registration.

The Chair read into the record an email from Cheryl Williams, former MTA board member as follows :

*"Dear Terri,*

*If you could enter this into the minutes, I really would appreciate it.  
PLEASE get concurrence from Randy though.*

*I requested the minutes from Tracy for July and August to refresh my memory about Board Member Neatherlin's remarks regarding the acquisition of land for the Belfair bus stop.*

*My recollection is that Randy was the point person for making inquiries as to the land since he had knowledge of land values. We specifically didn't leave it up to him to handle the whole transaction; it was just limited to what he has professional knowledge of.*

*That last sentence was wrong grammatically, but I can't think of any other way to say it.*

*Thanks Terri.*

*Best regards,*

*Cheryl Williams  
Former MTA Board Member"*

**ACCEPTANCE OF AGENDA: Moved** that the agenda for the January 19, 2016 Mason Transit Authority (MTA) Regular Board Meeting be accepted.  
**Campbell/Neatherlin. Motion carried.**

**CONSENT AGENDA**

**Moved** to approve Consent Agenda items 1 – 5, as follows:

1. **Moved** to approve the DRAFT Minutes of the December 15, 2015, Mason Transit Authority Special Board Meeting.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of December 2015 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payment of

December 12, 2015 through January 11, 2016 financial obligations on checks #27315 through #27408, as presented for a total of \$475,460.68.

4. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-01 amending the public records requests policy and naming a new public records officer.
5. **Moved** that the Mason Transit Authority Board approve the chair to execute the Lewis, Mason, Thurston Area Agency on Aging Contract #14-1120-0041-06(3) for provision of the Volunteer Driver Program.

Board member Wes Martin had a question relating to the financial report, so item 2 was removed from the consent agenda .

**Moved** to approve consent agenda items 1, 3, 4 and 5. **Neatherlin/Petersen. Motion carried.**

Board member Wes Martin questioned why YTD amounts were larger than budget and Finance Manager Danette Brannin responded that certain revenues don't come in until the end of February.

**Moved** to approve Financial Reports. **Martin/Petersen. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

**1. Belfair Temporary Park & Ride** – A timeline of events was distributed by General Manager, Brad Patterson. A map and Memorandum of Understanding prepared by Northridge Properties was also distributed.

- Brad indicated that he spoke with QFC and the average amount of spaces used daily is about 25 spaces. Between April through September, QFC's business goes up and those spaces are needed. Safeway has a policy that they would tow cars that used their parking spaces as a park and ride, but QFC does not. However, now that some alternatives are on the horizon, QFC may change that policy. There is the Assembly of God Church that has 40 spaces, but it is not in a good location. Various options relating to Roy Boad Road were discussed if we used the land described in the map that was distributed, such as traffic signal changes to affect the traffic flow, particularly in the evening; worker-driver buses not pick up passengers at QFC to encourage riders to use Assembly of God. A concern would be would we lose riders on the Worker/Driver buses if required to park at the Assembly of God lot.

- Board member Tim Sheldon indicated he has been on the board since 2005 and has seen changes to the board make up since that time and believes that it has been improved. He also said that the General Manager and his staff have been successful in receiving \$9.2M for the park and ride. He also said that although the rest of the board and the General Manager received an email from Brian Peterson, he was left off. He quoted "...please don't allow your Executive Director and one single board member with a historical political vendetta to railroad the progress that was previously agreed upon by all other board members..." Tim went on to say that he did not appreciate being assigned motives and has no political vendetta and that some things contained within the email are threatening to the General Manager. Tim believes that we need a temporary lot, but that it must be done in a professional manner, including permitting, storm water drainage and the like.
- Board member Randy Neatherlin brought up there is widening, storm water issues, clearing the land and permitting. Board member Tim Sheldon said the property looks larger than items 1 through 10 of the Northridge Properties memo. Also needs turn-key permits, the product needs to be refined and completed.
- Legal Counsel Rob Johnson recommended that he draft a Memorandum of Understanding. There are not enough details in the MOU from Northridge Properties. Board member Wes Martin recommended that it be conditional and that there should be an escape hatch if the feasibility study isn't done. Board member John Campbell agreed with Tim Sheldon and Rob Johnson that the Board needs to be sure that the "i"s are dotted and "t"s crossed and that it needs to be done with integrity.
- The Chair asked legal counsel and the General Manager to review feasibility and make direct contact with the property owner and draw up a proposal that both parties could agree to. Legal counsel indicated that there would need to be some give and take in drafting the contract. Board member Randy Neatherlin suggested a month-to-month for three years with an option to five years and to include maintenance and lighting. Legal counsel was looking for guidance from the Board on the parameters up to three years and then month-to-month.

**Moved** that the term of the proposal shall be for 3 years, with an option to go 5 years, but will be month-to-month between 3-5 years. **Neatherlin/Campbell. Motion carried.**

*(Board member Tim Sheldon departed from meeting as he had to attend another meeting.)*

**2. Strategic Planning Process** – Brad Patterson described how he developed the arrangement for Marilyn Vogler to prepare a strategic plan and that Kandace MacKaben wanted to be a part of developing the plan. They were provided with the SWOT analysis developed at a previous All MTA meeting. Marilyn has past experience with developing strategic plans.

**3. Continued Discussion of Proposal for the Structure of MCTAB.** John Piety's proposal for the structure of MCTAB is included in the Board packet and he described MCTAB as a citizen's advisory board. He described how MCTAB members would attend Board meetings; the Board could give assignments to be of assistance to MTA and up to \$5,000 a year could be set aside and used for MCTAB at the General Manager's discretion.

**Moved** to accept the recommendation as written by John Piety with changes as set forth for MCTAB incorporating recommendations. **Neatherlin/Campbell. Motion carried.**

**4. Washington State Department of Transportation Agreement #GCB2304 (Regional Mobility Grant - Park & Ride Development) - Resolution No. 2016-02** – Mike Oliver described the reason for the amendment. *(Board member Randy Neatherlin exited Board room at 5:25 p.m. and returned at 5:30 p.m.- quorum met.)* **Moved** that the Mason Transit Authority Board approve Resolution 2016-02 authorizing the General Manager to execute the revised agreement GCB2304 (RMG Construction Park and Ride Development) as amended with Washington State Department of Transportation. **Campbell/Moore. Motion carried.**

*(Board member John Campbell exited meeting at 5:32 p.m. and returned at 5:35 p.m. Board member Deb Petersen departed meeting at 5:32 p.m. – quorum met.)*

## **NEW BUSINESS**

**1. Memorandum of Understanding (Interlocal Agreement): Skokomish Tribe Pilot Program – Resolution No. 2016-03– Moved** that the Mason Transit Authority Board approve Resolution 2016-03 authorizing the General Manager to execute the 2016 Memorandum of Understanding with the Skokomish Indian Tribe in the amount of \$70,110 for the continued operation of the Skokomish Pilot Service. **Martin/Seslar. Motion carried.**

**2. Transit Advertising Policy – Resolution No. 2016-04.** Brad Patterson described the purpose of the proposed policy. **Moved** that the Mason Transit Authority Board approve the revised Transit Advertising Policy POL-1001 and adopting Resolution

No. 2016-04. **Campbell/Neatherlin. Motion carried.**

**3. Employee Social Media Policy-Resolution No. 2016-05.** Brad Patterson described need for the new policy. **Moved** that the Mason Transit Authority Board approve the Employee Social Media Policy POL-1003 and adopt Resolution No. 2016-05. **Martin/Campbell. Motion carried.**

**4. Small and Attractive Asset Policy –** Finance Manager, Danette Brannin, described the need to create the policy following the most recent audit. **Moved** that the Mason Transit Authority Board approve the Small and Attractive Asset Policy #405 and approve Resolution No. 2016-06. **Neatherlin/Seslar. Motion carried.**

(Board member Tracy Moore departed at 5:45 p.m.-quorum met)

**5. Committee Assignments –** All Board members were requested to complete and return to Clerk of the Board.

**6. Employee Satisfaction Survey Results.** Human Resources Manager Rikki Johnson described the employee survey, how it was completed and the results of those received.

**7. GASB 68 Information.** - Finance Manager, Danette Brannin, discussed how it will affect the financial reports and that she will be participating in a webinar.

**8. Consent Agenda Items.** – Brad Patterson described the purpose of the consent agenda items and items that are on the consent agenda are either routine items (such as the financial statements, check approval or have been previously seen by the Board). However, he suggested that we also put items that are believed won't need a second view by the Board. He also said that should a Board member want it taken off the consent agenda and placed under unfinished or new business, as appropriate, that can be done too.

**9. Lease Approval for T-CC Space.** *(This agenda item was not included in the board packet and is included with the minutes as a handout at the meeting.)* Kathy Geist, T-CC Manager, described the prospective tenants, Community Youth Services and the lease related thereto. Board approval is necessary for any lease representing an annual income over \$20k. The Chair of the Board requested that the Board be presented with the contract of the five-year lease for review prior to its authorizing the General Manager to sign.

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

**GENERAL MANAGER'S REPORT** – Brad Patterson spoke on the upcoming All MTA event, the known dignitaries and activities planned for the day.

**COMMENTS BY BOARD MEMBERS – .**

*John Campbell* – Two weeks ago a bill was dropped, the Governor has appointed a plan to revamp the public records system.

**ADJOURN** 6:30 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Board Meeting**  
*February 16, 2016 at 4:00 p.m.*  
*Transit-Community Center Conference Room*  
*601 Franklin Street, Shelton, Washington*