



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of February, 2016, was approved by the Mason Transit Authority Board, by motion, on this 15th day of March, 2016.



Terri Jeffreys, Chair

Wes Martin, Authority Member



Randy Neatherlin, Authority Member

Don Pogreba, Authority Member

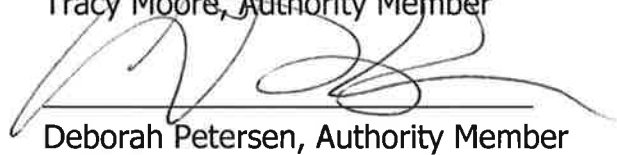
Tim Sheldon, Authority Member



John Campbell, Vice-Chair



Tracy Moore, Authority Member



Deborah Petersen, Authority Member



Ginger Seslar, Authority Member

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 3/15/2016

**Mason Transit Authority
Minutes of the Regular Board
Meeting February 16, 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 and Don Pogreba. Ginger Seslar and Tim Sheldon were absent. – **Quorum met.**

Others Present: Danette Brannin, Acting General Manager and Finance Manager; Rob Johnson, Legal Counsel; Tracy Becht, Clerk of the Board; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, Human Resources Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; and Mike Oliver, Development Manager. Also present were John Piety, Mason County Transit Advisory Board (MCTAB) member, Herb Gerhardt, citizen, Mendy Harlow of the Hood Canal Salmon Enhancement group, John Calabrese, former member of MCTAB, Jeff Chen of iFiber One News, Bobby Joe Murray, union representative.

ACCEPTANCE OF AGENDA: Moved that the agenda for the February 16, 2016 Mason Transit Authority (MTA) regular board meeting be accepted.

Petersen/Neatherlin. Motion carried.

PUBLIC COMMENT –

Herb Gehrhardt had two comments. 1) The donation by the van grant program is a super idea and money well spent for the county. 2) He stated that the temporary Belfair Park and Ride is a political issue and should not be done. He said the money would be better spent paying QFC and using the Assembly of God Church parking lot in the interim. He didn't know it was there himself, so promoting it may be a better use of the funds.

The Chair announced in open session the purpose of the executive session was to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) and that action may follow the executive session. The Chair also reminded the participants that the discussions are confidential.

EXECUTIVE SESSION: The Chair announced the meeting was in executive session. At 4:05 p.m., the Chair excused all from the room that were in attendance, except the board members, Rikki Johnson, Human Resources Manager and Danette Brannin,

Acting General Manager. The Chair announced the Executive Session would conclude at 4:20 pm (15 minutes). At 4:20 pm, the Chair announced that the end time would be extended another 10 minutes to 4:30 p.m.

At 4:30 pm the Chair announced the end of the Executive Session and that the meeting was in open regular session.

RECONVENED REGULAR SESSION:

Moved that the Board accept the resignation of the General Manager Brad Patterson in lieu of termination and that the Board Chair was authorized to sign the separation agreement. **Neatherlin/Campbell. Motion carried.**

It was further stated that the General Manager was not to have contact with any MTA employees or to be on MTA property without prior consent.

CORRESPONDENCE

The board chair acknowledged receipt of the letter from the North Mason Chamber of Commerce and that it was in favor and support of the temporary park and ride in Belfair.

RECOGNITION

Danette Brannin introduced the newest member of the finance team, Chrissy Hammond. Chrissy will be working as an Accounting Specialist/Payroll for MTA and came to us with much experience. Danette also stated she waited a long time for just the right person for that spot and she was happy to have found her. The Chair welcomed Chrissy to the MTA organization.

CONSENT AGENDA

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

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of January 19, 2016, and special meetings of February 2, 2016 and February 8, 2016.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of January 2016 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payment of January 6, 2016 through February 10, 2016 financial obligations on checks #27409 through #27608, as presented for a total of \$1,112,613.28.
4. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-07 reaffirming and modifying Robert W. Johnson's fee agreement.

5. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-08 and appoint Tracy Becht as the Public Records Officer and Kathy Geist as Acting Public Records Officer for Mason Transit Authority.
6. **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(4) amendment for ride scheduling software for the volunteer driver program.

Moved to approve consent agenda items 1 through 6. **Martin/Progreba. Motion carried.**

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Approval for Lease with Community Youth Services for T-CC space** – At the request of the board chair at the January 19 board meeting, a copy of the lease was necessary prior to approval. A copy of the Transit–Community Center Lease Agreement was provided and there were no comments to it. Kathy Geist said that there have been \$45,000 in tenant improvements and that the lease was for a term of 5 years with options. She provided as a handout at the meeting the approval letter received from the Federal Transit Administration earlier in the day. **Moved** that the Mason Transit Authority Board authorize the Acting General Manager to approve the five-year lease with CYS. **Petersen/Pogreba. Motion carried.**

NEW BUSINESS

1. **IT Services Contract with Hood Canal Communications – Resolution No. 2016-09**
– Danette Brannin said the term of the contract is 3-years and the fiscal impact savings was the difference between outsourcing the work in comparison with the cost of having internal staff, including benefits. **Moved** that the Mason Transit Authority Board approve Resolution 2016-09 authorizing the Acting General Manager to sign the contract with Hood Canal Communications.
Neatherlin/Campbell. Motion carried.
2. **Interlocal Agreement with the City of Shelton – Resolution No. 2016-10.**
Kathy Geist described the stormwater implementation grant for a stormwater demonstration project that is adjacent to the T-CC. **Moved** that the Mason Transit Authority Board approve Resolution No. 2016-10 authorizing the MTA board chair to execute the Intergovernmental Agreement with the City of Shelton in the approximate amount of \$52,500 in connection with the stormwater demonstration project.
Petersen/Campbell. Motion carried.

- 3. Surplus of 5 Vanpool Vans-Resolution No. 2016-11.** Marshall Krier described the vanpool estimated value and that three vehicles will go to auction. It is hoped that MTA will receive \$4,000 to \$6,000 per vehicle with the proceeds to purchase smaller and more preferred vehicles for the vanpool program. One vehicle will be retained for T-CC use and the remaining will be awarded to the Hood Canal Salmon Enhancement Group in the following agenda item. **Moved** that the Mason Transit Authority Board declare and approve the disposal of vehicles 7603, 7605, 7611, 7616 and 7619 and adopt Resolution No. 2016-11. **Campbell/Petersen. Motion carried.**

Following the motion, the board chair asked if MTA would be able to develop a policy on setting a value on the vehicles and selling surplus vehicles to other agencies, such as the City of Shelton or Mason County, as both municipalities are in need of those types of vehicles.

- 4. Van Grant Program Recipient** – Kristi Evans introduced Mendy Harlow from the Hood Canal Salmon Enhancement Group, the recipient of the Surplus Vehicle Grant program. **Moved** that the Mason Transit Authority Board authorize the Acting General Manager to execute the Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and Hood Canal Salmon Enhancement Group. **Campbell/Neatherlin. Motion carried.**

Mendy thanked the board and MTA for the generosity and that the van is really needed for their summer camp program as the van they've been using is 20 years old and the one they are receiving from MTA will ensure that they can safely transport the children to remote areas as they educate them relating to the preservation of salmon and their habitats. The keys and title were provided to Mendy by the Clerk of the Board.

- 5. Compensation of Acting General Manager** – Rikki Johnson said that MTA was fortunate that Danette Brannin has stepped up to the role of Acting General Manager and that the employee handbook says that anytime an employee takes on another role that they are to be compensated 5%. However, that amount would not fairly compensate for the level of responsibilities that Danette will be taking on in addition to her already demanding role as Finance and IT Manager. Rikki recommended the amount of \$500.00 per pay period while Danette Brannin serves as Acting General Manager. **Moved** that the Mason Transit Authority Board approve an increase in wage compensation to Danette Brannin in an amount equal to \$500.00 per pay period to continue for so long as she serves as Acting General Manager. **Neatherlin/Campbell. Motion carried.**

- 6. Memorandum of Understanding Between Mason County Department of Emergency Management and Mason Transit Authority.** Mike Ringgenberg described this memorandum of understanding as a method to formalize the collaborative relationship between the Mason County Department of Emergency Management and Mason Transit Authority in connection with emergency preparedness and disaster response. **Moved** that the Mason Transit Authority Board approve

Resolution No. 2016-12 authorizing the Acting General Manager to execute the Memorandum of Understanding between Mason County Department of Emergency Management and Mason Transit Authority. **Petersen/Progreda. Motion carried.**

7. Real-Estate Marketing Services. Kathy Geist spoke on the need to get retail area filled at T-CC and that through a broker, the advertising reach and location of retailers is expanded with less out-of-pocket costs compared to local advertising. **Moved** that the Mason Transit Authority Board authorize the Acting General Manager to sign a contract with Keller Williams Commercial based upon its proposal dated January 31, 2016, for real estate services marketing available spaces located at the Transit-Community Center for a 9-month period beginning March 1, 2016.

Campbell/Neatherlin. Motion carried.

8. FTE Change - Drivers. –Danette Brannin, in response to discussions in workshops for the 2016 budget, addressed the FTE change relating to two drivers moving from part-time to full-time. Several part-time drivers work as full-time but without full-time benefits due to MTA being consistently low on drivers. This will also assist in compliance to the Affordable Care Act 30-hour rule.

9. Request for Qualifications by Vendors for Architectural and Engineering (A/E) Services for the Park and Ride Development Project; Board Participation in Selection of Firm to Perform Services. Mike Oliver spoke concerning the request for qualifications process and that he would like to have board participation as a part of the panel. Randy Neatherlin, Don Pogreda and John Campbell were willing volunteers. Don Pogreda was going to check his calendar to see if he would be available.

TEAM UPDATES – Christina Kramer spoke concerning the history of her team and provided an update.

GENERAL MANAGER'S REPORT – Acting General Manager, Danette Brannin, spoke of current MTA business, including union negotiations and the recent All MTA event.

COMMENTS BY BOARD MEMBERS – .

Randy Neatherlin–Follow-up from January 19, 2016, meeting in which a motion was made and carried that a memorandum of understanding would be prepared in connection with the interim park and ride. He would like to see Rob and the Acting General Manager develop requirement timelines and MTA's requirements.

Tracy Moore – She has served on 20 other boards and said that the MTA group is highly organized, prepared and the documentation goes out on time. As a board member she wanted to express her appreciation.

PUBLIC COMMENT –

John Piety spoke and said that John Calabrese, a former member of MCTAB, was interested in being on MCTAB again and that they develop a criteria for selection of members. He also expressed a desire to be a part of the selection process of the new General Manager.

ADJOURN 6:00 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**

March 15, 2016 at 4:00 p.m.

Port of Allyn Conference Room

18560 East State Route 3, Allyn, Washington