



**Mason Transit Authority (MTA) Board
Minutes of the Special Meeting
May 1, 2013**

MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA

Board Members Present: Deborah Petersen, Chair; Mike Olsen, Vice-Chair; John Campbell via telecom, Terri Jeffreys, Randy Neatherlin, Gary Volk, Herb Gerhardt, and Sandie Whitener. Absent: Tim Sheldon. Quorum Present.

Others Present: Brad Patterson, General Manager; Kristen French, Legal Counsel; Christina Kramer, Acting Clerk of the Board and Outreach Manager; Danette Brannin, Finance Manager; Mike Oliver, Development Manager; Rikki Johnson, Human Resources Manager; Jeri Wood, Accounting Specialist; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; and, Nicole Brown, OAC.

CALL TO ORDER: 4:00 p.m.

APPROVE AGENDA: MOVED that the Mason Transit Authority Board approve the Agenda as amended. **Olsen/Gerhardt. Motion carried unanimously.**

PUBLIC COMMENT: None

BOARD OF DIRECTORS COMMENTS: Mike Olson thanked Kathy Geist for setting up a meeting between the City of Shelton and the Olympia Downtown Association.

UNFINISHED BUSINESS:

1. General Manager's Contract
 - Legal Counsel reported on legal findings and highlighted options for the MTA Authority Board regarding retroactive pay for the General Manager's wage increase.
 - Authority Board members discussed the Board's decision on a wage increase and the intended start date said wage increase was to occur.

MOVE that Mason Transit Authority Board approve a wage compensation increase of \$95,000 per year for the General Manager be paid effective March 19, 2013.
Volk/Neatherlin. Motion carried unanimously.

NEW BUSINESS:

1. MTA Employee Handbook
 - The draft Mason Transit Authority Employee Handbook was presented.
 - Authority Board member, Herb Gerhardt, asked Legal Counsel for clarification on the section regarding MTA's technology policy, which Legal Counsel verified the Employee Handbook adequately conveyed current public records law.
 - Further discussion was had regarding the reference to College Reimbursement. Edits were suggested and accepted to reflect that college reimbursement will go towards classes or degrees which support the agency.

MOVE that the Mason Transit Authority Board approve the Mason Transit Authority Employee Handbook as amended. **Neatherlin/Campbell. Motion carried unanimously.**

TRANSIT-COMMUNITY CENTER PROJECT:

1. Encumbering MTA Reserve Funds For Construction
 - MTA General Manager presented financials and a projected budget report for the Transit-Community Center.
 - MTA Finance Manager presented a memorandum outlining a list of multiple options and the "pros versus cons" of each, as well as a recommendation in support of encumbering reserve funds.
 - Authority Board members discussed the reports and recommendation.
 - Legal Counsel confirmed the funds were unrestricted.

MOVE that the Mason Transit Authority Board encumber up to \$2,930,000 in reserve funds to be used for construction of the Transit-Community Center with the expectation that future excess revenues from the operations of the Transit-Community Center, with an annual interest rate of 1%, which will replenish the reserve funds over time. **Jefferys/Volk. Seven Board Members approved the motion; Neatherlin voted against the motion. Motion carried by majority.**

NEXT MTA BOARD MEETING:

Mason Transit Authority
Tuesday, May 21, 2013 @ 4:00 p.m.
MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584

UPCOMING MEETINGS:

Community Center Association Board Meeting

Thursday, May 9, 2013 @ 1 p.m.

MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584

Mason County Transportation Advisory Board Meeting

Tuesday, May 28, 2013 @ 5:30 p.m.

MTA Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, WA 98584