



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of April, 2015, was approved by the Mason Transit Authority Board, by motion, on this 19th day of May, 2015.

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Cheryl Williams, Authority Member

ATTEST:
Jeri A. Wood, Clerk of the Board

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

DATE: 5/19/15

**Mason Transit Authority Board
Minutes of the Regular Meeting
April 21, 2015**

Transit-Community Center, 601 W Franklin Street, Shelton, WA



CALL TO ORDER: 4:05 PM

Authority Board Members Present: Mike Olsen, Chair; Ginny Beech; John Campbell; Terri Jeffreys, Rick Johnson; Randy Neatherlin (arrived 4:25), Deborah Petersen, Vice-Chair; and Cheryl Williams. Tim Sheldon was absent. **Quorum met.**

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center (T-CC) Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; Clair Boyce, MTA driver; and Judy Scott, Port of Allyn Commissioner.

APPROVE AGENDA: MOVED that the Mason Transit Authority Board approve the Agenda as presented. **Campbell/Beech. Motion carried.**

RECOGNITION: The following employees were present and recognized: Brenton Schnitzer, mechanic, for passing his first ASE test; Lisa Davis, driver, for outstanding customer service; welcomed new drivers John Magerstaedt, Danise Loar, Marie La Rue, Zack Zviridys; and Andrea Billingsley, Steve Weisenback, Sue Richards, and Tamre' Reed for outstanding efforts to open the T-CC.

MTA CORRESPONDENCE: Brad Patterson shared several e-mails that he had received congratulating MTA on the re-opening of the Transit-Community Center, and driver Patsy Martinez received a thank you note from a rider.

PUBLIC COMMENT: None.

BOARD MEMBER COMMENTS: Terri Jeffreys thanked and congratulated the MTA team for the re-opening of the T-CC. Cheryl Williams' Girl Scouts really liked the gym and felt it was kid-friendly. John Campbell thought the re-opening was magnificent and he is proud to be a part of it.

MINUTES:

MOVED that the Mason Transit Authority Board approve the March 17, 2015, joint meeting minutes as presented. **Petersen/Jeffreys. Motion carried.**

CURRENT BUSINESS:

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for March 2015 as presented. **Williams/Johnson. Motion carried.**
2. **Check Approval – MOVED** that the Mason Transit Authority Board approve the payment of March 18, 2015 through April 21, 2015 financial obligations on checks **#26034** through **#26177** as presented for a total of **\$675,569.29**. The total includes gross payroll in the amount of \$244,458.56 through April 21, 2015. **Williams/Johnson. Motion carried.** The Board requested the details of checks written to the Bank of America credit card. The details for the checks written in March will be available at the May board meeting and details provided monthly.

UNFINISHED BUSINESS:

1. **Port of Allyn Request for Bill Hunter Park Restrooms:** Previously the Port of Allyn had requested that MTA install and maintain a portable restroom facility at Bill Hunter Park in Allyn. MTA researched the feasibility and discussed options with Mason County Parks and the Port of Allyn. MTA understand that the Parks Department would be transferring ownership of the land to the Port of Allyn, and MTA is supporting that transfer. However, Judy Scott, representing the Port of Allyn, reported that the transfer is tabled for the time being. **Moved** that the Bill Hunter Park Restroom discussion be tabled until a later date. **Neatherlin/Beech. Motion carried.**

At 4:56 pm, Randy Neatherlin presented a movie gift card for driver Lisa Davis and flowers for Kathy Geist prior to departing. Quorum still met.

NEW BUSINESS:

1. **Resolution No. 2015-05 – Amendment of Resolution No. 2013-NN for the Purchase of Two (2) Glavel/Ford Concorde II Vehicles**
Moved that Mason Transit Authority amend Resolution No. 2013-21, with WSDOT for \$217,793 in capital funds and a local match of \$126,320 to purchase two (2) medium duty ADA-accessible buses to be used in service for general public deviated fixed route service serving the Skokomish Pilot Project service area.
Beech/Campbell. Motion carried.
2. **Resolution No. 2015-06 – Employee Education Assistance Program Policy**
Moved that the Mason Transit Authority Board approve Resolution No. 2015-06 and the attached Policy for Education Assistance Program for the purposes of MTA business. **Campbell/Petersen. Motion carried.**
3. **Purchase of Vehicle Security Cameras**
Board members discussed the costs and feasibility of purchasing more hard drives to attain longer recording retention.

Moved that the Mason Transit Authority Board approve the purchase and installation of AngelTrax video recording equipment for 8 busses as identified in the 2015 budget. **Campbell/Williams. Motion carried.**

MCTAB BUSINESS: Brad Patterson reported that Lauren Gessler, MCTAB Vice-Chair, tendered her resignation from the Mason County Transit Advisory Board.

INFORMATION:

Transit-Community Center Project: Mike Oliver reported that small items are still being attended to to complete construction. Kathy Geist reported that she is obtaining bids for benches and bike racks.

GENERAL MANAGER'S REPORT: Brad Patterson reported that Team Leaders are wrapping up Personnel Development Plans (PDP's) from last year and starting on the current year's expectations. He has been following the state transportation bill making progress. He participated in the Forterra Walkability Study in downtown Shelton, and announced the MTA has been nominated for the Community Transportation Association of America 2015 Rural Community Transit Agency of the Year.

OTHER BUSINESS: Mason Transit will be hosting the Shelton Mason Chamber of Commerce Business-After-Hours on May 13 between 5:30 and 7:30 pm at the Transit-Community Center.

NEXT BOARD MEETING:

Mason County Transit Advisory Board Meeting

April 28, 2015 @ 5:30 PM

Transit-Community Center – Board Room
601 W Franklin Street
Shelton, Washington

Mason Transit Authority Board Meeting

May 19, 2015 @ 4:00 PM

Transit-Community Center – Board Room
601 W Franklin Street
Shelton, Washington

MEETING ADJOURNED: 5:55 PM