

## **MINUTES**

### **Mason County Transit Advisory Board (MCTAB)**

Mason Transit Authority Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, Washington  
October 28, 2014 @ 5:30 PM

#### **CALL TO ORDER:**

**MCTAB Members Present:** Lauren Gessler, Chair; Steve Van Denver, Vice Chair; John Piety, Pam Hillstrom, and Glen Fourre.

**Others Present:** Brad Patterson ,MTA General Manager and Andrea Billingsley ,MTA Liason/MCTAB Clerk of the Board.

**APPROVE AGENDA: Moved** that under MCTAB CORRESPONDENCE 1. – Delete Ladders of Opportunity Grant and insert FTA Regional Mobility Grant. **Hillstrom/Piety. Motion carried unanimously.**

**Moved** that MCTAB approve the agenda as amended. **Hillstrom/Piety. Motion carried unanimously.**

**MCTAB CORRESPONDENCE:** Lauren presented copies of two letters she signed and sent out on behalf of MCTAB. Those being a letter of support for MTA's FTA Regional Mobility grant application and a letter to Josiah Rowell acknowledging his resignation from MCTAB.

**PUBLIC COMMENT:** No public present.

**MCTAB MEMBER COMMENTS:** No comments given.

**MCTAB MINUTES:** Moved that MCTAB approve the August 26, 2014 minutes as presented. **Piety/Van Denver. Motion carried unanimously.**

Moved that MCTAB approve the September 16, 2014 joint minutes as presented **.Fourre/Piety. Motion carried unanimously.**

**1. MCTAB UNFINISHED BUSINESS: How to be an Effective Board Member information for MCTAB Orientation Book:**

- Lauren discussed the origins of the *Ethics in Government* handout. It is informational. She requested MCTAB members to review the *Being an Effective Advisory Board Member* handout and note if there are any changes they would made to the handout before it is presented as part of the MCTAB Orientation Book.

### **MCTAB NEW BUSINESS:**

#### **1. Develop a repayment plan for the 2.9M and \$900,000 funds committed to funding the construction of the Transit-Community Center:**

- Steve Van Denver announced that he is scheduling meetings with the county to discuss their process and procedures for handling this type of situation.
- John Piety voiced his concern about flexibility being built in to whatever type of repayment plan that they decide on.
- It was agreed that the board needs to have a full understanding of how MTA can have that kind of reserves.
- Steve informed MCTAB that a records request has been issued by him to MTA to get all the documents on the reserve funds.
- Steve and John have both agreed to take on this task for MCTAB. Brad Patterson told MCTAB that he and Mary Ann Norquist, MTA Finance Manager, will also participate in this exercise.

**2. Nominations for Officers 2015:** Nominations will be held at the next MCTAB meeting on November 25, 2014.

**3. E-mail accounts for MCTAB members through MTA servers:** Brad Patterson stated a request has been made to the MTA IT Tech regarding e-mail accounts for MCTAB.. He expects a reply from him this week and will report back to MCTAB at the November 25<sup>th</sup> board meeting.

**4. Need for new members:** Steve Van Denver requested to be put on the schedule of Christina Kramer, MTA Outreach Manager, to be a part of all of her outreach efforts with the community in order to help in the effort to recruit more citizens to participate in MCTAB.

**5. Peninsula Regional Transportation Planning Organization Letter of Support:** Brad Patterson announced that this project has already been funded and the letter is no longer needed.

## **6. Discussion:**

**a. Proposed Service Changes** - Brad Patterson briefed the group about the three part project plan for route changes that went before the Mason Transit Authority Board last week. He also told the group about an idea that is moving forward to change the route identifiers from numbers to colors.

**b. 2014 WSDOT Regional Mobility Grant Project** - Brad Patterson briefed the group about the Grant Project and its specifics in regards to Express Service and new Park & Ride areas.

**ITEMS TO GO BEFORE MCTAB:** None

## **OPERATIONS REPORT**

**1. September Ridership Handout** - Jane Seymore, MTA Operations Manager was not in attendance, but the group received the Operations Report as a handout.

**GENERAL MANAGER'S REPORT:** Brad Patterson announced that the Budget will go to the Mason Transit Authority Board via email on November 7, 2014 for review and then the public hearings will be held. There is nothing in the budget this year that isn't status quo.

**OTHER BUSINESS:** None

## **UPCOMING MEETINGS**

### **Mason Transit Authority Board**

Mason Transit Authority Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, Washington  
November 18, 2014 @ 4:00 PM

### **Mason County Transit Advisory Board**

Mason Transit Authority Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, Washington  
November 25, 2014 @ 5:30 PM

**Moved** that MCTAB adjourn the meeting at 7:07 PM. **Van Denver/Piety. Motion carried unanimously.**

Minutes respectfully submitted by Andrea J. Billingsley.