



**Mason County Transportation Authority
MINUTES of the Regular Meeting
April 17, 2012**

Members Present: Lynda Ring-Erickson, Chair; Deborah Petersen, Vice Chair; Steve Bloomfield, Authority Member; John Campbell, Authority Member; Herb Gerhardt, Authority Member; Pat McGanney, Authority Member; Mike Olsen, Authority Member; Tim Sheldon, Authority Member; and Leroy Valley, Authority Member. Authority Member Rick Englehart was absent.

Others Present: Brad Patterson, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager/Clerk of the Board; Sara Wazewski, Finance Manager; Mike Oliver, Acting Operations Manager; Libby Avery, TCC Manager; Ron Aubol, Interim Maintenance Manager; Christine Rouse, IT Analyst; Mary Ogg, MCTAB; John Piety, MCTAB; Kevin Frankeberger, MCTAB; Ross Gallagher, Community Center Association Board Member; Deidrick Allen, KMAS; Marnie Slakey.

Called to Order: 4:00 pm

APPROVE AGENDA:

Motion to approve amending the agenda placing the Executive Session prior to MTA Current Business, placing the MCTAB Report prior to MTA Correspondence and removing item 5 under MTA New Business.

MOTION to approve the agenda as amended. **Bloomfield/Campbell. Motion carried unanimously.**

PUBLIC COMMENT:

Kevin Frankeberger on behalf of Becky Frankeberger offered thanks and appreciation to Mason Transit dispatchers and drivers.

BOARD OF DIRECTORS COMMENTS:

None.

MTA MINUTES:

MOTION to approve the March 13, 2012 joint meeting minutes and March 16, 2012 special meeting minutes as presented. **Bloomfield/Olsen. Motion carried unanimously.**

MCTAB REPORT:

1. Mason County Port Districts – Invitation Letter to Board of Commissioners
Mary Ogg, MCTAB Chair, presented a draft letter of invitation to become an Advisory Board member to Mason County Port Districts for review and discussion. Herb Gerhardt recommended the letter be revised to reference the invitation is being extended to a single representative of each Port District.

The letter will be presented to the Advisory Board at its April 24, 2012 meeting.

MTA CORRESPONDENCE:

Two letters from Mason Transit employees were distributed.

EXECUTIVE SESSION:

Lynda Ring-Erickson, Chair, recessed the regular meeting, and called for Executive Session at 4:10 pm to discuss Labor Negotiations; to consider the acquisition of real estate; and review the performance of a public employee. The Executive Session will last approximately 30 minutes. The Executive Session was extended at 4:40 pm for 30 minutes; at 5:10 pm for 30 minutes; at 5:40 pm for 30 minutes.

Lynda Ring-Erickson, Chair, closed the Executive Session at 6:08 pm.

Deborah Petersen, Vice-Chair, reconvened the regular meeting at 6:10 pm.

Acquisition of Real Estate

MOTION that due to unforeseen circumstances as far as the lead contents of the property, that Mason Transit back out of the purchase and sale agreement. **Gerhardt/Bloomfield. Motion carried unanimously.**

Tim Sheldon requested the minutes reflect a quorum is present, given some Authority Board members had to leave the meeting.

MTA CURRENT BUSINESS:

1. Financial Reports 03/01/12 through 03/31/12

Sara Wazewski provided highlights of the Sales Tax Revenue Comparison chart and Statement of Revenues and Expenses.

MOTION to approve financial reports for the period 03/01/12 through 03/31/12 as presented with revenues of **\$48,659.21** and expenses of **\$392,23.25**. **Sheldon/Bloomfield. Motion carried unanimously.**

2. Check Approval 03/01/12 through 03/31/12

Sara Wazewski highlighted items of interest associated with cost per gallon by fuel vendors and purchase of new cutaway buses. Sara thanked Herb Gerhard for his feedback and recommendations on minor formatting changes to financial reports, further stating the changes will be implemented next month.

Herb Gerhardt raised questions about why Mason Transit is paying for water at the County's owned Bill Hunter Park located in North Mason. Staff reported that in exchange for placement and use of a Mason Transit bus shelter/stop, Mason Transit agreed that park maintenance would be Mason Transit's responsibility. It was noted that the County was not interested in transferring the ownership to Mason Transit.

MOTION to approve March 2012 financial obligations on checks #21370 through #21514 as presented for a total of **\$1,086,156.84**. The total includes Gross Payroll in the amount of **\$306,050.64** through April 13, 2012. **Bloomfield/McGanney. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Resolution No. 2012-04 Approve Contract Award to Sound Employment Solutions, LLC for Human Resources Consulting Services

Two firms responded to the Request for Proposal for consulting services to conduct an assessment and review of agency human resources policies and procedures. Staff recommended awarding a contract to Sound Employment Solutions, LLC who offered the best value.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2012-04 awarding a contract to Sound Employment Solutions, LLC for human resources consulting services for a comprehensive assessment/review of agency human resources policies and procedures.

MTA NEW BUSINESS:

1. Resolution No. 2012-05 Amending Mason County Transportation Authority Bylaws

Proposed amendments under Section V. MEETINGS, allow members to fully participate in the conduct of the meeting in person or by other electronic means as adopted in Resolution No. 2012-03.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2012-05 amending the bylaws as presented. **Campbell/Sheldon. Motion carried unanimously.**

2. Resolution No. 2012-06 Authorizing the Disposal of Surplus Vehicles and Equipment

Staff has identified three vehicles, a 1991 Dodge 12-passenger van; a 2002 Ford minibus; and a 2006 Ford minibus, along with miscellaneous equipment as surplus.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2012-06 authorizing the disposal of surplus vehicles and equipment, further authorizing staff to proceed with the disposal of such. **Campbell/McGanney. Motion carried unanimously.**

3. Resolution No. 2012-07 – Amending the 2011 Budget

Sara provided highlights of the amendments that reduced revenues and expenditures by \$159,224 and increased the ending fund balance by \$782,210. The amendment reflects actual year-end results for 2011.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2012-07 amending the 2011 Budget as presented. **Sheldon/Bloomfield. Motion carried unanimously.**

4. Approve Contract Award to OAC Services, Inc. for Project Management Services

Staff reported five responses were received, ranked and narrowed to three finalists who were interviewed. OAC Services, Inc. was selected by consensus and the scope of services, fee and contract negotiated with assistance by MTA Legal Counsel, Rob Johnson. OAC Services, Inc. estimated fee is \$296,730. Discussion was had regarding Resolution requirements.

MOTION that the Mason County Transportation Authority Board of Directors authorize the Chair to sign the contract award to OAC Services, Inc. for Project Management services for the renovation of the Transit-Community Center facility for \$296,730. Further that Legal Counsel will prepare a Resolution for signing. **Gerhardt/Bloomfield. Motion carried unanimously.**

ITEMS TO GO BEFORE MCTAB:

None.

DEPARTMENT UPDATES:

Management staff provided highlights of March activities in administration, facilities and maintenance, finance, technology, operations and outreach. Significant activities included recruitment update; new cutaways ready to be placed in service; and Operations Report.

GENERAL MANAGER'S REPORT:

Brad Patterson distributed an article on the 90-day extension of SAFETEA-LU. Associated with the Transit Community Center renovation project, Brad is working with the Community Center Association on obtaining a professional fund raiser. The Washington State Legislature request to seek funding assistance in the amount of \$600,000 for the Transit Community Center renovation project is not being funded. Brad recognized and thanked the following staff: Libby Avery for her efforts in the Ombudsman role; Mike Oliver's selection as Development Director; and Ron Aubol's selection as Maintenance Manager.

OTHER BUSINESS:

Reminder to RSVP for the Volunteer Recognition Luncheon scheduled to be held this Friday, April 20, 2012 at noon at the Transit Community Center.

Board Training – Rob Johnson commented on the information distributed about confidentiality of executive sessions.

Next Meeting:

Third Tuesday, May 15, 2012 – 4:00 pm
Mason Transit's Business Office