



**Mason County Transportation Authority  
Minutes of the Regular Meeting  
August 21, 2012**

**MTA Board Members Present:** Lynda Ring-Erickson, Chair; Deborah Petersen, Vice Chair; Steve Bloomfield, Authority Member; John Campbell, Authority Member; Mike Olsen, Authority Member; Herb Gerhardt attended via telecom; absent were Pat McGanney and Tim Sheldon.

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Christina Kramer, Administrative Assistant and Acting Clerk of the Board; Athena Green, Communications Center Supervisor; Sara Wazewski, Finance Manager; Ron Aubol, Maintenance Manager; Christine Rouse, Technology Manager; Libby Avery, Ombudsman; Ross Gallagher, Community Center Association President; John Piety, MCTAB; Mary Ogg, MCTAB Chair; Jim Merrit, HHJ, PLLC and Roger Hansen, HHJ, PLLC.

**Called to Order:** 4:00 p.m.

**APPROVE AGENDA:**

**MOTION** that the Mason County Transportation Authority Board approve the agenda as presented.  
**Campbell/Olsen. Motion carried unanimously.**

**PUBLIC COMMENT:**

Members from the Squaxin Island Tribe, Debbie Meisner and Kevin Dragon, were introduced. They expressed gratitude for the role Mason Transit Authority (MTA) played in providing transportation during the 2012 Canoe Journey and presented General Manager, Brad Patterson, with a replicated Protocol Button blanket.

Kevin Dragon also expressed thankfulness for having the Shelton School District (SSD) partnered with Mason Transit and the help SSD provided for transportation during the week long shuttles.

Lynda Ring-Erickson complimented the members from Squaxin Island Tribe for the success of the event.

**BOARD OF DIRECTORS COMMENTS:**

Herb Gerhardt thanked the General Manager for his newsletter to employees, stating it was an excellent tool for open communication between the agency and employees.

**MTA MINUTES:**

Legal counsel recommended the Authority Board deny approval of the special meeting minutes from July 3, 2012 due to improper notice provisions under the Open Public Meeting Act.

**MOTION** that the Mason County Transportation Authority Board does not approve the July 3, 2012 special meeting minutes. **Campbell/Bloomfield. Motion carried unanimously.**

**MOTION** that the Mason County Transportation Authority Board approve the July 17, 2012 regular meeting minutes and the July 26, 2012 special meeting minutes as presented. **Bloomfield/Petersen. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Thank you card from a volunteer service recipient, Bobbie Shepperd, expressing gratitude for service.
2. Thank you card from Transit-Community Center tenant with Senior Volleyball Club, Carol King, stating gratitude for use of the facility and looking forward to the remodeled building.
3. Thank you card from Dial-a-Ride passenger, Ellie Waltman, expressing thankfulness for her rides and the Dial-a-Ride service.

**MTA CURRENT BUSINESS:**

**1. Financial Reports 7/1/12 through 7/31/12**

**MOTION** that the Mason County Transportation Authority Board approve financial reports for the period **7/1/12** through **7/31/12** as presented with revenues of **\$685,252.31** and expenses of **\$429,733.45**. **Gerhardt/Campbell. Motion carried unanimously.**

**2. Check Approval 07/17/12 through 8/20/12**

Finance Manager, Sara Wazewski, provided highlights of the disbursement report and noted that in past board meeting materials, on the agenda and the corresponding agenda page, the financial obligations reports have reflected the financial report month. To be more accurate the dates will now reflect the actual dates in which the check approval falls between.

**MOTION** that the Mason County Transportation Authority Board approve financial obligations from July 17, 2012 to August 20, 2012 on checks **#21950** through **#22087** as presented for the total **\$594,086.67**. The total includes gross payroll in the amount of **\$336,770.23** through August 17, 2012. **Campbell/Petersen. Motion carried unanimously.**

**MTA UNFINISHED BUSINESS:**

**1. Modification of General Manager's Employment Contract**

**MOTION** that the Mason County Transportation Authority Board approve modification of the terms of the General Manager's contract of December 13, 2011 to increase the relocation expense allowance by a maximum of \$12,500. **Petersen/Campbell. Bloomfield opposed. All others approved. Motion carried.**

**2. July 3, 2012 Special Meeting – Public Employee Severance Package**

**MOTION** that the Mason County Transportation Authority Board authorize the General Manager to sign employee severance agreement. **Bloomfield/Campbell. Motion carried unanimously.**

### **TRANSIT-COMMUNITY CENTER PROJECT:**

Highlights and updates were provided regarding the progress with the architectural design and engineering services.

Nicole Brown of OAC, Inc. provided budget review. Roger Hansen and Jim Merritt from HHJ, PLLC presented design options for the Transit-Community Center.

Board Chair, Lynda Ring-Erickson, suggested another presentation be done with notice provided to the public of a public hearing regarding the Transit-Community Center design options.

Comments were received about the design concept and concern about providing youth and senior autonomy while still integrating the space for program services was expressed.

Nicole Brown, Roger Hansen, and Jim Merritt invited the continuation of comments to be provided for consideration about the design over the next three weeks.

### **MTA NEW BUSINESS:**

None

### **MCTAB REPORT:**

MCTAB will be assigning a representative to attend the Community Center Association Board meetings.

### **ITEMS TO GO BEFORE MCTAB:**

None

### **DEPARTMENT UPDATES:**

#### **1. Administrative/HR Report:**

- HR Manager, Rikki Johnson, was introduced.

General Manager, Brad Patterson, introduced Sandi Thompson, the Director of Mason County Transportation Cooperative with the Shelton School District. Gratitude was expressed for the help Sandi and the drivers provided in their partnership for providing transit during the Squaxin Island Tribe's 2012 Canoe Journey.

Brad Patterson also thanked legal counsel for their hard work and help in contributing to a successful partnership between Squaxin Island Tribe, Shelton School District, and MTA.

#### **2. Development Report:**

- None

#### **3. Finance Report:**

- Announcement made regarding next Financial Planning Committee meeting which will be held Thursday, September 27<sup>th</sup> at 10:00 a.m. located at the Mason Transit Business Office.

#### **4. Facilities & Maintenance Report:**

- Working on removing old and installing new shelters around the county.

### **Continued, Facilities & Maintenance Report:**

- Highlights provided of a tour Ron Aubol, Maintenance Manager, and General Manager, Brad Patterson took of the new PUD 3 building to look at a potential partnership for MTA to use the PUD 3 vehicle wash bay.
- A new service mechanic has been hired.

### **5. IT Report:**

- Fixed phone issue after receiving public comment

### **6. Operations Report:**

- Highlights and statistics of the Squaxin Canoe Journey ridership were provided.
- A report was handed out providing highlights of July's ridership.
- Continued ridership growth on the Skokomish/Cushman Pilot Service is being seen.
- Service Development meeting will be held on Sept 6<sup>th</sup> @ 11am at the Mason Transit Business Office.

### **7. Outreach Report:**

- Libby Avery will be conducting a walkability survey in Shelton.

### **8. General Manager Report:**

- An Operations Manager, Jane Seymore, has been hired; her start day is September 6<sup>th</sup>.
- Interviews of the finalists for Outreach Manager will be conducted the last week of August.

### **REAL ESTATE ACQUISITION**

General Manager, Brad Patterson, provided updates and reported on the status of the proposed property site Mason Transit wishes to purchase, known as the Radich Property located on Railroad Ave in Shelton, WA. Highlights were provided of a letter submitted to Brad Patterson from Simpson Lumber Company regarding their commitment to clean up the property in reference.

### **EXECUTIVE SESSION**

Lynda Ring Erickson, Authority Board Chair, recessed the regular meeting and called for executive session at 6:05 p.m. to discuss real estate acquisition.

Lynda Ring-Erickson closed the executive session at 6:15 p.m. and reconvened the regular meeting.

**MOTION** that the Mason County Transportation Authority Board approve the renewal of the purchase of sale agreement for the, commonly known, Radich Property on Railroad Ave in Shelton, WA as amended. **Campbell/Petersen. Motion carried unanimously.**

### **OTHER BUSINESS:**

None

**Next Meeting:       Joint Authority and Advisory Board Meeting  
September 18, 2012 @ 5:30 p.m.  
Port of Allyn  
18560 East State Route 3  
Allyn, WA 98524**

**MEETING ADJOURNED: 6:30 p.m.**