



**Mason County Transportation Authority
MINUTES of the Regular Meeting
August 9, 2011**

MTA Board Members Present: John Campbell, Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Rick Engelhart, Authority Member; Glenn Hoopman, Authority Member; Jerry Lingle, Authority Member; Deborah Petersen, Authority Member; Tim Sheldon, Authority Member; Bev Wendell, Authority Member; and Sadie Whitener, Authority Member.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager/Clerk of the Board; Sara Wazewski, Finance Manager; Mike Oliver, Maintenance Manager/Acting Operations Manager; Libby Avery, Transit Community Center Manager; Ron Aubol, MTA; Barb Singleton, Special Projects Manager; Christina Kramer, Administrative Assistant; Mary Ogg, MTA Janitor; Cathy Silins, Assistant Director, WSDOT; John Piety, MCTAB; Kristie Griffy, Director, Senior Services of South Sound STARS Program; Dawn Warren, STARS; Terry Doggett, STARS; Brandon Humphries, STARS; Natalie Johnson, Journal; Aaron Metcalf; Ricky McLaughlin; and John McLaughlin.

Called to Order: 4:00 pm

Rick Engelhart from Teamsters Union Local 252 was introduced and welcomed as a new Mason Transit Authority Board Member.

Libby Avery introduced Kristi Griffey, Director, Senior Services of South Sound STARS Program.

Mary Ogg, MTA Janitor, was recognized as Employee of the 2nd Quarter.

APPROVE AGENDA:

John Campbell requested the Agenda be amended to move the Executive Session to 4:30 pm to accommodate Authority Members who need to leave early.

MOTION to approve the agenda as amended moving the Executive Session to 4:30 pm. **Ring-Erickson/Hoopman. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the July 12, 2011 minutes as presented. **Lingle/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE: None

MTA CURRENT BUSINESS:

1. Financial Reports 07/01/11 through 07/31/11

MOTION to approve financial reports for the period 07/01/11 through 07/31/11 as presented with revenues of **\$35,204.26** and expenses of **\$361,461.57**. **Hoopman/Petersen. Motion carried unanimously.**

2. Check Approval 07/01/11 through 07/31/11

MOTION to approve July 2011 financial obligations on checks #20310 through #20420 as presented for the total **\$392,257.49**. The total includes Gross Payroll in the amount of **\$211,973.28** through August 5, 2011. **Petersen/Byrne. Motion carried unanimously.**

3. 2010 Audit

Staff reported that the 2010 Annual Audit will commence on September 6, 2011 and the Entrance Interview is tentatively scheduled for September 13, 2011.

MTA UNFINISHED BUSINESS:

1. Facility Update

Staff reported department changes with Maintenance Manager, Mike Oliver, now serving as acting Operations Manager and overseeing Lead Mechanic, Ron Aubol, who will be assuming additional responsibilities in the Maintenance department.

Highlights were shared regarding the maintenance work provided to the City of Shelton.

Staff also reported an agreement is being arranged for DPF cleaning services that will be provided to Jefferson Transit.

The Maintenance Department continues to refurbish surplus shelters obtained from Intercity Transit throughout Mason County. The next installations will occur at Bill Hunter Park, Port of Allyn and two on the Skokomish reservation at the Tribal Center and Housing office.

2. Transit Community Center Update

Libby Avery provided highlights of July activities and programs at the Transit Community Center to include transition and training of the new Community Center Association Manager, Jeri Wilkinson, and plans to begin a Mobility and Walkability Survey.

Libby introduced, Kristie Griffy, Director of Senior Services of South Sound STARS Program. Ms. Griffy provided highlights of the intended use of the Transit Community Center as the new home of the STARS program. She also introduced additional STARS staff who will be helping facilitate the program: Dawn Warren, Terry Doggett, and Brandon Humphries.

MTA NEW BUSINESS:

1. Public Hearing Scheduled – Proposed System Schedule Changes

Staff announced the Public Hearing Schedule, as follows:

Tuesday, August 23, 2011 – 6:00 pm, Mason Transit Facility

Thursday, August 25, 2011 – 6:00 pm, North Mason Timberland Library

A hand out highlighting Proposed System Schedule Changes was provided and reviewed. The proposed changes will be effective October 10, 2011.

2. 5309 Bus and Bus Facilities Grant Applications

Staff reported Mason Transit submitted two grant applications as part of a consolidated State proposal under the Federal Transit Administration's Section 5309 Bus and Bus Facilities grant program. Those two grants being:

State of Good Repair – funding for 1 Coach and 7 Body on Chassis (BOC) vehicles in the amount of \$1,089,000. Bus Facilities Livability – funding for the remodel of the Transit Community Center in the amount of \$4,100,000. Notification of grant award may occur in September or October, 2011.

Ring-Erickson asked about the need for some adjustment to the road out front at the Transit Community Center before it can be a functional transit center, and when that was scheduled to occur. Dave noted it is in the City's 6-year plan, and funding is set aside for some level of repair. It was requested that a status report be provided at a future meeting that includes, what it's going to look like, when it will be done, what if any grants/resources are available.

Executive Session

John Campbell, Chair, recessed the meeting and called for Executive Session at 4:32 pm to obtain legal advice from Counsel. The Executive Session will last approximately 20 minutes.

John Campbell, Chair, recessed the Executive Session and reconvened the regular meeting to announce that the Executive Session would continue for an additional 10 minutes.

John Campbell, Chair, recessed the regular meeting at 4:52 pm to reconvene the Executive Session.

John Campbell, Chair, closed the Executive Session and reconvened the regular meeting at 5:02 pm.

General Manager Candidate Selection

MOTION that the Mason County Transportation Authority Board approve the selection of the top five candidates for the position of General Manager as recommended by the Ad Hoc Committee.

Wendell/Petersen. Motion carried unanimously.

Appoint Ad-hoc General Manager Selection Committee Members

Committee members will determine the selection process for the General Manager position, and be comprised of Authority and Advisory Board members and an individual representing the special needs population. The process will result in the selection of three candidates to participate in the interview process.

MOTION that the Mason County Transportation Authority Board appoint members to serve on a Selection Committee, consisting of 3 Authority Board Members, 1 Advisory Board Member, and 1 member of the community representing special needs. **Lingle/Wendell. Motion carried unanimously.**

MOTION that the Mason County Transportation Authority Board approve Glenn Hoopman, Bev Wendell, Sadie Whitener as Authority Board representatives, John Piety representing the Advisory Board, and Kevin Frankeberger representing special needs interest to serve on the Selection Committee. **Petersen/Lingle. Motion carried unanimously.**

3. Resolution No. 2011-10 Authorizing the Chair to sign WSDOT Agreement #GCA6836

Mason Transit was awarded capital funds to purchase nine (9) replacement ADA accessible minibuses. Legal Counsel has reviewed and approved.

MOTION that the Mason County Authority Board of Directors approve Resolution No. 2011-10 authorizing the Board Chair to sign Washington State Department of Transportation Agreement #GCA6836. **Hoopman/Wendell. Motion carried unanimously.**

4. Resolution No. 2011-11 Authorizing the Chair to sign WSDOT Agreement #GCA6837

Mason Transit was awarded operating funding assistance to sustain existing Dial-A-Ride, Zone Route, Fixed Route and regional connectivity transportation services through June 30, 2013. Legal counsel has reviewed and approved.

MOTION that the Mason County Authority Board of Directors approve Resolution No. 2011-11 authorizing the Board Chair to sign Washington State Department of Transportation Agreement #GCA6837. **Hoopman/Sheldon. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Announced was the intent for Mason Transit to partner with the Skokomish Tribe for acquiring grant funds to purchase a coach allowing improved transportation services in the tribal area.

OPERATIONS REPORT:

Mike Oliver provided highlights of the July 2011 Operations Summary report, as well as, a mid-year Operations Report.

Staff announced and recognized Rueben Castro, Mechanic, and Trina Gwerder, Field Services Representative/Rideshare Coordinator, who were selected to be honored at the Washington State Transit Symposium Wall of Fame ceremony.

ITEMS TO GO BEFORE MCTAB: None

MCTAB REPORT:

1. Bylaw Amendment – Honorary Members

John Piety, MCTAB Chair, reported on the process in which MCTAB is amending their Bylaws to include Honorary Members. John asked that should any Authority Board members have recommendations of criteria to become an Honorary Member they can submit their suggestions to MCTAB.

2. System Survey

John Piety, MCTAB Chair, provided highlights of his observations while riding Mason Transit to conduct the System Survey.

PUBLIC COMMENT:

Moirya Dehe introduced herself as an everyday rider, using Route 6 to and back from Olympia. She commended the overall service, drivers, and customer service staff. She proposed the following changes:

- Winter schedules to reflect challenges of weather;
- Route change alerts be provided via RSS feed/automatic e-mails;
- A policy to be developed which allows ADA people to be given priority and the ability to load busses first, and;
- The sign which states that front row seats are for ADA and Senior citizens be larger as it's hard to read.

Ricky McLaughlin introduced herself also as a regular rider who utilizes Route 6 to and from Olympia for work. She complimented the drivers for their great attitudes and customer service staff. She reiterated Moirya's proposals and also suggested the following:

- Take into consideration the Steamboat Island stop for route time schedules

Both public commenters suggested adding more Route 6 runs, specifically during commute hours, taking into consideration Intercity Transit's recent cuts and time changes in order to allow ample time for making transfers.

OTHER BUSINESS:

Staff announced, as a reminder, and extended an invitation to Authority Board Members for the Mason Transit Annual Company Picnic that will be held Sunday, August 28, 2011 at Simpson Recreation at Mason Lake at Noon.

Staff also announced that the Washington State Insurance Transit Pool is extending an invitation to the annual Claim's Jumper Invitational on September 22, 2011 at 1 pm, at Gold Mountain Golf Course. Registration fee is \$60 and the deadline for registering is September 14th. If interested please contact Kathy Cook.

Kathy Cook announced Mason Transit's intent to provide emergency response agencies involved in saving the life of employee Randy Cox with a professionally framed picture and copy of the Proclamation in appreciation and recognition for their service.

Next Meeting: Joint Meeting, September 13, 2011 – 5:30 pm
Port of Allyn, 18560 E SR3, Allyn, WA