



**Mason Transit Authority Board
Minutes of the Regular Meeting
December 18, 2012**

MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA

MTA Board Members Present: Lynda Ring-Erickson, Board Chair; Deborah Petersen, Vice Chair; Tim Sheldon, Board Member; Terri Jeffreys, Board Member; Viacom: John Campbell, Board Member; Mike Olsen, Board Member; Herb Gerhardt, Board Member; Pat McGanney, Board Member; Board Member; Leroy Valley, Board Member. **Quorum Present.**

Others Present: Brad Patterson, General Manager; Danette Brannin, Interim Finance Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Christine Rouse, Information Technology Manager; Ron Aubol, Facilities & Maintenance Manager; Mike Oliver, Development Manager; Libby Avery, Clerk of the Board; Rob Johnson, Legal Counsel; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; Ross Gallagher, Community Center Association Chair.

CALL TO ORDER: 5:30 p.m.

APPROVE AGENDA: MOTION that the Mason Transit Authority Board approve the agenda as presented. **Sheldon/Olsen. Motion carried unanimously.**

RECOGNITION:

1. Certificates of Appreciation were handed out for leadership and valuable contributions while sitting on the 2012 Mason Transit Authority Board to Leroy Valley, Lynda Ring-Erickson, Pat McGanney, and Steve Bloomfield.
2. Mason Transit Authority further honored Lynda Ring-Erickson for her years of service, from 2005-2012.
3. Brad Patterson thanked legal counsel for all of their hard work and dedication in 2012.

PUBLIC COMMENT: None received.

BOARD OF DIRECTORS COMMENTS:

1. Tim Sheldon provided a performance report he received from Intercity Transit. He discussed performance measure procedures used by Intercity Transit and would like to see a similar measure used by staff of Mason Transit Authority.
2. John Campbell gave a hearty thank you to staff and other Board members for their dedication and leadership.

MTA – MINUTES: MOTION that the Mason Transit Authority Board approve the November 20, 2012 regular meeting minutes. **Campbell/McGanney.**
Motion carried unanimously.

MTA CORRESPONDENCE: Four items were read by the Clerk of the Board, from community members: Pei Komsak, Kathleen Robb, Leslie Ring and Dwayne and Crystal Botsford. The Chair was reassured that comments like these were distributed to the entire staff. Mr. Gerhardt asked as to how the first item from Ms. Komsak was handled. Brad Patterson discussed Mason Transit Authority's Link Service to the area in question, stating that there is currently only limited service to that vast area. In 2013, all Link Services will be studied to see if there can be improvements to current service.

2013 BOARD OFFICERS ELECTION:

Deborah Petersen was nominated for 2013 Chair. **Campbell/Gerhardt.**
Motion carried. Mike Olsen was nominated for 2013 Vice Chair.
Petersen/McGanney. Motion carried.

MTA UNFINISHED BUSINESS:

1. **Resolution No. 2012-16 – 2013 Budget:** Staff highlighted aspects of particular importance of the 2013 proposed budget. Questions regarding the beginning and ending balances, revenue and expenses, parking lot, making upstairs accessible, updating Trapeze and Transit Community Center's first phase of construction were discussed. Further discussion surrounded the Reserves that will be used for the Transit Community Center. Brad Patterson explained that the Community Center Association will be replacing the funds taken from the Reserves. Ms. Ring-Erickson stated that, seeing MTA moving forward, she would like to see a fundraising report from the Community Center Association; this was seconded by John Campbell. **Motion:** That the Mason County Transportation Authority Board accept the 2013 Budget as presented with anticipated resources of \$11,150,033 and anticipated Uses of \$11,150, 033, anticipating a \$9, 741, 682 Ending Fund Balance.
Campbell/Gerhardt. Motion carried.

MTA CURRENT BUSINESS:

1. **Finance Reports - MOTION** that the Mason Transit Authority approve financial reports for November 2012 as presented with revenues of **\$94,062.21** and expenses of **\$461,344.04**. **Petersen/McGanney. Motion carried unanimously.**
2. **Check Approval - MOTION** that the Mason Transit Authority Board approve financial obligations from November 21, 2012 on checks **#22459** through **#22573** as presented for the total of **\$439,172.96**. The total includes gross payroll in the amount of **\$212,226.74** through December 7, 2012. **Sheldon/Gerhardt. Motion carried unanimously.**

TRANSIT-COMMUNITY CENTER PROJECT:

1. Presentations for the Transit-Community Center Project were held on December 11, 2012 at 4:00 p.m. and 7:00 p.m. at the Transit-Community Center, 601 West Franklin Street in Shelton, and December 13, 2012 at 5:00 p.m. held at the Timberland Regional Library, 23081 NE State Route 3 in Belfair and 7:00 p.m. at District 6 Fire Hall, 50 East Seattle Street, Union. Meetings in Shelton were well attended. The team is proceeding forward with schematics. Mason Transit Authority is partnering with the City on the Community Development Block Grant as well as visiting with Representative Haigh on asking the State for community funds. The Paver Project fundraiser was also discussed.

MTA NEW BUSINESS – 2012-2017 Transit Development Plan and 2011 Annual Report:

1. Two public meetings were held. No new changes. Discussion was held around performance reports and projections. **Gerhardt/Petersen. Motion carried.**
2. **Resolution No. 2012-17 - 2013 Board Meeting Calendar.** A question was asked by Mr. Gerhardt as to why the quarterly meetings were scheduled for 5:30. John Piety stated that because the Advisory Board is made up of private citizens, the meetings have been scheduled to accommodate those that work. A Correction to the Board Meeting Calendar was made by legal counsel: the Quarterly Joint Board Meetings must have the same date as the Regular Board Meeting Schedule. **Gerhardt/Petersen. Motion carried with corrections.**

MCTAB REPORT: None.

MCTAB UNFINISHED BUSINESS

1. **New Membership:** MCTAB Board has approved Steve Van Denver as a new Board member and request the Mason Transit Authority Board to move to approve new membership. **Sheldon/McGanney. Motion carried.**
2. **Elections:** The Mason County Transit Advisory Board has held elections for the 2013 MCTAB Board: John Piety, Chair; Lauren Gessler, Vice Chair; and Pam Hillstrom, Secretary. MCTAB requests the Mason Transit Authority Board approve the election. **Gerhardt/Petersen. Motion carried.**

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

1. Development – Consolidated Grant Biennium Process, Capital Projects, Rolling Stock Purchases and the end of the first quarter were discussed.
2. Finance – Budget and consolidated grant have been completed. Team is looking at past audits to make sure all recommendations are in place. Research is being conducted of the Peer Review three years ago to be compliant. Also updating polices. A 2013 goal is to have the Annual Report in on time. A new staff accountant will be hired. Danette Brannin was commended for stepping up to the plate.
3. Facilities & Maintenance – Ron Aubol recapped 2012: 1) Cameras on cutaways, 2) The new hires, Dan Williams and Brenton Schnitzer, were given high praise for their quality work, 3) Ruben Castro, Lead Mechanic was also commended for a job well done. Maintenance and Facilities is eligible for a training program with AC Delco that is offered to the GM dealership; he has training lined up for next year. There were no injuries for 2012 in the shop. The engineers are set up to work on the parking lot. Maintenance and Facilities has reduced inventory, and improved communication with drivers. His team has a quicker response time, with good feedback. A plough blade was purchased for when the weather turns bad. Shelters and lots were also discussed.
4. Human Resources – The Benefit Fair very successful. Recruitment for the dispatch scheduler positions are set to be filled in early 2013, as well as a new staff accountant. Professional development training, Meaningful Conversations, was well received and attended. There will be performance goals for managers and supervisors. Preparing for the February 10, 2013 All Staff/All MTA Meeting. The Board and MCTAB were invited to attend this meeting; it was mentioned how valuable the Board is at the All MTA Meeting in supporting staff.
5. Information Technology – Following up on WSTIP security matters with offsite locations for our data to be backed up. Working on guidelines for better security on site; i.e., with locking screen savers, etc.
6. Operations – Overall, ridership is up 4.4%, particular growth is being seen with the After School Activities bus. There was no service on November 12,

and 22nd for holidays. There was some lowland trip reduction due to snow. The Skokomish Tribe has received funding to continue the pilot project – this is recognized as the project being successful.

7. Outreach- provided a Measure Performance Job Satisfaction survey, discussion surrounded aspects of the survey. The 20 year anniversary kick-off will be held on Thursday, January 24, 2013, 4-6 p.m. at the Transit Community Center. History, vision, guest speakers, will be the highlights of this event. Invitations to follow soon.

GENERAL MANAGER'S REPORT: Brad Patterson spoke on his goals for 2013: leadership and communication teams, revamping vision, core values, mission, using as an example, the employee handbook. Policies surrounding job descriptions, having the employees signed off on them to develop better understanding what is expected from them; more one-on-one involvement from managers, and the Transit Development Plan. Brad does not want to just focus on projects and service, but what the agency as a whole wants to accomplish. His goal is to reach the Board's vision. Performance evaluations are planned for next year, staff development, raising the bar. He let the Board know that he is proud of the management team. He will be moving his family to their new home in Union. Brad thanked Mike Olsen for helping with his home project. Brad thanked the Board for the guidance, support and council in 2012 and wished Board members a fun New Year. Tim Sheldon asked again that staff read the performance report he provided and compared MTA to similar transit agencies. Mr. Sheldon stated that it will not only help evaluate staff, but helps the Board to evaluate Brad.

OTHER BUSINESS: Ms. Ring-Erickson passed on some thoughts: This has been a year of transition. She has been eight years on the Board. This year has been different than other years. She stated how important transit is in our community. She reminded everyone that Mason County was the last county to get transit. She claims that MTA has a different profile. Her hope is that as an organization that we will branch out and work with the community. A big goal that she would like to see is that MTA breaks the 20 year old mold of believers, stating that others don't know what services MTA offers; that is what MTA should be doing. Ms. Erickson hopes that, beyond performance measures that MTA sees value to community needs and to have a genuine understanding of the community; this is what she sees as the critical next step. She stated that MTA is successful; that we serve a variety of people, the community is who MTA serves, the community is why we serve and that is why there are committed people voting to have transit. Don't reach out to the same people – get new people, the difficult ones. They don't know what we are doing, so tell them.

ADJOURN: Meeting adjourned at 6:50 p.m.

Next Meetings:

Mason County Transit Authority Board

Tuesday, January 15, 2013 – 4:00 p.m.

790 East Johns Prairie Road, Shelton, Washington

Mason Transit Advisory Board

Tuesday, January 22, 2012 – 5:30 p.m.

790 East Johns Prairie Road, Shelton, Washington