



**Mason County Transportation Authority
Mason County Transit Advisory Board
MINUTES of the Joint Meeting
December 13, 2011**

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

MCTAB Board Members Present: John Piety, Chair; Mary Ogg, Vice Chair/Secretary; John Calabrese; Kevin Frankeberger; Lauren Gessler and Pamela Hillstrom. Advisory Board Members Gene Currier and Glen Fourre were absent.

Others Present: Brad Patterson, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Mike Oliver, Acting Operations Manager; Sara Wazewski, Finance Manager; Ron Aubol, Acting Maintenance Manager; Libby Avery, Transit Community Center Manager; Lori Dougherty, Staff Accountant; Christine Rouse, IT; Bill Newman, MTA Driver; Christina McClatchey, and Natalie Johnson, The Journal.

Called to Order: 5:30 p.m.

Welcome and introductions to new General Manager, Brad Patterson. Attendees recognized as plaques were presented to Authority Board Members whose terms end in 2011: Mike Byrne, City of Shelton (2007-2011); Bev Wendell, Mason County Hospital District #2 (2008-2011); Glenn Hoopman, Mason County Fire District #3 (2011); and Sadie Whitener, Southside School District (2011)

APPROVE AGENDA:

Deborah Petersen asked to add to the agenda, under Executive Session, performance of a public employee. **MOTION** to approve the agenda as amended. **Hoopman/Whitener. Motion carried unanimously.**

PUBLIC COMMENT:

Mason Transit staff, Bill Newman, MTA Driver, and Lori Dougherty, Staff Accountant, provided comments and positive feedback about Brad Patterson joining Mason Transit as General Manager. A letter was read on behalf of Christina Kramer, Administrative Assistant, conveying the same. Glenn Hoopman, Authority Board Member, referenced Brad starting as a bus driver before going into management is a benefit to his resume. Lynda Ring-Erickson, Authority Board Member, shared condolences of the departing Board Members and expressed commitment and goals for more transparent and open communication. Kevin Frankeberger, Advisory Board Member and Rider, expressed thanks for the hiring of Brad Patterson and further for transportation services provided by Mason Transit. Christina McClatchey, Rider, shared her appreciation for transportation services received from Mason Transit.

MTA MINUTES:

MOTION to approve the November 8, 2011 minutes as presented. **Hoopman/Whitener. Motion carried unanimously.**

MCTAB MINUTES:

MOTION to approve November 15, 2011 minutes as presented. **Frankeberger/Gessler. Motion carried unanimously.**

MTA CORRESPONDENCE:

Staff read a thank you letter submitted by Mitchell Vieg expressing his appreciation for the services provided by Mason Transit.

MCTAB CORRESPONDENCE: None

MTA CURRENT BUSINESS:

1. Financial Reports 11/01/11 through 11/30/11

MOTION to approve financial reports for the period **11/01/11** through **11/30/11** as presented with revenues of **\$45,906.41** and expenses of **\$412,460.29**. **Hoopman/Wendall. Motion carried unanimously.**

2. Check Approval 11/01/11 through 11/30/11

Steve Bloomfield noted a correction on page 4 of the disbursement list, under voided checks, check number 20868 should be 20869.

MOTION to approve November 2011 financial obligations on checks **#20784** through **#20922** as corrected for a total of **\$535,191.85**. The total includes Gross Payroll in the amount of **\$304,442.57** through December 9, 2011. **Wendell/Hoopman. Motion carried unanimously.**

PUBLIC HEARING – 2012 PROPOSED BUDGET

John Campbell, Chair, recessed the joint meeting at 6:05 pm and opened the public hearing for the purpose of receiving final comments on the 2012 proposed budget.

General Manager, Brad Patterson, expressed thanks to the Finance Department, Budget Committee, and MTA Managers for the work done to prepare the 2012 Budget. Mr. Patterson shared highlights of the 2012 Proposed Budget with focus on Expenditures and Use of Fund Balance charts. Noted was that Capital Expenditure is and, from now on will be, a line item on budget reports.

Sara Wazewski, Finance Manager, provided highlights of the Mason Transit 2012 Proposed Budget Plan with anticipated resources of \$9,518,995; anticipated uses of 9,518,996; and anticipating an ending fund balance of \$7,050,808.

John Campbell, Chair, asked for public comment.

Glen Hoopman, Authority Board member, asked the status of Union negotiations. Staff responded that negotiations were still in process and expected to continue through next year.

Lauren Gessler, Advisory Board member expressed satisfaction and approval in moving Capital Expenditures to a line item in the Budget.

John Campbell, Chair, asked for any further public comment. No comments.

John Campbell, Chair, closed the public hearing at 6:15 pm and reconvened the joint meeting.

3. 2010 Audit Report

Staff provided highlights of the 2010 Audit Report, which contained no findings, further distributing a handout containing the State Auditor's final report. The full audit report is available online at the State Auditor's Office website.

4. Financial Planning Committee – 2012 Schedule

Sara Wazewski proposed the Financial Planning Committee members be comprised of members from; Authority and Advisory Board members; Washington State Department of Transportation; Mason County; School Districts; Mason Transit management staff and driver committee members.

Financial Planning Committee 2012 Meeting Time and Dates: 10:00 am – 11:30 am

January 26; March 29; May 31; and July 26 - review revenue generating and cost savings initiatives
September 27; October 25 – 2013 Budget Development/Review

November – Hold two public hearings on the Proposed 2013 Budget

December 12 – Scheduled adoption of Proposed 2013 Budget

Authority and Advisory Board members interested in serving on the committee or proposing alternative times were asked to contact Sara.

MTA UNFINISHED BUSINESS:

1. Resolution No. 2011-12 Appointing General Manager

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2011-12 appointing Brad Patterson General Manager of Mason County Transportation Authority and fixing his salary and terms of employment. **Ring-Erickson/Wendell. Motion carried unanimously.**

2. Approve Revised General Manager Employment Agreement

Rob Johnson, Legal Counsel, reported that the revision to the General Manager Employment Agreement was made removing the reference to noncompetition clause in item 13 Severance Benefits.

MOTION that the Mason County Transportation Authority Board approve the Employment Agreement as revised between Mason County Public Transportation Benefit Area and Brad Patterson.

Peterson/Bloomfield. Motion carried unanimously.

3. Resolution No. 2011-13 Adopting 2012 Budget

Public hearings were conducted on November 8, 2011 and December 13, 2011.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2011-13 adopting a budget for calendar year beginning January 1, 2012 with anticipated resources of \$9,518,995 and anticipated uses of \$9,518,996 anticipating a \$7,050,808 ending fund balance.

Hoopman/Whitener. Motion carried unanimously.

MCTAB UNFINISHED BUSINESS:

1. Advisory Board Membership Renewal

Advisory Board members whose term ends in 2011 are John Calabrese, Glen Fourre, and John Piety, all of whom have confirmed their interest to remain active for a 2-year term.

MOTION that the Mason County Transportation Advisory Board approve renewing the membership for a two (2) year period for John Calabrese, Glen Fourre, and John Piety. **Gessler/Frankeberger.**

Motion carried unanimously.

2. Advisory Board 2012 Officers

MCTAB election results for 2012 Officers were announced, as follows: Mary Ogg, Chair; John Piety, Vice Chair; and Pam Hillstrom, Recording Secretary.

MTA NEW BUSINESS:

1. Resolution No. 2011-14 Establishing 2012 Board Members Schedule

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2011-14 establishing the 2012 schedule of regular meetings. **Petersen/Hoopman. Motion carried unanimously.**

2. Reaffirm 2012 Authority Board Members

Clerk of the Board, Kathy Cook, announced the following representatives as having been reaffirmed by their district boards to serve on the Mason County Transportation Authority Board in 2012: John Campbell, North Mason School District No. 4; and Deborah Petersen, Hood Canal School District. New district representatives are: Pat McGanney, Mason County Fire District No. 5; Herb Gerhardt, Mason County Public Hospital District No. 2; and Leroy Valley, Mary M. Knight School District. Confirmation of the representative from the City of Shelton Commission pending. Mason County Commissioners continuing to serve in 2012 are: Steve Bloomfield; Lynda Ring-Erickson; and Tim Sheldon.

3. Nominations and Election of Officers

Nominations were open for position of Board Chair and Vice Chair for 2012.

Steve Bloomfield nominated and Deborah Petersen seconded the nomination of Lynda Ring-Erickson for the position of Board Chair. No further nominations were made.

Legal Counsel inquired about the nomination process being in January in order to include new oncoming Board Members the opportunity to vote and be nominated for Board positions. Staff responded that the vote is conducted in December per the Authority Board By-laws.

John Campbell nominated and Glen Hoopman seconded the nomination of Deborah Petersen for the position of Vice Chair. No further nominations were made.

The nominations were closed.

John Campbell, Chair, called for the vote. The vote was unanimous, naming Lynda Ring-Erickson Chair and Deborah Peterson Vice Chair for 2012.

4. Approve MCTAB 2012 Membership Renewal and Officers

MOTION that the Mason County Transportation Authority Board of Directors approve renewing two year terms for John Calabrese, Glen Fourre, and John Piety and Advisory Board Officers elected to serve in 2012: Mary Ogg, Chari; John Piety, Vice Chair; and Pamela Hillstrom, Recording Secretary. **Wendell/Whitener. Motion carried unanimously.**

5. Resolution No. 2011-15 Authorizing the Board Chair to Apply for and Accept Federal Grants

Mason Transit as a federal grant recipient is required to sign certifications and assurances to be eligible to apply for and receive federal grants.

MOTION that the Mason County Authority Board of Directors approve Resolution No. 2011-15 authorizing the Board Chair to apply for and accept Federal Grants and sign the 2012 Federal Transit Administration Certifications and Assurances. **Hoopman/Petersen. Motion carried unanimously.**

6. Approve Amendment No. 1 to Subcontract Agreement with Faith In Action West Sound

The amendment allows for the shift of funds in the amount of \$1,000 from the subcontractor, Faith In Action West Sound to Mason Transit for the provision of transportation services where the need is occurring.

MOTION that the Mason Transportation Authority Board of Directors approve Amendment No. 1 to the subcontract agreement with Faith In Action West Sound, further authorizing the Board Chair to sign said amendment. **Ring-Erickson/Bloomfield. Motion carried unanimously.**

7. Resolution No. 2011-16 Authorizing Staff Members to Sign on Financial Accounts

It is necessary to remove Dave O'Connell as an authorized signer for Mason Transit and that Brad Patterson be authorized along with Kathy Cook as signers on the Mason County Treasurer Depository account held at Bank of America – Account Number 668-010-010.

MOTION that the Mason Transportation Authority Board of Directors approve Resolution No. 2011-16 authorizing staff members, Marc Bradley Patterson and Kathryn Cook to sign on financial accounts for Mason County Transportation Authority. **Ring-Erickson/Hoopman. Motion carried unanimously.**

MCTAB New Business:

1. 2012 Advisory Board Work Plan

John Piety, Advisory Board Chair, reported the goals and tasks that the Advisory Board plans to accomplish in 2012 include: Update bylaws, review comment cards, get educated on the Link service in order to share that information with the public, help with recruitment effort for the Volunteer Driver Program and new Advisory Board members, assist where needed with the 2012 Canoe Journey, and accomplish tasks as assigned.

ITEMS TO GO BEFORE MCTAB:

None

MTA DEPARTMENT UPDATES:

Outreach/Transit Community Center

Libby Avery provided highlights of the November 2011 activities at the Transit Community Center. Also reported was the continued research effort and Walkability survey in the Shelton area.

Facilities & Maintenance

Ron Aubol reported MTA is working with PUD3 to assess the power demand in order to install a backup generator. Bill Newman provided compliments to the maintenance staff for their stellar job at keeping vehicles safe for drivers and passengers. Authority Board Member, Deborah Petersen, suggested future discussions be had regarding the use of solar power.

Operations

Staff provided highlights of the November 2011 Operations Summary report. Mike Oliver also reported highlights from the Regional Transportation Planning Organization meeting he attended with Dave O'Connell in Port Hadlock. Specifically, of note was WSDOT suggesting grouping the Olympic Peninsula transportation agencies and their projects together for ranking of state and federal funded projects. This concept is being called "Connect Peninsula".

IT

Christine Rouse provided highlights of IT projects.

