



**Mason County Transportation Authority  
MINUTES of the Regular Meeting  
February 14, 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; Leroy Valley, Authority Member. Authority Members Rick Englehart and Tim Sheldon were absent.

**Others Present:** Brad Patterson, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager and Clerk of the Board; ; Sara Wazewski, Finance Manager; Athena Green, Comm Center Supervisor; Libby Avery, TCC Manager; Ron Aubol, Interim Maintenance Manager; Lori Dougherty, Staff Accountant; Mary Ogg, MCTAB; John Piety, MCTAB; ; Ross Gallagher, Community Center Association Board Member; Natalie Johnson, Journal; Deidrick Allen, KMAS.

**Called to Order:** 4:08 pm

**APPROVE AGENDA:**

Two additions to the agenda under New Business noted are Item 2. Public Transportation Improvement Conference and for action Item 3. Lewis-Mason-Thurston Area Agency on Aging Contract Correction.

**MOTION** to approve the agenda as changed to add two new items under New Business.

**Campbell/McGanney. Motion carried unanimously.**

**PUBLIC COMMENT:** None.

**BOARD OF DIRECTORS COMMENTS:**

Herb Gerhardt reported on his visit and tour of the Armory and interest expressed by the individual providing the tour for other members to visit the facility. It was noted the majority of members have visited the facility and attended various meetings/functions, and new members were encouraged to stop in.

**MTA MINUTES:**

**MOTION** to approve the January 10, 2012 regular meeting minutes as presented. **McGanney/**

**Campbell. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

Correspondence received from the Port of Allyn will be discussed under New Business, Item 2.

**MTA CURRENT BUSINESS:**

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

Herb Gerhardt asked questions about the reference to YTD in the Budget Original, and percentages on items that were not budgeted but monies spent. Sara Wazewski will make corrections and verify computer calculations.

**MOTION** to approve financial reports for the period 01/01/12 through 01/31/12 as presented with revenues of **\$30,661.68** and expenses of **\$290,209.60**. **Campbell/Bloomfield. Motion carried unanimously.**

The 13<sup>th</sup> month report will be replaced with a final 2011 budget amendment that will reflect all 2011 sales tax and grant revenues and expenditures.

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

Sara Wazewski highlighted items of interest. Brad Patterson noted that a portion of expenses associated with travel in check #21102 is reimbursable through grants and rural assistance program.

**MOTION** to approve January 2012 financial obligations on checks **#21046** through **#211705** as presented for a total of **\$431,582.79**. The total includes Gross Payroll in the amount of **\$228,258.44** through February 3, 2012. **Gerhardt/Campbell. Motion carried unanimously.**

**MTA UNFINISHED BUSINESS:**

**1. Comprehensive Assessment/Review of Agency and Human Resources Policies & Procedures**

Brad Patterson reported staff is developing a Request for Proposal with a defined scope of work for release next week.

**2. Real Estate Acquisition**

Brad Patterson confirmed arrangements have been made through Legal Counsel for a Level II environmental assessment of soil samples on parcels 530 and 536 on West Railroad Avenue in Shelton, Washington.

**3. Board Meeting Date and Time Survey Results**

Review and discussion had related to the survey results. Everyone concurred to move forward with staff recommendation to change the regular Board meeting to the third Tuesday of every month, beginning in April 2012.

**MOTION** that the Mason County Transportation Authority Board of Directors approve the amendment to Resolution No. 2011-14 establishing the 2012 schedule of regular meetings.

**Campbell/McGanney. Motion carried unanimously.**

**MTA NEW BUSINESS:**

**1. Resolution No. 2012-01 Authorizing the General Manager to sign Intergovernmental Agreement with LYNX (Central Florida Regional Transportation Authority) to Purchase one (1) Bus**

Confirmation received for Federal funds through the State of Good Repair Grant program to purchase one (1) 35' replacement coach. The Washington State Department of Transportation provides options for public transit agencies to "piggy back" on existing contract agreements for the purchase of coaches. This option exists through an Interlocal Agreement with LYNX.

**MOTION** that the Mason County Transportation Authority Board of Directors approve Resolution No. 2012-01 authorizing the General Manager to sign the Intergovernmental Agreement with LYNX (Central Florida Regional Transportation Authority as authorized under RCW 39.34.030.

**Campbell/McGanney. Motion carried unanimously.**

## **2. Public Transportation Improvement Conference (PTIC) Review of Composition**

PTIC conference scheduled to be held on Tuesday, March 13, 2012 at 8:30 am in the County Commission Chambers located at 411 No. 5<sup>th</sup> Street, Shelton, WA. The letter dated February 3, 2012 from the Port of Allyn Board of Commissioners has requested a seat be added to include a Commission from the Port of Allyn on the Authority Board. Input from the public, as well as past and current Board members, and staff recommendation was noted to consider two-year terms for district seats currently serving one-year terms. Reference made to copies provided under RCW 36.57A.055 and RCW 36.57A.050. Lynda Ring-Erickson explained the change in the composition of the Authority Board in 2008 was to provide equity in the distribution of representation to satisfy the Federal Court orders of one person one vote.

## **3. Lewis-Mason-Thurston Area Agency on Aging Contract Correction**

Staff reported an error was discovered on the cover sheet of the approved and signed contract for the provision of volunteer transportation services. The rate shown at \$.75 per mile should be \$.58 per mile. There are no other changes to the contract or maximum award amount. Staff explained the .58 mile is a rate developed in the budget for administration of the program and is not associated with the IRS mileage reimbursement rate.

**MOTION** that the Mason County Transportation Authority Board authorize the Chair to sign the Lewis-Mason-Thurston Area Agency on Aging Contract Number 10-1120-0041-06(4) as corrected.  
**Campbell/McGanney. Motion carried unanimously.**

## **MCTAB REPORT:**

### **1. Advisory Board Membership Recruitment Flyer**

Mary Ogg, Advisory Board Chair, reported on planned recruitment efforts through posting newly designed flyers (distributed). Advisory Board brochures are being designed. Herb Gerhardt suggested emailing flyers and brochures to Board members that could be forwarded to their email contacts through the community.

### **2. Work Session to Review Route Schedule Tool for Drivers**

The February 28, 2012 Advisory Board meeting focus will be a work session to prepare a helpful tool through laminating the current system route schedules with helpful hints developed by a driver.

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

Deborah Peterson recommended the Advisory Board consider providing assistance with renaming the informational educational program referenced as "Transit 101".

## **DEPARTMENT UPDATES:**

**Administration** – Kathy Cook reported on: Organizational restructuring progress; Request for Qualifications for Project Management Services released on February 2, with proposals due by February 24; and Mason Transit Chronicle project. John Campbell provided highlights of preliminary discussions and plans associated with the chronicle project. Following discussion about the preliminary ideas being explored for this project, it was recommended that the scope of the project including cost and staff time needed be prepared for review by the Board at a future meeting.

**Finance** – Sara Wazewski reported on: Implementation of electronic transfer of funds into payroll account during inclement weather periods; preparing sample reserve policies for review at the financial planning committee meetings; department staff riding the bus.

**Facilities & Maintenance** – Ron Aubol reported on: Generator and strip chart recorders project progress; planned installation of bus shelter at the Gateway Center in Shelton; new minibus inspection; Chevrolet Duramax operation and diagnostic training scheduled for all maintenance staff.

**IT** – Brad Patterson reported for Christine Rouse on: New Firewall installation and working with WiFi capability; electrical outage planned to increase amperage circuitry sufficient to support service room equipment.

**Operations** – Athena Green, Comm Center Supervisor reported for Mike Oliver on: January 2012 Operations Report; updates on various grant application partnerships with Squaxin and Skokomish Tribes as well as veterans transportation programs.

**Outreach/Transit Community Center** – Libby Avery reported on: Belfair Walkability Survey (handout); outreach efforts within the community; meetings with legislative representatives about the WA state legislature capital project funding Request; marketing, grants and wellness program progress.

### **GENERAL MANAGER’S REPORT:**

Brad Patterson reported on the meeting with Representative Kathy Haigh on the Washington State Legislature request to seek funding assistance in the amount of \$600,000 for the Transit Community Center renovation project.

A project being explored is the Senior Nutrition Shuttle.

Brad will participate in a conference call with Heidi McCutcheon, Shelton Chamber of Commerce Executive Director, to explore Economic Development with a core group of individuals interested in learning more about Sky Ride.

Mason Transit continues discussion with the Squaxin Tribe on this years’ Canoe Journey event.

Staff is re-establishing regularly scheduled Safety Committee meetings.

Staff is following closely the release of veteran’s transportation grants. The first is the one-stop call center.

Related to the Walkability Survey conducted in North Mason, Lynda asked if staff had contacted the State DOT and asked them about placing a crosswalk at the intersection shown in the survey. She recommended staff contact Steve Bennett. In addition, Lynda noted that the State Route 3 improvement project is fully funded and will improve conditions through Belfair.

### **OTHER BUSINESS:**

None.

**Next Meeting:            Joint Authority & Advisory Board  
                                  March 13, 2012 – 5:30 pm  
                                  Port of Allyn – 18560 E SR3, Allyn, WA**