



**Mason County Transportation Authority
MINUTES of the Regular Meeting
January 10, 2012**

Members Present: Lynda Ring-Erickson, Chair; Deborah Petersen, Vice Chair; Steve Bloomfield, Authority Member; John Campbell, Authority Member; Rick Englehart, Authority Member; Herb Gerhardt, Authority Member; Pat McGanney, Authority Member; Mike Olsen, Authority Member; Leroy Valley, Authority Member. Authority Member Tim Sheldon was absent.

Others Present: Brad Patterson, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager and Clerk of the Board; Mike Oliver, Interim Operations Manager; Sara Wazewski, Finance Manager; Libby Avery, TCC Manager; Ron Aubol, Maintenance Manager; Chris Rouse, IT Analyst; Lori Dougherty, Staff Accountant; John Piety, MCTAB; Karen Jackson, Mason County; Ross Gallagher, Community Center Association Board Member; Natalie Johnson, Journal.

Called to Order: 4:00 pm

Introductions and welcome to new Authority Members: Herb Gerhardt, Public Hospital District No. 2; Pat McGanney, Fire District No. 5; Mike Olsen, City of Shelton; and Leroy Valley, Mary M. Knight School District.

APPROVE AGENDA:

Ring-Erickson, Chair, requested adding an Executive Session following approval of the agenda to discuss the performance of a public employee.

MOTION to approve the agenda as changed to add an Executive Session. **Campbell/Bloomfield.**
Motion carried unanimously.

EXECUTIVE SESSION:

Ring-Erickson, Chair, recessed the regular meeting and called for Executive Session for the purpose of discussing the performance of a public employee at 4:05 pm. The Executive Session will last approximately 20 minutes.

At 4:25 pm, it was announced that the Executive Session was extended for an additional 15 minutes.

Ring-Erickson, Chair, closed the Executive Session and reconvened the regular meeting at 4:40 pm. No action taken.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS COMMENTS:

John Campbell commented, "Glad to be here."

MTA MINUTES:

MOTION to approve the December 13, 2011 joint meeting minutes as presented.
Campbell/Bloomfield. Motion carried unanimously.

MTA CORRESPONDENCE: None.

MTA CURRENT BUSINESS:

1. Financial Reports 12/1/11 through 12/31/11

MOTION to approve financial reports for the period 12/1/11 through 12/31/11 as presented with revenues of **\$36,661.33** and expenses of **\$276,205.33**. **Campbell/McGanney. Motion carried unanimously.**

2. Check Approval 12/1/11 through 12/31/11

Sara highlighted items of interest to include checks 20938 through 20940 for FICA Tax Liability in years 2008 through 2010 associated with passing the Social Security referendum; checks issued for fuel 20975-MTA Fueling Station @ \$2.92/gallon; 21006-Worker/Driver fleet @ \$3.46/gallon; 21038-Vanpool Fuel @ \$3.40/gallon; and 21043-Belfair Fleet @ \$3.12/gallon.

MOTION to approve December 2011 financial obligations on checks **#20923** through **#21045** as presented for a total of **\$679,834.74**. The total includes Gross Payroll in the amount of **\$237,232.91** through January 6, 2012. **Gerhardt/Bloomfield. Motion carried unanimously.**

3. Financial Planning Committee Meeting Reminder

Sara Wazewski encouraged Authority and Advisory Board members to participate in Financial Planning Committee meetings. The first meeting of 2012 will be held on Thursday, January 26th from 10:00 am to 11:30 am. RSVP's are encouraged to allow ample time to advertise a special meeting if needed. The committee will focus on cost savings measures and revenue generating ideas. Lynda encouraged new board members to participate.

MTA UNFINISHED BUSINESS:

1. Reaffirm 2012 Authority Member – City of Shelton

The City of Shelton Commission confirmed, and the Authority Board acknowledged, the appointment of Mike Olsen, City Commissioner, to serve on the Mason Transit Authority Board in 2012.

MTA NEW BUSINESS:

1. Governing Body – Periodic Review of Composition

The last governing body review for Mason County Transportation Authority was held on February 5, 2008. RCW 36.57A.055 requires a review to be held every four years. The review is arranged and advertised through the Mason County Commission. Mason County Commissioners and a representative from the City of Shelton serve as members of the legislative authority at the review. Lynda Ring-Erickson requested administrative staff work with Mason County staff to initiate the review. Deborah Petersen asked if consideration to extend the current one-year term of some districts to two years would be considered. Lynda Ring-Erickson noted comments would be allowed at the review.

2. Lewis-Mason-Thurston Area Agency on Aging Contract

The contract through the Lewis-Mason-Thurston Area Agency on Aging for volunteer transportation services under the Older Americans Act is being renewed for a 1-year period. Maximum contract award \$29,100.

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) for the provision of volunteer transportation services. **Campbell/Bloomfield. Motion carried unanimously.**

3. Skokomish Tribe Partnership – FTA Tribal Transit Grant Award

Mike Oliver provided highlights of the partnership opportunity and plans to implement enhanced services in April, 2012, to residents along Highway 101 on the Skokomish reservation near Hoodspout, Potlatch and Lake Cushman. Operating funds awarded to the Skokomish Tribe total \$73,400 through the FTA Tribal Transit Grant program. Mason Transit will assist through route development and provision of rolling stock, staff resources, and vehicle maintenance services. Staff is working with Skokomish Tribe representatives to formalize a contract for services.

4. Comprehensive Assessment and Review of Agency and Human Resources Policies and Procedures

Brad Patterson reported that at the advisement of the Board Chair and Vice Chair, staff will research and arrange for consulting services for the purpose of conducting a comprehensive assessment and review of agency and human resources policies and procedures. Staff will prepare a written proposal to the Board highlighting potential consultants and cost.

5. Mason Transit Chronicle

With retirement of the founding General Manager, the absence of a comprehensive agency history became apparent. John Campbell commented that Mason Transit has a history, but it does not have a record of it - to the extent that it's accessible, a central record of who we are and where we come from. John Campbell offered to coordinate the effort and work on chronicling the past 20 years of Mason Transit. Brad Patterson, John Campbell and Dave O'Connell are initiating this effort.

6. Real Estate Acquisition

Brad Patterson reported that, at the Board's direction from the Executive Session held on December 13, 2011, staff, through legal counsel, entered into negotiations to purchase for future development parcels 536 and 530 located on West Railroad Avenue in Shelton, Washington. Rob Johnson provided information on the price negotiated in the amount of \$156,000, pending Mason Transit Board approval. Discussion was had and preliminary information reviewed related to what level of environmental assessment, if any, was needed and cost for a Level 1 study – approximately \$3,000 to \$3,500 and Level 2 study (soil samples) – approximately \$10,000.

MOTION that the Mason County Transportation Authority Board accept the agreement contingent on an adequate environmental evaluation of the site and authorizing a cost not to exceed \$10,000 for the site environmental evaluation. **Gerhardt/McGanney. Motion carried unanimously.**

7. All MTA Meeting

Brad Patterson reported on the all Mason Transit staff meeting scheduled to be held on Monday, January 16 beginning at 8:00 am. Invitations were sent out extending to Authority and Advisory Board members to join staff for breakfast and presentations on 2011 accomplishments; staff recognition and review of 2012 goals and challenges. The meeting will be held at Mason Transit's facility. A special meeting notice will be published pending confirmation that a quorum will be present.

MCTAB REPORT:

For the benefit of new Authority Board members, John Piety, Advisory Board Vice-Chair, briefly provided information about the Advisory Board, further requesting assistance in recruiting new Advisory Board members. John also asked that Advisory Board members be included in the Mason Transit Chronicle effort.

ITEMS TO GO BEFORE MCTAB: None.

