



**Mason County Transportation Authority  
Mason County Transit Advisory Board  
Minutes of the Joint Board Meeting  
July 17, 2012**

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

**Others Present:** Brad Patterson, General Manager; Kristin French, Legal Counsel; Christina Kramer, Administrative Assistant and Acting Clerk of the Board; Mike Oliver, Development Manager and Acting Operations Manager; Sara Wazewski, Finance Manager; Ron Aubol, Maintenance Manager; Christine Rouse, Technology Manager; Libby Avery, Ombudsman; Janice Corbin, Interim Human Resources Manager/Sound Employment Solutions; Ross Gallagher, Community Center Association President; Robert Jeffers, Management Consultant/President, Lindsey-Jeffers; Natalie Johnson, The Shelton Journal; John Piety, MCTAB; Mary Ogg, MCTAB; Jim Merrit, HHJ, PLLC and Roger Hansen, HHJ, PLLC.

**Called to Order:** 4:00 p.m.

**APPROVE AGENDA:**

**MOTION** that the Mason County Transportation Authority Board approve the agenda as presented. **Campbell/Olsen. Motion carried unanimously.**

**PUBLIC COMMENT:**

None

**BOARD OF DIRECTORS COMMENTS:**

Herb Gerhardt requested that the motion called during the July 3, 2012 special meeting of the Mason County Transportation Authority Board which authorized the General Manager to sign an employee severance agreement be revisited. The minutes of the special meeting, as well as, the proceedings of said meeting were discussed to ensure the meeting and motion was done within legal parameters. It was noted that the minutes and motion were correct but the announcement calling the special meeting was done incorrectly. A request was made to refer to legal counsel for consultation and verification of proper procedure.

**MTA MINUTES:**

**MOTION** that the Mason County Transportation Authority Board approve the June 19, 2012 regular meeting minutes as presented. **Bloomfield/Campbell. Motion carried unanimously.**

**MOTION** that the Mason County Transportation Authority Board table the approval of the July 3,

2012 special meeting minutes to the next regular board meeting being held August 21, 2012.  
**Gerhardt/Petersen. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Thank you card from a transit passenger, Annmarie, expressing gratitude for service.
2. Thank you card from volunteer service recipient, Janet Harper, stating appreciation of the volunteers and the service.

**MTA CURRENT BUSINESS:**

**1. Financial Reports 01/01/12 through 06/30/12**

Finance Manager, Sara Wazewski, noted the 2<sup>nd</sup> quarter grant revenue has not been received yet which affects the projected budget percentage as noted approximately 30% below the anticipated 50% mark.

**MOTION** that the Mason County Transportation Authority Board approve financial reports for the period **01/01/12** through **06/30/12** as presented with revenues of **\$41,000.33** and expenses of **\$356,147.58**. **Gerhardt/Campbell. Motion carried unanimously.**

**2. Check Approval 06/01/12 through 06/30/12**

Finance Manager, Sara Wazewski, provided highlights of the disbursement report.

**MOTION** that the Mason County Transportation Authority Board approve May 2012 financial obligations on checks **#21830** through **#21949** as presented for the total **\$439,213.82**. The total includes gross payroll in the amount of **\$201,189.93** through June 13, 2012. **Campbell/Sheldon.**

**MOTION** amended that the Mason County Transportation Authority Board approve May 2012 financial obligations on checks **#21830** through **#21949** as presented for the total **\$439,213.82**. The total includes gross payroll in the amount of **\$201,189.93** through *July 6*, 2012. **Campbell/Sheldon.**

**MOTION** amended that the Mason County Transportation Authority Board approve *June* 2012 financial obligations on checks **#21830** through **#21949** as presented for the total **\$439,213.82**. The total includes gross payroll in the amount of **\$201,189.93** through *July 6*, 2012. **Campbell/Sheldon. Motion carried unanimously.**

**MTA UNFINISHED BUSINESS:**

None

**TRANSIT-COMMUNITY CENTER PROJECT:**

Highlights and updates were provided regarding the progress and moving forward with the architectural design and engineering services.

Roger Hansen and Jim Merritt from HHJ, PLLC were introduced. Both gave highlights of the experience and knowledge they are bringing to the Transit-Community Center Project.

**MTA NEW BUSINESS:**

## **1. Washington State Department of Retirement Systems Total Excess Compensation Benefit Payable**

Staff verified that this payment was not expected and, therefore, not budgeted for. Also, verified was that no other Mason Transit staff is active in PERS 1 at this time.

**MOTION** that the Mason County Transportation Authority Board approve the payment of \$18,002.27 to the Washington State Department of Retirement Systems for total excess compensation benefits. **Gerhardt/Bloomfield. Motion carried unanimously.**

### **MCTAB REPORT:**

Reported was that there has been no response so far from recent recruitment.

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

1. Appoint a representative from MCTAB to attend Community Center Association board meetings
2. Review of the upcoming Service Development Plan by MCTAB members

### **DEPARTMENT UPDATES:**

#### **1. Administrative/HR Report:**

- HR Manager position recruitment is moving forward to the final process and it is projected someone will be hired by mid-August;
- Recruitment for an Operations Manager has been posted which will close July 23<sup>rd</sup>, 2012;
- Staff verified that the Operations Manager position is being posted for a second time, after not having a satisfactory response of qualified candidates from the first recruitment attempt.

Commissioner Tim Sheldon announced that Mason County is also hiring a Human Resources Manager. He requested the Mason Transit's HR salary range be reported to the Commissioner's office for comparison.

#### **2. Development Report:**

- Review of Mason Transit's service will begin soon and a Service Development Planning committee is being formed;
- Authority Board members were invited to join the Service Development Planning Committee;
- Six-year Transportation Development Plan is being reviewed and updated with the due date being August 1, 2012.

#### **3. Finance Report:**

- New staff accountant is working out well;
- Finance department working hard to catch everything up;
- Announcement made regarding next Financial Planning Committee meeting which will be held Thursday, July 26<sup>th</sup> at 10:00 am located at the Mason Transit Business Office.

#### **4. Facilities & Maintenance Report:**

- Working on facility updates to complete construction in the administration office;

- Staff parking has been moved to the gravel parking lot in front of building 2 and back parking lot located behind building 1 & 2 is designated for Mason Transit bus/van fleet and vehicles only;
- Research is being done regarding paving of the front/gravel employee & visitor parking lot;
- Maintenance is recruiting a Service Mechanic.

#### **5. IT Report:**

- The main software program, Trapeze, which is used by the Communication Center, is in need of upgrading and negotiation discussions are being held with a Trapeze representative.

#### **6. Operations Report:**

- A report was handed out providing highlights of July's ridership;
- Continued ridership growth on the Skokomish/Cushman Pilot Service is being seen;
- An update was provided regarding the Youth Mentorship Program.

#### **7. Outreach Report:**

- Presentations are continued to be given to the public, with improvements being made as feedback is received;
- A perception survey is being drafted which will be given at presentations;
- Libby Avery will be conducting a walkability survey in Shelton.

#### **8. General Manager Report:**

- The COVE City and Commodity food banks have finalized their move into building 3;
- Mason Transit (MTA) had six drivers enter the Olympia Peninsula Bus Rodeo. Highlights were provided regarding the rodeo. Special note of driver, Dan Baasch taking second place in the body-on-chassis competition and thereby qualifying for State competitions, which he will attend representing MTA at the end of August;
- Updates were provided regarding the continuation of MTA working with the Squaxin Island Tribe on technical assistance for the transportation of visitors during their Canoe Journey event. Noted was that legal counsel has been utilized to ensure proper procedures are followed. It was verified that Mason Transit has not been confirmed as providing actual service for the special event.

Commissioner Tim Sheldon suggested that Mason Transit contact the Public Works Director regarding the transportation and how it may affect local residential traffic areas.

- Announced was the Union decertification vote result with a final total of 40 votes counted; 21 voted for decertification and 19 against it thereby, finalizing the vote in approval of decertification. Management plans to address internal morale with employees in an effort to improve said morale. Acknowledged was that an estimated \$35,000 was spent on labor negotiations which was more than budgeted.

Board Chair, Lynda Ring-Erickson, commented that it is important that the Board notes are accurately reflecting public monies and business handled. Also stated was that people need to wait for the Chair to recognize a person before they speak to ensure proper meeting procedures are followed and persons making comments are appropriately noted for the record. Suggested was that *Robert's Rules of Order* be reviewed by individuals unsure of how to conduct a proper meeting.

General Manager, Brad Patterson, introduced Amanda Bremmeyer who is the youth participating in the new Youth Mentorship Program.

Ms. Bremmeyer shared her duties and experience so far in the program.

**EXECUTIVE SESSION**

Lynda Ring Erickson, Authority Board Chair, recessed the regular meeting and called for executive session at 5:00 p.m. to discuss the contract of a public employee and real estate acquisition.

At 5:30 p.m. an extension of the executive session was called until 5:45 p.m.

Lynda Ring-Erickson closed the executive session at 5:44 p.m. and reconvened the regular meeting.

No action was taken.

Commissioner Tim Sheldon commented regarding the contract of a public employee discussed during executive session, stating that further review is necessary and he requested other board members to research similar contracts for comparison. Further stated was that the discussion regarding the contract of a public employee be readdressed at the next board meeting being held August 21, 2012.

**OTHER BUSINESS:**

None.

**MEETING ADJOURNED:** 5:47 p.m.

**Next Meeting:            MTA Authority Board  
                                 August 21, 2012 @ 4:00 pm  
                                 Mason Transit Business Office  
                                 790 E John's Prairie Rd Shelton, WA 98584**