



**Mason County Transportation Authority
Mason County Transit Advisory Board
Minutes of the Joint Board Meeting
June 19, 2012**

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

MCTAB Board Members Present: Mary Ogg, Chair; John Piety, Vice Chair; Kevin Frankeberger, Advisory Member; and Pam Hillstrom, Advisory Member.

Others Present: Brad Patterson, General Manager; Robert Johnson, 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; Danette Brannin, Staff Accountant; Janice Corbin, Interim Human Resources Manager/Sound Employment Solutions; Donna Doerer, Community Center Association (CCA) Grant Consultant; Ross Gallagher, CCA President; Nicole Brown, T-CC Project Manager/OAC; David Chenaur, WSDOT Public Transportation Division; Mark Elridge, WSDOT Regional Mobility Grant Program Manager; Al Hatten, WSTIP Executive Director; Jim Richmond, Attorney-at-Law; Robert Jeffers, Management Consultant/President, Lindsey-Jeffers; Pam Ward, HR Consultant/Vice President, Link-Allen Benefit Group; and Len Williams, Foster & Williams Architects.

Called to Order: 5:30 p.m.

PUBLIC COMMENT:

Kevin Frankeberger shared that Mason Transit is well known and gets great marks from people who are on list-serves dedicated to issues of blindness from around the US as an agency that doesn't segregate audiences; seniors ride with teenagers who ride with people who have disabilities who ride with commuters - all on the same bus.

BOARD OF DIRECTORS COMMENTS:

Herb Gerhardt commented about the ownership of Bill Hunter Park in Belfair, stating that he spoke directly with Bill Hunter regarding said ownership and that Mr. Hunter stated he wouldn't mind seeing Mason Transit assume ownership, as long as the name for the park is not changed.

APPROVE AGENDA:

MOTION that the Mason County Transportation Authority Board approve the agenda as presented.
Gerhardt/Valley. Motion carried unanimously.

MTA MINUTES:

MOTION that the Mason County Transportation Authority Board approve the May 15, 2012 minutes as presented. **Gerhardt/Olsen. Motion carried unanimously.**

MCTAB MINUTES:

MOTION that the Mason County Transportation Advisory Board approve May 22, 2012 minutes as presented. **Piety/Frankeberger. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Thank you card from Oakland Bay Junior High to Libby Avery, Trina Gwerder, and Richard Blackwell which thanked them for the travel training provided on June 1st.
2. Letter from Foster and Williams Architects asking the Authority Board to reconsider Mason Transit's staff recommendation to hire HHJ, PLLC/Merritt Architecture for architectural and engineering designs service for the Transit-Community Center Project, reference Resolution No. 2012-11, and to instead consider hiring Foster and Williams Architects for the project.

MCTAB CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Reports 05/01/12 through 05/31/12

MOTION that the Mason County Transportation Authority Board approve financial reports for the period **05/01/12** through **05/31/12** as presented with revenues of **\$44,622.09** and expenses of **\$408,729.06**. **Campbell/Bloomfield. Motion carried unanimously.**

Finance Manager, Sara Wazewski, introduced and welcomed Mason Transit's new staff accountant, Danette Brannin.

2. Check Approval 05/01/12 through 05/31/12

MOTION that the Mason County Transportation Authority Board approve August 2011 financial obligations on checks **#21714** through **#21829** as presented for the total **\$435,416.37**. The total includes gross payroll in the amount of **\$203,749.67** through June 13, 2012. **Petersen/Campbell. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

None

TRANSIT-COMMUNITY CENTER PROJECT:

Donna Doerer was introduced as a grant consultant hired by the Community Center Association (CCA) to help procure funding for the Transit-Community Center renovations. Donna shared an upcoming grant opportunity which the CCA will be applying for, the Building Communities Fund, which was explained as a capital grant funded by state monies and administered by the Department of Commerce. A requirement for the grant is a partnership and lease agreement between CCA and Mason Transit for 15 years. General Manger, Brad Patterson, reported that Mason Transit has met with CCA Board members and legal counsel regarding the grant requirements. Also, reported by the General Manager was the need for Mason Transit and the CCA to complete a legal agreement detailing the relationship between the two entities.

Lynda Ring-Erickson suggested that MTA consider applying for the Community Block Grant.

DEPARTMENT UPDATES:

1. Development

Updates were provided regarding the move of some tenants from the Transit-Community Center to the Mason Transit Business office while the building is under renovation. The General Manager noted the uniqueness of a transit agency hosting two food banks within their facility.

2. Operations

A report was handed out providing highlights of May's ridership. Also reported was the continued ridership growth on the Skokomish/Cushman Pilot Service, with the total to date being 189 riders and that positive feedback is continuing to be received.

3. Finance

An announcement was made regarding next Financial Planning Committee meeting which will be held July 26th at 10:00 am located at the Mason Transit Business Office.

4. Facilities & Maintenance

Reported was that Mason Transit will be honored with 12 volunteers provided through United Way's Day of Caring on June 21st for grounds maintenance work. Announced was that research is being done for getting lighting in the front parking lot and on reducing electrical costs through the potential purchase of a new air compressor which uses less wattage, as well as a smaller generator.

5. IT

Highlighted was the savings of the new copier and reduction from two copiers to one, research for reducing wireless bills and the review of data plans for company cell phones which is being done all in an effort to reduce overhead costs.

6. General Manager's Report

Reported was that:

- Passing a new federal transportation bill has most likely been extended to the spring of 2012;
- a tentatively scheduled completion date for the Transit-Community Center Project as being January of 2014;
- MTA is working with Squaxin on technical assistance for the transportation of visitors during their Canoe Journey event, as well as talking with the school district for extra vehicles should MTA be providing services where charter is not available. Also noted was that additional service will be added during the Canoe Journey for the Olympia route to accommodate the increased ridership expected.
- Highlights were provided regarding the MTA history "Chronicle" project.
- Announced was the new the partnership with Mason County Youth Programs to provide youth-at-risk with job skills through a mentorship program at Mason Transit. This will be done by partnering youth with drivers who've volunteered to have them assist the driver with door-to-door service on the dial-a-ride service. Questions were answered regarding youth training and it was verified that lift, wheelchair, passenger assistance and other such training will be provided to the youth as well as that the driver will maintain overall responsibility.

7. Outreach

Reported was the continuation of updated and finalizing the Transit 101 slideshow as well as outreach efforts in coordinating providing Transit 101 to the community. Highlighted were presentations that have been done to date. Announced was the Summer Youth Adventure Pass program that began and for the first time outreach was done to reach every student in Mason County by providing a flyer to each student as handed out by the schools through the teachers in their classrooms. Also, Libby Avery provided highlights of training she's been attending in her role as Mason Transit's Ombudsman. Included in that was recognition that Mason Transit is providing premium service. Further research is being done through surveying seniors to ensure a flawless system is in place.

8. Administrative/HR

Announced was that the HR Manager position had been posted with a large response received. Review is being done to narrow down a selection of potential candidates. Highlights were provided regarding discrimination and sexual harassment training being provided to all employees as well as review of Mason Transit's leave of absence policy and code of conduct.

MCTAB UNFINISHED BUSINESS:

1. Port Authority Invite Letter

Correction was made in that the letter has not been sent to the Ports as of yet but there is intention to get those out by June 22nd.

2. Personal Hygiene Policy

Research is still being conducted regarding a policy for Mason Transit.

MTA NEW BUSINESS:

1. Resolution No. 2012-09 – Authorize the Disposal of Surplus Vehicles and Equipment

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2012-09 authorizing the disposal of surplus vehicles and equipment as listed. **Campbell/Olsen. Motion carried unanimously**

2. Resolution No. 2012-10 – Authorizing the Mason County Authority Board Chair to Sign Washington State Department of Transportation Agreement #GCB1222.

Mason Transit desires to enter into mutual agreement #GCB1222 with the Washington State Department of Transportation for \$871,200.00 in capital funds with a local match of \$217,800.00 to purchase and replace seven ADA accessible diesel minibuses and one 35' ADA accessible diesel bus.

Noted in paragraph three, line three, of Resolution No. 2012-10 was to change the pound sign (#) before number 217,800.00 to a money symbol in order to correctly show local match of \$217,800.00.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2012-10 authorizing the Board Chair to sign Washington State Department of Transportation Agreement #GCB1222 as amended. **Campbell/Gerhardt. Motion carried unanimously.**

3. Resolution No. 2012-11 – Authorizing the Mason Transit General Manager to Sign a Contract with HHJ Architects, PLLC to Provide Architectural and Engineering Designs Services for the Transit-Community Center Project.

Mason Transit staff reported on the process in which a Request for Qualifications solicitation was approved and conducted for qualified firms to provide architectural and engineering design services for the redevelopment of the Transit-Community Center.

Legal Counsel and Mason Transit Staff answered questions and clarified inquiries regarding Resolution 2012-11.

Public comment was received. Len Williams of Foster & Williams Associates, P.C. AIA Architects requested that supporter names collected and added to the letter their firm submitted, which was read under correspondence, item number two, be read and that additional names received after the letter was submitted be added as well. Supporter names were read and Mr. Williams clarified that the businesses and names added were done in support of local spending.

MOTION that the Mason County Transportation Authority Board of Directors authorize the General Manager to sign a contract with HHJ Architects, PLLC to provide architectural and engineering design services for the Transit-Community Center Project in an amount not to exceed \$700,000.00.
Campbell/Gerhardt. Motion carried with four out of seven Board Members present approving.

Board Chair, Lynda Ring-Erickson; Authority Members, Steve Bloomfield and Leroy Valley abstained from voting.

MCTAB NEW BUSINESS:

None.

ITEMS TO GO BEFORE MCTAB:

None.

OTHER BUSINESS:

None.

EXECUTIVE SESSION

Lynda Ring Erickson, Authority Board Chair, recessed the Joint Authority and Advisory Board meeting and called for executive session at 6:42 pm to discuss employment of a public employee and labor negotiation.

At 7:30 pm an extension of the executive session was called until 8 pm.

At 8:00 pm an extension was called until 8:15 pm.

At 8:12 pm an extension was called until 8:25 pm.

Lynda Ring-Erickson closed the executive session at 8:25 pm. No action was taken.

Staff answered questions from the Board regarding Mason Transit's nepotism policy. Janice Corbin responded that the policy was being reviewed.

**Next Meeting: MTA Authority Board
 July 17, 2012 @ 4:00 pm
 Mason Transit Business Office
 790 E John's Prairie Rd Shelton, WA 98584**

MCTAB
July 24, 2012 @ 5:30 pm
Mason Transit Business Office
790 E John's Prairie Rd Shelton, WA 98584