



**Mason County Transportation Authority
Mason County Transit Advisory Board
MINUTES of the Joint Meeting
March 13, 2012**

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; and Tim Sheldon, Authority Member. Authority Members Rick Engelhart, Pat McGanney and Leroy Valley were absent.

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

Others Present: Brad Patterson, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager and Clerk of the Board; Mike Oliver, Acting Operations Manager; Ron Aubol, Maintenance Manager; Sara Wazewski, Finance Manager; Libby Avery, TCC Manager; Christine Rouse, Technology Manager; Ross Gallagher, Christina McClatchey, Karen Jackson, Natalie Johnson, Shelton Journal.

Called to Order: 5:30 p.m.

APPROVE AGENDA:

Steve Bloomfield moved to approve the agenda with one amendment to add an Executive Session after MCTAB Correspondence for the purpose to discuss contracted personnel.

MOTION to approve the agenda as amended. **Bloomfield/Campbell. Motion carried unanimously.**

John Piety, Advisory Board Vice-Chair, requested the Authority Board consider possible action under MCTAB New Business for new membership.

MOTION to amend the agenda to include possible action by the MTA Board following membership application under MCTAB new business. **Campbell/Bloomfield. Motion carried unanimously.**

PUBLIC COMMENT:

None

BOARD OF DIRECTORS COMMENTS:

Herb Gerhardt referenced the letter to the editor, and that the General Manager should respond. Brad Patterson noted staff is addressing concerns via email correspondence. Herb asked that correspondence should be done through a public arena.

MTA MINUTES:

MOTION to approve February 14, 2012 regular meeting and February 27, 2012 special meeting minutes as presented. **Campbell/Gerhardt. Motion carried unanimously.**

MCTAB MINUTES:

Mary Ogg, Chair noted the February meeting was cancelled due to inclement weather conditions.

MTA CORRESPONDENCE:

None.

MCTAB CORRESPONDENCE:

None.

EXECUTIVE SESSION:

Lynda Ring-Erickson, Chair, recessed the joint meeting, and called for Executive Session at 5:38 pm to discuss a contracted employee. The Executive Session will last approximately 20 minutes.

Lynda Ring-Erickson, Chair, closed the Executive Session and reconvened the joint meeting at 5:58 pm.

MOTION that the Mason County Transportation Authority Board authorize Legal Counsel, Rob Johnson, to negotiate for Human Resource services for the Mason County Transportation Authority Board. **Sheldon/Campbell. Motion carried unanimously.**

MTA CURRENT BUSINESS:

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

Sara Wazewski reported that the error in January financial reports occurred through the software program applying 2011 budget numbers to 2012 reports submitted. The software error has been corrected as have the January financial reports.

MOTION to approve corrected financial reports for the period 01/01/12 through 01/31/12 as presented with revenues of **\$42,936.03** and expenses of **\$412,327.15.** **Campbell/Petersen. Motion carried unanimously.**

2. Financial Reports 02/01/12 through 02/29/12

MOTION to approve financial reports for the period 02/01/12 through 02/29/12 as presented with revenues of **\$42,906.98** and expenses of **\$428,122.35.** **Petersen/Olsen. Motion carried unanimously.**

2. Check Approval 2/01/12 through 2/29/12

Warrants highlighted included #21186 – Mason County Title Company for land purchase; #21327 – Harlow's Bus Sales for 3 new buses; and fuel cost per gallon comparisons by vendor/supplier.

MOTION to approve February 2012 financial obligations on checks **#21171** through **#21369** as presented for the total **\$824,551.07.** The total includes Gross Payroll in the amount of **\$203,991.97** through March 4, 2011. **Campbell/Olsen. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Comprehensive Assessment/Review of Agency HR Policies & Procedures RFP

Request for Proposal process conducted with one response submitted to conduct a comprehensive assessment and review of agency Human Resource policies and procedures. Brad Patterson commented he would like to advertise an extension of the deadline for a short period of time.

MOTION that the Mason County Transportation Authority table action on this item until the April meeting. **Petersen/Olsen. Motion carried unanimously.**

MCTAB UNFINISHED BUSINESS:

1. Membership Recruitment Update

Mary Ogg, Advisory Board Chair, reported no update is available due to the February meeting being cancelled.

MTA NEW BUSINESS:

1. First Amendment to Resolution No. 1996-07 – Designating their Director and Alternate Directors to the Washington State Transit Insurance Pool Board

Staff desires to add the Finance Manager as the third alternate to the Transit Insurance Pool Board, to allow greater flexibility by Mason Transit to be represented on the Pool's Board and at various Board training opportunities. Steve Bloomfield identified a typo in the Resolution title, signing will occur when the Resolution is corrected.

MOTION that the Mason County Transportation Authority Board of Directors approve the first amendment to Resolution No. 1996-07 designating their Director and alternate Directors to the Washington State Transit Insurance Pool Board. **Campbell/Bloomfield. Motion carried unanimously.**

2. Resolution No. 2012-03 Regarding Attendance at Board of Directors Meetings

Staff requested approval to allow Board members to participate in meetings, and to secure quorums to ensure action can be taken, through electronic communication mediums.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2012-03 regarding attendance at Board of Directors meetings. Further that an amendment to the bylaws be prepared for adoption by the Board at its next regular meeting. **Petersen/Olsen. Motion carried unanimously.**

3. Request for Qualifications – Transit Community Center Project Manager

Brad Patterson reported that Statements of Qualifications received from five (5) firms were evaluated, and the top three (3) firms will be scheduled to provide a presentation and question and answer session. Brad recommended he be authorized to enter into negotiations with the apparent and most appropriate firm for performing Project Management duties in the renovation of the Transit Community Center.

MOTION that the Mason County Transportation Authority Board approve authorizing the General Manager to enter into negotiations with the selected Project Management firm for the Transit-Community Center project. **Campbell/Olsen. Motion carried unanimously.**

4. Volunteer Driver Recognition Event

The annual Volunteer Driver recognition luncheon is scheduled to be held on Friday, April 20, 2012, beginning at noon at the Transit Community Center, 601 W. Franklin Street in Shelton. Mason Transit staff is providing lunch, and community gift baskets are being assembled through the generosity of area businesses in Belfair and Shelton.

MCTAB NEW BUSINESS:

1. Membership Application – Christina McClatchey

MOTION to approve the membership for Christina McClatchey to the Advisory Board for a two-year term. **Piety/Fourre. Motion carried unanimously.**

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation to accept Christina McClatchey's membership application and interest to serve on the Advisory Board for a two-year term. **Bloomfield/Sheldon. Motion carried unanimously.**

ITEMS TO GO BEFORE MCTAB:

Herb Gerhardt referenced the letter from the Port of Allyn, expressing interest for their district to be represented on Mason Transit's Authority Board, further recommending the Advisory Board prepare a letter extending an invitation to Port District representatives in Mason County, to consider becoming Advisory Board members.

DEPARTMENT UPDATES:

Management staff provided highlights of February activities in administration, facilities and maintenance, finance, technology, operations and outreach. Significant activities included recruitment for Maintenance Manager; upcoming volunteer driver program monitoring assessment; arrival of new cutaway buses; new sonic wall firewall installation; and rider ombudsman efforts.

It was noted that reports of vandalism at area Park & Ride lots continue and staff was directed to work with and request information from both City and County law enforcement agencies.

GENERAL MANAGER'S REPORT:

Brad Patterson provided an update on status transportation bills before the Washington State Legislation and notice of funding available for operating purposes. Grants are being prepared under the State of Good Repair and Bus Livability programs for replacement and expansion vehicles, express route from Hoodspport to Olympia, Link service, technology equipment GPS and AVL/MTD (automatic vehicle locator/mobile data terminal); and new bus shelters. Staff is researching a grant to provide a one-stop call center for Veteran's. Mason Transit partnered with Squaxin Island Transit in a Technical Assistance Grant to address overcrowding on Route 6 that travels to and from Shelton and Olympia with stops at Kamilche and Little Creek Casino. The Squaxin Tribe has received interest from a private carrier, and will be negotiating with them to provide transportation for the Canoe Journey under FTA charter regulations. Several meetings held with the Community Center Association (CCA) Board of Directors to discuss facility management matters at the Transit Community Center facility. The CCA Board's focus will transition to an advisory role and fund raising efforts. Discussion was had related to Regional Transportation Partners (RTP) transferring assets to CCA, with the balance of funds, approximately \$15,000, targeted for fund raising efforts. Brad reported that the City of Shelton will take the lead on the Franklin Street renovation project, and further discussion is needed to confirm what portion if any of the creek will be day lighted as shown in the preliminary design.

OTHER BUSINESS:

Lynda Ring-Erickson referenced her trip to Washington, DC and visit with congressional delegation; local impact of Senate Bill that eliminates funding for trails, public transit and Metropolitan Planning Organizations.

EXECUTIVE SESSION:

Lynda Ring-Erickson, Chair, recessed the joint meeting, and called for Executive Session at 7:26 pm to discuss the acquisition of real estate and labor negotiations. The Executive Session will last approximately 30 minutes.

Lynda Ring-Erickson, Chair, closed the Executive Session and reconvened the joint meeting at 7:56 pm.

Real Estate

MOTION that the Mason County Transportation Authority Board increase the funding for soil testing on the potential real estate transaction by \$4,000.00. **Gerhardt/Petersen. Motion carried unanimously.**

With no further business, the joint meeting adjourned.

**Next Meeting: Mason County Transportation Authority Board
 Third Tuesday - April 17, 2012 – 4 pm
 Mason Transit Business Office**

**Advisory Board
April 24, 2012 – 5:30 pm
Mason Transit Business Office**