



**Mason County Transportation Authority
MINUTES of the Regular Meeting
May 15, 2012**

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

Others Present: Brad Patterson, MTA General Manager; Mike Oliver, MTA Development Director and Acting Operations Manager; Ron Aubol, MTA Maintenance Manager; Sara Wazewski, MTA Finance Manager; Libby Avery, MTA Ombudsman and Transit-Community Center Manager; Christine Rouse, MTA IT Specialist; Mary Ogg, MCTAB Chair; John Piety, MCTAB Vice Chair; Ross Gallagher, and Deb Nielsen.

Called to Order: 4:00pm

APPROVE AGENDA:

MOTION to approve the agenda as presented. **McGanney/Olsen. Motion carried unanimously.**

PUBLIC COMMENT:

None

BOARD OF DIRECTORS COMMENT:

Herb Gerhardt, Authority Member, mentioned taking a tour at the new PUD building. He suggested that Mason Transit partner with Mason County PUD for use of their washing station. Deborah Petersen, Vice Chair, responded that was an option investigated a few months ago by herself but she was informed the PUD wasn't ready to partner as of yet. Brad Patterson confirmed the Vice Chair in that he had been in contact with PUD Manager Willa Wood regarding the matter as was informed the MTA would be contacted in the future to discuss a possible partnership.

MTA MINUTES:

MOTION to approve the April 17, 2012 board meeting minutes and April 26, 2012 special meeting minutes as presented. **Campell/Gerhardt. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Brad Patterson read a card from Yesteryear Car Club thanking MTA for hosting their tour.

MTA CURRENT BUSINESS:

1. Financial Reports 01/01/12 through 04/30/12

MOTION to approve financial reports for the period 01/1/12 through 04/30/12 as presented with revenues of **\$41,209.66** and expenses of **\$431,068.74**. **Campbell/Gerhardt. Motion carried unanimously.**

2. Check Approval 04/1/12 through 04/30/12

MOTION to approve April financial obligations on checks **#21370** through **#21514** as presented for the total **\$1,086,156.84**. Noted was check #21491 to NAPA Auto Parts which had been voided. The total includes Gross Payroll in the amount of **\$360,050.64** through April 13, 2011. **Campbell/McGanney. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Resolution No.2012-08 Approve Revised Contract Award to OAC Services, Inc. for Project Management Services

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2012-08 the revised contract award to OAC Services, Inc. for Project Management Services for the Transit-Community Center. **Gerhardt/Campbell. Motion carried unanimously.**

TRANSIT-COMMUNITY CENTER PROJECT

1. Request for Qualifications 2012-2013 – Architectural Design Services

The General Manager provided updates of the Transit-Community Center Project (T-CC) and announced that a Request for Qualifications has been advertised for architectural design services of the T-CC.

MTA NEW BUSINESS:

1. Financial Planning Committee Report – Special Events

Reported by the General Manager was the Financial Planning Committee's review of MTA's Special Events policy. Authority Member, Herb Gerhardt, asked that the Authority Board also review the Special Event policy in the following months.

MCTAB REPORT:

1. Port Letter for Membership

The finalized letter to the Port Authorities was shared.

2. Recruitment Brochure

Brochures recruiting community members to join the Advisory Board were disseminated.

3. Research of Policies Regarding Hygiene

MCTAB announced it will be researching other transit agencies policy's regarding personal hygiene.

4. Beginning Research and Report Ridership on Rt. 6 and Skok/Cushman Pilot Service

Reported was that MCTAB members will be riding Rt. 6 to Olympia and the Skok/Cushman Pilot Service to review ridership and provide feedback of the routes.

ITEMS TO GO BEFORE MCTAB:

None

DEPARTMENT UPDATES:

1. Administrative/HR

Janice Corbin of Sound Employment Solutions was introduced. Ms. Corbin has been hired as a consultant to review Mason Transit's HR Policies and serve as an interim HR Manager.

2. Development

The Development Director reported updates of the Transit-Community Center project and the Skok/Cushman Pilot Service project. Authority Member, Herb Gerhardt, suggested that the service be provided all the way to the Cushman Campground/Park.

3. Finance

Updates were provided regarding the process of hiring a staff account, with the projection being that the new hire will be on staff by next board meeting. The Finance Manager answered questions regarding the definition and role of a staff accountant.

4. Facilities & Maintenance

None

5. IT

Updates were provided regarding acquiring a new copier contract and consolidating from two copiers down to one, the MTA Verizon cell phone contract has been updated, and the website has been updated to reflect the most recent news of the Transit-Community Center.

6. Operations

7. Outreach/Transit Community Center

Transit-Community Center Manager/Ombudsman reported about Outreach efforts and events attended promoting Mason Transit services.

GENERAL MANAGER'S REPORT

The General Manager announced gratitude towards the Finance Department and Administrative staff for all their hard work while being so short staffed. Also, reported was an update regarding the Development Director who has been attending training regarding procurement and that training is now complete.

OTHER BUSINESS:

Board Authority Member, Herb Gerhardt, reported on a discussion he had with John Keates regarding ownership of Bill Hunter Park in Belfair, Wa.

EXECUTIVE SESSION

Deb Petersen, Vice Chair, recessed the regular meeting, and called for Executive Session at 5:07 pm to discuss employment of a public employee, as well as consultant services for organizational development.

Deb Petersen, Vice Chair, closed the Executive Session at 6:48 pm.

MOTION that the Mason County Transportation Authority Board approve a budget of \$25,000 to retain the service of Robert Jeffers of Lindsey & Jeffers for organizational development. **Campbell/McGanney. Motion carried unanimously.**

