

**Mason County Transportation Advisory Board
May 28, 2013 5:30 p.m. PDT**

Call to Order: Meeting was called to order at 5:30 p.m.

Introductions: Introductions were made and in attendance were John Piety, Lauren Gessler, Gene Currier, Kevin Frankeberger, and Glen Fourre. Also present were representatives of MTA: Brad Patterson, General Manager; Jane Seymour, Operations Manager; and Christina Kramer, Outreach Manager.

Minutes: A motion was made to accept the minutes as presented for the April 23, 2013 Advisory Board Meeting. All voted in favor of the motion, none abstained. The motion was carried and the minutes were approved.

Correspondence: None

Public Comment: No members of the public requested to give public comment.

OLD BUSINESS: Taking this a little out of order as listed on agenda to make sure we have sufficient time to address important action items.

CCA "Paver" Project – John Piety gave a report regarding the paver project. John reported that working with Miles Knowles Shelton School District Coordinator who is actively working on trying to form a 501c3. It is John's hope that the paver signup will be available at the community center. We will be trying to promote the pavers. If you're doing anything where you think it would appropriate to lay out information regarding pavers, please let John know and he'll get you the data.

Member Search-Improve Community Outreach – Discussion was held regarding how such new member search might be conducted. One member of the public requested an application for a position of the Advisory Board from John Piety. Christina Kramer reported no completed applications have as yet been received and she has received no contact from anyone requesting any additional information regarding an application.

By-Laws Continuing Review – Lauren Gessler and John Calabrese had been past members of the committee to review and recommend changes to the Bylaws from last year. Lauren reported that committee had made recommendations last year in a regular meeting of the Advisory Board and those recommendations had been discussed, voted upon and approved. To her knowledge, those approved changes did not actually result in typed up revised Bylaws. Lauren indicated that she would review her notes and records and submit the proposed changes again for the next regular meeting.

MCTAB Membership Expectations - Possible survey did anyone ride, Steve said yes, his report regarding riding the #6 route was tabled to later on in the meeting.

Possible Survey Help - Official survey has not yet been created (Christina) by Jane (Seymour). Christina reported that she and Jane were hoping to get that done so that MCTAB can assist in public outreach by helping to fill out surveys with the public. John expressed that MCTAB would like to review the surveys before finalization.

Draft MTA Vision Statement – No longer draft. Details tabled for General Manager's report.

Report by Steve Vandover re: Route 6 in response to public comment on April 28, 2013 - Steve reported he rode bus route 6, stated that it was standing room only at Squaxin tribe, and confirmed public comment that riders getting on at Squaxin were in fact drunk. When they got off the bus in Shelton, they walked to their cars in the parking lot. Possibility of van pool to take the stress off of the bus. A lot of conversation about a potential van pool. Steve on the board for the Skokomish you have a couple of contacts with Tribe and make some comments. Wednesday 4:45 pm from Olympia to Shelton and back.

Review Volunteer Driver Rider Criteria Exception Procedures – Lauren Gessler and Steve Van Denver presented their committee's recommendations for exception procedures. Much discussion was held regarding changes to their proposals. Questions were raised regarding the active promotion of the program (with regard to not doing it) to clarify, was this a recommendation not to advertise the entire program are just for community members who but for not meeting the 60+ age group. The answer was we were recommending that we not actively advertise that we may service the under 60 age group. Advertisements for the qualified program would go on as always. Discussion was held regarding how to prioritize the Mason County criteria. Discussion was held regarding the funding of the program and whether funds are tethered or untethered to the program grants. At this point all "donations" received thus far go directly to the driver and as such are considered "tethered" or part of the funding that is regulated by the terms of the grant contract.

Steve pointed out that in reality, these are two functionally separate programs, regardless of whether the under 60 age group users have been serviced under the main umbrella in the past. He suggested that a separately functioning program to serve underserved under 60 age group that are non-ambulatory or who, but for falling within the under 60 age group, would qualify under the Volunteer Driver Program Faith in Action does a similar sort of thing... our service fulfills entire region service. A motion was made, seconded and passed with one abstention (Kevin Frankeberger) to submit the committee's recommendations to MTA to develop a draft criteria. Christina and MTA will make a draft based upon this discussion and submit it to MCTAB at the following meeting. Christina thanked MCTAB for undertaking to develop a potential proposal for developing criteria.

Attached is Exhibit A, as proposed by the committee prior to discussion. Exhibit B is the committee's recommendation as amended.

New Business:

Operations Manager's Report: Jane handed out the April 2013 Operation Report. Discussion was held and kudos offered for what appeared to be greater efficiency in terms of ridership.

Jane Seymour, Operations Manager, reported the following: Presented the Operations Report (attached)

Two MTA employees came back from training system in the scheduling system. Increased ridership efficiency owed to this and overall "don't ride alone." On line registration. Haven't worked through the bugs on this, but certainly considering. If someone has internet access, and tries to schedule something flags it on trapeze (the scheduling software) max utilization of riding. You can do negotiating and calling and, especially if they know it will add to the efficiency of the stem.

MTA is making strides toward increasing efficiency. Mason County uses 5 different counties for comparison: Grays, Thurston, Jefferson, Twin and Valley. It was noted some of these counties were not ones that offered the best comparison for us.

Christina said in terms of outreach she is willing to go anywhere to provide outreach contact with the members of the public. Three facts about Mason Transit.

General Manager's report:

Transit community center ground breaking will be August 1, 2013 2:00 pm

Have not heard yet from Kathy Haig regarding the funding proposals she's currently shepherding through the State legislature.

101 will be closed for 25 nights August September time frame for work on the canyon walls. Will impact all of the evening runs for the Casino pilot project. There is some discussion between the DOT, MTA and tribe were not consulted.

Other projects for outreach history of MTA: Christina's project.

MTA is currently working on upgrades and revisions to the MTA website.

MTA is getting hooked up on City Water, which is a requirement of building 4 from when it was converted to a shop. This is occurring under a Latecomer's agreement and is expected to cost somewhere in the area of \$70,000. This is significantly less than what it might have cost otherwise. We may still be able to retain usage of our well, for use for washing the buses, etc. Recapture of water is being investigated.

Work will soon commence on the MTA parking lot which has never been graded and has significant potholes.

Had meeting today with the Department of Ecology, Pioneer elementary ...

Finance manager just got the financial statement draft completed and submitted to the State Auditors. Only had one issue last year, which was that it had been late. This year our financial statement was submitted on time.

MTA took advantage of a great opportunity to get some van pool vans, so we purchased 5 for less than 30k.

MTA considered buying an electric bus (opportunity) company out of CA taking old chassis and retrofitting to electric buses. Ben Franklin just got one a month or two ago.. so we could purchase one for approximately \$500. These buses get approximately 120 miles with all. Although the proposal will be presented to the Authority Board, MTA's recommendation is not to purchase at this time because: 1) no real need for a new bus, 2) we're going to watch to see how it goes with the other agencies and 3) and because of major expenditures we've already made this year...

HR side vision mission and guiding principles finalized

Job descriptions written for every employee in the company, getting everyone on the same page. Employee handbook just got finalized, last one done was from 2005 (draft never approved). Approved by the board and then handed out to the staff.

Ricky HR manager is looking at a wage analysis

Policies clean up not directly relating to employees are getting cleaned up (like the one we worked on today)

The Board report from May 21, 2013 handed out. Details include:

5/21/13

- Week of April 21-27: Volunteer Appreciation Week - Outreach Team sent thank you cards to all Volunteers for the work they do and is planning a recognition ceremony to honor the volunteers in the fall. Had mayor do drive w/ volunteer.
- Our Volunteer Driver Program was audited on April 25th by the Area Agency on Aging; it was successful with no findings.
- Chronicle Project is continuing to move forward. Almost all the interviews have been completed and now "b-roll" filming is being done so the project is going right along the projected timeframe with an estimated completion being the end of June.
- Working on getting bids to do the van graphics so we can include the funds used in our match amount for the grant.
- Continuing to research website development. Have been gleaning from other transit websites looking for best features versus worst.
- Summer months bring a lot of events and opportunities to get out in the community to conduct face-to-face outreach.
 - May 14th – Transition Conference @ Civic Center, which is a community resource fair for local junior and senior high school students with developmental disabilities. MTA has a booth and did a workshop training on "how to ride the bus".
 - May 16th – Shelton-Mason Chamber Business Expo & Bite of Shelton, which was an incredibly successful event for the Outreach and T-CC Team. We had a booth featuring agency information, handed out promotional items, and conducted a raffle in which contestants had to provide three facts about MTA in order to enter to win. Through this raffle alone we had face-to-face interactions and taught facts about MTA with over 360 people.

- May 22nd – North Mason Chamber meeting to continue efforts to reach the North Mason community as well as learn about the joint efforts of the two Chambers to work together on local tourism.
- June 1st – Forest Festival Parade, new Coach featured in parade. **Need volunteers** to participate in being on the bus waving and walking along side it. Have to be willing to dress up for the “enchanted forest” theme.
- June 5th – Presentation to Skookum Rotary Club
- June 7th – “Touch-a-truck” family event hosted at Pioneer Elementary from 5-7pm. This event has local civic service agencies bring the vehicle used in their services for families to explore, for example we’ll have a bus there along with the fire department and their truck, police vehicles, etc.
- June 19th – “Money Matters – Making it Stretch” hosted by a consortium of local credit unions, it’s a resource fair sharing information and strategies to deal with the pending federal sequestration impacts to be located at Kitsap Fairgrounds, we will be a vendor with a booth set-up to showcase our services with special attention to marketing the Vanpool program and the Worker/Driver service.
- June 20th – MTA is hosting, in partnership with Mason PUD3 & Mason General Hospital, a Shelton-Mason Chamber Business Membership Meeting at the PUD3 facility. Brad and Kathy will be the speakers and this event will provide MTA with the opportunity to reach out to the business community and highlight the T-CC project and MTA’s contributions to the business community, talk about the agency’s “state of affairs” and more.

Good of the Order: Kevin handed out a copy of Innovative practices in Public Transportation, from Project Action.

Adjournment: Meeting was adjourned at approximately 7:00 p.m.

Next Meeting: Tuesday, June 25, Joint Authority Board and MCTAB Meeting 5:30 p.m.
Mason Transit Business Office
790 E Johns Prairie Road, Shelton, WA

Respectfully submitted:

Lauren Gessler, Vice-Chair MCTAB

