



Mason Transit Authority

PUBLIC HEARING: Proposed 2013 MTA Budget

November 20, 2012

MTA Administrative Offices, 790 E. Johns Prairie Road, Shelton, WA

Lynda Ring-Erickson, MTA Chair, opened the public hearing at 4:00 p.m.

Highlights of the second meeting for the proposed 2013 budget were provided:

- Research to correct errors on the expenses side of budget is being verified
- Steps are being taken to have better control of expenses by employees contributing 7.5-10% to cost of benefits package; contribution percentages may vary for spouses and dependents
- A transition from automatic step increases to performance-based system
- Report of wage matrix is disproportionate to the medical package
- Assumptions of expenditures, operating revenue estimates and sales tax equalization was shared
- Capital grant contributions will be put back into fund balance
- Contribution assumptions regarding revenue side capital contributions was discussed
- MTA wages are below average for a like-size county and agency
- Current benefit contribution \$750
- Staff education planned for organization on how finance is run
- Ridership contribution to system is 6%; in King County, the ridership contributes 27% to the bottom line

Closed Public Hearing at 4:34 p.m.

PUBLIC COMMENT:

John Piety stated that he has attended MTA board meetings for more than seven years. Studies imply that an agency this size loses money at the fare box. Mr. Piety commended MTA staff on the best attempt he has seen to manage the overall and current budget and for real effort to start getting a good handle on the budget. He shared that the budget has not been dealt with like this in the past. He wanted to clarify that the board understood that what is happening is a positive. He would like community members to recognize how efficiently MTA operates and not cut their budget down because of the economy. Mr. Piety

stated that this is an opportunity to put together a good package; the potential has always been there.

The Public Hearing ended at 4:38 p.m.

**Mason Transit Authority Board
Minutes of the Regular Meeting**

November 20, 2012

MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA

MTA Board Members Present: Lynda Ring-Erickson, Board Chair; Deborah Petersen, Vice Chair; Tim Sheldon, Board Member; Steve Bloomfield, Board Member; John Campbell, Board Member; Mike Olsen, Board Member; Herb Gerhardt, Board Member; Pat McGanney, Board Member; Board Member.

Quorum Present.

Others Present: Brad Patterson, General Manager; Danette Brannin, Interim Finance Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Christine Rouse, Jane Seymore, Operations Manager; Ron Aubol, Facilities & Maintenance Manager; Mike Oliver, Development Manager; Technology Manager; Jeri Wood, Accounting Specialist; Libby Avery, Clerk of the Board; Rob Johnson, Legal Counsel; John Piety, Mason County Transit Advisory Board (MCTAB) Chair.

CALL TO ORDER: 4:38 p.m.

APPROVE AGENDA: MOTION that the Mason Transit Authority Board approve the agenda as presented. **Bloomfield/Olsen. Motion carried unanimously.**

RECOGNITION:

1. Brad Patterson was recognized by the Authority Board for his one year anniversary.
2. Jeri Wood was recognized by MTA staff and the Authority Board for stepping in and helping over and beyond the call of duty in finance; maintaining a positive attitude during this last year of change. Staff stated that she is a positive influence, encouraging and always willing to help.

PUBLIC COMMENT: None received.

BOARD OF DIRECTORS COMMENTS:

1. Herb Gerhardt thanked Commissioner Bloomfield for stepping up this past year.
2. Mike Olsen asked about the severance package practice. Legal counsel stated that in discussion with Summit Law Group, it greatly reduces the risk of potential issues for a nominal consideration.

MTA – MINUTES: MOTION that the Mason Transit Authority Board approve the October 16, 2012 regular meeting minutes. **Campbell/McGanney.**
Motion carried unanimously.

MTA CORRESPONDENCE: None received.

MTA CURRENT BUSINESS:

1. **Exit Conference Annual State Audit Report** – One finding, late filing. Few exit items of grant, payroll policy, professional contracts. Clarification – single item error misunderstanding of function, not multiple errors.
2. **Finance Reports - MOTION** that the Mason Transit Authority approve financial reports for October 2012 as presented with revenues of **\$45,027.13** and expenses of **\$440,962.56.** **Sheldon/Bloomfield.**
Motion carried unanimously.
3. **Check Approval - MOTION** that the Mason Transit Authority Board approve financial obligations from October 16, 2012 on checks **#22322** through **#22455** as presented for the total of **\$581,760.12.** The total includes gross payroll in the amount of **\$204,894.09** through November 19, 2012.
Campbell/McGanney. Motion carried unanimously.

MTA UNFINISHED BUSINESS: None.

TRANSIT-COMMUNITY CENTER PROJECT:

1. Presentations for the Transit-Community Center Project will be held on December 11, 2012 at 4:00 p.m. and 7:00 p.m. at the Transit-Community Center, 601 West Franklin Street in Shelton, and December 13, 2012 at 5:00 p.m. held at the Timberland Regional Library, 23081 NE State Route 3 in Belfair and 7:00 p.m. at District 6 Fire Hall, 50 East Seattle Street, Union.

MTA NEW BUSINESS – MOTION that the Mason Transit Authority Board authorize General Manager to sign a contract for civil engineering, land use planning, and surveying services from AHBL Engineering for the staff/public lot improvement. Discussion surrounded cost to budget. **Campbell/Gerhardt.**
Motion carried.

MCTAB REPORT:

1. John Piety reported recruitment progress and elections will be held at the November 27, 2012 Advisory Board meeting.

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

Administration/HR – Employee benefits fair has been scheduled. Recruitment update: Outreach Coordinator hired. Dispatch Scheduler, two part time position interviews have been scheduled.

Development – PRTPO involvement. Partnerships continue to develop with agencies within county and city.

Finance – Finance Committee Meetings are moving forward as scheduled; learning and working on budget; researching items from Exit Interview for working on next year.

Facilities and Maintenance – Anticipates buying more vehicles and shelters for next year; maintenance crew commended for their hard work and clean busses. Board stated their pride in our clean busses as well.

IT – New page on website: Resolutions for the agency since inception.

Operations – October reported decreased ridership due to MTA non-participation in Oysterfest this year. 2.5% ridership increase overall from 2011; Skokomish Pilot Project continues to be very successful.

Outreach – December marks 20th Anniversary. Logo has been finalized and will be going out into the community this next year. Next month's meeting will have a satisfaction survey. Preliminary research suggests that satisfaction is about a C+ in employees; better than expected, but much work to do in communications. A Communications Team has been developed to represent the organization as a whole to work on identified items that came about due to the de-certification of the union.

GENERAL MANAGER'S REPORT: Brad Patterson stated that there are meetings scheduled with other county transit agencies to work to develop a strong financial department. He also stated that he will be moving his family to Mason County before the end of the year.

OTHER BUSINESS: Request for board binders to be brought to the December meeting. Chair requested a reminder call from the Clerk of the Board before the December meeting.

ADJOURN: Meeting adjourned at 5:30 p.m.

Next Meetings:

Mason County Transit Advisory Board

Tuesday, November 27, 2012 – 5:30 p.m.

790 East Johns Prairie Road, Shelton, Washington

Mason Transit Authority Joint Board

Tuesday, December 18, 2012 – 5:30 p.m.

790 East Johns Prairie Road, Shelton, Washington