



**Mason County Transportation Authority
MINUTES of the Regular Meeting
November 8, 2011**

MTA Board Members Present: John Campbell, Chair; Steve Bloomfield, Authority Member; Mike Byrne, Authority Member; Glenn Hoopman, Authority Member; Deborah Petersen, Authority Member; Tim Sheldon, Authority Member; Bev Wendell, Authority Member; and Sadie Whitener, Authority Member. Authority Members Rick Engelhart and Lynda Ring-Erickson were absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager/Clerk of the Board; Sara Wazewski, Finance Manager; Libby Avery, Transit Community Center Manager; Ron Aubol, MTA; Christina Kramer, MTA; Lori Dougherty, MTA; John Piety, MCTAB; Diedrick Alan, KMAS; Natalie Johnson, Journal; Ross Gallagher, CCA; Brian Avery, CCA; Herb Gerhardt; and Monte Ritter.

Called to Order: 4:00 pm

APPROVE AGENDA:

Agenda items added: Audit Exit Interview and Social Security Coverage Extended.

MOTION to approve the agenda as revised and presented. **Wendell/Hoopman. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the October 11, 2011 regular meeting minutes and October 24, 2011 special meeting minutes as presented. **Hoopman/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Reports 10/01/11 through 10/31/11

MOTION to approve financial reports for the period 10/01/11 through 10/31/11 as presented with revenues of **\$43,695.63** and expenses of **\$318,267.48**. **Petersen/Byrne. Motion carried unanimously.** Sara reported that the Sales Tax Revenue comparison demonstrates the adjustment made by the Department of Revenue for the month of June.

2. Check Approval 10/01/11 through 10/31/11

MOTION to approve October 2011 financial obligations on checks **#20666** through **#20783** as presented for a total of **\$415,624.63**. The total includes Gross Payroll in the amount of **\$202,136.48** through October 28, 2011. **Petersen/Byrne. Motion carried unanimously.**

3. 2010 Audit Exit Interview

The 2010 Audit exit interview is scheduled to be held on Tuesday, November 15, 2011, 3:00 pm at Mason Transit's business office in Shelton. Authority Members Mike Byrne and Glenn Hoopman will attend.

MTA UNFINISHED BUSINESS:

1. Facility Update

Bus Shelters have been installed behind Safeway in Shelton on 7th Street, and at the Fred Meyer plaza near Taco Bell. Efforts continue to replace wooden shelters throughout the county.

Acquisition of nine (9) minibuses in progress with anticipated delivery in February 2012. The buses come equipped with cameras, global positioning system (GPS), emergency driver button, and for future activation when mobile data terminals (MDT's) are installed, Wi-Fi capability.

2. Transit Community Center Update

Libby Avery provided highlights of October activities and meetings attended to include a report on facility rentals and programs at the Transit Community Center submitted by Community Center Association Manager, Jeri Wilkinson. A meeting is scheduled next week to provide preliminary information to tenants on the transit community center renovation project.

3. Approve General Manager Employment Agreement

Members of the negotiating committee worked with Rob Johnson and GM candidate, Brad Patterson, on employment terms and conditions. Proposed Employment Agreement distributed. Staff conveyed Mr. Patterson's request to begin on November 14, 2011, two weeks earlier than originally proposed. Corrections noted in the agreement: change in employment start date to November 14, 2011 and salary to be paid in bi-weekly installments. **MOTION** that the Mason County Transportation Authority Board approve the Employment Agreement between Mason County Transportation Benefit Area and Brad Patterson as modified. **Hoopman/Wendell. Motion carried unanimously.**

PUBLIC HEARING – Proposed 2012 Budget

John Campbell, Chair recessed the regular meeting and opened the public hearing at 4:30 pm. Highlights of the proposed 2012 budget were provided. The proposed budget reflects:

- No increase in sales tax revenues
- sustaining current service levels,
- utilizing current reserves to meet capital grant obligations
- maintaining a 3-month operating reserve fund
- maintaining a capital reserve fund for replacement of aging vehicles
- no COLA
- 2.5% annual step increase
- 11% increase in health care coverage
- No fare increase, no sales tax increase

Recommendations were made that the finance/budget planning committee consider establishing a facility repair reserve and emergency insurance reserve for approval by the Board.

Mike Byrne expressed concern for continued use of reserve funds to balance the budget, further recommended an additional goal to rebuild depleted reserves to an acceptable level.

Deborah Petersen recommended a committee be formed to address the fares issue and advertising for additional revenue streams.

John Campbell, Chair, closed the public hearing and reconvened the regular meeting at 4:46 pm.

4. Social Security Coverage Extended

Sara Wazewski reported that the majority vote referendum for employees eligible for Social Security coverage was held on October 14, 2011. Certification was issued on November 2, 2011 that the majority of eligible employees voted in favor.

MTA NEW BUSINESS:

1. Grant Award Notifications – Bus Livability & State of Good Repair

Mason Transit received notice that Federal funds will be awarded for grant applications submitted through the Bus Livability and State of Good Repair programs. Bus Livability grant award – 3.28 million for the renovation of the Transit Community Center. State of Good Repair grant award – 1 million (approximately) for one (1) 35-foot low floor bus and seven (7) minibuses in 2013. Mason Transit's obligation is 20% for both grant awards.

2. Authorize General Manager to Proceed with Request for Qualifications

Mason Transit desires to use a Project Manager for the Transit Community Center renovation project, of which the selection process would occur through a Request for Qualification process.

MOTION that the Mason County Transportation Authority Board authority the General Manager to proceed with a Request for Qualifications for Project Management of the Transit Community Center renovation project. **Hoopman/Wendell. Motion carried unanimously.**

3. Approve Lewis-Mason-Thurston Area Agency on Aging Contract Amendment

Staff recognized funds allocated under the subcontract agreement for the provision of volunteer driver services would be underutilized by year end, in the amount of \$1,000.00. The Contract Amendment allows for the funds to be shifted from the subcontractor to Mason Transit.

MOTION that the Mason County Transportation Authority Board of Directors approve the amendment to Agreement Number 10-1120-0041-06 with the Lewis-Mason-Thurston Area Agency on Aging, further authorizing the Chair to sign said amendment. **Hoopman/Wendell. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Dave O'Connell commented that with the hiring the new GM, this would be his last Board meeting, expressing his thanks. Dave referenced the challenges ahead in public transit related to the aging population and impact in the community. On a national basis there has been a 900% increase in persons requiring dialysis. Improving the health in our community is crucial to avoiding emergency transportation services. Economic uncertainty, more and more people giving up their cars, using public transit to the point that there is standing room only during peak periods.

OPERATIONS REPORT:

Highlights of the October 2011 Operations Summary report were provided. John Piety commented that the Advisory Board members are interested in offering assistance with the Canoe Journey scheduled to be held next July.

ITEMS TO GO BEFORE MCTAB:

None

MCTAB REPORT:

1. Passenger Bill of Rights

John Piety distributed copies of the Rider's Bill of Rights approved by the Advisory Board at their October meeting. Comments are welcome and encouraged, prior to incorporation into the next publication of the Rider's Guide.

2. MCTAB - Recruiting on the Bus

MCTAB requested placing an advertisement on buses to recruit new Advisory Board Members. Everyone concurred it was a good idea.

3. Support for Joint Citizens Advisory Committee Meeting

MCTAB requested consideration to provide funding in the 2012 budget for travel to enable attendance at the State-wide Citizens Advisory Board meeting. It was noted that funds have been designated for this purpose.

PUBLIC COMMENT:

Brian Avery, Community Center Association Board Member, requested Mason Transit's Board consider changing the name of the transit community center to the Jerry K. Lingle Transit Community Center.

Monte Ritter proposed a system schedule change to Route 7 to provide routed service down Johns Prairie Road out to the new PUD facility, and then along the newly expanded Capital Hill Road. Mr. Ritter provided a copy of proposed route changes for review and consideration.

OTHER BUSINESS:

Dave O'Connell's retirement reception is scheduled to be held on Friday, November 18, 2011 beginning at 5:30 pm at the Transit Community Center in Shelton.

Executive Session

John Campbell, Chair, recessed the regular meeting and called for Executive Session at 5:35 pm to discuss threatened litigation. The Executive Session is expected to last approximately 10 minutes. John Campbell, Chair, closed the Executive Session and reconvened the regular meeting at 5:45 pm.

No further business.

**Next Meeting: Joint Meeting of the Authority & Advisory Boards
December 13, 2011 – 5:30 pm
Mason Transit Facility**