



**Mason County Transportation Authority
MINUTES of the Regular Meeting
October 11, 2011**

MTA Board Members Present: John Campbell, Chair; Steve Bloomfield, Authority Member; Mike Byrne, Authority Member; Rick Engelhart, Authority Member; Glenn Hoopman, Authority Member; Deborah Petersen, Authority Member; Bev Wendell, Authority Member; and Sadie Whitener, Authority Member. Authority Members Lynda Ring-Erickson and Tim Sheldon 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; Mike Oliver, Maintenance Manager/Acting Operations Manager; Libby Avery, Transit Community Center Manager; Ron Aubol, MTA; Lori Dougherty, MTA; Cathy Silins, Assistant Director, WSDOT; John Piety, MCTAB; Karen Jackson, Mason County, and Natalie Johnson, Journal.

Called to Order: 4:00 pm

Introductions and welcome to Steve Bloomfield, County Commissioner.

APPROVE AGENDA:

MOTION to approve the agenda as presented. **Hoopman/Whitener. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the September 13, 2011 joint meeting minutes and September 30, 2011 special meeting minutes as presented. **Hoopman/Whitener. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) expressed thanks and appreciation to Mason Transit and staff for their cooperation and assistance to temporarily store emergency kits while LMTAAA staff coordinated their distribution to local social service agencies.

MTA CURRENT BUSINESS:

1. Financial Reports 09/01/11 through 09/30/11

Staff reported that notice was received from the Department of Revenue that an over allocation of local sales tax revenue occurred, and that the adjustment of 3.9% will occur in November.

MOTION to approve financial reports for the period 09/01/11 through 09/30/11 as presented with revenues of **\$41,475.64** and expenses of **\$299,406.10**. **Petersen/Whitener. Motion carried unanimously.**

2. Check Approval 09/01/11 through 09/30/11

MOTION to approve September 2011 financial obligations on checks **#20542** through **#20665** as presented for a total of **\$434,665.79**. The total includes Gross Payroll in the amount of **\$204,284.82** through September 30, 2011. **Hoopman/Wendell. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Ron Aubol provided an update on shelter installations – three on Skokomish reservation; pad and bench in place near 40 et 8 in Shelton with future plans to install a shelter there; and City permit obtained to install a shelter behind Safeway on 7th Street. Wooden shelters located throughout the County will be replaced with the surplus shelters obtained from Intercity Transit.

2. Transit Community Center Update

Libby Avery provided highlights of September activities and programs at the Transit Community Center submitted by Community Center Association Manager, Jeri Wilkinson. The facility met all requirements of the Area Agency on Aging's ADA Accessibility survey allowing the STARS program as a new tenant. A Mobility and Walkability Survey was conducted in North Mason. Frontage improvements were completed by the City improving access for Mason Transit buses and the general public.

3. Customer Survey

Staff provided highlights from the August 2011 Customer Survey conducted and answered questions raised.

4. GM Selection Report

Four candidates for the General Manager position participated in the assessment center exercises, a public reception and interviews. Following the special meeting held on September 30, the Authority Board announced that Brad Patterson and Steve Hamelin will be recommended to the full Board as the final top two candidates. Cathy Silins and Kathy Cook were commended for their combined effort in this process. Further evaluation of the qualifications of the applicants is scheduled under Executive Session.

5. 2010 Audit Update

Staff reported that the 2010 Audit was conducted, and anticipates the exit conference to be scheduled in November. The State Auditor's office will report a recommendation to improve upon fixed asset tracking.

Additional audits included a Federal Transit Administration Audit conducted on Washington State Department of Transportation where as part of the oversight process, Mason Transit provided records associated with grant funds; and Department of Revenue Audit on leasehold tax, resulted in notice that a refund is pending.

6. 2012 Budget Process

A budget review committee meeting is scheduled to be held on October 20, 2011 beginning at 9:00 am. Public hearings will be held on November 8 and December 13. Proposed 2012 budget will be distributed county-wide the week of October 24.

MTA NEW BUSINESS:

1. Vehicle Washing

Representatives from the Department of Ecology (DOE) performed a site visit with positive results and a requirement to use hot water only during the vehicle wash process. Staff has since confirmed with DOE that use of detergents is not an issue. As a proactive measure, staff arranged for a meeting and training with Mason County storm water management representatives.

