



**Mason County Transportation Authority and
Mason County Transportation Advisory Board
MINUTES of the Joint Meeting
September 13, 2011**

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

MCTAB Board Members Present: John Piety, Chair; Mary Ogg, Vice Chair/Secretary; John Calabrese; Glen Fourre; Kevin Frankeberger; and Lauren Gessler. Advisory Board Members Gene Currier and Pam Hillstrom were absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Mike Oliver, Acting Operations Manager; Lori Dougherty, Staff Accountant; Ron Aubol, Maintenance Lead; Libby Avery, Transit Community Center Manager; Gary Lukenbill, MTA; Cathy Silins, Deputy Director, WSDOT Public Transportation Division and Phil Wolfe.

Called to Order: 5:30 p.m.

John Campbell called for a moment of silence in remembrance of Authority Board Member Jerry Lingle.

APPROVE AGENDA:

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

MTA MINUTES:

MOTION to approve the August 9, 2011 minutes as presented. **Hoopman/Wendell. Motion carried unanimously.**

MCTAB MINUTES:

MOTION to approve August 23, 2011 minutes as presented. **Frankeberger/Gessler. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MCTAB CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Reports 08/01/11 through 08/31/11

MOTION to approve financial reports for the period **08/01/11** through **08/31/11** as presented with revenues of **\$33,931.17** and expenses of **\$416,674.99**. **Whitener/Hoopman. Motion carried unanimously.**

2. Check Approval 08/01/11 through 08/31/11

MOTION to approve August 2011 financial obligations on checks **#20421** through **#20541** as presented for the total **\$384,170.46**. The total includes Gross Payroll in the amount of **\$205,734.28** through September 2, 2011. **Hoopman/Petersen. Motion carried unanimously.**

3. 2010 Audit Entrance Conference

Staff reported the 2010 Audit Entrance Conference with the State Auditor's office took place today, further distributing a handout containing highlights.

4. 2012 Budget Development Process

Staff announced that Mason Transit has begun to draft the 2012 Budget. Public Hearings will be scheduled in October and November, with a final proposed 2012 Budget scheduled for approval in December. Staff asked that the Authority Board select a member(s) to serve on the Budget Review Committee. Authority Board member Mike Byrne volunteered to serve on the Budget Review Committee.

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver announced that Ron Aubol, Lead Mechanic, has stepped up to take on Maintenance Managerial duties and will be providing the Facility Update.

Ron Aubol announced the continuation of bus shelters being installed around the county. He also confirmed that the second stage for permits needed to install the shelter on 7th and Franklin has been approved.

Also reported was that research is being conducted for ordering new cutaway buses, with the intent to have them ordered by the end of September.

Cathy Silins provided information about Washington States "right-of-way, air space" regulations for transit agencies who install bus shelters on State right-of-way areas and suggested that Mason Transit contact her office for assistance. Cathy explained air space is that space above the ground that has a lease value. Currently, there is a moratorium on the State's ability to charge transit's for that space. It was noted that any revenue generated by advertising, such as billboards on top of shelters, belongs to the State.

2. Transit Community Center Update

Libby Avery provided highlights of August activities and programs at the Transit Community Center, to include the City's planned frontage improvements, and her intent to begin the "Walkability" survey at the end of September.

Dave O'Connell acknowledged Libby Avery's appearance in the Shelton Journal which reported about the "Walkability" survey.

Kevin Frankeberger provided highlights of the visit and meeting with Ryan Shauers, a representative from the office of Congressman Norm Dicks held at the Transit Community Center regarding the Livability Grant submitted in hopes of securing funding for facility renovation.

3. Ad-hoc GM Selection Committee Report

Highlights from the August 16, 2011 ad-hoc committee meeting were provided. Schedule of activities Assessment Center activities will occur on September 28 & 29, Public reception on September 28 at the Civic Center from 6-8 pm and interviews with Authority Board Members on September 30. Staff requested the Authority Board authorize travel and related expenses for up to five candidates, and cost associated with the reception.

MOTION that the Mason County Transportation Authority Board authorize travel and related expenses for up to five (5) candidates, and cost associated with light snacks/refreshments for reception, with the amount not to exceed \$4,000. **Petersen.**

MOTION to amend the motion increasing the not to exceed amount to \$5,000.

Petersen/Hoopman. Motion carried unanimously.

MCTAB UNFINISHED BUSINESS:

1. Riders' Bill of Rights

John Piety reported that MCTAB continues to review the Riders' Bill of Rights and have no new updates.

2. By-Laws Update

John Piety reported that MCTAB is continuing to update the By-laws.

3. Comment Cards Update

John Piety reported that MCTAB is reviewing comment cards from MTA customers.

John Piety announced that MCTAB applications are being developed in order to have them accessible on MTA busses.

MTA NEW BUSINESS:

1. Proposed System Service Changes

Staff provided highlights of comments from public hearings and proposed service changes scheduled to be effective on October 10. The changes to do require an increase in service hours or cost.

MOTION that the Mason County Transportation Authority Board approve proposed system schedule changes to be implemented October 10, 2011 as presented. **Petersen/Whitener. Motion carried unanimously**

2. Shelton School District No. 309 Memorandum of Understanding

The MOU allows for the continued provision of zone route service to the lower Hood Canal, Arcadia, Agate and Lake Limerick areas with a \$.12 increase in the per mile rate and no increase in the hourly rate cost for the 2011-2012 school year. Cost of this service is allowable in the current grant from the Washington State Department of Transportation.

MOTION that the Mason County Transportation Authority Board approve the MOU between Mason County Transportation Authority and Shelton School District No. 309 for the provision of supplemental transportation services known as After School Activities Bus for the 2011-2012 School Year.

Byrne/Wendell. Motion carried unanimously.

