



**Mason Transit Authority
Minutes of the Regular Meeting
September 18, 2012**

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

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Libby Avery, Executive Assistant and Acting Clerk of the Board; Rikki Johnson, Human Resources Manager; Jane Seymore, Operations Manager; Mike Oliver, Development Manager; Sara Wazewski, Finance Manager; Ron Aubol, Maintenance & Facilities Manager; Kenny Downer, Facilities Superintendent; John Piety, MCTAB; Pam Hillstrom, MCTAB; Jim Merrit, HHJ, PLLC; Dacia Stricklett, WSDOT.

Called to Order: 5:35 p.m.

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

RECOGNITION

Brad Patterson recognized Washington State Department of Transportation – Wall of Fame Honorees Mike Oliver and Kenny Downer with Certificates. HR Manager Rikki Johnson was recognized for completing the Susan G. Komen sixty mile walk in Seattle to end breast cancer.

PUBLIC COMMENT:

None.

BOARD OF DIRECTORS COMMENTS:

John Campbell commented on and discussion surrounded the sculpture at Bill Hunter Park.

MTA MINUTES: **MOTION** that the Mason County Transportation Authority Board approve the August 21, 2012 regular meeting minutes. **Gerhardt/Bloomfield. Motion carried unanimously.**

MTA CORRESPONDENCE:

None.

MCTAB MINUTES:

Pam Hillstrom mentioned that John Calabrese's name was left off of MCTAB Minutes.

MCTAB CORRESPONDENCE:

John Piety informed the Authority Board that Mary Ogg resigned as Chair for MCTAB. He stated for the record that her work was appreciated; discussed the North Mason Resource Center and recruitment efforts.

MTA CURRENT BUSINESS:

1. Financial Reports 8/1/2012 through 8/31/2012

MOTION that the Mason County Transportation Authority Board approve financial reports for the period **8/1/2012** through **8/31/2012** as presented with revenues of **\$51,170.94** and expenses of **\$424,142.86**. **Gerhardt/Campbell. Motion carried unanimously.**

2. Check Approval 08/20/2012 through 9/17/2012

MOTION that the Mason County Transportation Authority Board approve financial obligations from August 20, 2012 to September 17, 2012 on checks **#22088** through **#22205** as presented for the total **\$609,047.17**. The total includes gross payroll in the amount of **\$207,892.05** through September 14, 2012. **Gerhardt/Bloomfield. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

None.

MTA NEW BUSINESS:

1. Memorandum of Understanding with Shelton School District for 2012-2013 After School Activity (ASA) Service.

MOTION that the Mason County Transportation Authority Board approve the Board Vice Chair to sign the Memorandum of Understanding between Mason county Transportation Authority and Shelton School District for 2012-2013 After School Activity Service. **Gerhardt/Bloomfield. Motion carried unanimously.** Further discussion encouraged adding the history behind the After School Activity bus service to new board training.

2. Resolution No. 2012-12 – Designating the Staff Accountant as alternate Audit Officer.

MOTION that the Mason County Transportation Authority Board of Directors approve designating the Staff Accountant as the alternate Audit Officer. **Campbell/Gerhardt. Motion carried unanimously.**

3. Resolution No. 2012-13 – Designating the Human Resources Manager as Alternate Signatory Officer.

MOTION that the Mason County Transportation Authority Board of Directors approve designating the Human Resources manager as the alternative Signatory Officer. **Gerhardt/Campbell. Motion carried unanimously.**

4. Resolution No. 2012-14 – Appointing Clerk of the Authority and Deputy Clerk of the Authority.

MOTION that the Mason County Transportation Authority Board of Directors approve appointing Elizabeth Avery as Clerk of the Board and Christina Kramer as Deputy Clerk of the Board. **Campbell/Olsen. Motion carried unanimously.**

MCTAB NEW BUSINESS

None.

MCTAB REPORT

John Piety requested that MCTAB members be considered for attending conferences.

ITEMS TO GO BEFORE MCTAB

None.

TEAM UPDATES

- 1. Administrative/HR Report** – Rikki Johnson reported that there are many new people in the organization. She is working on developing job descriptions.
- 2. Development Report** – Mike Oliver discussed the Transit-Community Center Project.
- 3. Finance Report** – Sara Wazewski reported on Capital Fixed Asset WSTP grant. Financial Planning Committee meeting is set for October 4, 2012 at 10 a.m.
- 4. Facilities & Maintenance Report** – Ron Aubol reported on building improvements and the status of new vehicles.
- 5. IT Report** – None.
- 6. Operations Report** – Jane Seymore reported on staff, systems, drivers, Route 4, Grapeview Loop challenges, inventory of needs, job descriptions and expectations.
- 7. Outreach Report** – Brad Patterson reported activities being planned for the Mason Transit Authority's 20th Anniversary.

GENERAL MANAGER'S REPORT – Brad Patterson discussed the conference he attended. Staff will participate next year. He reported on the Communication Meeting; 50% of staff was in attendance. The Meeting was facilitated by Robert Jeffers. Management team is in the process of implementing the feedback received from staff, of which 50% of the issues are related to communication.

Brad reported on MTA's recognition and appreciation of the Shelton School District for their participation in the Canoe Journey. He stated that Shelton School District Superintendent Massey in turn recognized their partnership with MTA. A public records request regarding charter services had been responded to, with over four hundred email/documents being provided.. Brad reported that the private charter company who had responded to the Squaxin Island Tribe's Canoe Journey Request for Proposals Federal Transit Administration (FTA) charter registry had lapsed and therefore they did not have standing as a charter service. As such, the Squaxin were free to contract with MTA and the Shelton School District for services. Brad is confident that MTA's providing charter service to the Squaxin Island Tribe was done within the FTA Charter Rules

He also reported that he has found residence in Mason County and is in the process of moving his family to Washington.

OTHER BUSINESS

None.

Next Meeting:

Authority Board Meeting

Tuesday, October 16, 2012 – 4:00 p.m.

Mason Transit Authority Business Office

790 East Johns Prairie Road, Shelton, Washington 98584

Advisory Board Meeting

Tuesday, October 23, 2012 – 5:30 p.m.

Mason Transit Authority Business Office

790 East Johns Prairie Road, Shelton, Washington 98584

Meeting Adjourned: 6:58 p.m.