

## **MINUTES**

### **Mason County Transit Advisory Board (MCTAB)**

Mason Transit Authority Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, Washington  
February 24, 2015 @ 5:30 PM

**CALL TO ORDER:** 5:40 pm

**Members Present:** Lauren Gessler, Vice Chair; John Piety, Member; and, Glen Fourre, Member. Absent: Steve Van Denover and Pam Hillstrom.

**MTA Staff Present:** Brad Patterson, General Manager; Kathy Geist, T-CC Manager; Jane Seymore, Operations Manager; Christina Kramer, Outreach Manager; Mary Ann Norquist, Finance Manager; and Haley Wooten, MCTAB Clerk of the Board.

### **APPROVE AGENDA**

1. Brad Patterson requested permission from the Chair to move the Operations Report to be after the agenda approval.

**MOVED** that MCTAB approve the agenda as amended. **Piety/Fourre. Motion carried unanimously.**

### **INFORMATION**

- An operations report was provided by Jane Seymore. The January 2015 ridership statistics was reviewed and discussed.
- An announcement was made regarding new staff added to the Operations team, Safety & Training Instructor named Mike Ringgenberg. Additionally, the hiring of six new drivers for which interviews are currently being conducted. The board discussed staff shortage and needs.

Lauren Gessler commented on the importance of conducting exit interviews with employees.

### **CORRESPONDENCE**

1. The board reviewed and discussed a letter from the Port of Allyn which requested MTA to install bathroom facilities at Bill Hunter Park.

**PUBLIC COMMENT:** None.

**BOARD MEMBER COMMENTS:** None.

**MINUTES**

1. **MOVED** that MCTAB approve the January 28<sup>th</sup>, 2015 regular meeting minutes as presented. **Foure/Piety. Motion carried unanimously.**

**MCTAB UNFINISHED BUSINESS**

1. Recommendation to Authority Board of plan for repayment of \$2.9 million and \$900,000 funds used from MTA reserves committed to funding the construction of Transit-Community Center report.
  - a. MCTAB Committee had no update to provide.
  - b. Brad Patterson highlighted discussion from the last meeting regarding how MTA funding and accounts are structured. He also reported that Deb Petersen requested that MCTAB present a report to the Authority Board at the joint meeting on March 17, 2015.
  - c. The Board discussed options for submitting a report by that deadline.
  - d. Motion tabled until after discussing the viability plan for the T-CC.
2. Request from Authority Board for MCTAB to develop a viability plan for covering operating costs of the Transit-Community Center.
  - a. The Board discussed creating a five year plan. Glen commented that incorporating a revision date into the plan is important. The breakdown of T-CC costs was projected as 71% of the center is community center costs and 29% of the center is transit costs. The five year plan was presented as follows:
    - i. Years one through five is to focus on obtaining tenant leases, exploring other potential uses that could produce revenue, tracking expenses with extensive review at the third quarter reporting period, and seeking out applicable grants.
    - ii. In the third year incorporate an extensive review of the revenue and expenditure projections. If needed, review the market rates for rental charges and consider reducing rental costs.
    - iii. After five years, conduct a feasibility study for future use. If the facility still needs to be subsidized by MTA reserve funds then start cutting costs.

**MOVED** that MCTAB approve the viability plan as outlined in the discussion.  
**Foure/Piety. Motion carried unanimously.**

A handout containing the T-CC repayment plan recommendation to the board was provided and reviewed. **MOVED** that MCTAB approve the recommendation as presented. **Foure/Piety. Motion carried unanimously.**

**NEW BUSINESS:** None.

**ITEMS TO GO BEFORE MCTAB:** None.

**INFORMATION**

1. A finance report was provided by Finance Manager, Mary Ann Norquist, highlighting revenues and expenditures for January 2015.
2. MTA team manager's report was reviewed.
3. Lauren reminded members that official agency emails were issued and need to be utilized to communicate board business.
4. Christina Kramer reviewed the outreach plan regarding new service changes.

**GENERAL MANAGER'S REPORT**

1. Brad Patterson announced that Kathy Geist and he will be attending the CTAA conference this year. They will be attending as presenters to provide information about the T-CC project. He also reported on legislative efforts for transit funding.

**OTHER BUSINESS**

1. New Advisory and Authority Board rosters were provided for members to update their orientation binders.
2. Lauren requested that the document "How to be an effective board member" be included in their orientation binders.

**UPCOMING MEETINGS**

Joint Meeting of Mason Transit Authority Board and  
Mason County Transit Advisory Board (MCTAB)  
Port of Allyn  
18560 E SR 3 Allyn, WA 98524  
March 17<sup>th</sup>, 2015 @ 5:30 PM

Respectfully submitted by Haley Wooten, Office Assistant