

MINUTES

Mason County Transit Advisory Board
MTA Business Office
790 E Johns Prairie Rd Shelton, WA 98584
April 22, 2014 - 5:30 pm

CALL TO ORDER: 5:35 pm

Members Present: Pam Hillstrom, Glen Fourre, John Piety, Steve Van Denver, and Lauren Gessler via phone. Absent: Josiah Rowell (excused).

Others Present: Brad Patterson, General Manager; Jane Seymore, Operations Manager; Kathy Geist, T-CC Manager & Public Records Officer; and Christina Kramer, Outreach Manager.

APPROVE AGENDA

MOTION that MCTAB approve the agenda as presented. Piety/ Fourre. Motion carried unanimously.

MINUTES

MOTION that MCTAB approve March 18, 2014 Joint Meeting minutes as presented. Fourre/Piety. Motion carried unanimously.

CORRESPONDENCE

1. Email from Kevin Frankeberger regarding FOIA - TABLED
2. Email from Kevin Frankeberger regarding Newsletter Articles of Interest - TABLED

Christina noted there was a drafted agenda for this meeting and the items on that agenda have been tabled until the May 27th meeting.

PUBLIC COMMENT

None

OLD BUSINESS

1. Form a Committee to Draft Guidelines for MCTAB Members - TABLED
2. Form a Committee for Ready-Set-Go Action Team - TABLED

NEW BUSINESS

1. Discussion regarding setting up system by which members of MTA can participate via electronic means in meetings including satellite joint meetings. Action – what do we need to do to establish this as a procedure? - TABLED
2. Discussion regarding post MCTAB review revisions. How can we streamline this process so that we have input but provide for nimble responses by MTA. - TABLED
3. Public Records Request
 - a. Kathy Geist recapped the email discussions had between legal counsel, Kathy and MCTAB members regarding public records requests
 - b. She clarified the current public records request and what was needed from MCTAB members. That being ANY emails that has the words:
 - i. Kevin Frankeberger or Becky Frankeberger, and
 - ii. Volunteer driver program or VDP

- c. Steve Van Denver inquired about MCTAB members being provided with email accounts on MTA's server. Lauren made a statement that even if a member has a MTA account; if they conduct ANY MCTAB business using their personal account then their computers are subject to public records request searches.
- d. Brad announced that research was being done about the various options available to provide MCTAB with email accounts. If MTA uses the current email provider there is a \$16 per account fee.

MTA MANAGER'S REPORT

1. Operations

- a. Jane Seymore highlighted the March 2014 operations report
- b. A copy of the draft rider survey has provided for review & feedback
 - i. Jane noted the survey committee recommended that the survey be broken into three parts and one conducted per quarter. She also highlighted the purpose the information gathered would serve: identifying who rides the bus and what services they want the agency to focus on.
 - ii. John Piety provided feedback that the survey should be short, 5 questions maximum if used on the bus.
 - iii. Discussion continued regarding pros & cons of survey data gathering tactics, etc.
- c. John Piety asked that the service review committee take into consideration creating a fixed route for Mason Lake area.
- d. Jane presented the new bus stop signs which are being installed across the system and will eventually replace all signs

2. Outreach

- a. Christina provided upcoming events:
 - i. Forest Festival Parade on May 31, 2014
 - ii. Touch-a-Truck on June 6, 2014
 - iii. Business Expo & Bite of Shelton on July 17, 2014
- b. Reschedule Transit 101 presentation to May 27th meeting.

GENERAL MANAGER'S REPORT

- Brad provided updates on the T-CC construction – all is well.
- Mike is provided tours on Monday, contact him to sign-up.
- T-CC video announced.
 - Will show video at next meeting
- Highlighted progress on the House Bill regarding Charitable Driving Tax
 - Lewis, Mason, Thurston Area Agency on Aging (LMTAAA) wrote support letter
 - WA-AAA wrote support letter
 - Ripple effect, all Area Agencies on Aging writing support letters
- Presented information regarding MTA's ADA policy and the work being done internally to update the current policy. A substantial change being considered is amending the policy to contain language that requires persons to give up the seat on buses which are reserved for wheelchair securement when needed to accommodate a person using a mobility aid.
 - Discussion was had regarding the pros and cons of this type of amendment to the policy.

PUBLIC COMMENT

None

OTHER BUSINESS

Steve Van Denver asked about the timeline/process for when a new route has been requested. Jane responded that it could take anywhere from six to eighteen months to provide a response of whether or not the demand can be met, things like budget/can it be sustained and board approval are big impacts on the final decision.

MEETING ADJOURNED: 6:55 pm

UPCOMING MEETINGS

MTA Board Meeting
May 20, 2014 @ 4:00 PM
MTA Boardroom
790 East Johns Prairie Road
Shelton, WA 98584

MCTAB Board Meeting
May 27, 2014 @ 5:30 PM
MTA Boardroom
790 East Johns Prairie Road
Shelton, WA 98584