



Mason Transit Authority

PUBLIC HEARING: Proposed 2013 MTA Budget

October 16, 2012

MTA Administrative Offices, 790 E. Johns Prairie Road, Shelton, WA

Lynda Ring-Erickson, MTA Chair, opened the public hearing at 4:00 p.m.

Highlights of the proposed 2013 budget were provided. The proposed budget reflects the following goals, assumptions and plans:

Goals:

- Balance budget
- Maintaining a 3-month operating reserve fund
- Sustaining current service levels
- Utilizing current reserves to meet capital grant obligations
- Maintaining a capital reserve fund for replacement of aging vehicles and to utilize current reserves to meet our capital grant obligations/T-CC

Assumptions:

- Projected flat revenue
- Average of 5.2% increase for 2013 in medical, dental & vision benefits from provider Association of Washington Cities (AWC)
- Mid-year 2% increase in employer contributions to Washington Public Employee Retirement System (PERS)

Plans:

- Steps being taken to place organization in better control of expenses:
 - * Employees contributing 7.5-10% to cost of benefits package; contribution percentages may vary for spouses and dependents.
 - * Transitioning from automatic step increases to performance-based system
- No change in the current fare structure
- Receipt of capital grant to renovate T-CC necessitates delaying purchase of other capital items
- Expense items moved from 2012 to meet 2013 needs

Recommendations to have plans to ensure MTA can still meet the needs of the community should the economic downturn be prolonged while meeting our contractual grant and obligations. Further recommendations were to pursue community partnerships. Discussion surrounded fund balance allocation,

operating increases and out-sourcing. Discussion items will be researched for next hearing, to be held on November 20, 2012.

PUBLIC COMMENT: No comments posed on proposed budget.

The Public hearing ended at 4:19 p.m.

**Mason Transit Authority Board
Minutes of the Regular Meeting**

October 16, 2012

MTA Administrative Offices, 790 East Johns Prairie Road, Shelton, WA

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

Others Present: Brad Patterson, General Manager; Sara Wazewski, Finance Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Ruben Castro, Lead Mechanic; Richard Blackwell, Operations Supervisor; Dan Williams, Cleaner/Fueler; Danette Brannin, Staff Accountant; Christine Rouse, Technology Manager; Libby Avery, Clerk of the Board; Kristin French, Legal Counsel; Nicole Brown, OAC Transit-Community Center (T-CC) Project Manager; Roger Hansen, HHJ, T-CC Architect; Jim Merritt, HHJ, T-CC Architect; Chee Tung, HHJ, T-CC Architect; Drew Phillips, Berschauer & Philips, T-CC Contractor; Ross Gallagher, Community Center Association (CCA) Chair; John Piety, Mason County Transit Advisory Board (MCTAB) Chair; Kevin Frankeberger, MCTAB Member.

CALL TO ORDER: 4:19 p.m.

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

RECOGNITION: Brad Patterson recognized MTA Facilities and Maintenance Team member, Detailer/Fueler Dan Williams, for demonstrating a world-class attitude of honesty and integrity. Dan found an envelope of cash while cleaning

a bus and brought it to management's attention. Board recommended contacting sheriff's department to see if the monies have been filed. Legal counsel will research requirements for unclaimed property.

PUBLIC COMMENT: None received.

BOARD OF DIRECTORS COMMENTS: Herb Gerhardt commented on a Kitsap Sun newspaper article referencing federal grant monies utilized for Bill Hunter Park. In discussion it was clarified that the County owns the park; although federal monies may have been utilized for the transit stop, there have been no County grant funding monies for Bill Hunter Park. Lynda Ring-Erickson stated that utilizing federal monies would require County approval.

MTA – MINUTES: MOTION that the Mason Transit Authority Board approve the September 18, 2012 regular meeting minutes. **Gerhardt/Petersen. Motion carried unanimously.**

MTA CORRESPONDENCE: A card was received from the RAPSody Riders Bicycle organization thanking Mason Transit Authority for their services for RAPSody Riders' 9th annual bicycling event.

MTA CURRENT BUSINESS:

1. **Finance Reports - MOTION** that the Mason Transit Authority approve financial reports for September 2012 as presented with revenues of **\$37,746.79** and expenses of **\$476,555.30**. **Campbell/Olsen. Motion carried unanimously.**

2. **Check Approval - MOTION** that the Mason Transit Authority Board approve financial obligations from September 18, 2012 on checks **#22206** through **#22321** as presented for the total of **\$449,417.32**. The total includes gross payroll in the amount of **\$206,877.08** through October 12, 2012. **Campbell/Gerhardt. Motion carried unanimously.**

MTA UNFINISHED BUSINESS: None.

TRANSIT-COMMUNITY CENTER PROJECT:

Brad Patterson reported on the Request For Qualifications for hiring General Contractor/Construction Management (GC/CM). Five firms responded. Staff, Nicole Brown, OAC Project Manager; Mike Olsen, City of Shelton; and Brian Matthews, Mason County Engineer, scored the Statement Of Qualifications (SOQ)

and narrowed the prospects to three to interview. Berschauer Phillips received the highest SOQ and interview scores, and had the lowest fees. With the GC/CM process, involving them early in the project will provide cost-saving through reduced change orders. Preconstruction costs: \$46,125, and ongoing through the life of the project. **MOTION** for the General Manager to sign the General Contractor/Construction Management (GC/CM) contract with Berschauer Phillips. **Gerhardt/Petersen. Motion carried unanimously.**

Discussion surrounded design concepts and estimating costs received from 2008 concepts and more recent concepts presented to Community Center Association, MCTAB, MTA Staff and MTA Board. Team asked for direction to move forward. **MOTION** to accept Design #1 presented. **Campbell/Olsen. Motion carried unanimously.**

A study session is scheduled to be held at the T-CC, 601 West Franklin Street in downtown Shelton for MTA Board members at 9:30 a.m. on November 8, and with neighboring businesses of the T-CC on November 15, 2012. In early December, the team will have public meetings in Shelton, Allyn and Belfair, and collect feedback. Board recommended to provide a media release to the public. Power point and computer access information requested for future presentations was also asked for by the Board.

MTA NEW BUSINESS_ - Resolution No. 2012-15 – Approving Board Chair to sign Amendment 2 of GCA6837. MOTION that the Mason Transit Authority Board approve that the MTA Board Chair sign Amendment 2 of GCA6837 to release grant monies. **Bloomfield/Campbell. Motion carried unanimously.**

MCTAB REPORT: John Piety referred to the minutes from the previous month. Focus for MCTAB is to recruit and to come up with a plan for MCTAB on what they can do to benefit the Authority.

ITEMS TO GO BEFORE MCTAB: None.

TEAM UPDATES:

Administration/HR - Rikki Johnson reported on recruitment efforts, monies saved on advertising for agency by contracting, the creation of job description templates, outlining job expectations, and responsibilities and roles. The job application is now on the MTA website, which also saves money. The new

Employee Handbook is projected to be completed by the first quarter of 2013. An updated organization chart with position responsibilities and functions was provided, and an upcoming training on Meaningful Conversations was reviewed.

Development - Brad Patterson reported for Mike Oliver about the T-CC Project as stated above.

Finance - Sara Wazewski reported the State Auditor's office is auditing 2011 financials. There will be an Audit Entrance Interview to which the Board is invited to attend. The next Proposed 2013 Budget Public Hearing will be on November 20; there will be Finance Committee meetings held before the Public Hearing.

Facilities and Maintenance - Ruben Castro reported for Ron Aubol that a snowplow attachment for truck has been procured in preparation for winter; the PUD has installed new lights in the employee parking lot at no charge to the organization, with MTA paying for service only; procurement is underway for seven new cutaways; nine Champions have had problems with front suspension, they are under warranty, so suspensions are being re-done by GM. Also, the parking lot will be paved next year.

IT - Chris Rouse reported that Maintenance and IT worked on radios, and a new antenna has been installed producing better communications. Inventory showed there was no longer a necessity for ten radios - they have been taken off the contract, saving MTA \$3,330 per year. There were some technical problems in Belfair; the Belfair office is now up and working with all their electronics in order. She is working on resolving issues with emails bouncing back from the county offices.

Operations - Brad Patterson reported for Jane Seymore that ridership is down slightly for September, most likely due to nice weather, but the ridership on the Skokomish Pilot Project continues to be popular. MTA is entering discussions with the Skokomish Nation to partner on replacement vehicles for the Pilot Project; the vehicles used on the Pilot are lifed-out, but safe, but only for so long. The Skokomish Nation are working on a grant to get new vehicles to continue service.

Outreach - Christina Kramer reported on the internal monthly newsletter and a future public newsletter. She highlighted on the publication of the Communications Meeting follow-up, as well as discussed agency branding, the 20 Year Anniversary Project, the Chronicle Project, marketing plan alternative transportation services, and Dacia Stricklett from the Department of Transportation working in partnership with MTA for 16 hours a week. Plans are to expand the travel training program. Herb Gerhardt expressed that he thought the internal newsletter should be posted to the website unless it is confidential

because MTA is a public agency. Also discussion surrounded incorporating the public notification of the 20 Year Anniversary Project into the T-CC public meetings. Tim Sheldon suggested looking into the history of the beginnings of MTA. Discussion surrounded the research already being done and utilization of incorporating history into a new employee orientation.

GENERAL MANAGER'S REPORT: Brad Patterson reported on the agency's history of insurance claims presented by our insurer, the Washington State Transit Insurance Pool (WSTIP). MTA has had the second highest rate of claim payments for the past three years out of 25 Washington public transit agencies that are members of WSTIP. He is working with the Leadership Team to make improvements. An anonymous job satisfaction morale survey will be going out to all staff to see where staff is at after the year of change with a new General Manager. This survey will be done again in six months and again one year from now. Brad also discussed the organization chart and the role and responsibilities of the MTA team to the taxpayers.

OTHER BUSINESS: None.

EXECUTIVE SESSION: MTA Board Members Present: Lynda Ring-Erickson, Board Chair; Deborah Petersen, Vice Chair; Tim Sheldon, John Campbell, Mike Olsen, Herb Gerhardt, Pat McGanney, Leroy Valley. Others Present: Kristin French, Legal Counsel; Janice Corbin, Human Resources Consultant, Sound Employment Solutions via telecom; Rikki Johnson, Human Resources Manager; Brad Patterson, General Manager.

Board entered Executive Session at 5:52 p.m. regarding Personnel Issues. Re-Opened session at 6:08 p.m. Board Chair stated that the briefing regarded public employees; no action was taken.

ADJOURN: Meeting adjourned at 6:11 p.m.

Next Meetings:

Mason County Transit Advisory Board

Tuesday, October 23, 2012 – 5:30 p.m.

790 East Johns Prairie Road, Shelton, Washington

Mason Transit Authority Board

Tuesday, November 20, 2012 – 4:00 p.m.

790 East Johns Prairie Road, Shelton, Washington

