

## **MINUTES**

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

Mason Transit Authority Administrative Office – Board Room

790 East Johns Prairie Road

Shelton, Washington

January 27, 2015 @ 5:30 PM

**CALL TO ORDER:** 5:34 pm

**MCTAB Members:** John Piety, Glen Fourre, Pam Hillstrom, and Lauren Gessler (via phone).

**MTA:** Brad Patterson, Mary Ann Norquist, Kathy Geist, Christina Kramer, Haley Wooten

Christina Kramer introduced MTA Office Assistant, Haley Wooten, and announced her as the new MCTAB Clerk of the Board.

### **APPROVE AGENDA**

It was requested:

1. Add under "Items to go before MCTAB" the request from the Authority Board for MCTAB to develop a viability plan for covering operating costs of the Transit-Community Center.
2. Add under "new business" the Outreach Committee member appointment.

**MOVE** that the Mason County Transit Advisory Board approve the agenda as amended. ***Fourre/Hillstrom. Motion carried unanimously.***

**CORRESPONDENCE:** None.

**PUBLIC COMMENT:** None.

**BOARD MEMBER COMMENTS:** None.

### **MINUTES**

1. November 25, 2014 Regular Meeting

**MOVE** that the Mason County Transit Advisory Board approve the minutes as presented. ***Fourre/Hillstrom. Motion carried unanimously.***

2. December Joint Minutes

- a. There was no MCTAB quorum at the December meeting so the minutes provided are informational only.

**MCTAB UNFINISHED BUSINESS**

1. Recommendation from the Authority Board to develop a plan for repayment of 2.9M and 900k funds committed to funding the construction of Transit-Community Center (T-CC) report.

- a. May 1, 2013 Special Meeting Minutes provided as supporting documentation of the initial plan to repay encumbered MTA funds used for the T-CC project.
- b. John Piety announced that Steve VanDenover is going to draft a proposal and present it at the February MCTAB meeting for review. The goal is to present a finalized plan at the joint board meeting in March.
- c. Brad Patterson clarified the financial history of the T-CC funding, specifically in regards to funds used for the T-CC project that came from MTA reserves. He highlighted the difference between Mason County funding sources and MTA funding sources.
- d. Kathy Geist highlighted the cost for tenants leasing space at the T-CC, specifically the differences between government, non-profit, and private.
- e. The Board discussed leasing options, potential event ideas, and insurance challenges.

2. E-mail accounts for MCTAB members

- a. Brad Patterson announced that MTA will be providing MCTAB members with email accounts. He also stated that legal counsel is drafting a policy regarding the emails accounts. The emails will be assigned by February 6, 2015.
- b. Lauren inquired about technical aspects of the email accounts, stating that currently she is unable to "reply all" to certain emails. Mary Ann confirmed that she will have the MTA IT team investigate the issue.

3. Nominations for Officers for 2015

- a. Discussed nomination process. At November MCTAB meeting Steve VanDenover was nominated as MCTAB Chair. Lauren Gessler was nominated as MCTAB Vice Chair. However, no motions were made at that meeting.

**MOVE** that Mason County Transit Advisory Board approve nominations of Steve VanDenover as Chair and Lauren Gessler as Vice Chair. *Fourre/Piety*. **Motional carried unanimously.**

### **NEW BUSINESS**

1. Election of Officers for 2015

**MOVE** that Mason County Transit Advisory Board approve the election of Steve VanDenover as the Chair of the Board. *Hillstrom/Fourre*. **Motion carried unanimously.**

**MOVE** that the Mason County Transit Advisory Board approve the election of Lauren Gessler as the Vice Chair of the Board. *Fourre/Hillstrom*. **Motion carried unanimously.**

2. Outreach Committee Member Appointment
  - a. Christina highlighted the purpose of the committee.
  - b. Lauren and John announced they would like to participate.

### **ITEMS TO GO BEFORE MCTAB**

1. Develop a viability plan for covering operating costs of the T-CC.
  - a. The Board discussed the project and how to develop the plan.

John Piety requested that MTA financial reports be included in the MCTAB board packet.

### **INFORMATION**

1. Operations Report
  - a. Handout provided highlighting the December 2014 ridership statistics.

### **GENERAL MANAGER'S REPORT**

1. Brad announce the All-Staff Meeting date and time, February 8 at 9 am, and invited MCTAB members to attend.
2. Highlighted the upcoming service changes being implemented in April 2015.
3. Discussed the T-CC Rededication Ceremony details; announced the ceremony will be April 1, 2015 at 3 p.m. Discussed local tribal involvement.

**OTHER BUSINESS**

1. Pam Hillstrom announced that Squaxin Island Transit acquired an additional bus.

**UPCOMING MEETINGS**

**Mason Transit Authority Board**

Mason Transit Authority Administrative Office – Board Room  
790 East Johns Prairie Road  
Shelton, Washington  
February 17, 2015 @ 4:00 PM

**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

**Meeting Adjourned: 6:39 p.m.**

Respectfully submitted by Christina Kramer, Outreach Manager.