



**Mason County Transportation Authority
MINUTES of the Regular Meeting
April 12, 2011**

Members Present: John Campbell, Board Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Glenn Hoopman, Authority Member; Jerry Lingle, Authority Member; Deborah Petersen, Authority Member; Bev Wendell, Authority Member and Sadie Whitener, Authority Member. Authority member Tim Sheldon was absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager and Clerk of the Board; Jay Rosapepe, Operations Manager; Sara Wazewski, Finance Manager; Mike Oliver, Maintenance Manager; Libby Avery, TCC Manager; Barbara Singleton, Special Projects Manager; and John Piety, MCTAB Chair.

Called to Order: 4:00 pm

APPROVE AGENDA:

Action item #6 under New Business authorizing the General Manager to sign Interlocal Agreement for the Summer Youth Adventure Program and Resolution 2011-04 was added.

MOTION to approve the agenda as amended. **Petersen/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the March 8, 2011 joint meeting minutes as presented. **Hoopman/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Washington Counties Insurance Pool letter dated March 14, 2011 – Notice of assessment in the amount of \$32,316.31 to cover claims incurred in excess of premiums received by plan participants in 2010. This matter is under review by MTA Legal Counsel.
2. Washington State Department of Transportation – Annual site visit scheduled April 27 to review financial, project, vehicle, processes and verification of regulation compliance.
3. Public Employment Relations Commission – Notice of petition for investigation of question concerning representation. Petitioner – Teamsters Local 252; Classification – Coach Operators. Investigation conference scheduled April 29.

MTA CURRENT BUSINESS:

1. Financial Reports 03/01/11 through 03/31/11

MOTION to approve financial reports for the period 03/01/11 through 03/31/11 as presented with revenues of **\$940,822.38** and expenses of **\$343,313.04**. **Hoopman/Ring-Erickson. Motion carried unanimously.**

Extraordinary items noted – Revenues - Grant reimbursement funds received for 3 new Gilligs \$900,000.00.

2. Check Approval 03/01/11 through 03/31/11

MOTION to approve March 2011 financial obligations on checks #19777 through #19917 as presented for the total **\$440,866.36**. The total includes Gross Payroll in the amount of **\$209,797.10** through April 1, 2011. **Lingle/Petersen. Motion carried unanimously.**

Staff responded to questions related to rising fuel costs and impact on the 2011 budget. A 12% increase was applied to fuel purchased through State Contract, and lesser percentage applied to other vendors. A 7% increase was applied to parts inventory. MTA staff is closely monitoring unusual expenses, and anticipate budget revisions in those areas should increase in costs continue. A fuel forecast presentation will be scheduled for the May meeting.

MTA UNFINISHED BUSINESS:

1. Facility Update

No new progress to report on the waterline hookup. Rob Johnson briefly reported on PUD's delay and anticipation that latecomer agreements will be released in the near future.

A bus shelter was installed at the Skokomish reservation. Refurbishing shelters for placement at area locations to include the Pickering Park & Ride location in progress.

2. Transit Community Center Update

Libby Avery briefly reported that the Transit Community Center will provide space and be a designated accessible location for persons with disabilities to vote. North Mason Resource Center in Belfair is offering the same accessibility in North Mason.

MTA NEW BUSINESS:

1. Memorandum of Understanding with Grays Harbor Transit

The Memorandum of Understanding enables Mason Transit to extend to Grays Harbor Transit the opportunity to transfer fully depreciated vans between agencies to maximize rideshare options and vanpool resources in the Olympic Peninsula region.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign the Memorandum of Understanding with Grays Harbor Transit for Vanpool services.

Petersen/Ring-Erickson. Motion carried unanimously.

2. Interlocal Agreement between City of Shelton, Mason Transit, Port of Shelton, Mason County and Shelton School District

Rob Johnson discussed proposed changes to the Interlocal Agreement. A final draft will be prepared for review by representatives of participating jurisdictions, followed by action of the respective Boards.

3. Washington State Department of Transportation Request

John Campbell presented a letter requesting assistance from the Washington State Department of Transportation in the recruitment and selection of General Manager to succeed Dave O'Connell.

MOTION that the Mason County Transportation Authority Board request assistance from the Washington State Department of Transportation in the recruitment and selection process for General Manager. **Ring-Erickson/Whitener. Motion carried unanimously.**

4. CTAA EXPO – June 5-10, Indianapolis, IN

It was recommended that newest members consider attending, and that confirmation of interest be expressed to Kathy by next week.

5. Resolution No. 2011-03 Authorizing the Board Chair to sign the Third Amendment to WSDOT Agreement GCA6186

The amendment allows for the transfer of Rural Mobility Equalization funds from Project A to Project C in the amount of \$1,200,000. All other conditions of the grant agreement remain unchanged.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2011-03 authorizing the Board Chair to sign the third amendment to Agreement GCA6186 with the Washington State Department of Transportation. **Petersen/Lingle. Motion carried unanimously.**

6. Resolution No. 2011-04 Authorizing the General Manager to sign Interlocal Agreement for the Summer Youth Adventure Program

Mason Transit desires to continue offering the Summer Youth Adventure Pass for the benefit of public transportation and Mason County youth for a three year period. Advertising efforts include distributing flyers to School Districts, and through local media sources, as well as onboard vehicles and website posting.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2011-04 authorizing the General Manager to sign the Interlocal Agreement between Mason, Clallam, Jefferson and Grays Harbor transits for the Summer Youth Adventure Pass Program for calendar years 2011 through 2013. **Ring-Erickson/Hoopman. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Dave reported on the meeting to discuss possible connection between Mason and Pierce Transits with Pierce County Counsel Member, Stan Flemming. Further discussion is dependent on confirmation of grant funding awards. Dave received an invitation from the Federal Highways to participate, representing rural communities, in a workshop being held in Sacramento, California on livable communities.

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the March 2011 Operations Summary report. Of significance was the provision of over 50,000 rides in March for the first time in Mason Transit's history.

ITEMS TO GO BEFORE MCTAB: None.

MCTAB REPORT:

John Piety, MCTAB Chair, noted a membership application has been received for review and consideration. John also requested that a member from MCTAB attend the CTAA EXPO should no member of the Authority Board plan to attend this year.

PUBLIC COMMENT:

None

OTHER BUSINESS:

Mason Transit will host a Volunteer Recognition ceremony on Wednesday, April 20 from noon to 2:00 pm. The event will be held at the Transit Community Center. Christina Kramer and Libby Avery were recognized for their efforts in every aspect of event planning and preparation.

Public Notice issued announcing the Special Meeting on April 21 beginning at 10:00 am for members attending the Financial Planning Committee meeting.

Executive Session:

John Campbell recessed the regular meeting at 5:16 pm and called for Executive Session to obtain legal advice from Counsel on potential litigation. The Executive Session will last approximately 15 minutes.

John Campbell closed the Executive Session and reconvened the regular meeting at 5:28 pm. With no further business, the meeting adjourned.

Next Meeting:

**May 10, 2011 – 4:00 pm
Mason Transit Facility**