



**Mason County Transportation Authority
MINUTES of the Regular Meeting
April 13, 2010**

Members Present: John Campbell, Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Deborah Petersen, Authority Member; Leroy Valley, Authority Member; Gary Volk, Authority Member, and Bev Wendell, Authority Member. Tim Sheldon was absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Sara Wazewski, Finance Manager; Mike Oliver, Maintenance Manager; Jay Rosapepe, Operations Manager; Lori Dougherty, Staff Accountant; Libby Avery, MTA; and John Piety, MCTAB.

Called to Order: 4:00 p.m.

Introductions and welcome to new Finance Manager, Sara Wazewski.

APPROVE AGENDA:

Changes in the agenda include two additional correspondence items. **MOTION** to approve the April 13, 2010 agenda as amended. **Wendell/Gallagher. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the March 9, 2010 meeting minutes as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Lewis-Mason-Thurston Area Agency on Aging referencing the monitoring visit conducted in March, the program assessment with no areas identified as requiring corrective action, and expressed appreciation for agency efforts and dedication towards providing volunteer driver services to senior citizens.
2. Thank you from instructors and students of Mason County Literacy for transportation provided to and from English classes two days a week.
3. Letter from Ricky McLaughlin expressing pleasure and appreciation for exceptional customer service and driving skills of Mason Transit Driver, Carrie Thompson.

MTA CURRENT BUSINESS:

1. Financial Reports 03/01/10 through 03/31/10

MOTION to approve financial reports for the period 03/01/10 through 03/31/10 as presented with revenues of **\$40,734.65** and expenses of **\$269,355.54**. **Gallagher/Volk. Motion carried unanimously.**

The 2007-2010 comparison chart demonstrating Sales Tax Revenue was presented. Staff noted a 5% increase in January sales tax revenue compared to January 2009.

2. Check Approval 03/01/10 through 03/31/10

MOTION approving payment of March 2010 financial obligations on checks #18325 through #18452 as presented for a total of \$430,858.23. The total includes Gross Payroll in the amount of \$204,389.50 through April 2, 2010. **Gallagher/Wendell. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Waterline Update – PUD3 delivery schedule attached. Mason Transit anticipates water hookup early fall.

North Mason Base of Operations site will be a joint occupancy facility by May. Faith In Action will occupy the vacant office space, and bill Mason Transit for 50% of utilities.

2. Transit Community Center Update

Libby Avery provided highlights of community meetings attended along with March activities, events and tenant/facility user group information. Libby is working with Maple Glen to plan field trips on transit with their residents.

Dave reported that Community Development Block Grants are under review and that requests submitted total 37 million and that there is only 13 million available. The City of Shelton submitted a Community Development Block Grant for frontage improvements on Franklin Street, which would allow the Armory to be used as a Transit Community Center with a bus stop.

3. OFC Commuter Parking Issue Update

MTA staff was contacted by Mike Shunk, OFC Real Estate Division, regarding the commuter parking issue in Belfair. Previous correspondence with Diamond Parking representatives were forwarded to Mr. Shunk for review and comment. No further information available at this time.

4. Financial Planning Committee

Committee meetings will be established to review MTA operating and financial statistics in preparation for the development of a financial plan.

MTA NEW BUSINESS:

1. Resolution No. 2010-05 Authorizing the Disposal of Surplus Vehicles

Staff recommended disposal of vehicles identified as surplus that meet Washington State Department of Transportation's useful life requirements. Vehicles identified are listed in the resolution.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-05 authorizing the disposal of surplus vehicles identified. **Ring-Erickson/Wendell. Motion carried unanimously.**

2. Resolution No. 2010-06 Authorizing the Finance Manager as the Audit Officer

Motion that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-06 authorizing the Finance Manager as the Audit Officer and the General Manager and Administrative Services Manager as Officers. **Gallagher/Wendell. Motion carried unanimously.**

3. Resolution No. 2010-07 Authorizing the Board Chair to sign Washington State Department of Transportation Agreement GCA6471

Mason Transit received notice of award for capital funding to purchase one vanpool vehicle through the Washington State Vanpool Investment Program.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-07 authorizing the Board Chair to sign Washington State Department of Transportation Agreement GCA6471 for capital funds to purchase one new vanpool vehicle. **Petersen/Ring-Erickson. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

The transportation budget out of the State Legislature this year has established a joint Transportation Study Committee that will be looking at statewide public transportation unmet capital and operating needs. The Committee's final report will be made available.

Commissioner Ring-Erickson commented that members of the Peninsula Regional Transportation Planning Organization repeatedly refer to Mason Transit's leadership role in the preparation of a regional plan every two years in cooperation with two tribes and three neighboring counties, further crediting MTA staff for their efforts.

OPERATIONS REPORT:

Jay Rosapepe provided highlights from the March 2010 Operations Summary Report, noting that an upgrade to Trapeze, the dispatch/scheduling software, went well. Noteworthy item is the new law that will take effective June 1st requiring public transit buses to stop at Railroad crossings.

MCTAB REPORT:

1. Intercity Transit Advisory Board Meeting Report

John Piety provided highlights of the Intercity Transit's Advisory Board meeting members of MCTAB attended on March 15.

ITEMS TO GO BEFORE MCTAB:

Public Service Announcement Campaign Request – DOL/WSP Motorcycle Safety Campaign.

PUBLIC COMMENT:

None

OTHER BUSINESS:

Mason Transit will recognize its volunteer drivers and other community volunteers at a recognition Luncheon on May 14, 2010 from Noon to 2:00 pm. The recognition event will be held at the Armory.

The next regular meeting of the Mason County Transportation Authority Board is scheduled to be held on Tuesday, May 11, 2010 at 4:00 pm at the Transit facility located at 790 E John's Prairie Road, Shelton, WA.