



**Mason County Transportation Authority
MINUTES of the Regular Meeting
August 10, 2010**

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

Others Present: Dave O'Connell, General Manager; Kristin French, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Sara Wazewski, Finance Manager; Jay Rosapepe, Operations Manager; Mike Oliver, Maintenance Manager; Libby Avery, MTA; Christina Kramer, MTA; Barbara Singleton, MTA; Trina Gwerder, MTA, and John Piety, MCTAB.

Called to Order: 4:00 p.m.

Staff Recognition: Congratulations were expressed to Trina Gwerder, Field Services Representative, for achieving Employee of the 2nd Qtr, 2010.

APPROVE AGENDA:

MOTION to approve the August 10, 2010 agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the July 13, 2010 regular meeting minutes and July 22, 2010 special meeting minutes as presented. **Ring-Erickson/Volk. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Mason County Commissioners – Letter commending Mason County Transit for assisting in protecting stream flows from depletion through disconnecting from the well when the City of Shelton water is available.

MTA CURRENT BUSINESS:

1. Financial Reports 07/01/10 through 07/31/10

MOTION to approve financial reports for the period 07/01/10 through 07/31/10 as presented with revenues of **\$39,925.34** and expenses of **\$191,366.44**. **Gallagher/Volk. Motion carried unanimously.**

The 2007-2010 comparison chart demonstrating Sales Tax Revenue was presented. Staff expressed concern for the trend which is a 4% decline from last year for the same period, further noting that management is taking a serious look at the impact to operations.

2. Check Approval 07/01/10 through 07/31/10

MOTION approving payment of June 2010 financial obligations on checks #18822 through #18931 as presented for a total of \$385,390.46. The total includes Gross Payroll in the amount of \$206,659.07 through August 6, 2010. **Sheldon/Gallagher. Motion carried unanimously.**

3. 2009 Audit Exit Interview

The 2009 Audit exit interview is scheduled to be held on Tuesday, August 24, 2010 at 3:00 p.m.

MTA UNFINISHED BUSINESS:

1. Facility Update

The Maintenance Manager confirmed the vehicle order for Gillig coaches was finalized and the new coaches should be coming in late January. An update for the waterline was given. It was noted that the construction contract for PUD3's new facility has been awarded, and will be followed by a pre-construction meeting and letter to stakeholders and participants for a construction start date established. Staff has initiated identifying well drilling companies, and will request quotes for the decommissioning of the well.

2. Transit Community Center Update

Libby Avery provided highlights of July activities.

3. QFC Commuter Parking Issue Update

Upon review of QFC's proposed letter to commuters and requirement that Mason Transit administer a selection process and parking permit program for up to 10 parking stalls at QFC, Mason Transit suggested QFC administer the permit program due to Mason Transit's lack of staffing resources and ample parking already provided through MTA at the leased park and ride lot in North Mason. QFC response pending.

4. Financial Planning Committee Report

Sara Wazewski provided a brief overview and highlights of the discussion related to public outreach ideas and cost savings/revenue initiatives with potential dollar savings. Of significance are cost saving measures realized in the reduction of fuel expense associated with the installation of the fueling station and additional measures being implemented to reduce cost associated with vehicle detailing, bus assignment and uniform laundry services.

Dave O'Connell noted that many of these changes came about as a direct result of each department identifying and recommending solutions to reduce expenses without a reduction in service. The suggestions do include the loss of jobs. Closing the Transit Community Center facility was referenced.

5. Vehicle Grant Program

Neighboring Transit Vehicle Grant Program Plans have been submitted to legal counsel for review. Staff anticipates Mason Transit's Vehicle Grant Program will be submitted at the next board meeting for approval.

6. Worker/Driver Program

Staff reported a letter was issued to participants of the Worker/Driver Program that explained Mason Transit is considering removing the coaches from use for the program and providing the service through the Vanpool Program. The Operations Manager interacted directly with worker/drivers to provide further explanations and get feedback. A more detailed report will be provided at the next board meeting covering: costs, costs of program and proposed options.

7. Mason County Transportation Cooperative Billing

Sara reported that the Shelton School District has agreed to Mason Transit's repayment schedule, which will repay the under billed balance of \$66,838.74 over a two-year period.

8. Disposal of Surplus Items

Mason Transit received two responses from auctioneers in response to a request for information. The company deemed to be the most responsive and qualified was Ehli Auctions. Mason Transit desires to enter into a Service Provider Agreement for the disposal of surplus items.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign the Service Provider Agreement for the disposal of surplus equipment and vehicles.

Volk/Wendell. Motion carried unanimously.

MTA NEW BUSINESS:

1. First Amendment to Resolution No. 2001-06

Per RCW Chapter 4.96, Mason Transit is required to record with the County Auditors office, its agent, business address and hours where claims for damages can be received.

MOTION that the Mason County Transportation Authority Board approve First Amendment to Resolution No. 2001-06 appointing agent to receive claims under RCW Chapter 4.96. **Ring-Erickson/Petersen. Motion carried unanimously.**

2. Tiger II Grants Submitted

Staff reported that seven projects were identified in the Transit Development Plan: North Mason Park & Ride, Transit Community Center, replacement vehicles, security camera project on buses and base of operations, shelter replacement, and phone system replacement which total over \$8 million. Grants have been applied for from multiple sources which in addition, are able to be rolled over into the Tiger II Grant application. Grant award notification is expected in September.

3. Shelton School District No. 309 – 2010–2011 After School Activities

Mason Transit desires to continue to contract with the Shelton School District for the After School Activities (ASA) program. Staff summarized that the contract cost will be the same as last year due to some modification in the scope which includes cutting the Cloquallum route, and no ASA service when school is not in session.

GENERAL MANAGER'S REPORT:

Appreciation was expressed for the help from staff while out on medical leave.

An individual working with the Transportation Research Board contacted the General Manager regarding the Transit Community Center project to state that it will be used as an example in discussion of transit oriented development in rural areas and building sustainable communities for their bi-annual report; giving the project national recognition.

OPERATIONS REPORT:

Jay Rosapepe provided highlights from the July 2010 Operations Summary Report.

MTA is still waiting to hear from Oysterfest organizers about whether there will be a need to provide service again this year.

MCTAB REPORT:

1. Membership Changes and New Membership Applications

John Piety, Advisory Board Chair recommended approving Advisory Board Membership changes: Bill Rathke, Associate Member; Barry Mihailov, resignation; and new member, Dustin Brown. **MOTION** to approve MCTAB recommendations for membership changes and addition of new member, Dustin Brown as presented. **Ring-Erickson/Peterson. Motion carried unanimously.**

2. Regional Advisory Board Meeting Update

No update at this time.

3. MTA Assigned Projects

Advertising on Vehicles
Rider's Guide Review
Passengers' Bill of Rights

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

The replaced bus shelter at Pickering P&R appears to be a smaller. Public comment has indicated that it would be more accommodating if the shelter was larger.

OTHER BUSINESS:

1. Company Picnic

Mason Transit's Company Picnic is being held on Sunday, August 29th. Location and time are to be announced.

EXECUTIVE SESSION:

John Campbell, Chair, recessed the regular meeting at 5:00 pm and called for Executive Session to discuss potential litigation. The Executive Session is expected to last approximately 10 minutes.

Johns Campbell, Chair, closed the Executive Session and reconvened the regular meeting at 5:08 pm.

MOTION to authorize the General Manager to sign Settlement Agreements as presented, discussed and approved in Executive Session. **Ring-Erickson/Volk. Motion carried unanimously.**

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards scheduled to be held on Tuesday, September 14, 2010 at 5:30 pm at the Port of Allyn, 18560 E SR3, Allyn, Washington.