



**Mason County Transportation Authority
Mason County Transportation Advisory Board
MINUTES of the Joint Meeting
December 14, 2010**

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

MCTAB Board Members Present: John Piety, Chair; Mary Ogg, Vice Chair/Secretary; Kevin Frankeberger, Advisory Member; Frances Arnold, Advisory Member; John Calabrese, Advisory Member. Advisory Members Dustin Brown, Tim Burford, Glen Fourre and Pamela Hillstrom were absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, MTA 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, TCC Manager; Christina Kramer, Administrative Assistant; Lori Dougherty, Staff Accountant; Barb Singleton, Special Projects Manager; Sandy Oliver.

Called to Order: 5:30pm

Authority Board Members Ross Gallagher, Leroy Valley, and Gary Volk received recognition and a plaque for their contributions and participation while serving their terms as Authority Board Members. The resignations of Dustin Brown, Tim Burford and Fran Arnold from the Advisory Board were announced. For which they received recognition for their contributions and participation on the Advisory Board. It was noted that Fran served an extraordinary 16 years.

APPROVE AGENDA:

MOTION to approve the agenda as presented. **Gallagher/Volk. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve October 26, 2010 public hearing and November 9, 2010 regular meeting minutes as presented. **Ring-Erickson/Volk. Motion carried unanimously.**

MCTAB MINUTES:

MOTION to approve November 16, 2010 meeting minutes as presented. **Ogg/Calabrese. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MCTAB CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Reports 11/1/10 through 11/30/10

MOTION to approve financial reports for the period 11/1/10 through 11/30/10 as presented with revenues of **\$26,237.67** and expenses of **\$378,973.88**. **Sheldon/Wendell. Motion carried unanimously.**

2. Check Approval 11/1/10 through 11/30/10

MOTION to approve November 2010 financial obligations on checks **#19301** through **#19427** as presented for the total of **\$554,512.44**. The total includes Gross Payroll in the amount of **\$299,978.68** through December 10, 2010. **Gallagher/Volk. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that the waterline is still on schedule to be completed by the end of 2010 and MTA should be able to hook-up sometime early 2011.

Another phase of the WA State Department of Ecology's Clean Diesel Grant Program is complete. Staff noted that since starting three years ago MTA has accrued about \$260,000 in benefits from the project.

Information was provided regarding the proposal for installing video surveillance systems. The Transit Insurance Pool's Integrated Risk Management Project recommended video security following the Threat and Vulnerability Assessment conducted. Staff conducted research on video surveillance systems and determined the system that best meets MTA's requirements and needs is offered under State Contract by Aronson Security Group. This item is scheduled for approval under New Business.

2. Transit Community Center Update

Libby Avery provided highlights of activities and programs at the Armory for the month of November were provided.

Dave O'Connell reported that the Community Center Association is working on developing policies and procedures for all tenants and activities of the Armory. Until CCA has conducted a review of the management and activities at the bike shop, it has been temporarily shut down.

John Campbell, Chair, recessed the joint meeting for a three (3) minute break at 5:57 pm.

John Campbell, Chair, reconvened the meeting at 6:00 pm and opened the public hearing to receive final public comment on the 2011 Proposed Budget.

PUBLIC HEARING – 2011 PROPOSED BUDGET

Highlights of the 2011 Proposed Budget provided: 2011 projected revenue - \$7,004,122.49; projected expenses - \$7,004,122.49; projected ending fund balance \$6,804,042.01. Further that a review of the budget occur in February, April and July and/or when amendments are required.

Lynda Ring-Erickson submitted a packet received from a constituent, Martin Zazueta, stating that the packet was less specific to the budget and more specific to a records request. The December 5, 2010 packet titled Mason Transit Budget submitted by Mr. Zazueta will be attached as public hearing comments. Staff noted that Mr. Zazueta did not provide a packet with the records request form received by Mason Transit, and that records requested are available for inspection by Mr. Zazueta.

Sara Wazewski, Finance Manager, highlighted the 2011 proposed salaries and benefits noting that a 2.5% step increase is included for a total amount of \$4,102,233.

With no further comments, John Campbell, Chair, closed the public hearing at 6:12 pm and reconvened the joint meeting.

Lynda Ring-Erickson asked how many years have MTA's expenses exceeded revenue. Ross Gallagher responded the occurrence has been in the years 2009-2011. Sara Wazewski responded that if the anticipated grants revenue is received the funds pulled from reserves would reduce from \$795,958 to approximately \$300,000.

Dave O'Connell responded that upon receiving anticipated grant revenue the Financial Planning Committee is going to reassess if MTA has sufficient revenue to meet expenses. Upon assessment a review will be conducted on what services may need to be reduced and/or cut in order to balance the budget to remain in a viable state. A portion of reserve accounts has been allocated for emergency use in operations but a lot has to be sustained for capital purchases necessary for the agency. MTA cannot operate without sustaining a reserve account for capital purchases and other items essential for providing transportation.

Lynda Ring-Erickson suggested that the Authority Board be part of reevaluating the budget along with the Financial Planning Committee.

Tim Sheldon asked about the employee pay being a 2.5% increase. Sara Wazewski responded that the increase is per MTA's pay grade step increase policy, no COLAs were being given. The General Manager has declined to take the step increase for a second year in a row.

3. Resolution No. 2010-12 Adopting 2011 Budget

MOTION that the Mason County Transportation Authority Board approve Resolution No 2010-12 adopting a budget for the calendar year beginning January 1, 2011 with anticipated resources of **\$7,004,122.49** and anticipated uses of **\$7,004,122.49** anticipating a **\$6,804,042.01** ending fund balance. Further that a review of the budget occur in February, April, and July and/or when amendments are required. **Gallagher/Wendell. Motion carried unanimously.**

MCTAB UNFINISHED BUSINESS

1. Advisory Board 2011 Membership

MOTION that the Mason County Transportation Advisory Board approve membership renewal of Kevin Frankeberger, Pamela Hillstrom, and Mary Ogg for a two-year term. **Piety/Calabrese.**
Motion carried unanimously. Dustin Brown, Tim Burford and Frances Arnold have resigned.

MTA NEW BUSINESS:

1. Resolution No. 2010-13 Establishing the 2011 Board Meeting Schedule

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2010-13 establishing the 2011 Board Meeting Schedule. **Volk/Wendell. Motion carried unanimously.**

2. Reaffirm 2011 Authority Board Members

The following representatives have been reaffirmed by their district boards to serve on the Mason County Transportation Authority Board in 2011: Mike Byrne, Shelton City Commissioner; John Campbell, North Mason School District No. 4; Deborah Petersen, Hood Canal School District; Bev Wendell, Mason County Hospital District No. 2.

2011 New District Representatives: Glenn Hoopman, Fire District No. 3; Jerry Lingle, Mason County Commissioner; Sadie Whitener, Southside School District.

3. Nominations and Election of Officers

Nominations were open for the position of MTA Board Chair and Vice Chair for 2011.

Wendell nominated and Volk seconded the nomination of John Campbell for the position of Chair and Lynda Ring-Erickson as Vice Chair.

Gallagher nominated Deborah Petersen for the position of Chair. Deborah Petersen withdrew the nomination. No further nominations.

Volk moved and Wendell seconded to close nominations and elect John Campbell as Chair and Lynda Ring-Erickson as Vice Chair. The nominations were closed. John Campbell, Chair, called for the vote. The vote was unanimous, naming John Campbell Chair and Lynda Ring-Erickson Vice Chair for 2011.

4. Approve MCTAB 2011 Membership and Election of Officers

MOTION that the Mason County Transportation Authority Board approve renewed two-year terms for Kevin Frankeberger, Pamela Hillstrom, and Mary Ogg. Further approving Advisory Board Officers elected to serve in 2011 – John Piety, Chair and Mary Ogg, Vice Chair/Secretary. **Volk/Wendell.**
Motion carried unanimously.

Lynda Ring-Erickson suggested change in policy in order to allow MCTAB to nominate and approve their officers without approval of the Authority Board.

5. Approve Acquisition of a Video Surveillance Security System

MOTION that the Mason County Transportation Authority Board approves the acquisition of the proposed video surveillance security system offered under the State Contract by Aronson Security Group for a projected cost of \$35,000.00. **Gallagher/Petersen. Motion carried unanimously.**

6. Emergency Procurement – Employee Health Care Benefits

MTA was informed that their current insurance carrier, Washington Counties Insurance Pool, would dissolve as of January 1, 2011. Based on the need for immediate action staff investigated all available options. It was determined that the most viable option offered was by Association of Washington Cities, followed by submission of an application for health care benefits. Notice that MTA's application was approved was received on December 10, 2010. Staff was commended for their efforts in securing coverage.

MOTION that the Mason County Transportation Authority Board approve the procurement of the Association of Washington Cities Insurance coverage in the district commencing January 1, 2011.
Wendell/Ring-Erickson. Motion carried unanimously.

7. Resolution No. 2010-14 Authorizing the Board Chair Apply for and Accept Federal Grants

Mason Transit as a federal grant recipient is required to sign certifications and assurances to be eligible to apply for and receive federal grants. Legal Counsel reviewed and approved.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-14 authorizing the Board Chair to apply for and accept Federal grants and sign the 2011 Federal Transit Administration Certifications and Assurances. **Sheldon/Ring-Erickson. Motion carried unanimously.**

8. Approve Amendment #2 to Lewis-Mason-Thurston Area Agency on Aging Agreement – Volunteer Driver Program

The amendment allows funding for a 1-year period commencing January 1, 2011 to sustain the Volunteer Driver Program and subcontract with Faith In Action for additional volunteer driver services in North Mason.

MOTION that the Mason County Transportation Authority Board of Directors authorize the Board Chair to sign Amendment #2 to the Lewis-Mason-Thurston Area Agency on Aging Agreement Number 10-1120-0041-06(2) to provide funding for the Volunteer Driver Program. **Petersen/Wendell. Ross Gallagher sustained. Motion carried.**

MCTAB NEW BUSINESS

1. MCTAB Bylaw Review

John Piety reported that MCTAB will be reviewing and revising the MCTAB bylaws, extending an invitation to participate in the review to staff and Authority Board members. Kevin Frankeberger

ITEMS TO GO BEFORE MCTAB: None

GENERAL MANAGER'S REPORT:

Dave O'Connell provided an update on the Mobility Management position, and partnership being sought with Jefferson Transit to share resources and blend use for the Mobility Management position. This will enhance effective regional coordination efforts between Jefferson and Mason Counties. A Memorandum of Agreement is being drafted for review.

The Sales Tax Equity formula funds, introduced by the Department of Transportation, are possibly going to be reduced or eliminated due to state budget cuts.

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the November 2010 Operations Summary report.

PUBLIC COMMENT: None

OTHER BUSINESS:

Lynda Ring-Erickson and others in attendance recognized and thanked Ross Gallagher for his faithful attendance at MTA Board meetings along with his volunteer efforts on both the Regional Transportation Partners and Community Center Association Boards.

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| Next Meeting: | Authority Board | January 11, 2011 – 4:00 pm | MTA Business Office |
| | Advisory Board | January 25, 2011 – 5:30 pm | MTA Business Office |