



**Mason County Transportation Authority  
MINUTES of the Regular Meeting  
February 9, 2010**

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

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

**Called to Order:** 4:00 p.m.

Introductions and welcome to new Authority Member, Leroy Valley representing Mary M. Knight School District.

Employee Recognition – Kenny Downer, MTA Facilities Manager, received recognition as recipient of the Employee of the Quarter Award for the 4<sup>th</sup> Quarter 2009.

**APPROVE AGENDA:**

**MOTION** to approve the February 9, 2010 agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

**MTA MINUTES:**

**MOTION** to approve the January 12, 2010 meeting minutes as presented. **Gallagher/Wendell. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

None

**MTA CURRENT BUSINESS:**

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

**MOTION** to approve financial reports for the period 01/01/10 through 01/31/10 as presented with revenues of **\$45,633.68** and expenses of **\$400,861.37**. **Gallagher/Wendell. Motion carried unanimously.**

The 2006-2009 comparison chart demonstrating Sales Tax Revenue was presented. Staff noted that sales tax revenue is received three months in arrears, and with the new reporting format, the March finance report will show January sales tax revenue. While overall sales tax revenue is down 13.6% in 2009, it is within the projected 2009 budget.

Concerns expressed for the rate of decline in sales tax revenue and potential reduction in future operating/capital grant revenues. Preliminary course of action and controls to consider setting in place are highlighted in the Six-Year Transit Development Plan.

## **2. Check Approval 01/01/10 through 01/31/10**

**MOTION** approving payment of January 2010 financial obligations on checks #**18086** through #**18201** as presented for a total of **\$476,657.34**. The total includes Gross Payroll in the amount of **\$205,231.73** through February 5, 2010. **Gallagher/Wendell. Motion carried unanimously.**

## **MTA UNFINISHED BUSINESS:**

### **1. Facility Update**

Fueling Facility Project - Environmental requirements are completed with the addition of landscaping along a buffer zone in the fuel tank area.

Waterline Update – PUD3 has signed the agreement with the City of Shelton.

North Mason Park & Ride Project Update – Wetlands demonstrated in sketches of two sites will preclude us from considering the sites for the project. Mason Transit is continuing to look at other parcels in that region.

### **2. Transit Community Center Update**

Community Center Association (CCA) Board meetings held in January and February were well attended and strong interest is being expressed for Board position openings. The CCA Board is reviewing programs they may oversee that are currently offered by SOCK.

Libby Avery provided highlights of activities and events that occurred at the facility in January.

Mason Transit will submit two FY 2011 Transportation Appropriations request forms, one to Senator Patty Murray and one to Congressman Norm Dicks, for federal funds to remodel the Armory into a transit community center.

City of Shelton has submitted a Community Development Block Grant for frontage improvements on Franklin Street.

### **3. Vehicle Update**

Mason Transit took delivery of four Chevy chassis cutaway grant funded vehicles which are scheduled to be in service early February. As part of an earlier Department of Ecology Idle reduction grant, pre-heating systems are being installed in coaches.

## **MTA NEW BUSINESS:**

### **1. Resolution No. 2010-03 Adopting Revised Drug & Alcohol Policy**

Mason Transit's Drug and Alcohol Policy revisions occur from time to time to ensure consistency and compliance with drug and alcohol testing procedures as mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended. Legal Counsel has reviewed and approved.

**MOTION** that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-03 adopting the revised Drug & Alcohol Policy as presented. **Wendell/Volk. Motion carried unanimously.**

## **2. North Mason QFC Commuter Parking Concerns**

Mason Transit received notice that commuter parking restrictions may be imposed at the QFC in Belfair in the near future which could lead to fines being issued up to and including vehicles being towed. Mason Transit secured an alternative park and ride location with 45 stalls and room for expansion in 2008, however some commuters continue to use QFC. QFC is offering to provide 10 stalls under a permit program that Mason Transit would be required to pay for. Photos of the QFC parking lot area were distributed for review.

Following discussion it was recommended that a meeting be held with area business owners and chamber representatives to seek solutions to parking dilemmas in North Mason.

## **3. 2010 Special Events**

Staff presented highlights of special event transportation provided in 2009 requesting direction from the Board to recommendations for providing special event service in the future given current economic conditions. Authority Member, Ring-Erickson recommended staff considers tax payer contributions and community stewardship when reviewing changes to special events in the future.

## **4. Resolution No. 2010-04 Authorizing the Board Chair to sign Washington State Department of Transportation Agreement GCA6187**

Mason Transit received notice of aware for capital funding to purchase three replacement 135' low floor buses. Legal Counsel has reviewed and approved.

**MOTION** that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-04 authorizing the Board Chair to sign Washington State Department of Transportation Agreement GCA6187 for capital funds to purchase and replace three 35' low-floor wheelchair accessible buses. **Gallagher/Volk. Motion carried unanimously.**

## **5. Six-Year Transit Development Plan and 2009 Annual Report**

Public hearings are scheduled on February 23 and March 9 for the purpose of providing comments on Mason Transit's Six Year (2010 -2015) Transit Development Plan and 2009 Annual Report. Draft copies will be distributed throughout Mason County and posted on the website as part of the public participation process. Highlights of the financial overview were provided.

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

Mason County Parks Department is asking if Mason Transit would take responsibility for the Bill Hunter Park in Belfair. This matter will be referred to Legal Counsel for review and recommendation.

### **OPERATIONS REPORT:**

Jay Rosapepe provided highlights from the January 2010 Operations Summary Report that included statistics on customer comments.

### **MCTAB REPORT:**

#### **1. Approve Revised Public Service Announcement Policy**

Mason Transit's Advisory Board recommended the Authority Board approve the revised Public Service Announcement Policy as presented. Revisions made include external advertising will be limited to community transit issues, and inclusion of an appeals process for agencies.

**MOTION** that the Mason County Transportation Authority Board of Directors approve the Public Service Announcement Policy as revised. **Gallagher/Volk. Motion carried unanimously.**

**2. Invitation to Attend Intercity Transit Advisory Board Meeting**

Mason Transit Advisory Board members and MTA staff plan to attend the Intercity Transit's Advisory Board meeting on March 15.

**ITEMS TO GO BEFORE MCTAB:**

Review of Six Year Transit Development Plan and other documents as presented by MTA staff.

**PUBLIC COMMENT:**

Ken Abernathy, 2010 Census Representative, provided brochures and requested assistance in communicating to others about the census and as a recruiter is interested in seeking persons who are available to be census takers. MTA staff noted that posters delivered to our organization are displayed throughout the facility and on board buses.

**OTHER BUSINESS:**

None.

John Campbell, recessed the regular meeting and called for Executive Session to discuss a pending litigation matter at 6:02 pm. The Executive Session will last approximately 5 minutes.

John Campbell closed the Executive Session and reconvened the regular meeting at 6:06 p.m. With no further business the meeting adjourned.

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards scheduled to be held on Tuesday, March 9, 2010 at 5:30 pm at the Port of Allyn, 18560 E SR3 in Allyn, Washington.