



**Mason County Transportation Authority
MINUTES of the Regular Meeting
February 8, 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. Authority members Tim Sheldon and Sadie Whitener were 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; Athena Green, Comm. Center Supervisor; Barbara Singleton, Special Projects Manager; John Piety, MCTAB Chair; Lori Dougherty, Staff Accountant; Trina Gwerder, Field Services Rep. and Vanpool Coordinator; Christina Kramer, Administrative Assistant.

Called to Order: 4:00 pm
Staff recognition of Lori Dougherty as Employee of the 4th Quarter 2010.

APPROVE AGENDA:

MOTION to approve the agenda as presented. **Hoopman/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve January 11, 2011 minutes as presented. **Ring-Erickson/Lingle. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. United Way of Mason County thanked Mason Transit for their continued participation and employee contributions.
2. Grapeview Community Preschool sent a card thanking Mason Transit, as they had their annual visit and tour which was enjoyed by the students.
3. Exceptional Foresters, Inc. thanked Mason Transit employees for their excellent scheduling and customer service.

MTA CURRENT BUSINESS:

1. Financial Reports ending 12/31/10

MOTION to approve financial reports for the period ending 12/31/10 (13th Month) as presented with revenues of **\$546,278.89** and expenses of **\$176,225.42**. **Petersen/Ring-Erickson. Motion carried unanimously.**

2. Financial Reports 01/01/11 through 01/31/11

MOTION to approve financial reports for the period 01/01/11 through 01/31/11 as presented with revenues of **\$24,798.75** and expenses of **\$366,483.82**. **Lingle/Hoopman. Motion carried unanimously.**

3. Check Approval 01/01/11 through 01/31/11

MOTION to approve January 2011 financial obligations on checks **#19553** through **#19657** as presented for the total **\$403,924.62**. The total includes Gross Payroll in the amount of **\$307,952.90** through February 4, 2011. **Wendell/Hoopman. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that the Facility Video Surveillance Project is complete, as well as, announced the arrival of three new 35ft low floor Gillig coaches.

Staff reported that the Dept. of Ecology received a Dangerous Waste complaint and, therefore, visited Mason Transit to conduct an inspection of MTA facilities on January 25, 2011. A no findings letter dated February 2, 2011 from the Dept. of Ecology was distributed, which states, "Ecology did not observe any evidence of chemical dumping into the retention pond."

2. Transit Community Center Update

Dave O'Connell provided highlights of January activities and programs at the Armory, further commenting that interest has been expressed to use the Armory from Senior Services for South Sound to bring back the STARS program. Mason County residents who participate in the program are currently being transported to Thurston County. .

3. Financial Planning Committee Report

Sara Wazewski provided highlights from the January 20th Committee meeting. The next meeting will be at 10 am, Thursday, February 17, 2011 located at the Mason Transit business office.

Public notification will be provided should a quorum of the Mason Transportation Authority Board members be present.

PUBLIC HEARING – 2011-2016 Transit Development Plan and 2010 Annual Report

John Campbell, Chair, recessed the regular meeting and opened the public hearing at 4:30 pm to receive public comment on the 2011-2016 Transit Development Plan (TDP) and 2010 Annual Report. Jay Rosapepe described the TDP, operating revenues, expenditures, and projections for 2011-2016, unfunded capital projects, and budget goals and assumptions. Staff responded to questions raised related to vehicle hours, establishment of capital and operating expenditures, as well as state and federal grant/transit funds.

No other public comment was received. The next scheduled public hearing will be held March 8, 2011 at 6:00 pm. John Campbell, Chair, closed the public hearing at 4:45 pm and reconvened the regular meeting.

MTA NEW BUSINESS:

1. Washington State Transit Insurance Pool (WSTIP) Vanpool Best Practice Review

The Washington State Transit Insurance Pool (WSTIP) conducted a review of Mason Transit's Vanpool Program on November 16, 2010 in accordance with WSTIP's Best Practices. Staff provided highlights from the review received. Notable was WSTIP's overall expression that Mason Transit's Vanpool Program met and/or exceeds WSTIP's Best Practices.

Jay Rosapepe recognized and commended Athena Green, as previous Vanpool Coordinator, current coordinator, Trina Gwerder, and the Maintenance Department for the work they do which contributed to such a good review.

2. Subcontract with Faith In Action West Sound – Volunteer Driver Program

MOTION that the Mason County Transportation Authority Board authorize the Chair to sign the subcontract with Faith In Action West Sound for the provision of volunteer driver services, not to exceed \$3,000. The contract serves for the year 2011 to provide Volunteer Driver Services in the North Mason area. **Petersen/Wendell. Motion carried unanimously.**

3. Memorandum of Understanding with Jefferson Transit

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign the Memorandum of Understanding with Jefferson Transit for Mobility Management Services. **Petersen/Wendell. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Dave O'Connell discussed concerns coming out of Olympia and state budget cuts effecting more than just the transportation element. The WA State Transit Association has held a couple of hearings and meetings with legislators expounding upon the needs of good effective transportation to keep communities vital. In addition, Dave is participating in meetings of the Transportation Choices Coalition which provides another opportunity to get together with other groups and experience a unified picture of transportation that's occurring in Olympia and how they can address the issues.

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the January 2011 Operations Summary report.

MCTAB REPORT:

1. Public Service Announcement Campaign – Mason County Public Works

MOTION that the Mason County Transportation Authority Board authorize the posting of a Public Service Announcement (PSA) Campaign from Mason County Public Works in accordance with the Mason Transit PSA policy. **Ring-Erickson/Lingle. Motion carried unanimously.**

2. Bus & Bus Shelter Advertising

John Piety, MCTAB Chair, announced it is the recommendation of the Advisory Board to Mason Transit staff and the Mason County Transportation Authority Board that it would be beneficial to review and research utilizing advertising on busses and bus shelters as a form of additional revenue.

3. Rider's Bill of Rights

John Piety, MCTAB Chair, discussed the Advisory Board's progression a Rider's Bill of Rights. A rough draft has been completed. Upon completion of a final draft MCTAB would like the publication to be distributed on buses and throughout Mason County.

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

None

OTHER BUSINESS:

Kathy Cook announced the intent for Mason Transit to host a Volunteer Recognition ceremony in mid-April, asking Board Members to convey what days work best for their schedules.

Executive Session:

John Campbell recessed the regular meeting at 5:12 pm and called for Executive Session to obtain legal advice from Counsel on potential litigation. The Executive Session will last approximately 20 minutes.

John Campbell closed the Executive Session and reconvened the regular meeting at 5:29 pm.

MOTION that the Mason County Transportation Authority Board authorize the hiring of John Clees with Worth Law Group, to obtain legal advice. **Ring-Erickson/Petersen. Motion carried unanimously.**

Next Meeting: Joint Authority and Advisory Board Meeting
March 8, 2011 – 5:30 pm
Port of Allyn, 18560 E SR3, Allyn, WA