



**Mason County Transportation Authority  
MINUTES of the Regular Meeting  
January 11, 2011**

**Members Present:** John Campbell, Board Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Glenn Hoopman, Authority Member; Jerry Lingle, Authority Member; Bev Wendell, Authority Member; Sadie Whitener, Authority Member. Authority members Tim Sheldon and Deborah Petersen 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; Libby Avery, TCC Manager; John Piety, MCTAB Chair; Lori Dougherty, Staff Accountant; Christina Kramer, Administrative Assistant.

**Called to Order:** 4:00pm

Introductions and welcome conveyed to new Authority Members, Glenn Hoopman, representing Fire District No. 3; Jerry Lingle, Mason County Commissioner; and Sadie Whitener, representing Southside School District.

**APPROVE AGENDA:**

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

**MTA MINUTES:**

**MOTION** to approve January 11, 2011 minutes as presented. **Whitener/Hoopman. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Washington Counties Insurance Fund: Thanking MTA for participation, as well as acknowledgement of discontinuation of service.

**MTA CURRENT BUSINESS:**

**1. Financial Reports 12/1/10 through 12/31/10**

**MOTION** to approve financial reports for the period 12/1/10 through 12/31/10 as presented with revenues of **\$44,491.41** and expenses of **\$206,971.35**. **Byrne/Wendell. Motion carried unanimously.**

**2. Check Approval 12/1/10 through 12/31/10**

**MOTION** to approve December 2010 financial obligations on checks **#19428** through **#19552** as presented for a total of **\$593,595.05**. The total includes Gross Payroll in the amount of **\$202,604.12** through January 7, 2011. **Ring-Erickson/Wendell. Motion carried unanimously.**

### **3. Release of Collateral Requirement on Loan IRP3-04-02**

**MOTION** that the Mason County Transportation Authority Board of Directors approve closing the dedicated cash account with Bank of America associated with loan number IRP3-04-02, and that the account balance be remitted to Mason County Transportation Authority. **Byrne/Ring-Erickson.** **Motion carried unanimously.** Fiscal impact: Approximately **\$102,629.95**. Authority Member, Jerry Lingle, asked how the monies would be redistributed upon eliminating the account. Sara Wazewski responded that it would be released to the Treasury Pool Investments with Mason County Treasurer's Office.

### **MTA UNFINISHED BUSINESS:**

#### **1. Facility Update**

Mike Oliver reported that the waterline construction is completed as scheduled and water is in the line. Following city inspections and approval there should be water running through the line to the facility which is scheduled to happen mid-March/April.

Staff reported that the Facility Video Surveillance Project is scheduled for install on January 31<sup>st</sup>.

MTA staff reported that the effort to actively pursue surplus bus shelters from other transit agencies has been successful. MTA has acquired approximately 7 to 8 large shelters to be installed in the coming summer. Shelters acquired were at a fraction of the normal cost, that being approximately \$200.00 for what is normally \$6,000.00 to 8,000.00. MTA will be working with the City of Shelton and Mason County on shared equipment for the installation of said shelters.

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

Highlights of activities and programs at the Armory were provided.

Lynda Ring-Erickson suggested having a board meeting at the Armory. John Piety added to the suggestion that it be a joint meeting.

Libby Avery discussed allowing fundraising groups to rent space at no charge. Legal counsel responded that everyone must be charged rent.

#### **3. Financial Planning Committee Report**

Sara Wazewski invited new and existing board members to Financial Planning Committee meetings which will be held on every 3<sup>rd</sup> Thursday of every month at 10am at the Mason Transit Administrative Office. The next meeting is January 20, 2011. Notice of the meeting will be required per the Open Public Meetings Act if five (5) or more Authority Members plan to attend.

### **MTA NEW BUSINESS:**

#### **1. Resolution No. 2011-01 Authorizing the Board Chair to sign Washington State Department Of Transportation Agreement GCA6664**

Mason Transit received notification that funding is available through the Washington State Department of Transportation Vanpool Investment Program to acquire 6 new 12 passenger vans.

**MOTION** that the Mason County Transportation Authority Board approves Resolution No. 2011-01 authorizing the Board Chair to sign Agreement GCA664 with the Washington State Department of Transportation. **Lingle/Whitener. Motion carried unanimously.**

## **2. Draft 6-Year Transit Development Plan and 2010 Annual Report – Public Hearing Schedule**

Jay Rosapepe reported that draft copies of the 6-Year Transit Development Plan and 2010 Annual Report will be provided to Authority and Advisory Board members for review and comment as well as distributed throughout Mason County and posted on the website as part of the public participation process. Public hearings are scheduled to receive comments on January 25, 2011 at 6:00 pm and February 8, 2011 at 4:30 pm at Mason Transit's Business Office. Final public hearing and proposed adoption is scheduled on March 9, 2011 at 6:00 pm at the Port of Allyn.

## **3. Approve Interlocal Agreement with Mason County for Hunter Park Use, Maintenance and Repair**

The agreement provides responsibilities of the County and Mason Transit as they relate to the use, maintenance and repair of Hunter Park in Belfair, WA.

**MOTION** that the Mason County Transportation Authority Board approve the interlocal Agreement between Mason County and Mason County Transit Authority for use, maintenance, and repair of Hunter Park pending approval by the Mason County Commission. **Whitener/Wendell. Motion carried. Vice Chair, Lynda Ring-Erickson, and Authority Member, Jerry Lingle, abstained from the vote.**

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

Dave O'Connell reported the State's Sales Tax Equalization Funds are not being eliminated; however, there will be a decrease in the amount paid to MTA due to the statewide decrease in sales tax.

MTA representatives and Board Chair will travel to Port Townsend to attend Jefferson Transit's Board meeting to discuss a mutual partnership for the purpose of developing Mobility Management Services to provide regional transportation for people unable to use regular transit.

### **OPERATIONS REPORT:**

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

### **MCTAB REPORT:**

#### **1. Mason County Public Works PSA Campaign Presentation**

John Piety reported that Mason County Public Works will be giving a presentation regarding a proposed Public Service Announcement campaign at the January 25<sup>th</sup> meeting.

**ITEMS TO GO BEFORE MCTAB:** None

### **PUBLIC COMMENT:**

Lynda Ring-Erickson welcomed new board members.

### **OTHER BUSINESS:**

Kathy Cook briefly noted updated information is provided in the Authority Board Orientation Binders, inviting new members to join in a site visit with staff followed by a facility tour tomorrow at 10:00 am.

Staff proposed alternative media options be considered (i.e., telephone conferencing) to enable Board members to attend meetings during inclement weather conditions. Legal Counsel will research and prepare a Resolution for consideration by the Board.

**Next Meeting: February 8, 2011 – 4:00 pm  
Mason Transit Business Office**

