



**Mason County Transportation Authority
MINUTES of the Regular Meeting
July 13, 2010**

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

Others Present: Dave O'Connell, General Manager; Robert Johnson, 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; and John Piety, MCTAB.

Called to Order: 4:00 p.m.

APPROVE AGENDA:

MOTION to approve the July 13, 2010 agenda as presented. **Ring-Erickson/Gallagher. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the June 8, 2010 joint meeting minutes as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Centennial Hospital Guild – Letter expressing thanks for providing transportation to participants in the Goldsborough Creek Run event.
2. Turning Pointe – Letter expressing thanks and commendations, to Mason Transit employees involved, in making special arrangements to transport a family stranded in Brinnon to Turning Pointe's facility in Shelton.

MTA CURRENT BUSINESS:

1. Financial Reports 06/01/10 through 06/30/10

MOTION to approve financial reports for the period 06/01/10 through 06/30/10 as presented with revenues of **\$40,224.86** and expenses of **\$382,799.14**. **Gallagher/Volk. Motion carried unanimously.**

The 2007-2010 comparison chart demonstrating Sales Tax Revenue was presented.

2. Check Approval 06/01/10 through 06/30/10

MOTION approving payment of June 2010 financial obligations on checks **#18684** through **#18821** as presented for a total of **\$527,163.10**. The total includes Gross Payroll in the amount of **\$319,947.01** through July 9, 2010. **Sheldon/Wendell. Motion carried unanimously.**

3. 2009 Annual Audit Process

The 2009 annual audit process began on July 6, 2010. The entrance conference was conducted earlier this afternoon. Copies of the Auditor's entrance conference are available upon request. John Campbell, Chair, referenced information presented on the possibilities for fraud and having policies in place that protect against fraud and provides resources for reporting fraud.

MTA UNFINISHED BUSINESS:

1. Facility Update

Waterline - Rob Johnson provided an update noting that PUD's Request for Bid has been released and the late comer agreement approved by the City will be distributed following project bid award.

Department of Ecology Idle Reduction Program – \$52,000 in grant funding has been awarded to Mason Transit. Funds will be used to install the pre-heat technology in the cut-a-ways. Staff distributed information demonstrating reduced pollutant (particulates and carbon dioxide) results associated with retrofitting coaches.

Discussion was had on decommissioning the exempt well. It was noted that a formal agreement exists requiring decommission when City water is available.

2. Transit Community Center Update

Libby Avery provided highlights of June activities. Concerns continue surrounding a tour company using the facility as a meeting place and using up parking space needed for tenants and other users of the facility. A request has been made through the City to consider installing signage that restricts parking.

3. QFC Commuter Parking Issue Update

No progress. QFC's letter to commuters pending.

4. Financial Planning Committee Report

Sara Wazewski provided a brief overview of the June committee meeting held. Cost savings/revenue initiatives and potential dollar savings were presented. The next meeting is Thursday, July 22, 2010 at 2:00 pm. David Chenaar, Capital Programs Manager with the Washington State Department of Transportation will be participating on the committee beginning this month.

5. Resolution No. 2010-09 – Bylaw Amendment

At its June 2010 meeting, the Authority Board recommended the Bylaws be amended under Section V – Meetings, 5.12 Compensation, 1st sentence to read, "Members of the Authority shall be paid compensation for attendance at regular and special Authority meetings and at any official Authority Committee meetings, not to exceed 36 such meetings per year, unless authorized by the Board and in no event more than 75."

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-09 amending the Bylaws as presented. **Volk/Ring-Erickson. Motion carried unanimously.**

MTA NEW BUSINESS:

1. Mason County Transportation Cooperative Billing

An error was discovered on invoices submitted by the Shelton School District No. 309 beginning in January, 2009 through March, 2010. The proposed payment plan through 2012 will not impact the 2010 budget, but will result in additional expense in 2011 and 2012.

2. 2010-2011 Vanpool Investment Program

Washington State Department of Transportation announced a call for letters of intent under the Vanpool Investment Program. Mason Transit is requesting seven vanpool vehicles based on the State's vehicle replacement schedule and expansion needs.

3. WA State Public Transportation Conference

This year's conference is being held in Spokane, WA, at the Red Lion Hotel at the Park, September 19 through 22. Preliminary Work Sessions described. Early bird registration deadline is mid-August. Mason Transit will submit two entries for Wall of Fame Honorees: Christina Kramer for her efforts administering the Volunteer Driver Program and all Mason Transit Drivers. One driver will be selected to represent all drivers. Contact Kathy Cook to confirm interest in attending.

4. Resolution No. 2010-10 Approve Second Amendment to Washington State Department of Transportation Agreement GCA6186

The amendment adds \$1,298,212 in Rural Mobility Transit Tax Equalization project funds under Project A and moves \$783,886 in FTA 5311 projected funds into Project B.

MOTION that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-10 authorizing the Board Chair to sign Second Amendment to Washington State Department of Transportation Agreement GCA6186. **Gallagher/Sheldon. Motion carried unanimously.**

5. Vehicle Donation to Non-Profit Organization

A vehicle donation request was received from North Mason County Resource. Staff researched neighboring transit vehicle grant programs for Legal Counsel's review and possible Authority Board action at the August meeting.

6. Worker/Driver Program

Memorandum issued to Worker/Drivers regarding potential changes to the worker/driver program discussed. Staff is considering removing two buses and placing them on crowded routes to and from Olympia and shifting PSNS commuters to vanpool vehicles in 2011 based on current economic climate and system efficiency. Operations Manager, Jay Rosapepe, will solicit input and feedback from drivers and riders the week of July 19.

GENERAL MANAGER'S REPORT:

Dave reported to the Board membership that he will be out on sick leave for 2-4 weeks following scheduled surgery.

OPERATIONS REPORT:

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

MCTAB REPORT:

1. Advisory Board Membership Applications

Advisory Board members will review and possibly take action on four membership applications submitted. A recommendation for membership approval will be made to the Authority Board at their next regular meeting.

2. Regional Advisory Board Meeting Update

Preliminary planning and discussion initiated for the Olympic Region Joint Advisory Board meeting. All Advisory Boards in the Olympic Peninsula have responded to a request for information. The Advisory Board members are planning a trip to Island Transit in August.

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

None

OTHER BUSINESS:

None

The next regular meeting of the Mason County Transportation Authority Board is scheduled to be held on Tuesday, August 10, 2010 at 4:00 pm at the Transit facility located at 790 E John's Prairie Road, Shelton, WA.

