



**Mason County Transportation Authority
Mason County Transit Advisory Board
MINUTES of the Joint Meeting
March 8, 2011**

Members Present: John Campbell, Board Chair; Mike Byrne, Authority Member; Glenn Hoopman, Authority Member; Bev Wendell, Authority Member; Sadie Whitener, Authority Member. Vice Chair Lynda Ring-Erickson and Authority Members Jerry Lingle, Deborah Petersen, and Tim Sheldon were absent.

MCTAB Members Present: John Piety, Board Chair; John Calabrese; Glen Fourre; and Pamela Hillstrom. Vice Chair Mary Ogg and Advisory Board Member Kevin Frankeberger were absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Manager and Clerk of the Board; Mike Oliver, Maintenance Manager; Jay Rosapepe, Operations Manager, Sara Wazewski, Finance Manager; Libby Avery, TCC Manager; Lori Dougherty, Staff Accountant; Christina Kramer, Administrative Assistant; Shamus Misek, WSDOT Rideshare Program Manager; Patty Perry, Jefferson Transit Mobility Coordinator; Lisa Geilsing; and Daniel Masters, MTA Bus Driver

Called to Order: 5:30 p.m.

Introduction and welcome of Patty Perry, Mobility Coordinator at Jefferson Transit, and Shamus Misek, Rideshare Program Manager at WSDOT.

APPROVE AGENDA:

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

MTA MINUTES:

MOTION to approve February 8, 2011 minutes as presented. **Byrne/Whitener. Motion carried unanimously.**

MCTAB MINUTES:

MOTION to approve February 22, 2011 minutes as presented. **Fourre/Calabrese. Motion carried unanimously.**

MTA CORRESPONDENCE:

None.

MCTAB CORRESPONDENCE:

None.

MTA CURRENT BUSINESS:

1. Financial Reports 2/01/11 through 2/28/11

MOTION to approve financial reports for the period 2/01/11 through 2/28/11 as presented with revenues of **\$32,580.18** and expenses of **\$240,496.66**. **Hoopman/Wendell. Motion carried unanimously.**

2. Check Approval 2/01/11 through 2/28/11

MOTION to approve February 2011 financial obligations on checks **#19658** through **#19776** as presented for the total **\$1,590,005.18**. The total includes Gross Payroll in the amount of **\$203,991.97** through March 4, 2011. Expenditures noted were: check #19776 in the amount of \$1,174,321.98 paid to Gillig for the purchase of 3 new coaches. **Hoopman/Whitener. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that the process of installing new shelters has been post-poned until further research is done regarding the need for engineers and permits.

Staff reported that MTA has three surplus Gilligs and three MCI coaches to be disposed of through Ehli Auctions. Six replacement vanpool vehicles have been ordered and should be received in April.

Also reported was an update on the waterline; quotes are being received for the purpose of beginning the final phase of waterline construction and hooking up MTA to the city's main line.

Staff provided highlights of the emergency evacuation debrief, which covered the evacuation incident that happened Sunday, March 6, 2011 at Firlane due to possible fire and smoke. Kathy Cook read a letter received from Fire Chief Richard A. Knight of District #5 in which Mason Transit and Mike Oliver was commended for his role in serving as an emergency responder to the event.

John Campbell, Chair, presented Mike with a letter of commendation for his efforts.

2. Transit Community Center Update

Libby Avery provided highlights of February activities and programs at the Armory.

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

John Campbell, Chair, recessed the joint meeting and opened the public hearing at 6:00 p.m. to receive public comment on the 2011-2016 Transit Development Plan (TDP) and 2010 Annual Report. Jay Rosapepe described the TDP and noted updates made accordingly based on public comment received.

No other public comment was received. John Campbell, Chair, closed the public hearing at 6:04 pm and reconvened the joint meeting.

3. Financial Planning Committee Report

Sara Wazewski provided highlights of the February 17, 2011 meeting. Without the anticipated pending grants, it was announced that the March 17, 2011 meeting is cancelled. The next meeting will be held at 10 a.m. on Thursday, April 21, 2011 at the Mason Transit business office.

4. Memorandum of Understanding – Vanpool Services

The Memorandum of Understanding enables participating transit agencies to transfer fully depreciated vans between agencies to maximize rideshare options and vanpool resources in the Olympic Peninsula region.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign the Memorandum of Understanding with Jefferson Transit for Vanpool Services.

Hoopman/Whitener. Motion carried unanimously.

5. Jefferson Transit – Mobility Management Services

Dave O'Connell described the Mobility Management Services project and its progress. Peggy Hansen, General Manager of Jefferson Transit, is expected to present at a future meeting.

MCTAB UNFINISHED BUSINESS:

1. Advisory Board Membership Drive Update

John Piety provided an update on MCTAB's Membership Drive.

2. Advisory Board By-Law Review Update

John Piety provided an update on the By-Law review.

3. Passenger Bill Of Rights Review Update

John Piety invited Board members to the next MCTAB meeting, April 26, 2011 at 5:30 pm, for the purpose of input and review on the Passenger Bill Of Rights. Reported was the intent to survey the community after development of a draft.

4. Advertising on Buses/in Shelters Update

John Piety reported that an advertising agency provided an estimate on services and profit potential if MTA was to utilize bus and shelter advertising, which was estimated to be a profit of about \$20,000 yearly.

MTA NEW BUSINESS:

1. Approve 2011-2016 Transit Development Plan & 2010 Annual Report

MOTION that the Mason County Transportation Authority Board approve the Six-Year Transit Development Plan and 2010 Annual Report as presented. **Hoopman/Wendell. Motion carried unanimously.**

2. Resolution No. 2011-02 Authorizing the Disposal of Surplus Vehicles

Staff has identified 6 coaches that meet Washington State Department of Transportation useful life requirements/criteria requesting they be declared surplus and disposed of through Ehli Auctions.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2011-02 authorizing the disposal of surplus vehicles identified. **Wendell/Hoopman. Motion carried unanimously.**

MCTAB NEW BUSINESS

None

GENERAL MANAGER'S REPORT:

Dave O'Connell reported that Mason Transit is participating in the first Mason County Veteran's Stand Down. MTA has advertisements for the event on and in busses. The event is being held April 22nd at the Memorial Hall.

Also, announced by Dave O'Connell was his intent to retire in a year, approximately March of 2012.

OPERATIONS REPORT:

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

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

None

OTHER BUSINESS:

Announced was the MTA Volunteer Recognition Ceremony, which will be held April 20, 2011 at Noon located at the Transit Community Center.

**Next Meeting: Mason County Transportation Authority Board
 April 12, 2011 – 4 pm
 Mason Transit Business Office**

**MCTAB Board
April 26, 2011 – 5:30 pm
Mason Transit Business Office**