



**Mason County Transportation Authority
MINUTES of the Regular Meeting
May 10, 2011**

Members Present: John Campbell, Board Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Jerry Lingle, Authority Member; Deborah Petersen, Authority Member; Bev Wendell, Authority Member; Sadie Whitener, Authority Member. Authority members Glenn Hoopman and Tim Sheldon 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; Libby Avery, Transit Community Center Manager; Barbara Singleton, Special Projects Manager; John Piety, MCTAB Chair; Kevin Frankeberger, MCTAB Member; Lauren Gessler, MCTAB Member; Chuck Olson, Fueler/Detailer.

Called to Order: 4:00 p.m.

Chuck Olson, Fueler/Detailer and Patsy Martinez, Driver were selected in recognition of their exemplary performance as Employees of the 1st Quarter 2011.

APPROVE AGENDA:

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

MTA MINUTES:

MOTION to approve April 12, 2011 minutes as presented. **Byrne/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

John Campbell, Chair requested a moment of silence in remembrance of Kristofer Nelson, Driver with Mason Transit for over 13 years, and the loss of Patsy Martinez's daughter. Kathy Cook announced the memorial potluck in honor of Kristofer Nelson being held Sunday, June 5th at 11:00 am located at the Mason Transit business office.

MTA CURRENT BUSINESS:

1. Financial Reports 04/01/11 through 04/31/11

MOTION to approve financial reports for the period 04/01/11 through 04/31/11 as presented with revenues of **\$47,054.99** and expenses of **\$291,005.63**. Additionally reported was the sales tax received for February 2011 in the amount of \$213,228 which is 3.12% lower from February 2010. Chart distributed demonstrating sales tax collections comparison of rural transit agencies 2007 through 2010. **Lingle/Petersen. Motion carried unanimously.**

3. Check Approval 04/01/11 through 04/30/11

MOTION to approve January 2011 financial obligations on checks **#19918** through **#20053** as presented for the total **\$436,141.55**. The total includes Gross Payroll in the amount of

\$209,622.75 through April 29, 2011. Additionally reported was that the Washington State Transit Insurance Pool confirmed payment to Mason Transit in the amount of \$4,000 to be applied to Worth Law Group fees. **Petersen/Wendell. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Staff provided highlights of MTA's fuel forecast stating that there is an estimated 30% increase in the annual overall fuel costs that will result in as much as a \$90K budget amendment that will be required to continue operating at current levels.

Mike Oliver reported on the Washington State Transit Association's Maintenance Committee meeting. Noted was the expressed interest of other transit agencies in utilizing MTA's DPF filter cleaning machine. In doing so, Mason Transit will have the opportunity to create a small revenue.

Five of six new replacement vanpool vehicles have been received. The sixth is expected to be delivered soon.

Staff updated the status of shelter installations, reporting that a larger shelter was installed at the Pickering Park & Ride site.

2. Transit Community Center Update

Libby Avery provided highlights of April activities and programs at the Transit Community Center.

3. Financial Planning Committee Report

Sara Wazewski provided highlights from the April 21st Committee meeting. The next meeting is tentatively scheduled for Thursday, May 19th, 2011 or Thursday, May 26th, 2011 and will be confirmed upon determination of attendees' schedules.

4. WSDOT Request for Assistance in General Manager Recruitment Process

Staff reported receiving confirmation that WSDOT representatives will provide technical assistance in the recruitment process for General Manager. Ad hoc committee assembled, as provided for in the by-laws, comprised of Authority members representing the City of Shelton, Mason County, and a District. Ad hoc committee members are: Mike Byrne, Jerry Lingle and John Campbell. The first meeting is scheduled for May 11, 2011 in which establishment of dates and times for developing a calendar of expectations will begin.

MTA NEW BUSINESS:

1. Resolution No. 2011-05 Revising Procurement Policies & Procedures

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2011-05 revising the Procurement Policies & Procedures as presented. **Petersen/Whitener. Motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Dave provided highlights from the Federal Highways workshop he was invited to and attended in Sacramento, CA regarding "Livable Communities Initiative".

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the April 2011 Operations Summary report. Also highlighted was the WSDOT annual site visit that happened on April 27th, 2011.

