



The attached minutes of the joint meeting held on the 12th day of January, 2010 were approved by the Mason County Transportation Authority Board, by motion, on this 9<sup>th</sup> day of February, 2010.

John Campbell  
John Campbell, Chair

Lynda Ring-Erickson  
Lynda Ring-Erickson, Vice Chair

Mike Byrne  
Mike Byrne, Authority Member

Leroy Valley  
~~Joe Rothrock~~, Authority Member  
Leroy Valley

Ross Gallagher  
Ross Gallagher, Authority Member

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Tim Sheldon, Authority Member

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Deborah Petersen, Authority Member

Gary Volk  
Gary Volk, Authority Member

Bev Wendell  
Bev Wendell, Authority Member

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority  
MINUTES of the Regular Meeting  
January 12, 2010**

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

**Others Present:** Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Mike Oliver, Maintenance Manager; Jay Rosapepe, Operations Manager; Lori Dougherty, Staff Accountant; Chris Miller, MTA; Bruce Colebank, MTA; Linda Colebank; John Piety, MCTAB; and Charlie Butros, Mason County Public Works.

**Called to Order:** 4:00 p.m.

Introductions and welcome of new Authority Member, Gary Volk, representing Mason County Fire District No. 11. New member Joe Rothrock representing Mary M. Knight School District was not present.

Recognition – On behalf of the Mason County Commission, Lynda Ring-Erickson presented "Green Star" pins to Jay Rosapepe, MTA Operations Manager and Bruce Colebank, MTA Driver in recognition and appreciation for their volunteer driver efforts to transport area homeless persons to dinner on Thanksgiving and Christmas day.

**APPROVE AGENDA:**

**MOTION** to approve the January 12, 2010 agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

**MTA/MCTAB JOINT MINUTES:**

**MOTION** to approve the Mason County Transportation Authority Board portion of the December 8, 2009 joint meeting minutes as presented. **Ring-Erickson/Gallagher. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

None

**MTA CURRENT BUSINESS:**

**1. Financial Report 12/01/09 through 12/31/09**

**MOTION** to approve financial reports for the period 12/01/09 through 12/31/09 as presented with revenues of **\$337,600.88** and expenses of **\$532,606.97**. **Gallagher/Wendell. Motion carried unanimously.**

The 2006-2009 comparison chart demonstrating Sales Tax Revenue was presented. Dave O'Connell commented on the change in the trend and significant drop in sales tax revenue collected in October 2009.

Lori Dougherty, Staff Accountant, distributed and provided highlights of the new revenue and expense report format effective January 1, 2010. Finance reports will now demonstrate activity in an accrued basis. The change from reporting on a cash basis to an accrual basis is in response to recommendations made in the 2009 Peer Review. Ring-Erickson requested the percentage of total budget used column be changed to demonstrate total budget received on the Summary Budget Comparison.

## **2. Check Approval 12/01/09 through 12/31/09**

**MOTION** approving payment of December 2009 financial obligations on checks #17958 through #18085 as presented for a total of \$657,271.39. The total includes Gross Payroll in the amount of \$301,585.52 through January 8, 2010. **Petersen/Gallagher. Motion carried unanimously.**

## **MTA UNFINISHED BUSINESS:**

### **1. Facility Update**

Mike Oliver reported that four new cut-a-way vehicles are scheduled for delivery by the end of January. The fueling station is fully operational, and driver training is scheduled next Monday on fueling procedures. Staff anticipates the on-site fueling capability will result in a quarterly savings of approximately \$8,000.

Waterline Extension - Mason Transit staff is working cooperatively with PUD3, attending meetings as appropriate and anticipates entering into a latecomers' agreement.

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

Dave O'Connell provided highlights of the report submitted by Libby Avery, Transit Community Center Manager. Of significance was the effort of 40 et 8 Club efforts and preparation of approximately 1,000 holiday baskets. The holiday baskets have been assembled at the Armory for 48 years.

Mason Transit is partnering with the City of Shelton in a Community Block Grant for frontage improvements. The Grant is being submitted this week.

Dave O'Connell reported that Save Our County's Kids (S.O.C.K.) is pursuing a rebranding effort and as a current tenant, has requested reduced space at the Armory. Concern has been expressed for the potential loss of existing youth programs and a significant community resource offered through SOCK the Technology Lab. Interest in preserving the Technology Lab and youth programs is strong. A meeting with the Community Center Association is scheduled to discuss the potential of partnering in this effort to take over the Lab. SOCK is willing to provide seed money for transition to another non-profit. Concessions in the rent may be made to ensure viable community resources continue in the interim.

### **4. North Mason Park & Ride Project Update**

Charlie Butros, Mason County Public Works, provided highlights of efforts to date and preliminary findings from the initial feasibility assessment. Environmental scientists with AHBL, hired by the County, identified wetlands and setbacks that restrict land available for development. Mason Transit may consider a reduction in the size of a park and ride lot depending on the outcome of efforts to locate a suitable site.

**MTA NEW BUSINESS:**

**1. Resolution No. 2010-01 Authorizing the Board Chair to Sign Second Amendment to Agreement GCA5708 with the Washington State Department of Transportation**

Amendment GCA5708 for capital funding assistance for the Fueling Station project extends the agreement date through December 31, 2009. All other terms remain unchanged.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2010-01 authorizing the Board Chair to sign the Second Amendment to Agreement GCA5708 with the Washington State Department of Transportation. **Gallagher/Petersen. Motion carried unanimously.**

**2. Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) Contract Approval**

The contract administered through the Lewis-Mason-Thurston Area Agency on Aging for transportation services under the Older Americans Act is being renewed for a one-year period. A maximum award of \$27,194.00 in 2010 will provide funding to continue Mason Transit's Volunteer Driver Program.

**MOTION** that the Mason County Transportation Authority Board of Directors authorize the Board Chair to sign the Lewis-Mason-Thurston Area Agency on Aging Contract Number 10-1120-0041-06 to provide volunteer transportation service. **Ring-Erickson/Petersen. Motion carried unanimously.**

**3. Emergency Fuel Agreement with Mason County Transportation Cooperative**

Mason Transit and Mason County Transportation Cooperative desire to enter into a mutual agreement for fueling capability in case of emergencies.

**MOTION** that the Mason County Transportation Authority Board of Directors authorize the General Manager to sign the Emergency Fuel Agreement with Mason County Transportation Cooperative. **Gallagher/Wendell. Motion carried unanimously.**

**4. Amendment to Memorandum of Understanding with Shelton School District No. 309**

Mason Transit and the Shelton School District mutually agreed to reduce service hours provided for in the current MOU effective December 21, 2009. Current ridership under this agreement does not justify the resources expended. The amendment modifies the scope of work through eliminating the After School Activities when school is not in session, and adds a link route in February to generate ridership serving residents West of Shelton in the Dayton/Cloquallum area.

**MOTION** that the Mason County Transportation Authority Board of Directors authorize the Board Chair to sign the Amendment to the Memorandum of Understanding with Shelton School District No. 309. **Gallagher/Wendell. Motion carried unanimously.**

**5. Resolution No. 2010-02 Authorizing the Maintenance Manager as the Audit Officer**

General Accounting Procedures (GAP) require internal controls be in place per RCW 42.24.180 to ensure timely payment of claims while the system of auditing and certifying vouchers is operating in a manner to provide the greatest possible protection for the governing body members and the transit. Timely payment of claims will alleviate vendor late fees imposed when a Board meeting is postponed or no quorum is present to take action.

**MOTION** that the Mason County Transportation Authority Board of Directors approve Resolution No. 2010-02 authorizing the Maintenance Manager as the Audit Officer and the General Manager and Administrative Services Manager as Officers. **Gallagher/Wendell. Motion carried unanimously.**

**6. 2010 Community Transportation Association of America (CTAA) EXPO**

This years CTAA EXPO is being held May 23 through 28 in Long Beach, California. Two employees are scheduled to attend professional development sessions and Juan Perez-Moron will represent Mason Transit in the National Bus Rodeo competition. Authority Member Bev Wendell expressed his interest to attend.

**7. Social Networking – Twitter**

In response to requests from riders, staff is researching the use of Twitter and anticipates implementation next month for social networking purposes as a means to communicate real time information related to Mason Transit's business associated with rider alerts, news releases, meeting and public hearing notices.

**GENERAL MANAGER'S REPORT:**

Dave O'Connell attended a meeting at the request of the Thurston County Commission to participate in a workgroup to discuss afterschool transportation. The workgroup has been researching options to solve transportation dilemmas associated with youth who participate in after school activities, and Dave was instrumental in providing information about the cooperative agreement and success in Mason County working with the Shelton School District.

**OPERATIONS REPORT:**

Jay Rosapepe provided highlights from the December 2009 Operations Summary Report and fuel graphs as distributed.

**ITEMS TO GO BEFORE MCTAB:**

The 6-Year Transit Development Plan and 2009 Annual Report will go before the Advisory Board at its January 26<sup>th</sup> meeting to review proposed formats and content. Two public hearings will be scheduled prior to seeking Authority Board approval in March.

**PUBLIC COMMENT:**

None

**OTHER BUSINESS:**

John Piety reported that the Mason County Transportation Advisory Board February meeting will include discussion on planning for a Regional Citizens Advisory Board meeting, and expanding Advisory Board membership.

The regular meeting adjourned at 5:25 pm.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, February 9, 2010 at 4:00 pm at the Mason Transit Facility located at 790 E. Johns Prairie Road, Shelton, Washington.