



**Mason County Transportation Authority  
Mason County Transit Advisory Board  
MINUTES of the Joint Meeting  
September 14, 2010**

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

**MCTAB Board Members Present:** John Piety, Chair; Mary Ogg, Vice Chair/Secretary; Tim Burford; John Calabrese; and Glen Fourre. Advisory Board Members Fran Arnold, Dustin Brown, Kevin Frankeberger; and Pam Hillstrom 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; Sara Wazewski, Finance Manager; Jay Rosapepe, Operations Manager; Christina Kramer, MTA; Barry Mihailov; Terry Mihailov; and Al Hatten, WSTIP Executive Director.

**Called to Order:** 5:30 p.m.

**Recognition:** Barry Mihailov was presented a plaque in recognition of his contributions, leadership and dedication to Mason Transit as a member of the Advisory Board from 1991 to 2010. Everyone in attendance expressed their gratitude and wishes for a long and happy retirement.

**APPROVE AGENDA:**

**MOTION** to approve the agenda as presented. **Ring-Erickson/Wendell. Motion carried unanimously.**

**MTA MINUTES:**

**MOTION** to approve August 10, 2010 minutes as presented. **Gallagher/Petersen. Motion carried unanimously.**

**MCTAB MINUTES:**

**MOTION** to approve August 24, 2010 minutes as presented. **Calabrese/Fourre. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Thank you from Mr. and Mrs. Smith expressing appreciation for the great service and kind drivers who are always on time.

**MCTAB CORRESPONDENCE:**

1. Email from Martha Rose, Island Transit Executive Director, expressing interest in attending an MTA Advisory Board meeting in the near future to discuss process and communication channels between the Advisory Board and the community at large.

## **MTA CURRENT BUSINESS:**

### **1. Financial Report 8/01/10 through 8/31/10**

**MOTION** to approve financial reports for the period **8/01/10** through **8/31/10** as presented with revenues of **\$43,897.52** and expenses of **\$348,395.38**. **Gallagher/Wendell. Motion carried unanimously.**

Comparison chart demonstrating 2007-2010 Sales Tax Revenue was presented. It was noted sales tax revenue is 5% below the same 8 month period a year ago, and if it continues to decline, a 7% loss could be realized from 2009.

Sara Wazewski, briefly commented on proposed cost savings measures, noting that internally action is being taken on measures ranging from eliminating laundry and uniform contracts, debt reduction by paying off smaller loan, to a reduction in force. Every effort is being made to reduce expenses without impacting the level of service.

### **2. Check Approval 8/01/10 through 8/31/10**

**MOTION** to approve August 2010 financial obligations on checks **#18932** through **#19062** as presented for a total of **\$428,170.41**. The total includes Gross Payroll in the amount of **\$204,472.83** through September 3, 2010. **Gallagher/Wendell. Motion carried unanimously.**

### **3. Audit Exit Interview Report**

Mason Transit received a clean audit with no findings or management letter items. It was recommended that Mason Transit document a more detailed Procurement Policy and identify thresholds for obtaining quotes and bids. The audit is available in hard copy upon request or via the website.

## **MTA UNFINISHED BUSINESS:**

### **1. Facility Update**

Staff anticipates waterline hookup to occur in January 2011. Minimal upgrading is being investigated for the Johns Prairie facility restrooms, an expense that is not budgeted. Preliminary utility hookup costs for Mason Transit are anticipated to be approximately \$49,500.00 given the results of a favorable bid climate.

Installation of a shelter at the Shelton Safeway is pending approval of the City's Right of Way permit.

All eight surplus vehicles have bids posted through a cyber auction facilitated by Ehli Auctioneering.

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

Highlights of activities and programs at the Armory were provided to include a new remote kiosk provided by DSHS for residents seeking assistance through various State programs offered.

### **3. QFC Commuter Parking Issue Update**

Mason Transit received notification in mid August that flyers were distributed notifying owners of vehicles parked in QFC's lot that the area is no longer used for a "Park & Ride". Further requesting commuters to use Assembly of God Church parking lot or Rite Aid. Mason Transit does not have an agreement with Rite Aid in Belfair. No further communication is expected in this matter. Staff noted an increase in vehicles parking at the church is occurring.

#### **4. Financial Planning Committee Report**

Sara Wazewski summarized discussion from the August meeting: recommendation that a news release be drafted describing the efforts of the committee and MTA's to contain cost and increase revenues; 2011 budget assumptions - Capital expenditures \$3,325,000 with \$579,000 expenses to be from local funds; Anticipated grant funding - approximately 2.1 million; premium increase of 25% for less coverage in health care benefits; payoff of smaller loan – a savings of \$40,000 in interest. Next meeting is scheduled on September 29<sup>th</sup> at 2:00 pm.

#### **5. Worker/Driver Program**

An evaluation and assessment of continuing the Worker/Driver program in its current form was conducted and there will be no changes proposed this year. Staff will revisit this topic by or before 2012 to assess fleet condition and capital funding needs.

#### **6. Shelton School District No. 309 Memorandum of Understanding**

Mason Transit and Shelton School District No. 309 desire to continue the provision of zone route service on days school is in service to the Lower Hood Canal, Arcadia, Agate and Lake Limerick areas.

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

#### **7. Resolution No. 2020-11 Adopting a Surplus Vehicle Grant Program**

Dave O'Connell noted that in line with the Community Van Program, Mason Transit desires to implement a vehicle grant program to make surplus vehicles available to community agencies to enhance transportation services to Mason County residents. Staff commented that there is no cost to Mason Transit. The selection process will include a member of the Advisory Board.

#### **MCTAB UNFINISHED BUSINESS:**

##### **1. Passenger Bill of Rights Progress**

Draft copy of a proposed "Passenger Bill of Rights" was distributed for review. Ring-Erickson recommended the language content contain commonly used and understandable words.

##### **2. Rider's Guide Review Timeline**

The Advisory Board is seeking feedback on the Rider's Guide for any changes and/or updates.

##### **3. Bus Advertising Committee Report**

Members of the committee will provide a presentation at a future meeting on bus advertising, and welcomes comments, suggestions, etc. Dave O'Connell commented that time is needed for adequate review and discussion given long-term effects of bus advertising.

#### **MTA NEW BUSINESS:**

##### **1. Second Amendment to Resolution No. 2010-03 Adopting a Drug & Alcohol Policy**

Revisions are necessary from time-to-time to remain in compliance with Federal Regulations of the U.S. Department of Transportation 49 CFR Part 655 as amended. A summary of revisions effective October 1, 2010 were provided.

**MOTION** that the Mason County Transportation Authority Board of Directors approve the Second Amendment to Resolution No. 2010-03 adopting a Drug & Alcohol Policy as presented.

**Gallagher/Petersen. Motion unanimously carried.**

## **2. Property Loan Payoff**

Staff recommended paying off Loan #IRP3 with Community Reinvestment Fund, USA in an amount of approximately \$140,000 for the 3.72 acre parcel owned by Mason Transit.

**MOTION** that the Mason County Transportation Authority Board approve the recommendation to pay off Loan #IRP3 with Community Reinvestment Fund, USA using obligated reserve account funds not to exceed \$140,000. **Gallagher/Ring-Erickson. Motion carried unanimously.**

## **MCTAB NEW BUSINESS:**

None.

## **ITEMS TO GO BEFORE MCTAB:**

### **1. Community Based Travel Training**

Dave reported that Libby Avery is spearheading efforts to develop a community based travel training program to help local residents become familiar with how to use transit. Through the use of trained volunteers, residents will learn how to safely and conveniently travel around town or to other destinations throughout western Washington. A fact sheet briefly describing the program was distributed. Representatives from the Area Agency on Aging and Senior Center are enthusiastic about the program and contributing to its success.

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

Mason Transit representatives along with other agencies in the Peninsula Regional Transportation Planning area participated in ranking projects identified under Washington State's Consolidated Grant Program. Dave O'Connell reported that Mason Transit's primary projects for operating and capital funding ranked high noting that the State anticipates funding will be near or slightly below last years' award levels. Cooperative and coordination relationships with Squaxin and Skokomish Tribes was referenced as was Mason Transit's intent to work with Faith-In-Action to provide funding under the Lewis-Mason-Thurston Area Agency on Aging agreement for volunteer transportation services.

## **OPERATIONS REPORT:**

Jay Rosapepe provided highlights of the August 2010 Operations Summary report, noting minor service changes at the end of September that increases link route service in Arcadia and the Limerick and Mason Lake areas, and decreasing link service in North Mason in the Dewatto and Tahuya areas which will be served through Dial-A-Ride.

Awaiting notification of award on projects submitted under the Jobs for Main Street Grant program.

## **PUBLIC COMMENT:**

Lynda Ring-Erickson commented that County and City elected officials representing a four county area that serve on the legislative group met to rank and prepare a list of projects to be submitted to the legislature this year. Priority projects genuinely supported by all counties and cities include the Belfair Bypass and Park and Ride lots.

## **OTHER BUSINESS:**

Flyers distributed for this year's Company Picnic – Sunday, September 26<sup>th</sup> 1-4 pm at Walker Park in Shelton.

## **EXECUTIVE SESSION:**

John Campbell, Chair, recessed the Joint meeting and called for Executive Session to discuss threatened litigation and a personnel issue at 6:42 pm. The Executive Session is expected to take 20 minutes.

John Campbell, Chair, recessed the Executive Session and reconvened the Joint meeting at 7:02 pm, reporting that an additional 20 minutes is needed for the Executive Session. John Campbell, Chair, recessed the Joint meeting and reconvened the Executive Session.

John Campbell, Chair, closed the Executive Session and reconvened the Joint meeting at 7:22 pm. No action taken. With no further business, the Joint meeting was adjourned.

The next regular meeting of the Mason County Transportation Authority Board is scheduled to be held on Tuesday, October 12, 2010 at 4:00 pm at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA. The next regular meeting of the Advisory Board is scheduled to be held on Tuesday, October 26, 2010 at 5:30 pm at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.