

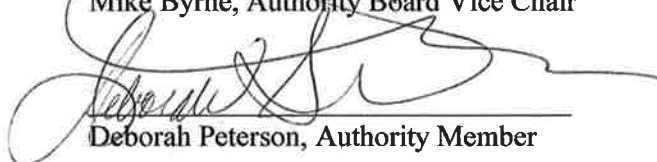


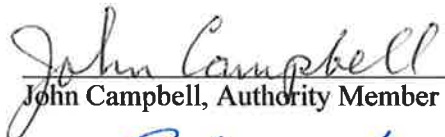
The corrected minutes of the regular meeting held on the 12^h day of February, 2008 and special meeting held on February 28, 2008, and the regular meeting minutes of March 11, 2008 were approved as presented by the Mason County Transportation Authority Board, by motion, on the 8th day of April, 2008.


Lynda Ring-Erickson, Authority Board Chair


Mike Byrne, Authority Board Vice Chair


Scott Berry, Authority Member

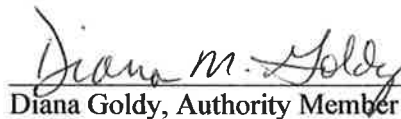

Deborah Peterson, Authority Member


John Campbell, Authority Member

Tim Sheldon, Authority Member


Ross Gallagher, Authority Member


Bev Wendell, Authority Member


Diana Goldy, Authority Member

ATTEST: 
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority
MINUTES of the Regular Meeting
March 11, 2008**

Members Present: Lynda Ring-Erickson, Authority Board Chair; Mike Byrne, Authority Board Vice-Chair; Scott Berry, Authority Member; John Campbell, Authority Member; Ross Gallagher, Authority Member; Diana Goldy, Authority Member; Deborah Peterson, Authority Member; and Bev Wendell, Authority Member. Tim Sheldon, Authority Member was absent.

Others Present: Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Robert Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Mike Oliver, Maintenance Manager; Sandy Stutey, Operations Manager; Barbara Singleton, MTA; Barry Mihailov, MCTAB; John Calabrese, MCTAB; John Piety, MCTAB; Dedrick Allan, KMAS.

Called to Order: 4:02 p.m.

New Board Member Introductions – Scott Berry, Mason County Fire District #3; John Campbell, North Mason School District; Diana Goldy, Mary M. Knight School District; Deborah Peterson, Hood Canal School District; and Bev Wendell, Mason County Hospital District #2 were introduced and welcomed.

For the benefit of new members, background information and detailed explanations were provided in the discussion of each Agenda item and supporting documents allowing ample opportunity for comments, questions and answers.

APPROVE AGENDA:

Remove Item 2. Advisory Board Membership Application listed under MCTAB Report.

MOTION to approve the March 11, 2008 agenda as amended. **Gallagher/Campbell.**
Motion carried unanimously.

MTA MINUTES:

MOTION to approve the Mason County Transportation Authority Board regular meeting minutes of February 12, 2008 and special meeting minutes of February 28, 2008 as presented. Authority Members Scott Berry, John Campbell, Diana Goldy, Deborah Peterson and Bev Wendell abstained. **Gallagher/Byrne. Motion carried.**

MTA CORRESPONDENCE: None.

MTA CURRENT BUSINESS:

1. Financial Reports 02/01/08 through 02/29/08

MOTION to approve financial reports for the period 02/01/08 through 02/29/08 as presented with revenues of **\$413,949.57** and expenses of **\$363,775.79**. **Gallagher/Byrne. Motion carried unanimously.**

Comparison charts demonstrating 2005-2007 Sales Tax Revenue; 2006-2008 Fuel Cost; and 2007-2008 number of gallons purchased and average price per gallon were presented.

2. Check Approval 02/01/08 through 02/29/08

MOTION approving payment of February 2008 financial obligations on checks **#15189** through **#15309** as presented for a total of **\$372,818.97**. The total includes Gross Payroll in the amount of **\$197,383.74** through March 7, 2008. **Gallagher/Campbell. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Fueling and wet maintenance station permit submitted to the County is still in the review stage and the CEPA study is in progress. Staff anticipates receiving comments soon on the study. The fueling facility construction project is on schedule. Mason Transit's fleet will convert to a bio-mix diesel (B-20). Fuel will be purchased through a state contract.

The Shelton School District is interested in purchasing bio-fuel from Mason Transit when the fueling station project is completed and operational.

Time will be allocated at future meetings to allow 15 minutes to tour transit facilities and various departments.

2. Community Transit Center

Temporary repairs to the boiler were performed to get through the winter months. Staff is initiating the process for boiler replacement. Replacement costs will be higher to provide for both heat and air conditioning.

Mason Transit is working with the City on street frontage improvements along Franklin Street to enhance the area as a pedestrian corridor in front of the transit center.

3. Watermain Extension Project

Dave O'Connell referenced the letter from City of Shelton City Administrator, Dave O'Leary, dated March 4, 2008 noting the City requires that both services sewer and water be included. Mason Transit is researching alternative solutions, working with our engineer to help look at where the sewer line could be funded through various grants. A partnership with the City to look at grant funding might address that.

Authority Board Chair, Lynda Ring-Erickson, asked for clarification, noting that if Mason Transit connects to the water line, water would be available right now, but the sewer service itself is not available at this time, and there's no particular date when it would become available. Mason Transit staff noted Jay Ebbeson, City of Shelton Public Works Director would need to respond.

Dave O'Connell reported financing opportunities exist through late comers' agreements,

however, the presence of power lines inhibits development on this side of the road and its unlikely late comers' agreements would be formed to help with the watermain extension project. Hiawatha and several entities are very interested in participating in sewer service and probably would help offset cost to extend the sewer line.

MTA NEW BUSINESS

1. Resolution No. 2008-09 Authorizing the General Manager to sign the Interlocal Agreement for the Summer Youth Adventure Pass Program for calendar years 2008 through 2010

Kathy Cook briefly provided information on the Summer Youth Adventure Pass Program, noting that the agreement is being expanded to a three year term. MTA staff will work closely with area schools and student body leaders to promote the program.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-09 authorizing the General Manager to sign the Interlocal Agreement between, Clallam, Jefferson and Grays Harbor Transits for the Summer Youth Adventure Pass Program for calendar years 2008-2010. **Gallagher/Campbell. Motion carried unanimously.**

2. Belfair Park and Ride Facility

Dave O'Connell provided highlights of the Belfair Park and Ride Facility project along with ridership, congestion, and accident statistics and project benefits surrounding congestion relief, improved safety and security, lessened environmental impact and economical growth. One of three congressional appropriations request forms submitted requesting funding was available.

3. Approve revised Memorandum of Understanding between Mason County Transportation Authority and the Pioneer School District No. 402

The Memorandum of Understanding was revised in compliance with Federal grant requirements to incorporate certain sections contained in the Mutual Agreement with the Washington State Department of Transportation. The Pioneer School District No. 402 is providing supplemental transportation services funded through the 2007-2009 consolidated grant awarded.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign the revised Memorandum of Understanding between Mason County Transportation Authority and Pioneer School District No. 402, pending approval by the Pioneer School District Board. **Gallagher/Campbell. Motion carried unanimously.**

4. Six Year Transportation Development Plan

Dave O'Connell described the purpose of the Transportation Development Plan prepared annually. Sandy Stutey provided highlights of key elements in the plan. Two public hearings will be scheduled for the purpose of receiving public input on March 25 and April 8, 2008.

MCTAB REPORT:

1. Public Service Announcement – Wrinkles of Washington (WOW)

Mason Transit Advisory Board recommended Authority Board approval of the public service announcement request for placement inside Mason Transit's fleet, submitted by Wrinkles of Washington (WOW).

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation for Wrinkles of Washington (WOW) public service announcements inside Mason Transit's fleet. **Gallagher/Campbell. Motion carried unanimously.**

ITEMS TO GO BEFORE MCTAB: None.

GENERAL MANAGER'S REPORT

Dave O'Connell encouraged new Board Members consider attending this years' Community Transportation Association of America's (CTAA) EXPO being held in New Orleans the first week in June.

OPERATIONS REPORT

Highlights of the February 2008 Operations Report were provided.

PUBLIC COMMENT

1. Officer Elections

Legal Counsel, Rob Johnson, suggested that elections for officers be conducted to allow the new Authority Board to elect its own management. Members of the Authority Board concurred that current officers would fulfill their 2008 term.

MOTION that the current Mason County Transportation Authority Board Officers, Lynda Ring-Erickson, Chair, and Mike Byrne, Vice Chair, continue to serve the remainder of their 2008 elected term. Mike Byrne abstained. **Campbell/Berry. Motion carried.**

OTHER BUSINESS

1. 2008 MTA/MCTAB Meeting Schedule

The following changes will be made to the 2008 Meeting Schedule of the Mason County Transportation Authority and Advisory Board and appropriate legal notice published:

The Mason County Transportation Advisory Board meetings will begin at 5:30 pm.

<u>Date</u>		<u>Time</u>	<u>Location</u>
April 8, 2008	Joint Meeting	5:30 pm	Port of Allyn
July 8, 2008	Joint Meeting	5:30 pm	Mason Transit Facility
September 16, 2008	Joint Meeting	5:30 pm	Port of Allyn

The regular meeting adjourned at 5:58 pm.

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards scheduled to be held on Tuesday, April 8, 2008 at 5:30 pm at the Port of Allyn, 18560 E SR3, Allyn, Washington.



**Mason County Transportation Authority
MINUTES of the Special Meeting
February 28, 2008**

Members Present: Commissioner Lynda Ring-Erickson, Chair; Commissioner Mike Byrne, Vice-Chair; Commissioner Ross Gallagher; Commissioner Dawn Pannell; Commissioner Tim Sheldon; and Mayor John Tarrant.

Others Present: Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Robert Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Sandy Stutey, Operations Manager; Bev Wendall, Mason County Hospital District #2.

Called to Order: 9:02 a.m.

Introduction – Bev Wendall, Mason County Hospital District #2.

APPROVE AGENDA:

MOTION to approve the February 28, 2008 agenda as presented. **Gallagher/Sheldon.**
Motion carried unanimously.

MTA UNFINISHED BUSINESS:

1. Resolution No. 2008-07 Amending Mason County Transportation Authority Bylaws

MTA Legal Counsel, Robert Johnson, summarized proposed bylaw amendments needed to reflect changes made in the Board composition as a result of the Public Transportation Improvement Conference (PTIC) held on February 5, 2008.

Mike Byrne raised questions about the composition as amended, if the change was derived from RCW guidelines, and how representatives were selected. Robert Johnson provided clarification/interpretation of the RCW.

Mike Byrne expressed concern about the continuity and experience of the new composition given the rotation of certain district members (every other year to every three years).

John Tarrant asked if there were any guidelines for alternates. Rob Johnson responded there are no provisions in the RCW's for alternates.

Kathy Cook reported all districts represented on the Board regardless of term/year their representative will serve, will receive an orientation binder along with copies of meeting notices, agendas and minutes to keep them informed.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-07 amending Mason County Transportation Bylaws as presented. **Gallagher/Byrne. Motion**

carried unanimously.

2. Resolution No. 2008-08 Increasing the Per Diem Compensation for Board Members

On February 12, 2008, the Mason County Transportation Authority Board approved a motion to consider an increase in per diem for attendance by non full time elected officials at regular and special meetings at a rate of sixty dollars (\$60.00) per meeting plus mileage reimbursement. The per diem compensation for board members increase adjustment is allowable up to ninety dollars (\$90.00) pursuant to the Revised Code of Washington (RCW) Chapter 36.57A.050. Mileage reimbursement for Authority Board members is addressed in the Bylaws under *Section IX. General Provisions, 9.6 Travel.*

It was confirmed that full time elected officials receiving full time pay are not eligible. Per-diem checks are currently processed through Payroll. Commissioner Tim Sheldon recommended that staff consider changing this practice to allow for a single line-item in the financial reports for Board meeting-related expenses.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-08 increasing the per diem compensation for Board members. **Gallagher/Sheldon.** City Commissioner Mike Byrne, abstained. Mayor John Tarrant, opposed. **Motion carried.**

PUBLIC COMMENT

Legal Counsel, Robert Johnson, recommended legislative action by both the City and County confirming individual appointments of all districts. The list of confirmed district representatives will be forwarded to the County and City Clerks.

OTHER BUSINESS None.

| The regular/special meeting adjourned at 9:35 am.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, March 11, 2008 at 4:00 pm at the Mason Transit Facility located at 790 E. John's Prairie Road, Shelton, Washington.



**Mason County Transportation Authority
MINUTES of the Regular Meeting
February 12, 2008**

Members Present: Commissioner Lynda Ring-Erickson, Chair; Commissioner Mike Byrne, Vice-Chair; Commissioner Ross Gallagher; Commissioner Dawn Pannell; Commissioner Tim Sheldon; and Mayor John Tarrant.

Others Present: Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Robert Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Mike Oliver, Maintenance Manager; Sandy Stutey, Operations Manager; Eric Thornburgh, MTA; Christina Kramer, MTA; Lori Dougherty, MTA; Jenny Huff, MTA; Barry Mihailov, MCTAB; John Piety, MCTAB; Frank Kenny, North Mason Chamber of Commerce; Dave O'Leary, City of Shelton; Jay Ebbeson, City of Shelton; Mike Michael, City of Shelton; Andrea Archer, City of Shelton; Dennis McDonald, City of Shelton; Jerry Morrissette; JW Morrissette, Inc.; and Charlie Butros, Mason County Public Works.

Called to Order: 4:02 p.m.

Mason Transit Staff Introductions – Christina Kramer, Administrative Assistant, Eric Thornburgh, IT Analyst; and Lori Dougherty, A/R Specialist were introduced and provided brief background experience/education information.

APPROVE AGENDA:

MOTION to approve the February 12, 2008 agenda as presented. **Gallagher/Tarrant.**
Motion carried unanimously.

MTA MINUTES:

MOTION to approve the Mason County Transportation Authority Board minutes of January 8, 2008 as presented. Commissioner Tim Sheldon and Mayor John Tarrant abstained.
Pannell/Gallagher. Motion carried.

MTA CORRESPONDENCE:

1. Letter of thanks from North Mason Food Bank for food and cash donations received from the food drive conducted during Mason Transit's Christmas Lights Tour.
2. Letter from the City of Shelton notifying Mason Transit of their intent to discontinue the sale of bus passes effective March 31, 2008. Mason Transit staff is working with Mason County to provide an alternative downtown location for bus pass sales. Passes are currently sold at Mason Transit's business office, QFC in Belfair, Bremerton Ferry Terminal and Intercity Transit Center. Pass-by-Mail is another option.

MTA CURRENT BUSINESS:

1. Financial Report 01/01/08 through 01/31/08

MOTION to approve financial reports for the period 01/01/08 through 01/31/08 as presented with revenues of **\$331,033.48** and expenses of **\$539,240.89**. **Pannell/Tarrant. Motion carried unanimously.**

Comparison charts demonstrating 2005-2007 Sales Tax Revenue; 2006-2008 Fuel Cost; and 2007-2008 number of gallons purchased and average price per gallon were presented.

2. Check Approval 01/01/08 through 01/31/08

MOTION approving payment of January 2008 financial obligations on checks **#15054** through **#15188** as presented for a total of **\$476,855.85**. The total includes January 2008 and February 8, 2008 Gross Payroll in the amount of **\$293,825.17**. **Sheldon/Byrne. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

County Development Department has approved the environmental check sheet submitted for the fueling station project. No results back on the CEPA study. Staff anticipates the permit will be submitted this week.

2. Community Transit Center – Resolution No. 2008-04 Authorizing the General Manager to Contract with the City of Shelton for Street Improvements

Mason Transit is interested in entering into an agreement with the City for repair of the curb, sidewalk and parking in front of the proposed Shelton Transportation and Community Center, and reimburse the City for costs directly associated with that portion of the repairs. Jay Ebbeson introduced City of Shelton representatives Dave O'Leary, City Administrator; Mike Michael, City Engineer; Andrea Archer, Project Engineer; and Dennis McDonald, Regional Project Manager, further highlighting elements of the proposed Franklin Street project. Project timeline: June 15 – September 15, 2008.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-04 authorizing the General Manager to contract with the City of Shelton for street improvements. **Gallagher/Tarrant. Motion carried unanimously.**

3. Watermain Extension Project – Selection of Engineering Firm

Interviews were held with representatives of Washington Engineering and JW Morrissette to decide upon one that may be able to provide engineering services. The funding initially available two years ago of approximately \$300,000 for the project in accord with the Regional system, which included water, sewer and reclaim water is no longer adequate given the rise in costs of materials and construction.

Commissioner Dawn Pannell raised concerns, 1) financial standpoint higher cost in the future; and environmental given this location is a sensitive area and all tanks and wells will be discontinued in the future.

Jerry Morrissette, commented that while the engineering scope of work has not been established, a logical step could include a scoping phase for sewer/reclaim water extension for an approximate cost of \$1,000.00. While the City is encouraging sewer and water reclaim, neither are set up to be available at this time. Sewer is approximately 2,300 feet away, reclaim

water would be a dry line.

MOTION that the Mason County Transportation Authority Board approve staffs recommendation to hire the engineering firm of JW Morrissette for the waterman extension project, and also scoping for sewer and reclaim water. Sheldon seconded the motion with the amendment that the scoping for the sewer and reclaim water not exceed \$1,000.00.

Tarrant/Sheldon. Motion carried as amended unanimously.

4. Public Transportation Improvement Conference (PTIC)

The Public Transportation Improvement Conference held on February 5, 2008 changes the composition of the Authority Board to 9 members effective March 1, 2008. Memorandum prepared to employees and Advisory Board members distributed. Staff is responding to inquiries from potential district representatives with expressed concern involving travel expense, meeting dates and time. Staff anticipates orientation binders for existing and new Board members to be distributed at the next regular meeting.

MOTION that the Mason County Transportation Authority Board consider an increase in the per diem for attendance, by non full time elected officials, at regular and special meetings at a rate of \$60.00 per meeting, plus mileage reimbursement. **Sheldon/Gallagher. Motion carried unanimously.**

Frank Kenny reported that the Mason County Public Hospital District No. 2 is planning to take full compensation when funded.

Proposed Bylaw revisions will be presented at the March 11, 2008 meeting.

MTA NEW BUSINESS

1. Resolution No. 2008-05 Authorizing the Board Chair to sign 2008 FTA Certifications and Assurances

Mason Transit, as a federal grant recipient, is required to sign annually certifications and assurances to be eligible to apply for and receive federal grants.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-05 authorizing the Board Chair to sign the 2008 Federal Transit Administration Certifications and Assurances. **Gallagher/Tarrant. Motion carried unanimously.**

2. Resolution No. 2008-06 Authorizing the Board Chair to sign Vanpool Investment Program Agreement #GCA5663 with the Washington State Department of Transportation

Additional funding is available through the Washington State Department of Transportation Vanpool Investment program to acquire five new vans.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-06 authorizing the Board Chair to sign Mutual Agreement GCA55663 with the Washington State Department of Transportation. **Pannell/Byrne. Motion carried unanimously.**

3. North Mason Park and Ride Project

MTA staff has been working with local businesses in Belfair to construct a park and ride lot. Congressional requests for project submittals are due at the end of this month. Estimated project cost is 1.5 million to acquire land and construction of the lot. Paula Hammond, Secretary of Transportation and Kitsap Transit are expected to provide letters of support. Frank

Kenny, North Mason Chamber, expressed support for the project given area growth and benefit to economic development.

MOTION that the Mason County Transportation Authority Board allow the General Manager to submit a Federal request for development of a Park and Ride lot in Belfair. **Tarrant/ Gallagher. Motion carried unanimously.**

Dave O'Connell will report at the next meeting on a potential agreement with an individual who grew up in Belfair and is now part of activities in Washington, DC.

4. Community Transportation EXPO – New Orleans, LA – June 1-6, 2008

Preliminary EXPO schedule attached. Estimated cost range including meals and travel \$3,000 - \$1,400 per person depending on length of stay and registration type. As a member of the Board, the General Managers' expenses are paid for by Community Transportation Association of America (CTAA).

MCTAB REPORT:

1. Reinstatement of Associate Member Herb Baze

Advisory Board recommended the reinstatement of Associate Member Herb Baze to active Member of the Advisory Board.

MOTION that the Mason County Transportation Authority Board of Directors approves MCTAB's recommendation to reinstate Herb Baze as an active member of the Advisory Board. **Sheldon/ Gallagher. Motion carried unanimously.**

Barry Mihailov, MCTAB Chair, reported that Ron Gullickson will go from active member to Associate member.

ITEMS TO GO BEFORE MCTAB: None.

GENERAL MANAGER'S REPORT

Dave O'Connell briefly discussed the status of the Flag Stop Bill he has testified for, which will allow transit vehicles to stop along State Highways and other roads, where it's safe to do so, to pick up passengers where a designated stop is not in existence. At this time, it appears the bill has strong support.

Frank Kenny, North Mason Chamber, asked if this would fix the concerns expressed from North Mason residents who want the bus to stop along Hwy 106. Dave responded affirmatively. Dave O'Connell met with the Technical Group of the Peninsula Regional Transportation Planning Organization recently, and discussed the Human Services Coordination Plan. The Group has requested a review of the plan for any necessary updates/revisions to confirm activity since plan development.

OPERATIONS REPORT

Sandy reported that Mason Transit staff and SOCK representatives traveled to Olympia to follow up with a request to Kathy Haigh, being submitted to the House Capital Budget Committee for \$235,000 to engage in a community planning process for Mason County Transit's Community Center.

Highlights of the January 2008 Operations Report was provided.

PUBLIC COMMENT

Frank Kenny, North Mason Chamber of Commerce President, expressed thanks to Dave O'Connell for his recent visit and meeting with North Mason businesses, further noting the relationship is improving. Mr. Kenny offered recommendations for changes to the system schedule: 275 # for Belfair residents, more accurately reflect where Chamber is located on map. It was recommended that the same be considered for Elma.

Mr. Kenny reported on his experience with a trip request noting that he could get to his destination, but a return was not feasible given the quoted 3 hour wait time. Mr. Kenny noted that the scheduler appeared to be struggling with locating alternatives in arranging his request. Mr. Kenny also reported he contacted Peggy Hernandez to follow-up on the article published in the Journal last fall. Ms. Hernandez indicated service has improved quite a bit, since that time, noting that it's still hard to get a ride allowing you to shop in Belfair and get home in a reasonable time.

Commissioner Tim Sheldon, expressed thanks to the two City representatives, along with the one City representative who will remain on the Board for all the hard and tough service they have given to Mason Transit. Mason Transit has been served well by your dedication and hard work. Mason Transit is one of the best rural transit systems in the state.

Mayor John Tarrant, expressed his thanks to Dave O'Connell and staff for all the help they provided to him as Chair and Board member, and also enlightenment on activities that make our larger community more useable, user friendly, as a result of Transit.

Commissioner Lynda Ring-Erickson commented that City representatives have all made an immeasurable contribution and given their 10-year on various positions, further stating they have demonstrated a lot of continuity, offered a lot of service, and are good stewards of this service.

Dave O'Connell reported that recognition arrangements for those representatives leaving the Board will be made.

OTHER BUSINESS None.

The regular meeting adjourned at 5:47 pm.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, March 11, 2008 at 4:00 pm at the Mason Transit Facility located at 790 E. John's Prairie Road, Shelton, Washington.