



The attached minutes of the joint meeting held on the 8th day of April, 2008, and the special meeting held on the 30<sup>th</sup> day of April 2008 were approved by the Mason County Transportation Authority, by motion, on this 13<sup>th</sup> day of May 2008.

Lynda Ring-Erickson  
Lynda Ring-Erickson, Authority Board Chair

Scott Berry  
Scott Berry, Authority Member

John Campbell  
John Campbell, Authority Member

Ross Gallagher  
Ross Gallagher, Authority Member

Diana M. Goldy  
Diana Goldy, Authority Member

Mike Byrne  
Mike Byrne, Authority Board Vice Chair

Deborah Peterson  
Deborah Peterson, Authority Member

Tim Sheldon  
Tim Sheldon, Authority Member

Bev Wendell  
Bev Wendell, Authority Member

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority  
Mason County Transit Advisory Board  
MINUTES of the Joint Meeting  
April 8, 2008**

**MTA Board 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.

**MCTAB Board Members Present:** Barry Mihailov, Chair; John Calabrese, Vice Chair; John Piety, Secretary; Fran Arnold; Tim Burford; Molly Casey, Glen Fourre; Kevin Frankeberger; Pamela Hillstrom; and Bill Rathke. Herb Baze was absent.

**Others Present:** Robert Johnson, Legal Counsel; Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Carolyn LePage, Finance Manager; Marco Solano, Dispatch Supervisor; Kelli Shires, Dispatch/Scheduler; Terri Wheeler, MTA Driver; Frank Steriotti, MTA Driver; Run Russell, MTA Driver; Mary Ogg; Becky Frankeberger; Todd Shires; Herb Gerhardt; Michele Bredice; and Hannelore Stuart.

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

Introductions - Authority and Advisory Board Members, MTA staff and public present

**RECOGNITION:**

Kelli Shires, Dispatch/Scheduler was presented a letter of commendation and certificate in recognition of the life-saving actions she took on February 26, 2008.

Marco Solano, Dispatch Supervisor was presented with a certificate of recognition for assisting with scheduling rides to and from work for Career Quest's clients'.

The Board membership expressed how proud they were and how impressed with the quality of work and excellent services provided to customers by Mason Transit drivers, dispatchers and schedulers.

**APPROVE AGENDA:**

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

**MTA MINUTES:**

**MOTION** to approve February 12, 2008 minutes as corrected; February 28, 2008 minutes as corrected and March 11, 2008 minutes as presented. **Campbell/Gallagher. Motion carried unanimously.**

**MCTAB MINUTES:**

**MOTION** to approve March 25, 2008 minutes as presented. **Calabrese/Frankeberger.**  
**Motion carried unanimously.**

**MTA CORRESPONDENCE:**

None.

**MCTAB CORRESPONDENCE:**

None.

**MTA CURRENT BUSINESS:**

**1. Financial Report 3/01/08 through 3/31/08**

**MOTION** to approve financial reports for the period **3/01/08** through **3/31/08** as presented with revenues of **\$621,028.88** and expenses of **\$373,368.11.** **Gallagher/Campbell.** **Motion carried unanimously.**

Comparison charts demonstrating 2005-2008 Sales Tax Revenue and 2006-2008 Fuel Cost Comparison were presented.

**2. Check Approval 3/01/08 through 3/31/08**

**MOTION** to approve March 2008 financial obligations on checks **#15310** through **#15433** as presented for a total of **\$404,422.36.** The total includes Gross Payroll in the amount of **\$198,665.53** through April 4, 2008. **Campbell/Gallagher.** **Motion carried unanimously.**

**PUBLIC HEARING**

**Six Year Transportation Development Plan (TDP) and 2007 Annual Report**

Lynda Ring-Erickson, Chair, recessed the joint meeting and opened the Public Hearing at 6:06 p.m. The Public Hearing allowed for final review and comments on the Draft Six Year Transportation Development Plan and 2007 Annual Report. Highlights of the Plan and Annual Report were provided, along with comments received at the first public hearing surrounding improved transit information primarily signage at bus stops – this will be incorporated in 2008 and 2009; acquiring 40' coaches to increase passenger capacity – not feasible to operate this large of a coach within the City of Shelton; however an alternative addressed in the plan is the reinforcement and expansion of the vanpool program.

There were no additional public comments or changes offered to the Plan as presented.

**MOTION** that the Mason County Transportation Authority Board approve the Six Year Transportation Development Plan and 2007 Annual Report as presented. **Gallagher/Campbell.**  
**Motion carried unanimously.**

Lynda Ring-Erickson, Chair, closed the Public Hearing and reconvened the joint meeting at 6:17 pm.

**MTA UNFINISHED BUSINESS:**

**1. Facility Update**

The Fuel Facility project is ready to proceed, however, given its connection with the wash facility, a delay has occurred under the CEPA review process. Mason Transit staff may request approval at the next meeting to separate the two projects and move forth with the fuel facility.

**2. Transit Community Center**

Mason Transit received notification of award from the Washington State Legislature to fund Phase III of the Transit Community Center project in the amount of \$235,000. Phase III is for the preliminary site design and master planning to transform the downtown building into a multi-use community center that will improve and integrate transportation services and create a core of vital human and civic resources. Mason Transit staff will assemble a Task Force comprised of representatives from the City, County, Chamber of Commerce, Economic Development Council, School District and Save Our County's Kids (SOCK). The Task Force will assist in identify community stakeholders; educate them about the project and its benefits. The first stakeholder meeting will be held in early May to present the draft Request for Proposals for an Architect/Design firm to conduct the community engagement process, design and planning elements.

**3. North Mason Park & Ride**

Letter from the Mason Transit Authority Board to Congressional delegates requesting support for the North Mason Park and Ride project was presented. Dave O'Connell provided background information and community partnership efforts to date to provide for a park and ride lot and facility in the Belfair vicinity. An application was submitted for funding in the FY 2009 Transportation Appropriations. The project includes a facility that would be occupied, in addition to the lot being fenced, well lighted and security cameras installed for safety/security purposes.

**MCTAB UNFINISHED BUSINESS:**

**1. Fare Study Update**

Molly Casey provided highlights from the Advisory Board's research compiled from contacting community social service agencies. The research concluded that imposing fares would impact our low income and vulnerable residents. John Calabrese noted that these same residents cannot afford the per-person rate of vanpool programs. Discussion took place about administrative costs associated with fare collection.

**MTA NEW BUSINESS:**

**1. Third Amendment to Resolution No. 1996-02 Adopting a Drug & Alcohol Policy**

Revisions to the Drug and Alcohol Policy reflect reassignment of staff responsible for administering Mason Transit's Drug & Alcohol program. Mason Transit staff will prepare a plan that addresses company human resource matters.

**MOTION** that the Mason County Transportation Authority Board approve the Third Amendment to Resolution No. 1996-02 adopting a Drug & Alcohol Policy. **Campbell/Byrne. Motion carried unanimously.**

**2. Proposed Code of Ethics**

Draft Code of Ethics presented to the Authority and Advisory Board members for review and comments. The final proposed draft will be scheduled and presented for possible adoption at the May 13, 2008 regular meeting.

**3. Resolution No. 2008-10 Authorizing the Board Chair to sign Washington State Department of Transportation (WSDOT) Agreement GCA5708**

Agreement GCA5708 provides funds to purchase and install equipment needed to modify the transit fuel station and wash facility and for the purchase of one (1) 35 foot bus.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-10 authorizing the Chair to sign Washington State Department of Transportation Agreement GCA5708. **Byrne/Gallagher. Motion carried unanimously.**

**MCTAB NEW BUSINESS:**

**1. Advisory Board Membership Application – Mary Ogg**

MCTAB recommended approval of Mary Ogg's membership application.

**MOTION** that the Mason County Transportation Authority Board approve MCTAB's recommendation to accept Mary Ogg as an active member of MCTAB for a two-year term. **Campbell/Gallagher. Motion carried unanimously.**

**2. Mileage Reimbursement for Advisory Board Member**

Mason Transit's Advisory Board members are discussing the potential of allowing mileage reimbursement for members at regular or special meetings.

**ITEMS TO GO BEFORE MCTAB:**

None.

**GENERAL MANAGER'S REPORT:**

A waiting list of commuters interested in Mason Transit's Vanpool Program has occurred. The authorized purchase in February of five new 12-passenger Vanpool vehicles will be assigned upon delivery some time in June.

Mason Transit's bus pass sales have increased requiring additional bus passes to be ordered to meet demand.

Coaches on some runs to and from Olympia are at capacity with standing room only since adding additional route services to and from Olympia.

**OPERATIONS REPORT:**

The March 2008 Operations Summary report and graphs prepared by Athena Green, Operations Assistant, were distributed.

**PUBLIC COMMENT:**

Herb Gerhardt reported that the Renaissance Fair is being planned in the Bear Creek/Dewatto Road. Approximately 80,000 attendees are expected to attend. Mr. Gerhardt requested Mason Transit staff consider providing shuttle services to and from the event. The event is planned during the first three weekends in August. Ron Cleveland, event sponsor, will be attending the Community Voice Meeting at 7:00 pm on the third Monday of this month. Lynda Ring-Erickson recommended MTA staff contact Barbara Robinson with Mason County.

Hannelore Stuart requested an electronic version of the Six Year Transportation Development Plan be sent to her. Ms. Stuart also commented she is highly interested in the Transit Community Center, is a member of the non-profit alliance, and would like to volunteer her services in this effort.

Bill Rathke asked when the Hood Canal Bridge closure is scheduled. July of 2009. A 75% increase in traffic is expected, primarily truck traffic, on Hwy 101.

**OTHER BUSINESS:**

Glen Fourre commented that Fred Corbett, Manager, Mason County Senior Activity Center, has learned about Yakima Transit's sedans used for dial-a-ride service, and why Mason Transit does not provide this sort of service. Dave O'Connell noted that Mason Transit vehicles must meet requirements of the Disabilities Act, and sedans do not meet that. Glen Fourre asked, "How does Yakima do it then?" Dave O'Connell will contact Yakima Transit and contact Mr. Corbett.

Lynda Ring-Erickson recessed the joint meeting and called for Executive Session at 6:50 pm. The Executive Session is to discuss a personnel matter and will last approximately 15 minutes

Lynda Ring-Erickson reconvened the joint meeting at 7:10 pm. With no further business, the joint meeting adjourned at 7:11 pm.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, May 13, 2008 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, May 27, 2008 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.



**Mason County Transportation Authority  
MINUTES of the Special Meeting  
April 30, 2008**

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

**Others Present:** Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Robert Johnson, Legal Counsel attended via telephone conference call; and Tracey Christianson, Washington State Transit Insurance Pool.

**Called to Order:** 9:00 a.m.

Introduction – Tracey Christianson, Member Services Manager with the Washington State Transit Insurance Pool (WSTIP).

**APPROVE AGENDA:**

**MOTION** to approve the April 30, 2008 Special meeting agenda as presented.  
**Campbell/Wendell. Motion carried unanimously.**

**EXECUTIVE SESSION:**

Lynda Ring-Erickson, Chair, recessed the special meeting and called for Executive Session to discuss a personnel matter at 9:02 am. The Executive Session will be in session for no more than one (1) hour.

Lynda Ring-Erickson, Chair, closed the Executive Session and reconvened the special meeting at 9:16 am.

**MOTION** that the Mason County Transportation Authority Board allow Dave O'Connell, General Manager, to continue to negotiate and resolve the personnel matter. **Berry/Wendell. Motion carried unanimously.**

**PUBLIC COMMENT** None.

**OTHER BUSINESS** None.

The special meeting adjourned at 9:18 am.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, May 13, 2008 at 4:00 pm at the Mason Transit Facility located at 790 E. John's Prairie Road, Shelton, Washington.