



The attached minutes of the regular meeting held on the 13th day of May, 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 17<sup>th</sup> day of June 2008.

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

Mike Byrne, Authority/Board Vice Chair

Scott Berry, Authority Member

Deborah Peterson, Authority Member

John Campbell  
John Campbell, Authority Member

Tim Sheldon  
Tim Sheldon, Authority Member

Ross Gallagher  
Ross Gallagher, Authority Member

Bev Wendell  
Bev Wendell, Authority Member

Diana M. Goldy  
Diana Goldy, Authority Member

ATTEST: Christina Kramer  
Christina Kramer, Acting Clerk of the Board



**Mason County Transportation Authority  
MINUTES of the Regular Meeting  
May 13, 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; Christina Kramer, Volunteer Program Coordinator; Barbara Singleton, MTA; Barry Mihailov, MCTAB; John Calabrese, MCTAB; John Piety, MCTAB; Dedrick Allan, KMAS; Volunteer Drivers: Darlene Blazo; Mary Jo Cady; Sally Carl; Bob Gantenbine; Tony Roberts; and Judy Saeger.

**Called to Order:** 4:02 p.m.

**APPROVE AGENDA:**

Lynda Ring-Erickson, Chair, announced a change to the agenda to include an Executive Session right after Other Business. **MOTION** to approve the May 13, 2008 agenda as amended.

**Gallagher/Wendell. Motion carried unanimously.**

**MTA MINUTES:**

**MOTION** to approve the joint meeting minutes of April 8, 2008 and special meeting minutes of April 30, 2008 as published. **Campbell/Berry. Motion carried.**

**MTA CORRESPONDENCE:**

**1. Public Disclosure Request**

Staff is responding to the public disclosure request from law firm Ron Meyers and Associates in Olympia regarding physically limited passenger ramps located on the new low-floor Gillig coaches purchased in 2007.

**2. Intercity Transit – 2008 Statewide Joint Citizens Advisory Committee Meeting**

Intercity Transit will host this year's Statewide Joint Citizens Advisory Committee meeting on Friday, September 19, 2008. Authority and Advisory Board Members are encouraged to attend. Please contact Kathy Cook before registration deadline June 15, 2008.

**MTA CURRENT BUSINESS:**

**1. Financial Reports 04/01/08 through 04/30/08**

**MOTION** to approve financial reports for the period 04/01/08 through 04/30/08 as presented with revenues of **\$293,142.86** and expenses of **\$405,120.78**. **Gallagher/Berry. Motion carried unanimously.**

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

2008 Sales Tax revenue trend demonstrates a decrease from 2007 by approximately \$4,000 in January and \$7,000 in February. Substantial increase in fuel costs were not anticipated during the budget development process.

## **2. Check Approval 04/01/08 through 04/30/08**

**MOTION** approving payment of April 2008 financial obligations on checks #15434 through #15565 as presented for a total of \$395,962.51. The total includes Gross Payroll in the amount of \$195,845.00 through May 4, 2008. **Campbell/Wendell. Motion carried unanimously.**

## **MTA UNFINISHED BUSINESS:**

### **1. Facility Update**

Fueling and wet maintenance station permit submitted to the County still pending. Staff have requested consideration by the County to go forth with construction, and not use the wash facility pending resolution of water availability. Upon permit issuance, construction request for bids process will begin. Dave O'Connell noted that the delay is resulting in a loss of \$4,000 a month in fuel costs.

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

Repairs are scheduled for the boiler. Mike Oliver conveyed thanks to Mike Rutter, Mason County for his assistance.

Dave O'Connell reported on the stakeholder meeting conducted on Thursday, May 8, 2008 and release and feedback on the Draft Request for Qualifications. **MOTION** to allow General Manager to proceed with advertising of the Request for Proposals for the planning phase of our Transit Community Center funded through the State of Washington. **Campbell/Gallagher. Motion carried unanimously.**

MTA staff is following up on a partnership opportunity with SOCK to provide supervisory assistance from the Shelter Monitor to youth who would perform shelter maintenance and community clean up efforts in June. SOCK receives grant dollars for this program.

Future stakeholder meetings will be conducted by the firm selected to conduct the project planning phase. Project Task Force members will review RFQ responses with a recommendation to the Authority Board for selection and award at the June meeting.

### **3. North Mason Park & Ride**

Dave O'Connell reported that a letter of support will be issued from the North Mason Chamber of Commerce and area businesses for the project. While there is no guarantee of funding, a new source of funds out of the State Regional Mobility funding has been realized. A resounding level of support is being expressed for this project.

### **4. Resolution No. 2008-11 Adopting a Code of Ethics**

No additional comments or changes were requested on the draft presented on March 8, 2008. **MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-11 adopting the Code of Ethics as presented. **Gallagher/Berry. Motion Carried unanimously.**

## **5. Charter Bus Regulations**

Highlights of the Charter Bus Regulations final rule effective April 30, 2008 were provided. This will impact local event organizers ability to directly arrange special event services through Mason Transit. Exemptions for recipients of 5311 funds may allow transit agencies with some ability to provide services. The planned Renaissance Fair is an event that will require regional Charter Bus notification.

Lynda Ring-Erickson, Chair, expressed concern for the potential impact to smaller non-profit community organizations that have benefited from reduced to free services offered by Mason Transit over the years.

## **MTA NEW BUSINESS**

### **1. Resolution No. 2008-12 Authorizing the Board Chair to sign First Amendment to WSDOT Agreement GCA5315**

Amendment reflects changes in funding source from FTA 5316 to FTA 5311 under project A. There is no change in total dollar amount under this agreement. **MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-12 authorizing the Board Chair to sign the First Amendment to Mutual Agreement GCA5315 with the Washington State Department of Transportation. **Berry/Campbell. Motion carried unanimously.**

### **2. Service Development – MTA System Schedule**

Meetings held to discuss proposed fall system schedule changes. Proposed changes include adding earlier and later runs on Route 4 in Belfair; modifying Route 7 to provide service on Northcliff Road which will slightly modify Routes 5 and 6. Public hearings will be scheduled. Changes are derived from public comments/suggestions received.

### **3. Washington State Department of Transportation – Public Transportation Conference**

The Washington State Department of Transportation Public Transportation Conference is scheduled September 7-10, 2008 at the Three Rivers Convention Center in Kennewick, Washington. For the benefit of new Authority Board members, staff described the Roadeo competitions held on local, state and national levels.

**MCTAB REPORT:** None.

**ITEMS TO GO BEFORE MCTAB:** None.

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

Dave O'Connell requested approval to submit to the Department of Ecology a grant application for clean diesel operations. Application deadline is June 6, 2008. The Board membership approved.

With flat revenue trend since the last quarter of 2007, staff is looking at ways to reduce fuel costs, consolidate purchases, and organizational changes through attrition. The recent resignation of the HR position will not be filled. Payroll and benefits administration has been transferred to the Finance Department and HR assistance is being provided through the Washington State Transit Insurance Pool.

Volunteer transportation reimbursements are considerably higher than years before, and the increase is due to an increase in requests from persons who cannot afford higher fuel costs and longer trip purposes for medical, life sustaining services out of county. Staff noted that the

mileage reimbursement rate for volunteers has not changed and higher fuel costs are impacting Volunteer resources. At some time, Mason Transit needs to consider increasing the mileage reimbursement rate. Veteran transportation services are increasing as well. Mason Transit staff will participate in a conference in October to address the increase in Veteran transportation needs.

Mike Byrne noted monitoring the revenue and expenses trend on a monthly basis is important, further requested that quarterly budget reports be prepared for presentation to the Board.

**OPERATIONS REPORT:**

Comparison chart demonstrating ridership and fuel costs for 2007-2008 presented. Highlights of the April 2008 Operations Report provided.

**PUBLIC COMMENT:** None.

**OTHER BUSINESS**

**1. Volunteer Driver Recognition**

An overview of the Volunteer Driver Program was provided. Christina Kramer, Volunteer Program Coordinator, provided brief background information and introductions of Volunteer Drivers. The Authority Board membership, staff and public recognized and thanked each Volunteer for their valuable contributions to residents in our community.

**2. Executive Session - Personnel**

Lynda Ring-Erickson, Chair, recessed the regular meeting and called for Executive Session to discuss a personnel matter at 5:17 pm. The Executive Session will be in session for 5 minutes or less.

Lynda Ring-Erickson, Chair, closed the Executive Session and reconvened the regular meeting at 5:20 pm.

**MOTION** that the Mason County Transportation Authority Board accepts the resignation of Sandy Stutey and authorize the General Manager to complete the settlement described to the Board. **Campbell/Goldy. Motion carried unanimously.**

The regular meeting adjourned at 5:22 pm.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, June 17, 2008 at 4:00 pm at the Mason Transit Facility located at 790 E. John's Prairie Road, Shelton, Washington.