



as corrected

The attached minutes of the regular meeting held on the 17th day of June, 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 8th day of July 2008.

Lynda Ring-Erickson, Board Chair (absent)

Mike Byrne

Mike Byrne, Authority Board Acting Chair

Scott Berry

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: *Kathy Cook*

Kathy Cook, Clerk of the Board



**Mason County Transportation Authority
MINUTES of the Regular Meeting
June 17, 2008**

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

Others Present: Dave O'Connell, General Manager; Christina Kramer, Acting Clerk of the Board; Robert Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Mike Oliver, Maintenance Manager; Barry Mihailov, MCTAB; John Piety, MCTAB; and Kevin Frankeberger, MCTAB.

Called to Order: 2:00 p.m.

APPROVE AGENDA:

MOTION to approve the June 17, 2008 agenda as presented. **Campbell/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the regular meeting minutes of May 13, 2008 as published. **Gallagher/Wendell. Motion carried.**

MTA CORRESPONDENCE:

1. Public Disclosure Request

Staff responded to a second 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. No submission to date of any claim to our insurance carrier.

2. Mason County Department of Community Development

Letter of gratitude for Mason Transit's involvement in this year's Earth Day celebration.

3. Mason County Transition Committee

Letter of thanks for participating in this year's Transition Conference held in May at the Civic Center. Mason Transit provided transportation to 60 North Mason Students who attended this year's event which focuses on employment for persons with disabilities.

MTA CURRENT BUSINESS:

1. Financial Reports 05/01/08 through 05/31/08

MOTION to approve financial reports for the period 05/01/08 through 05/31/08 as presented with revenues of **\$362,054.32** and expenses of **\$494,050.73**. **Gallagher/Campbell. 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.

A comparison of the 2008 Budgeted Actual YTD Revenue to YTD Expenses was provided. Approximately \$1,000,000 in grant revenue is expected to be received for outstanding 3rd and 4th quarter invoices.

2. Check Approval 05/01/08 through 05/31/08

MOTION approving payment of May 2008 financial obligations on checks #15566 through #15696 as presented for a total of \$512,565.34. The total includes Gross Payroll in the amount of \$285,010.84 through June 13, 2008. **Gallagher/Peterson. Motion carried unanimously.**

Dave O'Connell reported staff has inquired about the increase in administrative fees from Kitsap Transit to .98 cents per gallon, further to date there has been no response from Kitsap Transit. Contractually the fee can be raised on an annual basis in September.

3. 2007 Annual Report

Highlights of Mason Transit's 2007 Annual Report were provided. Recommendations were made to post the report to the website and release to the media.

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that the permit process for the fueling and wet maintenance station project remains in a holding pattern.

Notice of award was received for the Department of Ecology grant application submitted to retrofit Mason Transit's coach fleet.

Dispatch relocation project is in progress and within budget. Dave O'Connell reported that the current phone system is malfunctioning to the extent that continued operation is questionable. Staff is researching options to acquire a new system and phones possibly through a leasehold arrangement. More information will be provided at the next meeting. The dispatch relocation is expected to be completed by the end of summer. A tour of the facility will take place at the next meeting.

The Transit Community Center boiler repair is repaired.

2. Resolution No. 2008-13 - Transit Community Center Project Firm Selection

Four firms responded to the Request for Qualifications. Members of the Advisory Task Force reviewed and evaluated proposals based on RFQ selection criteria. Advisory Task Force rating results demonstrate Foster & Williams Architects scored highest.

MOTION to approve Resolution No. 2008-13 approving the Advisory Task Force recommendation to select the firm of Foster & Williams Architects to deliver a remodel design for a multimodal transit hub and community service center in Shelton, Washington.

Campbell/Gallagher. Motion carried unanimously.

3. North Mason Park & Ride

Dave O'Connell reported the letter of support was issued from the North Mason Chamber of Commerce and area businesses for the project. This Friday will be the first ranking of federal appropriation projects submitted. Mason Transit qualifies and will pursue applying for regional

community grants available for Central Puget Sound Projects.

4. Service Development – Proposed Service Changes

Highlights of proposed changes to Routes 1, 5, 7 and new Route 9 which will provide additional service on Northcliff were provided. Public Hearing scheduled on June 24, at 6:00 pm at Mason Transit's business office. Commissioner Ring-Erickson requested that the flyers be distributed to Port and Fire Districts in and around Grapeview.

5. Special Event Service Request

The Port of Hoodspport requested special event services for the Fourth of July Festival. New Charter regulations require Mason Transit to notify charter companies of event requests. Bids received by the event organizers were substantially higher than anticipated. Exemptions to the new rules will allow Transit to provide the service if no fare is charged. Mason Transit recommended that the service be provided at no charge. The only significant event that could attract Charter Companies is Oysterfest, all others are sponsored by small community-based organizations/volunteers.

Commissioner Ring-Erickson asked if policy language changes could allow the General Manager to authorize such event requests based on what's allowable within new charter regulations. A draft policy will be presented at the next meeting.

MOTION that the Mason County Transportation Authority Board on a one time basis, authorizes the provision of transportation to the Port of Hoodspport Fourth of July Celebration. **Gallagher/Campbell. Motion carried unanimously.**

MTA NEW BUSINESS

1. CTAA EXPO Report

A letter to the Federal Transit Authority signed by the Authority Board in opposition of the new rule making activity where regulations under school bus operations would cease coordination efforts and the use of school buses for public transportation.

Attendees at this years' CTAA EXPO held in New Orleans provided highlights of sessions attended. Juan Perez-Moron, Driver, placed 36th out of 76 competitors in the National Rodeo.

2. Resolution No. 2008-14 – Intergovernmental Agreement with Clallam Transit System – Olympic Public Safety Communications Alliance Network (OPSCAN)

Clallam Transit, recipient of Homeland Security grant funding, is partnering with neighboring transits and emergency service agencies in the OPSCAN project development and implementation for improved radio and data communications capabilities. Mason Transit's award portion is \$429,000, with an \$84,000 match for new radios and communication system. The communication system will result in the installation of AVL (automatic vehicle locator) technology and MDT (mobile data terminal) in all service vehicles. Mason Transit will have the ability to communicate with the Washington State Patrol in an emergency. Mason County emergency agencies do not have this technology.

MOTION to approve Resolution No. 2008-14 authorizing the General Manager to execute the Intergovernmental Agreement with Clallam Transit System for the provision of radio system consulting services. **Gallagher/Sheldon. Motion carried unanimously.**

MCTAB REPORT: None.

ITEMS TO GO BEFORE MCTAB: None.

GENERAL MANAGER'S REPORT:

Employees interested in starting a vanpool, have requested consideration of a 50% reduction in vanpool costs for employees of Mason Transit. Five or more persons are required in a vanpool.

MOTION to authorize the General Manager to look into implementing this excellent opportunity to promote vanpool through the use of Mason Transit employees as ambassadors.

Campbell/Wendell. Motion carried unanimously.

OPERATIONS REPORT:

New formats of the comparison charts demonstrating ridership and fuel costs for 2007-2008 were presented. Highlights of the May 2008 Operations Report provided.

PUBLIC COMMENT:

Bev Wendell commented that Public Hospital District No. 2 is concerned about transportation given the clinic in Belfair will be closing at the end of the year and the new clinic to be staffed by Harrison won't be in until February 2009 asking if transportation could be provided to the Port Orchard clinic in the interim. Mason Transit staff will look into this matter. Bev indicated there may be funds available to pay for the service.

Commissioner Ring-Erickson commented that the bus schedules do not work for County employees who live in Olympia and work in Shelton asking that staff contact Vicki Kirkpatrick at the County to discuss transportation solutions/alternatives such as vanpool.

OTHER BUSINESS: None.

The regular meeting adjourned at 5:30 pm.

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards scheduled to be held on Tuesday, July 8, 2008 at 5:30 pm at the Mason Transit Facility located at 790 E. John's Prairie Road, Shelton, Washington.