

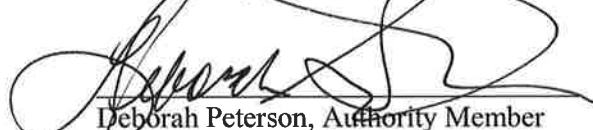


The attached minutes of the Workshop held on the 9<sup>th</sup> day of September, 2008 and joint meeting held on the 16th day of September, 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 14<sup>th</sup> day of October, 2008.

\_\_\_\_\_  
Lynda Ring-Erickson, Board Chair

  
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Mike Byrne, Board Vice Chair

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Scott Berry, Authority Member

  
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Deborah Peterson, Authority Member

  
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John Campbell, Authority Member

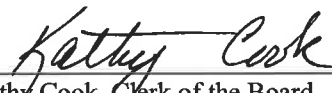
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Tim Sheldon, Authority Member

  
\_\_\_\_\_  
Ross Gallagher, Authority Member

  
\_\_\_\_\_  
Bev Wendell, Authority Member

  
\_\_\_\_\_  
Diana Goldy, Authority Member

ATTEST:

  
\_\_\_\_\_  
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority Board  
Mason County Transit Advisory Board  
MINUTES of the Joint Meeting  
September 16, 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; Tim Sheldon, Authority Member and Bev Wendell, Authority Member. Authority Member Deborah Petersen was absent.

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

**Others Present:** Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Rob Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Scott Milner, MTA Driver.

**Called to Order:** 5:30 p.m.  
Introductions of attendees.

**APPROVE AGENDA:**

**MOTION** to approve the agenda as amended. **Gallagher/Berry. Motion carried unanimously.**

**MTA MINUTES:**

**MOTION** to approve the August 12, 2008 minutes as presented. **Campbell/Gallagher. Motion carried unanimously.**

**MCTAB MINUTES:**

**MOTION** to approve the August 19, 2008 minutes as presented. **Piety/Fourre. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

None

**MCTAB CORRESPONDENCE:**

None

**MTA CURRENT BUSINESS:**

**1. Financial Reports 8/01/08 through 8/31/08**

**MOTION** to approve financial reports for the period **8/01/08** through **8/31/08** as presented with revenues of **\$529,386.86** and expenses of **\$407,685.82**. **Gallagher/Campbell**.  
**Motion carried unanimously.**

Charts demonstrating 2006-2008 Sales Tax Revenue; 2006-2008 Fuel Cost; 2008 Budgeted & Actual YTD Revenue and YTD Expenses comparisons were presented.

**2. Check Approval 8/01/08 through 8/31/08**

**MOTION** to approve August 2008 financial obligations on checks **#15934** through **#16073** as presented for a total of **\$488,009.04**. The total includes Gross Payroll in the amount of **\$191,581.16** through September 5, 2008. **Campbell/Wendell**. **Motion carried unanimously.**

J.W. Morrissette and Associates Engineering Services cost proposal for the Watermain Extension Project will be forwarded to the Board membership. In February, the Authority Board approved including in that project cost proposal an additional \$1,000 for the scoping phase only for sewer/reclaim water extension.

**3. 2009 Budget Review Committee**

Authority Board Members Mike Byrne and John Campbell were selected to participate in the 2009 Annual Budget development and 2008 Audit review processes.

**MTA UNFINISHED BUSINESS:**

**1. Facility Update**

Fueling/Wet Maintenance Station Project Update – County permit issued for the fueling station portion only. Next step is bid process following federal guidelines to ensure DBE/MWBE participation.

Watermain Extension Project – Brief overview provided of the Authority Board workshop held on September 9, 2008. Commissioner Ring-Erickson commented she is seeking additional information about the gap in time and Regional process that occurred between 2004 through 2007.

**2. Transit Community Center Project**

Dave O'Connell provided an overview on the 3-day Design Fair held September 10-12, 2008. Input and feedback was positive throughout the event segments resulting in an attractive three-dimensional design concept. Mason Transit representatives will continue to meet with area business leaders to address parking concerns. The participants strongly conveyed this is an important core project for the future of the community and future of transportation. Ample opportunity exists to provide public feedback about the project. Compliments were conveyed for the effort and design work performed by Len Williams, Foster and Williams Architects, and project team consultants. The participants strongly conveyed this is an important core project for the future of the community and future of transportation.

### **3. WA State Transportation Conference Report**

Mason Transit representatives Athena Green; Carolyn LePage; Juan Perez-Moron, Kelli Shires and Barbara Singleton attended this years conference along with Authority Board Members, Deborah Petersen and Bev Wendell and Advisory Board Member, John Piety. Juan competed in the State Rodeo and Kelli Shires, Dispatch/Scheduler, attended as this year's Wall of Fame recipient. Attendees present provided a brief overview of their participation/experience.

### **MCTAB UNFINISHED BUSINESS:**

#### **1. Statewide Citizens Advisory Committee Meeting**

This year's Statewide Citizens Advisory Committee meeting is scheduled to be held in Lacey on September 19, 2008. Authority Board members and/or staff are welcome to attend to fill vacancies due to unforeseen cancellations.

### **MTA NEW BUSINESS:**

#### **1. Operations Manager Recruitment**

Dave O'Connell reported that a thorough recruitment/selection process will be initiated to fill the Operations Manager position by the first of next year. A member of the Authority Board will participate on the interview panel.

#### **2. Resolution No. 2008-18 Authorizing the Board Chair to sign Second Amendment to Washington State Department of Transportation Agreement GCA5315**

The second amendment increases FTA 5311 funds and contractor share for the second half of the grant period to sustain and expand local and connecting fixed route service to Shelton, Olympia, Brinnon and commuter service between Shelton, Belfair and Bremerton.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-18 authorizing the Board Chair to sign the Second Amendment to mutual Agreement GCA5315 with the Washington State Department of Transportation. **Gallagher/Campbell. Motion carried unanimously.**

Dave O'Connell reported that consolidated grant applications to renew appropriated funding for the second period beginning June 2009. Grant applications are due December 12, 2008.

#### **3. Resolution No. 2008-19 Authorizing the Board Chair to sign First Amendment to Local Government Heavy-Duty Diesel Retrofit Grant Agreement #G0800599 with the Department of Ecology**

The first amendment increases funds for the purchase and installation of a DPF cleaning machine and eight (8) replacement filters. This allows Mason Transit to be a particulate cleaning station, the only one in Mason County.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-19 authorizing the Board Chair to sign the First Amendment to Grant Agreement #G0800599 with the Department of Ecology. **Campbell/Gallagher. Motion carried unanimously.**

**4. Resolution No. 2008-20 Authorizing the General Manager to proceed with the Request for Bids Process for the Installation of the Transit Fueling Station**

Mason Transit will work with Architect firm, InForm, Inc. to initiate the Request for Bid process for the installation of the fueling station.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-20 authorizing the General Manager to proceed with the Request for Bid process for the installation of the fueling station. **Gallagher/Wendell. Motion carried unanimously.**

**MCTAB NEW BUSINESS:**

None.

**ITEMS TO GO BEFORE MCTAB:**

Fare proposal will be re-visited. Dave O'Connell reported that a public hearing is required and will be scheduled for proposed Vanpool Rate Increase.

**GENERAL MANAGER'S REPORT:**

Mason Transit intends to submit applications, due mid December, under Washington State's Consolidated Grant Program.

Award notification received for 3 new vanpool vehicles.

Mason Transit will not proceed with the OPSCAN (Olympic Public Safety Communications Alliance Network) project for development and implementation of improved radio and data communications capabilities due to the funding reduction by \$320,000.

Mason Transit intends to submit an application under the Regional Mobility Grant Program for the Belfair Park and Ride project.

2009 Reauthorization process in progress. Reference was made to global change issues and questions. The carbon footprint takes into consideration vehicle miles traveled, which strengthens rural systems ability with high commuting populations to rank very high.

Oysterfest Special Event Services will not be provided by MTA due to the new Federal Charter Regulations. Under MTA's revised Special Events Service Policy, MTA can provide service for smaller community events at no cost. In the past, Oysterfest has required the use of almost the entire fleet for the two day event - a \$5 to \$7 thousand dollar expense. MTA is obligated under the new regulations to notify all registered charter companies of the opportunity. If any interest is shown, MTA cannot provide the service regardless of whether or not bids are received and/or are too high for the event organizers to afford. Dave O'Connell reiterated the need to create a transportation fund within the County that meets the test for being able to apply for funds for transit to provide those services.

**OPERATIONS REPORT:**

The August 2008 Operations Summary report and graphs prepared by Athena Green, Operations Assistant, were distributed to include a new graph on the Vanpool Program.

**PUBLIC COMMENT:**

Tim Burford suggested that a member of MCTAB participate on the interview panel for the Operations Manager recruitment process. Affirmative response provided.

John Piety asked if a member of MCTAB served on the budget committee. Typically the Chair or designee participates in the budget development process.

**OTHER BUSINESS:**

Glenn Fourre commented that Fred Corbett, Director of the Mason County Senior Activities Center conveyed positive comments about the Transit Community Center project and 3-day Design Fair.

Executive Session cancelled. Rob Johnson, MTA Legal Counsel, reported no progress has been made on the waterline extension issue, further advising the Board that he and Dave met with City Administrator, Dave O'Leary, and arranging for a meeting with City representatives and the City Attorney to discuss the issue.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, October 14, 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, October 28, 2008 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.

Adjourned: 6:00 pm



**Mason County Transportation Authority Board  
Workshop – Watermain Extension Project  
September 9, 2008**

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

**Others Present:** Dave O’Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Rob Johnson, MTA Legal Counsel; Emmett Dobey, Mason County; Dave O’Leary, City of Shelton; Dennis McDonald, City of Shelton; Michael Michael, City of Shelton; Joel Myer, Mason County PUD3; Steve Willie, JW Morrissette & Associates; Jeff Dickson, Squaxin Island Tribe; John Konovsky, Squaxin Island Tribe; Matt Matayoshi, Mason County EDC; Herb Baze, MCTAB; Annette Creekpaum, Property Owner/Mason County PUD3; John Keats, Mason County Parks Dept.; Dedrick Allan, KMAS.

**Called to Order:** 3:10 p.m.

Ring-Erickson, Authority Board Chair, welcomed attendees reporting that the workshop objective is to review water adequacy issues at Mason County Transit’s headquarters in Shelton with regard to fire flow and long term wash facilities. Introductions were made.

**Workshop Structure and Rules**

The workshop structure includes the project overview, comments from MTA Legal Counsel Rob Johnson ending with an open discussion and public comment period.

**Watermain Project Overview**

Dave O’Connell, MTA General Manager, provided background information related to the purchase of the headquarters/ operations base in 2000 and chronological list of events involving water adequacy as well as issues/benefits driving the need for water (refer to attached Exhibit “A”). Construction of the wash facility has been indefinitely suspended.

Sheldon, Authority Board - Referenced February 12, 2008 MTA Board Meeting minutes (noting the composition of the Board has changed since then, so the three City Commissioners and three County Commissioners were present). The MTA Board approved contracting for engineering services for the design of the watermain extension project. The scoping for sewer and reclaim water was added to the motion not to exceed \$1,000.00. The discussion revolved around making sure the waterline would not interfere with other utilities. There was no discussion that Mason Transit would put in sewer.

**Rob Johnson, MTA Legal Counsel**

Johnson, MTA Legal Counsel, reported that when the Transit Authority originally contacted the City, sewer was never an issue. Late in the design phase, Commissioner Pannell brought up the issue we should include that in planning to make sure that we weren't interfering with some eventual sewer installation to make it consistent. The question was presented at the February meeting could we do that within the scope of engineering. In fact a requirement for sewer was never raised by the City in all the years of contact we had with them.

Johnson, MTA Legal Counsel, referenced City Code 17.10.020 – Municipal corporations are exempt from the requirement to extend both water and sewer. A Public Transit Benefit Authority is a municipal corporation under State law and exemption clearly applies. The City maintains that the exemption in the City Code has been trumped by a recent comprehensive planning document that does not have the exemption. Rob noted the comprehensive plan is an overall planning document it doesn't regulate individual development. The specific development regulations trump the comprehensive plan. A meeting has been requested with the City's Attorney.

Ring-Erickson, Authority Board Chair, called for questions/comments from Authority Board members.

Goldy, Authority Board – Requested clarification on her understanding of the issue, 1) MTA needs water; 2) City of Shelton is saying sewer has to be included; 3) MTA can't afford that right now; 4) MTA needs to decide whether or not we need it and/or try to get the City to say we don't need sewer.

Ring-Erickson, Authority Board Chair, noted another option, not necessarily preferred, is a water tower. It's a decision that Mason Transit has an existing building, needs exist to acquire adequate flow for fire protection; wash facility; and potential lease revenue. The second decision beyond that is what is the acceptable range of actions we might take if we want that connection, and can we afford it?

Sheldon, Authority Board, commented that Hiawatha has water but was not required to hook up to sewer. Getting water outside of this property line is progress, and sewer will come some day. Fire flow, is the most important thing.

Ring-Erickson, Authority Board Chair, - Do we create an unincorporated island that then creates a situation for a group of property owners that might not choose to annex, but are then surrounded by the City? Obtain prior consent and support.

Byrne, Authority Board, referenced the workshop purpose and benefit to new Authority Board members. Discussion revolving around the City's policy, bigger demand and environmental necessity of extending all utilities is being realized. In terms of money and time, the City has backed off of the policy in saying yes, we did bring the sewer into this discussion, but we also made a concession that let's take 3 years to get there. Annexation, as far as the City is concerned right now, is not a prime issue. We're not saying you have to annex in to the City.

Goldy, Authority Board asked about the City's ability to take the capacity of the extra sewer and potential of hardship if everybody hooks in to it?



Byrne, Authority Board, commented that a number of questions could be answered if the City has the opportunity to present this information today.

Ring-Erickson, Authority Board Chair, noted materials were requested to be available for people to read in advance of this meeting.

**Open Discussion/Public Comment**

Rob Johnson - The Board has some options and cause and effect of such to consider in the nature of legal advice more appropriate in Executive Session.

**MOTION** that the Mason County Transportation Authority Board will go into Executive Session for approximately thirty (30 minutes) following the open discussion/public comment period.  
**Goldy/Gallagher. Motion carried unanimously.**

Dave O'Leary, City Administrator - Discussed growth and development issues extending water without sewer. As to some of the history, the City does have plans from 2005 a part of the regional planning process and the sewer system was a part of this plan. It has been our intention to establish both water and sewer systems down Johns Prairie Road. I do know also, based on discussions with our commissioners, that when this place was redeveloped, the utility systems for both sewer and water were plumbed into the ground so that both of them are ready to be hooked up to both utility systems.

O'Connell noted water is here, sewer lines are not plumbed in to the current facility.

O'Leary, City Administrator - I have misinformation. At any rate, that's what I came here to say. It's about doing the right thing.

Sheldon, Authority Board - Hiawatha was not in the City, but water was extended to Hiawatha not sewer.

O'Leary, City Administrator - That's correct.

Sheldon, Authority Board - Then Hiawatha was annexed into the City?

O'Leary, City Administrator - I don't remember when it was annexed. I do know that water was extended to Hiawatha without sewer.

Sheldon, Authority Board - Isn't that a very industrial type company with a lot of employees during the winter months?

O'Leary, City Administrator - Yes. In my judgment if we had to do that over again, I would recommend we oblige them to take both.

Sheldon, Authority Board - But these policies were not in effect at this time?

O'Leary, City Administrator - The policies that require both were not in effect at that time.

Bob Robinson, Port of Shelton – Is the response to the request a regional response or a City response? The funds necessary to extend the lines – are they coming from City coffers, via line extension fees and charges applicable to Mason Transit or is it funded by the Regional organization?

Ring-Erickson, Authority Board Chair - It was my understanding MTA was being asked to bear the expense.

O'Connell, MTA General Manager - We budgeted \$300,000 out of transit funds for the installation of the water line. We had never budgeted out of our funds for anything but that. It's my assumption that we would be requested to finance using transit dollars for the extension of the sewer line.

Robinson, Port of Shelton - But this is a city utility line extension project not a regional utility line construction project.

O'Connell, MTA General Manager – The way it was designed was it would move the waterline to the end of the property furthest east so that it would be to the benefit of extending it further on a regional sense.

Ring-Erickson, Authority Board Chair – But the utility belongs to the City.

O'Connell, MTA General Manager – Yes.

Jeff Dickison, Squaxin Island Tribe – There has been discussion relative to water lines and sewer lines; does this process include consideration of extension of reclaim water lines?

Ring-Erickson, Authority Board Chair - That has come up, but I don't think we were ever asked to pay for the engineering on that part. There has been discussion of, I remember a number of months ago, there was a discussion about running the lines down the middle of the street, and we pointed out that Johns Prairie has more than adequate right of way to run both kinds of lines in the right of way and not in the street.

O'Connell, MTA General Manager – That was a lot of the Regional discussion, Dennis McDonald could probably better fill in.

Dennis McDonald, City of Shelton – It's not included in the current regional facility plan as it's currently written. The idea of adding reclaim waterline as an option to the Johns Prairie area was something more recent. It really started some further discussion after a public meeting in this room for the Johns Prairie utility extensions - that was back in November of 2006.

Steve Willie, JW Morrissette – The schematic level design shows you can fit all three lines in the same street. Even though there's power line, phone line and probably gas, it gets very tight. Unfortunately it throws the reclaim waterline out in the street and your surface restoration, for pavement, your cost goes up. A proposed budget of \$155,000 is recommended for the construction only of the watermain. An additional \$370,000 includes the sanitary sewer

including reclaim water. Reclaim water is only included in the frontage of the parcel, you would not be able to connect it with anything.

Herb Baze, MTA Advisory Board - If you run the water out, are you asking for more capacity than you already use? Are you going to need more capacity for water than you currently use?

O'Connell, MTA General Manager - No, probably not even with the wash facility.

Baze, MCTAB – Between the end of the waterline and here, how much development can actually happen?

O'Connell, MTA General Manager – I don't know. MTA is just to the street here, there are two more parcels further down.

Willie, JW Morrisette - Four vacant parcels on either side of the road.

Ring-Erickson, Authority Board Chair, requested copies be made of the City's Memorandum and made available to attendees as a public document.

Annette Creekpaum, Property Owner – Expressed concern surrounding cost, and inquired about cost to install a water tower.

O'Connell, MTA General Manager – One estimate obtained – approximately \$150,000.

Ring-Erickson, Authority Board Chair – Would that be something that could just serve this facility or could we cost share with adjacent property owners as well as they potentially develop.

Johnson, MTA Legal Counsel - Probably only for this facility based on the nature of the well and water rights issues.

Ring-Erickson, Authority Board Chair, called for Executive Session to discuss potential litigation at 3:55 p.m.

Ring-Erickson, Authority Board Chair reconvened the workshop at 4:25 pm. The Mason County Transportation Authority Board took no action, and the workshop adjourned at 4:26 pm.

## Mason County Transportation Authority - Water main Project Overview

**Opening Remarks**

Mason Transit's projected revenue shortfall for 2008 is \$175,800.

Mason Transit is grant dependent for 50% of its operation.

**March 2004**

Initial discussion of extending the water main occurred during an engineering assessment (Washington Engineering) of Building 4. Meeting fire flow requirements was the primary focus.

Washington Engineering provided two options:

- A. Build a water reservoir - \$150,000
- B. Extend water line - \$91,000 - \$156,000

Additional benefits to water hookup:

- Fueling Station – Fire flow capacity for surrounding facility and area vegetation in case of fire (limit potential of spreading to neighboring businesses/residents)
- Wash Facility - Construction/operation dependent on adequate water flow
- Tenant Revenue Source – Potential to lease building 3 dependent on adequate fire flow

**March 10, 2004**

Letter to City of Shelton requesting procedure to hookup Mason Transit facility to the City of Shelton water system.

**April 6, 2004**

Reply from Robert Tauscher, City of Shelton Project Engineer and Theresa Parsons, City of Shelton City Engineer.

- 1,300 feet of 12" ductile iron water main required
- Sign utility extension agreement
- Sign agreement to annex
- Convey ownership of line to City
- Install hydrants along route

**June 2004**

Report to the MTA Board about potential costs and benefits of hooking up to City water system. Board indicated need for further discussion and more accurate cost estimates.

**August 2004**

Began participation in discussions – Shelton Area Regional Water and Wastewater System

**2007**

Budget to include \$300,000 water line item

**June 30, 2008**

Letter from Jay Ebbeson, Director of Public Works, City of Shelton

- Hookup subject to signing no protest of annexation
- Sign utility agreement
- Pay connection charges, and
- Agree to connect to sewer within 3 years of connecting to water