



The attached minutes of the regular meeting held on the 14th day of October, 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 18th day of November, 2008.

Lynda Ring-Erickson
Lynda Ring-Erickson, Board Chair

Mike Byrne
Mike Byrne, Board Vice Chair

Scott Berry, Authority Member

Deborah Peterson
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
October 14, 2008**

Members Present: Lynda Ring-Erickson, Authority Board Chair; Mike Byrne, Authority Board Vice 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. Scott Berry, Authority Member, was absent.

Others Present: Dave O'Connell, General Manager; Rob Johnson, MTA Legal Counsel; Kathy Cook, Administrative Services Manager/Clerk of the Board; Carolyn LePage, Finance Manager; Mike Oliver, Maintenance Manager; Barry Mihailov, MCTAB Chair; Barbara Singleton, MTA/CTAA; Terry Mihailov, MTA; Dan Dirks, Community Transportation Association of America (CTAA).

Called to Order: 4:06 p.m.

Introductions and welcome to Dan Dirks, President, Community Transportation Association of America (CTAA). Dan and CTAA representatives Caryn Souza and Valorie Miller are assisting with preparations for the Veterans Symposium scheduled this Friday, October 17th in Tacoma, Washington.

APPROVE AGENDA:

MOTION to approve the October 14, 2008 agenda as presented. **Gallagher/Campbell.**
Motion carried unanimously.

MTA MINUTES:

MOTION to approve the September 9, 2008 Workshop minutes and September 16, 2008 joint meeting minutes as presented. **Sheldon/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

None.

MTA CURRENT BUSINESS:

1. Financial Reports 09/01/08 through 09/30/08

MOTION to approve financial reports for the period **09/01/08** through **09/30/08** as presented with revenues of **\$392,090.88** and expenses of **\$480,502.84.** **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; and 2008 Budgeted and Actual YTD Revenue and Expenses were presented.

2. Check Approval 09/01/08 through 09/30/08

MOTION approving payment of September 2008 financial obligations on checks #16074 through #16106 as presented for a total of **\$439,901.69**. The total includes Gross Payroll in the amount of **\$189,832.81** through October 3, 2008. **Gallagher/Wendell. Motion carried unanimously.**

3. 2007 Audit

The audit entrance interview was held on October 9, 2008. Authority Members, Mike Byrne and John Campbell, Dave O'Connell, General Manager, and Carolyn LePage, Finance Manager, were in attendance.

4. 2009 Budget Meetings

Authority Members Mike Byrne and John Campbell will participate in the 2009 Budget review process beginning the last week of October.

MTA UNFINISHED BUSINESS:

1. Facility Update

The fueling station project is on hold pending confirmation that the Federal Transit Administration web program (TEAM) is back online November 15, 2008.

Commissioner Ring-Erickson was present to welcome and observe representatives from the Department of Energy and manufacturer of the Diesel Particulate Filter, FSX, Inc. during the Diesel Particulate Filter (DPF) training and testing session on October 7, 2008. Mason Transit is the first agency in Mason County with this technology. The equipment is 100% reimbursable by the Department of Ecology.

2. Transit Community Center Project

Dave O'Connell provided highlights of the Transit Community Center Task Force meeting held October 8, 2008. Attendees discussed what had been accomplished to date and potential solutions to issues surrounding funding, traffic patterns, and lost parking. One more meeting will be scheduled to include business plan presentation. The project consultants are submitting a Community Development Block Grant to the City of Shelton on October 17, 2008.

Another meeting was held with Sue Sheldon, Bob Bottman, Kathy Haigh and Libby Avery to discuss unpaid rents and utility expense dated back to January 2008. The balance owing is beyond the means of SOCK to pay, and SOCK representatives reported they are stepping back and will manage the technology program only. This opens the door to other events. With a building to manage, Dave requested consideration to the idea of employing Libby Avery as interim Manager of the Transit Community Center. Additional rents will be passed on to MTA to provide a portion of salary from entities that are currently renting space such as Choice High School, ESD13, and the Senior Center. Libby currently provides transit system schedule information to the public and tracks through disposal Lost and Found items.

Discussion about the debt, payment expected in late November, the Board membership expressed concern about SOCK's continued use and future ability to pay for the reduced leased space.

MOTION that the Mason County Transportation Authority Board authorizes additional funding needed for the position of an Interim Transit Community Center Manager through the end of this year. **Goldy/Gallagher. Motion carried unanimously.**

3. Watermain Extension Project

Rob Johnson, Legal Counsel, reported on the meeting he and Dave O'Connell attended with City attorneys and the City Administrator on October 6, 2008. A resolution to this matter did not result. After lengthy discussion, concerning safety and alternatives to acquiring adequate fire flow to the facility, costs, low environmental impact and additional expense for sewer/reclaim water the Mason County Transportation Authority Board will request a meeting with the City Commission.

4. Olympic Public Safety Communications Alliance Network (OPSCAN) Project

Funding from Homeland Security has been reduced to the point there is nothing available to enable Mason Transit to move forward with the project of upgrading communications equipment.

MTA NEW BUSINESS

1. Government Voucher Program

Mason Transit received notification that Kitsap Transit will be implementing the Smart Card System soon which will end the voucher program currently in place for PSNS commuters. The budget impact is serious to Mason Transit, and may even impact the sale of passes purchased by State with vouchers as part of their employee commute incentive. Kitsap Transit is researching possible solutions.

2. Resolution No. 2008-21 Authorizing the Board Chair to sign WSDOT Agreement #GCA5916

This agreement provides federal funds for the acquisition of four new diesel ADA minibuses, three as replacement vehicles and one for expansion.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-21 authorizing the Board Chair to sign mutual Agreement GCA5916 with the Washington State Department of Transportation (WSDOT). **Gallagher/Campbell. Motion carried unanimously.**

3. Resolution No. 2008-22 Authorizing the Board Chair to sign WSDOT Agreement #GCA5906

This agreement provides funding for the acquisition of three new vanpool vehicles as part of WSDOT's Vanpool Expansion Program.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-22 authorizing the Board Chair to sign mutual Agreement GCA5906 with the Washington State Department of Transportation (WSDOT). **Campbell/Wendell. Motion carried unanimously.**

4. Resolution No. 2008-23 Authorizing the Board Chair to sign WA State Department of Community, Trade and Economic Development Contract #08-96114-174

This agreement provides funds used to develop a preliminary site design and master planning of the Transit Community Center on Franklin Street in Shelton, Washington.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2008-23 authorizing the Board Chair to sign Contract #08-96114-174 with the Washington State Department of Community, Trade and Economic Development (CTED). **Gallagher/Petersen. Motion carried unanimously.**

5. Submission of Grant Applications

Mason Transit intends to submit 7 grants before year end. 4 State Public Transportation Consolidated Grants to sustain regional connections, zone routes, Dial-A-Ride and add a Mobility Coordination position; 1 Community Development Block Grant for the Transit Community Center frontage improvements; 1 Regional Mobility Grant for the North Mason Park & Ride Lot/Operations Base; and 1 for the Rural Vanpool Program which will provide replacement vanpool vehicles. The Board Chair has been authorized under Resolution 2008-05 to sign grants being submitted.

ITEMS TO GO BEFORE MCTAB:

1. Proposed Fare Increase

Mason Transit is suggesting \$.50 per trip for Out-of-County travel and an appropriate percentage applied to monthly passes. A 15% increase in Vanpool rates is also being proposed which is comparable to neighboring transit rate increases.

GENERAL MANAGER'S REPORT:

Dave commented on observations and feedback received about the charter company used to provide service to this years' Oysterfest event. Due to Federal Charter Bus requirements, Mason Transit could not provide service to the event. The charter company selected used school buses which were not ADA accessible, which presented boarding challenges and lost opportunity to attend the event for residents with limited mobility and rely on wheelchairs and other mobility aid devices. Event organizers do not have to accept quotes from charter companies that cannot provide ADA equipped vehicles.

OPERATIONS REPORT:

Comparison charts demonstrating ridership and fuel costs for 2007-2008 and September 2008 Operations Report summary report distributed.

PUBLIC COMMENT:

Barbara Singleton provided background information and agenda highlights of the Veterans Symposium scheduled to this Friday beginning at 10:00 am at American Lake in Tacoma, Washington. Over 120 attendees are expected.

OTHER BUSINESS: None.

EXECUTIVE SESSION:

Executive Session to discuss potential litigation was cancelled.

The regular meeting adjourned at 5:55 pm.

The next regular meeting of the Mason County Transportation Authority Board is scheduled to be held on Tuesday, November 18, 2008 at 4:00 pm at the Transit Facility located at 790 E Johns Prairie Road, Shelton, WA.