



The attached minutes of the regular meeting held on the 18th day of November, 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 9th day of December, 2008.

Lynda Ring-Erickson
Lynda Ring-Erickson, Board Chair

Mike Byrne
Mike Byrne, Board Vice Chair

Scott Berry
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 Goldy
Diana Goldy, Authority Member

ATTEST: Kathy Cook
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority
MINUTES of the Regular Meeting
November 18, 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; John Piety, MCTAB; and Dedrick Allan, KMAS.

Called to Order: 4:04 p.m.

APPROVE AGENDA:

MOTION to approve the November 18, 2008 agenda as presented. **Gallagher/Wendell.**
Motion carried unanimously.

MTA MINUTES:

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

MTA CORRESPONDENCE:

1. Thank you letter from North Mason Boys & Girls Club for in-kind donation of transportation services.
2. Email from Steve Coffman regarding lawful transport of firearms.
3. Letter from Jeanne Chapman supporting fare increase and suggesting MTA consider enforcing payment of fare by a particular passenger.

MTA CURRENT BUSINESS:

1. Financial Report 10/01/08 through 10/31/08

MOTION to approve financial reports for the period 10/01/08 through 10/31/08 as presented with revenues of **\$367,956.72** and expenses of **\$594,825.22.** **Gallagher/Wendell.**
Motion carried unanimously.

The 2006-2008 comparison charts demonstrating Sales Tax Revenue and 2007-2008 Fuel Costs and gallons purchased were presented.

2. Check Approval 10/01/08 through 10/31/08

MOTION to approve payment of October 2008 financial obligations on checks #16195 through #16324 as presented for a total of \$615,239.27. The total includes Gross Payroll in the amount of \$282,558.40 through November 14, 2008. **Campbell/Gallagher. Motion carried unanimously.**

3. 2009 Proposed Budget

Copy of the 2009 Proposed Budget flyer and memorandum distributed to Mason Transit employees presented.

MTA UNFINISHED BUSINESS:

1. Facility Update

The fueling station project is on hold pending confirmation of funding through the Federal Transit Administration's TEAM website which is down for annual maintenance purposes.

2. Transit Community Center Project

Dave O'Connell reported that Libby Avery has been hired as temporary Transit Community Center Manager. A facility user rental policy and procedure is being developed for legal counsel review. Libby is gathering data of the multitude of small agencies using the facility.

Project consultants will present the draft operational business plan on December 3rd and the capital cost estimates and funding plan on December 18th at scheduled Task Force meetings open to the public. The full design concept, business and capital funding plan will be presented at the Public meeting scheduled on January 6, 2009.

3. Watermain Extension Project Update

Letter requesting meeting with City of Shelton Commissioners and MTA Board presented.

4. Government Voucher Program

Kitsap Transit representatives provided notification that implementation of their SMARTCARD technology will allow the government voucher program to continue until March 2009. Dave O'Connell is investigating why the State is requiring MTA to deduct revenue generated from the commuter vanpool program, alleviating any capability to generate replacement funds for new vehicles. It amounts to approximately \$300,000 annually.

PUBLIC HEARING - 2009 Proposed Budget

Lynda Ring-Erickson, Chair, recessed the regular meeting and opened the public hearing at 4:30 pm to receive public comment on the 2009 Proposed Budget. The 2009 Proposed Budget and discussion on the financial plan that includes expense reductions for travel, advertising, supplies along with delay in capital improvement projects were highlighted. In addition a proposed fare increase will take effect January 1, 2009. 2009 projected revenue - \$6,396,161; projected expenses - \$6,742,563; ending fund balance \$4,590,941.

Staff responded to questions raised by the Board membership related to reserves and likelihood of continued grant funding past June 2009. Mike Byrne offered compliments to MTA staff for their efforts in reducing expenses and awareness of the impact and administrative/operational strategies necessary should grant funding be reduced,

Lynda Ring-Erickson, Chair, asked for public comment.

No public comment.

Final comments on the 2009 Proposed Budget will be accepted up to the next scheduled public hearing on December 9, 2008.

Lynda Ring-Erickson, Chair, closed the public hearing at 4:46 pm and reconvened the regular meeting.

MTA NEW BUSINESS:

1. North Mason Bus Stop Change – QFC to Bill Hunter Park

Mason Transit is relocating the bus stop and route connection location from QFC's parking lot in Belfair to the Bill Hunter Park at the request of QFC for planned modifications to their site. Additional parking spaces have been secured at the Belfair Assembly of God Church, and staff is addressing necessary route changes and schedule time changes. The change takes effect December 1, 2009. System schedule changes will be provided in the form of a Rider Alert to passengers.

Mason Transit will work with QFC representatives and other North Mason businesses in hopes of developing a solution that benefits the community. Assistance may also be realized through area business supporting congressional requests for a park and ride lot.

2. Proposed 2009 MTA Board Meeting Schedule

Proposed 2009 MTA Board meeting schedule distributed for review. Adoption scheduled at the December 9, 2008 Board meeting. The Clerk of the Board will request all districts re-authorize the appointment of a representative to serve on the MTA Board in 2009.

3. Shelton School District No. 309 Memorandum of Understanding

Shelton School District No. 309 and Mason Transit desire to continue coordination efforts through the provision of additional transportation services provided under an agreement utilizing school buses to transport students and the general public within designated zone route areas.

MOTION authorizing the Mason County Transportation Authority Board Chair to sign the Memorandum of Understanding with the Shelton School District No. 309.

Gallagher/Campbell. Motion carried unanimously.

4. Proposed Legislative Mandate – Board Composition

Second Substitute House Bill 2216 distributed. The legislative mandate would require the appointment of nonvoting labor members to public transportation governing bodies.

5. Pioneer School District No. 402 Memorandum of Understanding

Mason Transit desires to continue coordination efforts through the provision of additional transportation services provided under an agreement with Pioneer School District No. 402 utilizing school buses to transport students and the general public within designated zone route areas.

MOTION authorizing the Mason County Transportation Authority Board Chair to sign the Memorandum of Understanding with Pioneer School District No. 402 pending approval of the Pioneer School District Board. **Gallagher/Campbell. Motion carried unanimously.**

6. Approve Fourth Amendment to Resolution No. 1996-02 Adopting a Drug & Alcohol Policy

No discussion, no action taken pending recommendations for policy changes from the Washington State Department of Transportation's site visit.

MCTAB REPORT:

1. Proposed Fare Increase – Public Hearings Scheduled

Two public hearings scheduled to receive public comment on the proposed \$.50 fare increase for regional service; 30% increase on monthly passes for adults, youth and summer adventure pass; and 15% increase on vanpool rates. No fare increase will be imposed for seniors and persons with disabilities. Fares/rates will be effective January 1, 2009.

ITEMS TO GO BEFORE MCTAB:

None

GENERAL MANAGER'S REPORT:

Red Cross has approached Mason Transit with a request for additional space to establish an office in Mason County. Currently, Mason Transit provides storage at no cost for emergency response supplies, and will provide the additional space at no cost.

Mason Transit will suspend this year's Christmas Lights Tour typically open to the public due to financial considerations, however, requested approval to provide the tour for area nursing home residents. A press release will be issued.

OPERATIONS REPORT:

Highlights from the October 2008 Operations Report provided.

PUBLIC COMMENT: None.

OTHER BUSINESS:

Students at Oakland Bay Junior High requested Mason Transit provide a vehicle for their food drive being held next week. Mason Transit will transport students and deliver food collected to a local food bank.

Authority and Advisory Board recognition along with Driver Accident Free Year recognition and light holiday refreshments are planned at the December joint meeting.

With no further business, the regular meeting adjourned.

The next meeting is a regular meeting of the Mason County Transportation Authority to be held on Tuesday, January 13, 2009 at 4:00 pm at Mason Transit's business office located at 790 E. John's Prairie Road in Shelton.