



The attached minutes of the joint meeting held on the 9th day of December, 2008 and special meeting held on the 18<sup>th</sup> day of December 2008 were approved by the Mason County Transportation Authority Board, by motion, on this 13<sup>th</sup> day of January, 2009.

John Campbell  
John Campbell, Chair

Lynda Ring-Erickson  
Lynda Ring-Erickson, Board Chair

Mike Byrne  
Mike Byrne, Authority Member

Deborah Petersen, Authority Member

Ross Gallagher  
Ross Gallagher, Authority Member

Tim Sheldon, Authority Member

Pat McGanney  
Pat McGanney, Authority Member

R. William Sloane  
Bill Sloane, Authority Member

Bev Wendell  
Bev Wendell, Authority Member

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority Board  
Mason County Transit Advisory Board  
MINUTES of the Joint Meeting  
December 9, 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; Deborah Petersen, Authority Member; Tim Sheldon, Authority Member and Bev Wendell, Authority Member.

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

**Others Present:** Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Rob Johnson, Legal Counsel; Mike Oliver, Maintenance Manager; Carolyn LePage, Finance Manager; Libby Avery, Transit Community Center Manager; Rebecca Faust, Becky Frankeberger, Bob Bottman, Joy Farquhar, and Ed Novis.

**Called to Order:** 4:00 p.m.

**APPROVE AGENDA:**

**MOTION** to approve the December 9, 2008 agenda as presented. **Gallagher/Wendell.**  
**Motion carried unanimously.**

**MTA MINUTES:**

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

**MCTAB MINUTES:**

**MOTION** to approve the November 25, 2008 minutes as presented. **Calabrese/Fourre.**  
**Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Passenger Comments received via email and customer comment card surrounding the relocation of the North Mason area bus stop from QFC to Bill Hunter Park. Inconvenience, lighting and safety for youth and seniors expressed. MTA representatives have requested assistance from the State for lighting.
2. Letter from Leslie Ring surrounding Mason Transit Routes not holding over for ferry delays.

**MCTAB CORRESPONDENCE:**

None

**MTA CURRENT BUSINESS:**

**1. Financial Reports 11/01/08 through 11/30/08**

**MOTION** to approve financial reports for the period **11/01/08** through **11/30/08** as presented with revenues of **\$554,547.21** and expenses of **\$462,634.66**. **Gallagher/Berry.**  
**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 11/01/08 through 11/30/08**

**MOTION** to approve November 2008 financial obligations on checks **#16351** through **#16425** as presented for a total of **\$319,199.18**. The total includes Gross Payroll in the amount of **\$99,474.65** through November 26, 2008. **Gallagher/Goldy. Motion carried unanimously.**

**MCTAB CURRENT BUSINESS:**

**1. Public Hearing Comments – Proposed Fare Increase**

Barry Mihailov reported that one written comment from Jeanne Chapman was received in support of the Proposed Fare Increase, and no public comments received at hearings conducted on November 19 and 24, 2008. Email comments received after the public hearing deadline from Phil Wolff and Karon Antonsen were read. MCTAB is recommending approval of the proposed fare and vanpool rate increase effective January 1, 2009.

**MTA UNFINISHED BUSINESS:**

**1. Facility Update**

The TEAM website is up and data entered. Mason Transit is required to resubmit information to the Department of Labor and open the grant to any kind of consideration by unions, along with resubmitting required FTA Certifications and Assurances.

**2. Transit Community Center Project**

Dave introduced Libby Avery, Transit Community Center Manager. Libby provided an extensive list of current renters and programs offered at the facility in the past year. Americorp representatives Joy Farquhar and Ed Novis requested consideration to schedule a "Celebrate Diversity of Shelton" event on Martin Luther King Day, January 19, 2009 at no charge. The event would be open to the public and include art fair, cultural activities, local bands and refreshments. Discussion followed surrounding Board policy, absence of fee schedule/use agreement, insurance requirements, set up, take down, staffing, safety and security.

**MOTION** that the Mason County Transportation Authority Board allow the Americorp Group to use the facility with the understanding that it would be appropriately staffed on this one-time basis. **Campbell/Petersen. Ring-Erickson/Byrne opposed. Motion carried.**

A fee schedule and use agreement will be prepared for Board review at the January meeting.

Transit Community Center Task Force meetings scheduled on December 18, noon to 1:30 pm to present the Capital Cost Estimate and Funding Plan; January 6, 2009 6:00 – 8:00 pm to present the final Design Concept, Business and Funding Plans.

### **3. Watermain Extension Project**

A Special meeting to continue discussion on the watermain extension project is scheduled with the Mason County Transportation Authority Board and City of Shelton Commissioners on Thursday, December 18, 2008 at 2:00 pm, at Mason Transit's business office located at 790 E Johns Prairie Road, Shelton, WA.

Tim Sheldon noted that Congress is expected to pass an infrastructure package in early 2009 that States will have for distribution, further noting that this seems to be a project that could get funded if construction could occur within 120 days. Dave O'Connell responded affirmatively as the project engineering is complete.

### **PUBLIC HEARING – 2009 PROPOSED BUDGET**

Lynda Ring-Erickson, Chair, recessed the regular meeting and opened the public hearing at 4:39 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 - \$7,205,220; projected expenses - \$7,205,220; ending fund balance \$4,590,941.

Tim Sheldon expressed concern regarding use of reserves in the amount of \$809,059 to gain a balanced budget. Dave O'Connell noted that as a result of the economic downturn and higher cost of fuel, community demand and use of public transit has increased, recommending no service cuts or personnel through June of 2009. Kevin Frankeberger commented that MTA's reserves are healthy compared to similar sized public transits, also confirmed by Carolyn LePage, Finance Manager. It was noted that a substantial savings will be realized in 2009 when the fueling station is completed and operational alleviating administrative and fuel surcharges of \$.40 per gallon imposed by current fuel suppliers.

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

Tim Burford commented that additional savings would be realized through reduction of staff wages and vehicle deadhead traveling to and from off-site fueling locations.

Rebecca Faust, Southside precinct area, encouraged the Board to consider the impact on the community residents who during tough economic times depend on alternative transportation options. Public Transit is a good economical solution.

Lynda Ring-Erickson, Chair, closed the public hearing at 4:53 pm and reconvened the regular meeting.

### **4. Resolution No. 2008-24 Adopting 2009 Budget**

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-24 adopting a budget for the calendar year beginning January 1, 2009 with anticipated resources of \$7,205,220 and anticipated uses of \$7,205,220, anticipating a \$4,590,941 ending fund balance. The budget will be reviewed by the Authority Board on a quarterly basis to compare expenses with anticipated revenues. **Campbell/Sheldon. Motion carried unanimously.**

**5. Resolution No. 2008-25 Establishing 2009 Board Meeting Schedule**

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-25 establishing the 2009 schedule of regular meetings. **Gallagher/Campbell. Motion carried unanimously.**

**6. Resolution No. 2008-26 Increasing Regional Fares and Vanpool Program Rates**

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2008-26 increasing Regional Fares in accordance with the attached "Monthly Pass Policy" and Vanpool Program Rates by 15% effective January 1, 2009. **Campbell/Gallagher. Motion carried unanimously.**

Scott Berry requested consideration to amend the former motion carried under Transit Community Center use.

**MOTION** to reconsider the motion made earlier for Transit Community Center use scheduled in January. **Berry/Wendell. Motion carried unanimously.**

Commissioner Ring-Erickson reopened discussion on item #2 under Unfinished Business. With the absence of a use agreement, it was recommended that the General Manager have final say in approving Americorps use pending submission of their formal staffing and security plan. Staff will research and develop with assistance from Legal Counsel a use agreement that will satisfy insurance, safety and staffing concerns.

**MOTION** that the Mason County Transportation Authority Board allow the Americorp Group use of the facility on this occasion based upon meeting all the criteria that is in place under SOCKS Use Agreement guidelines, further that Americorp representatives meet with MTA management for the purpose of presenting and receiving final approval of their security and staffing plan associated with the January 19, 2009 event. **Berry/Gallagher. Motion carried unanimously.**

**MCTAB UNFINISHED BUSINESS:**

None.

**MTA NEW BUSINESS:**

**1. Election of Officers**

Nominations were open for the position of MTA Board Chair and Vice Chair for 2009.

Tim Sheldon nominated and Bev Wendell seconded the nomination of John Campbell for the position of Chair. No further nominations. The nominations were closed.

Discussion – John Campbell's re-appointment representing the North Mason School District is pending. Lynda Ring-Erickson, Chair, called for the vote. John Campbell received a unanimous vote pending confirmation of re-appointment by the North Mason School District Board.

Scott Berry nominated and Bev Wendell seconded the nomination of Lynda Ring-Erickson for the position of Vice Chair. No further nominations. The nominations were closed. Lynda Ring-Erickson, Chair, called for the vote. Lynda Ring-Erickson received a unanimous vote.

## **2. Advisory Board 2009 Officers**

**MOTION** that the Mason County Transportation Authority Board approves MCTAB recommendations for Advisory Board Officers John Piety, Chair and Mary Ogg, Vice-Chair/Secretary for 2009. **Gallagher/Berry. Motion carried unanimously.**

## **3. Advisory Board 2009 Membership**

**MOTION** that the Mason County Transportation Authority Board approves MCTAB recommendations to renew 2 year terms for Fran Arnold, Tim Burford, Kevin Frankeberger, Pam Hillstrom, Barry Mihailov and new membership for Bob Bottman. **Gallagher/Berry. Motion carried unanimously.**

### **MCTAB NEW BUSINESS:**

None.

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

Dave provided highlights of the 5 grants being submitted under Washington State's consolidated grant program 3 for operating funds to sustain current service levels and 2 for capital assistance to purchase 4 coaches and vanpool vehicles. Grant applications are scheduled to be submitted by December 12, 2008.

North Mason Park and Ride Lot – Efforts will go forth in hopes of going forth on requests to the Congressional delegation. MTA will initiate two phases, identifying a suitable location and arrange preliminary engineering and assessment on potential sites if no objection from the Board.

### **OPERATIONS REPORT:**

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

### **ITEMS TO GO BEFORE MCTAB:**

None.

### **PUBLIC COMMENT:**

None.

### **OTHER BUSINESS:**

Mason Transit will conduct a food drive the week of December 15, 2008.

Area Residential Facilities Christmas Lights Tour is scheduled to be held on Thursday, December 18, 2008.

Authority Board Members Diana Goldy and Scott Berry received recognition and a plaque for their contributions and participation on the Authority Board in 2008. Molly Casey received the same as a member of the Advisory Board for 4 years.

Board Orientation Binders were distributed to Authority Board Members.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, January 13, 2009 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, January 27, 2009 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.



**Mason County Transportation Authority Board  
Special Meeting  
December 18, 2008**

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

**City of Shelton Commissioners Present:** Mike Byrne, Dawn Pannell and John Tarrant.

**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.

**Called to Order:** 2:05 p.m.

**APPROVE AGENDA:**

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

**MTA UNFINISHED BUSINESS:**

**1. Watermain Extension Project**

Ring-Erickson, Authority Board Chair, called for discussion on the watermain extension project issues.

Sheldon, Authority Board – Referenced the Federal stimulus money anticipated in 2009, noting this project has merit and could include connection to sewer and reclaim services.

Emmett Dobey, Mason County, reported CTED has sent out notification that the Governor is looking for projects to fund that would be completed within 180 days. CTED deadline 1-6-2009.

Rob Johnson highlighted discussion from the meeting he and Dave O'Connell had with City staff and attorneys, noting that as City regulations are written, no resolution at the staff level could occur. It is at the City Commission discretion. This meeting was scheduled in hopes that the City Commissioners and MTA Authority Board members could come to a consensus to obtain MTA's goal which is fire flow to the facility, and still have some monetary contribution in support of the City's goal to have water and sewer together.

Pannell commented that it was her understanding a compromise was reached, which was rather than following the ordinance as its written, if the MTA Board would approve hooking up the sewer in three years was acceptable.

Johnson noted that MTA is willing to hook up to the sewer, but who pays to have it extended out to the facility location?

Ring-Erickson noted that MTA can afford the \$200,000 for water line, but the additional expense is cost prohibited at this time to include sewer and reclaim extension.

A compromise would be to apply for funding to connect to water and sewer. MTA would hook up to both, if funding is not secured, MTA would connect to water only.

Tarrant supported comments offered by Pannell surrounding industrial growth and environmental concerns, noting if engineering is close to completion on the sewer, extending both is appropriate. To extend one without the other does not make sense from a development and environmental standpoint.

Ring-Erickson commented by and large what is holding up development and what we need for this area is fire flow.

O'Connell reported that the Washington State Department of Transportation has indicated this is not a transportation project. Even though transit has a need, submission would be more suitable through the City or County. Mason Transit can however be a financial partner in the project request.

Discussion continued surrounding industrial growth, environment, City regulations, partnerships and Federal funding and other financial contribution opportunities. The City reiterated the need for a commitment in the future for sewer by Mason Transit.

Rob Johnson reported that a utility extension agreement could be drafted for review allowing a commitment to be made to connect to sewer when available.

Everyone concurred the County would prepare the CTED request in cooperation with the City and Mason Transit.

**MOTION** that the Mason County Transportation Authority Board instruct Mason Transit staff to coordinate with Mason County and City of Shelton staff on a joint application for water, sewer and reclaim service. **Sheldon/Wendell. Motion carried unanimously.**

**MOTION** to instruct Mason Transit staff and Legal Counsel to work with the City of Shelton to prepare a utility extension agreement for review and approval by the Authority Board. **Sheldon/Wendell. Motion carried unanimously.**

In summary, Rob Johnson noted that it was agreed that a joint application would be submitted for funding with Mason Transit committing funds in the project. Further that if funding is not secured, a utility extension agreement with the City of Shelton would be executed.

**PUBLIC COMMENT:** None.

**OTHER BUSINESS:** None.

With no further business, the Special Meeting adjourned at 3:04 pm.





**MINUTES of the Public Hearing  
Proposed Fare Increase  
Timberland Library, North Mason  
November 24, 2008**

**Attendees Present:** Kathy Cook, MTA Administrative Services Manager/Clerk of the Board; John Calabrese, MCTAB Vice-Chair; John Piety, MCTAB Secretary; and Bill Rathke, MCTAB.

**Others:** None

**Public Meeting Opened:** 6:30 p.m.

**Proposed Fare Increase**

Mason Transit is proposing to raise regional service fares by \$.50 for one-way travel in or out of Mason County for Adult and Youth passengers; Monthly Passes will increase approximately 30% for Adult, Youth, and Summer Adventure Pass; Vanpool rates will increase 15% (actual costs vary based on size of vanpool group and number of miles traveled).

No fare increase will be imposed for seniors and persons with disabilities. Increase fares/rates will be effective January 1, 2009 as shown on the attached Fare Policy sheet.

**PUBLIC COMMENT:** None.

The deadline for submitting comments is Monday, December 9, 2008 at the Joint meeting of the Mason County Transportation Authority and Advisory Boards. The Authority Board is scheduled to approve the fare increase at the meeting which begins at 4:00 pm.

With no further comment, the Public Hearing closed at 6:35 pm.



**MINUTES of the Public Hearing  
Proposed Fare Increase  
Civic Center, City of Shelton  
November 19, 2008**

**Attendees Present:** Dave O'Connell, MTA General Manager; Barry Mihailov, MCTAB Chair; John Calabrese, MCTAB Vice-Chair; John Piety, MCTAB Secretary; Mary Ogg, MCTAB; and Terry Mihailov, Recorder.

**Others:** None

**Public Meeting Opened:** 6:30 p.m.

**Proposed Fare Increase**

Mason Transit is proposing to raise regional service fares by \$.50 for one-way travel in or out of Mason County for Adult and Youth passengers; Monthly Passes will increase approximately 30% for Adult, Youth, and Summer Adventure Pass; Vanpool rates will increase 15% (actual costs vary based on size of vanpool group and number of miles traveled).

No fare increase will be imposed for seniors and persons with disabilities. Increase fares/rates will be effective January 1, 2009 as shown on the attached Fare Policy sheet.

**PUBLIC COMMENT:** None.

The deadline for submitting comments is Monday, December 9, 2008 at the Joint meeting of the Mason County Transportation Authority and Advisory Boards. The Authority Board is scheduled to approve the fare increase at the meeting which begins at 4:00 pm.

With no further comment, the Public Hearing closed at 6:35 pm.