



The attached minutes of the regular meeting held on the 13th day of January, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 17<sup>th</sup> day of February, 2009. <sup>AS CORRECTED</sup>

John Campbell  
John Campbell, Chair

Mike Byrne  
Mike Byrne, Authority Member

Ross Gallagher  
Ross Gallagher, Authority Member

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Pat McGanney, Authority Member

Lynda Ring-Erickson  
Lynda Ring-Erickson, Vice Chair

Deborah Petersen  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Tim Sheldon, 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  
MINUTES of the Regular Meeting  
January 13, 2009**

**Members Present:** John Campbell, Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Pat McGanney, Authority Member; Bill Sloane, Authority Member, and Bev Wendell, Authority Member. Authority Members Deborah Petersen and Tim Sheldon were absent.

**Others Present:** Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Mike Oliver, Maintenance Manager; Carolyn LePage, Finance Manager; Lori Dougherty, MTA; Kenny Downer, MTA; James Dean, MTA, John Piety, MCTAB; John Calabrese, MCTAB; Mary Ogg, MCTAB.

**Called to Order:** 4:05 p.m.

Introduction and welcome of new Authority Members, Pat McGanney representing Mason County Fire District No. 5 and Bill Sloane representing Southside School District.

Recognition - Maintenance staff, James Dean, Kenny Downer and Mike Oliver were recognized for their response efforts on January 7, 2009 when the City of Shelton Emergency Services and American Red Cross were activated during extreme weather conditions.

**APPROVE AGENDA:**

**MOTION** to approve the January 13, 2009 agenda as presented. **Ring-Erickson/Gallagher.**

**Motion carried unanimously.**

**MTA/MCTAB JOINT MINUTES:**

**MOTION** to approve the Mason County Transportation Authority Board portion of the December 9, 2008 joint meeting minutes and December 18, 2008 Special Meeting minutes as presented.

**Gallagher/Wendell. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

Evergreen Elementary students and staff delivered to Mason Transit's call center last November a poster of a transit bus with kids on board and messages of thanks for a field trip they attended through riding Route 5 in Shelton. The poster will be displayed at the Transit Community Center.

**MTA CURRENT BUSINESS:**

**1. Financial Report 12/01/08 through 12/31/08**

**MOTION** to approve financial reports for the period 12/01/08 through 12/31/08 as presented with revenues of **\$520,010.40** and expenses of **\$422,154.64.** **Gallagher/Wendell. Motion carried unanimously.**

Total 2008 cash basis revenue was **\$6,603,378.67** and expenses were **\$5,542,172.39**. The 2006-2008 comparison charts demonstrating Sales Tax Revenue and Fuel Cost were presented. Finance reports will include 13<sup>th</sup> month results at the next meeting.

**2. Check Approval 12/01/08 through 12/31/08**

**MOTION** approving payment of December 2008 financial obligations on checks **#16426** through **#16551** as presented for a total of **\$646,971.96**. The total includes Gross Payroll in the amount of **\$285,707.59** through January 9, 2009. **Sloane/Ring-Erickson. Motion carried unanimously.**

**MTA UNFINISHED BUSINESS:**

**1. Facility Update**

Mike Oliver provided the fueling facility project timeline submitted by InForm Inc. of approximately 4 to 6 months to complete. Construction timeline is 90 – 120 days. The contract with InForm Inc. has expired however delivery of the project manual is forthcoming. Mason Transit staff will serve as project manager through project completion. Campbell requested a summary of project benefits be prepared for review at the February meeting.

**2. Transit Community Center Project**

Dave O'Connell provided highlights of the project, community meetings and public hearing held to present the design concept drawings and business and funding plans. Next step – securing funds. The design concept drawings will be available at the February meeting.

**3. Watermain Extension Project Update**

Highlights of issues surrounding the water extension project were provided by Dave O'Connell and Rob Johnson. It was noted that since purchasing the facility in 2002 and taking occupancy in 2004, inadequate fire flow is a priority concern and further prohibits Mason Transit from full use of existing structures. Rob Johnson will present a draft agreement between the City of Shelton and Mason Transit at the February meeting. An economic stimulus application has been submitted in hopes of securing funds to pay for the extension of utilities.

**4. Belfair Service Area Update**

Pedestrian safety and security concerns surrounding the relocation of the bus stop from QFC to Bill Hunter Park on Clifton, and park and ride lot off of Highway 3 were forwarded to the Washington State Department of Transportation (WSDOT). WSDOT will not provide additional lighting or traffic control. Dave O'Connell reported that WSDOT is requesting Mason Transit take over responsibility for the Shelton-Matlock park and ride to include the lighting bill. The park and ride lot is not currently on any MTA route and is not used by transit commuters. Additional lighting at the bus stop can be achieved through PUD3.

**MTA NEW BUSINESS:**

**1. Resolution No. 2009-01 Authorizing the Board Chair to Apply For and Accept Federal Grants**

Mason Transit as a federal grant recipient is required to sign certifications and assurances to be eligible to apply for and receive federal grants.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-01 authorizing the Board Chair to apply for and accept Federal Grants and sign the 2009 Federal Transit Administration Certifications and Assurances. **Gallagher/McGanney. Motion carried unanimously.**

## **2. Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) Contract Approval**

The contract administered through the Lewis-Mason-Thurston Area Agency on Aging for transportation services under the Older Americans Act is being renewed for a one-year period. A maximum award of \$27,194.00 in 2009 will provide funding to continue Mason Transit's Volunteer Driver Program.

**MOTION** authorizing the Mason County Transportation Authority Board Chair to sign the Lewis-Mason-Thurston Area Agency on Aging Contract Number 06-1120-0041-06(3) for the provision of volunteer transportation services. **Gallagher/McGanney. Motion carried unanimously.**

## **3. Economic Stimulus Requests**

Three economic stimulus requests submitted by Mason Transit: Utility Extension; North Mason Park and Ride; and Transit Community Center Renovation for Phase I (lower floor only).

## **4. Transit Community Center Use Agreement**

The Transit Community Center Use Agreement prepared by staff and reviewed by legal counsel was presented.

## **5. Approve Amendment to Memorandum of Understanding with Shelton School District No. 309**

Pioneer School District No. 402 discontinued providing zone route service in the Agate/Harstine and Mason Lake areas effective December 1, 2008. Shelton School District No. 309 agreed to provide this service.

**MOTION** authorizing the Mason County Transportation Authority Board Chair to sign the Amendment to the Memorandum of Understanding with the Shelton School District No. 309. **Gallagher/McGanney. Motion carried unanimously.**

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

Interviews scheduled for the Operations Manager position vacancy on February 18, 2009. Bev Wendell will represent the Authority Board on the interview panel consisting of management staff and a Washington State Department of Transportation representative. Candidates will attend a second interview on February 19 with panelist representing MCTAB and MTA operations staff.

## **OPERATIONS REPORT:**

The December 2008 Operations Summary Report and graphs prepared by Athena Green, Operations Assistant, were distributed for review. Dave O'Connell provided highlights noting that the decline in Dial-A-Ride ridership reflects the inability to travel in rural areas due to inclement weather in December. Concerns were expressed surrounding the vanpool program and potential that the program may be capped given the State currently does not provide funding for replacement vehicles. Mason Transit's and neighboring transits' vanpool fares do not include replacement costs.

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

John Piety, MCTAB Chair, introduced himself and conveyed his hopes that members of MCTAB will actively contribute to reviewing information and present recommendations to the Authority Board in the coming year. Sample Customer Satisfaction surveys will be presented to MCTAB for review. MCTAB members will be instrumental in conducting the survey in 2009. Survey results will be published on the website.

**PUBLIC COMMENT:**

Mary Ogg asked how long the vanpool vehicles remain in service. It varies based on Make and Model, typically 5-6 years or approximately 100,000 miles.

**OTHER BUSINESS:**

Updated information for placement in Board Orientation binders was distributed.

Business Cards – John Campbell suggested business cards be produced in-house for Authority Board Members.

The regular meeting adjourned at 5:40 pm.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, February 10, 2009 at 4:00 pm at the Mason Transit Facility located at 790 E. Johns Prairie Road, Shelton, Washington.