



The attached minutes of the regular meeting held on the 17th day of February, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 10th day of March, 2009.

John Campbell
John Campbell, Chair

Mike Byrne
Mike Byrne, Authority Member

Ross Gallagher
Ross Gallagher, Authority Member

Pat McGanney
Pat McGanney, Authority Member

Lynda Ring-Erickson
Lynda Ring-Erickson, Vice Chair

Deborah Petersen
Deborah Petersen, Authority Member

Tim Sheldon
Tim Sheldon, Authority Member

Bill 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
February 17, 2009**

Members Present: John Campbell, Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Deborah Petersen, Authority Member; Bill Sloane, Authority Member, and Bev Wendell, Authority Member. Authority Members Pat McGanney 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; Barb Singleton, MTA; John Piety, MCTAB; John Calabrese, MCTAB; Mary Ogg, MCTAB; Jared Green; and Andy Woolliscroft.

Called to Order: 4:00 p.m.

APPROVE AGENDA:

MOTION to approve the February 17, 2009 agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the January 13, 2009 Regular Meeting minutes as corrected. **Gallagher/Ring-Erickson. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Report ending 12/31/08 (13th month)

MOTION to approve financial reports for the period ending 12/31/08 (13th month) with revenues of **\$249,818.73** and expenses of **\$216,333.40.** **Gallagher/Wendell. Motion carried unanimously.**

Financial Report 01/01/09 through 01/31/09

MOTION to approve financial reports for the period 01/01/09 through 01/31/09 as presented with revenues of **\$42,227.88** and expenses of **\$331,670.89.** **Gallagher/Wendell. Motion carried unanimously.**

2. Check Approval 01/01/09 through 01/31/09

MOTION approving payment of January 2009 financial obligations on checks **#16552** through **#16666** as presented for a total of **\$365,681.78.** The total includes Gross Payroll in the amount of **\$195,911.91** through February 6, 2009. **Gallagher/Petersen. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Mason Transit staff will not serve as project manager for the Fueling Station. Inform, Inc. provided notice they are going out of business, and delivered the project manual. The project manual will be reviewed and bid documents prepared as appropriate. The project manager/coordinator may be provided by the State of Washington. Ring-Erickson recommended staff consider using the newly hired Civil Engineer at the County through a cost for services agreement. Summary of benefits to fueling station provided.

2. Transit Community Center Project

Dave O'Connell passed around the draft report prepared by project consultants. Highlights of the Transit Community Center report prepared by Libby Avery were provided and include; the Martin Luther King Celebration event organized by AmeriCorp was successful with approximately 150 attendees with no incidents; interest and requests for use of the facility by Choice High School, Children Services and the City of Shelton Parks and Recreation is increasing. Progress is ongoing with staff and volunteer efforts to spruce up the facility, cleaning, painting and organizing meeting rooms.

Information requests from the community and interest and positive feedback from the community is documented in an application submitted to the Capital Budget Committee requesting \$4,100,000 for the renovation and expansion of the facility.

3. Watermain Extension Project Update

Mason Transit's Legal Counsel, Rob Johnson, briefly described the contents of the draft Memorandum of Understanding. The document is currently under review by the City.

4. Belfair Service Area Update

Preliminary engineering by an independent party is needed to determine the location of a feasible site for a park and ride lot in North Mason for a small facility, initially with 150 parking spaces with expansion capability of up to 125 more spaces. This process would include the pre-engineering phase, with community involvement, looking at access, safety and security, traffic impact in the area, and potential to meet environmental concerns. Pre-engineering would not include the environmental (NEPA/SEPA) review phase. A minimum of two community based meetings would occur, with a midway report and recommendation to the Board in May.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to proceed with the Request for Qualifications for preliminary engineering services for a Park and Ride Lot site selection in North Mason not to exceed \$25,000. **Gallagher/Wendell. Motion carried unanimously.**

MTA NEW BUSINESS:

1. Resolution No. 2009-02 Authorizing the Board Chair to Sign Third Amendment to Agreement GCA5315 with the Washington State Department of Transportation

The third amendment adjusts 2007-2009 grant operating funding levels to projects A, B and C to sustain and expand dial-a-ride, fixed route and regional connections.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2009-02 authorizing the Board Chair to sign the third amendment to Agreement GCA5315 with the Washington State Department of Transportation. **Gallagher/Petersen. Motion carried unanimously.**

2. Resolution No. 2009-03 Authorizing the Board Chair to Sign First Amendment to Agreement GCA5708 with the Washington State Department of Transportation

The first amendment changes the description in Project A of the Agreement for capital funding to only include the fuel station, removing the wash facility.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2009-03 authorizing the Board Chair to sign the first amendment to Agreement GCA5708 with the Washington State Department of Transportation. **Gallagher/Petersen. Motion carried unanimously.**

3. Senior Services For South Sound

Request for a surplus vehicle received from Senior Services for South Sound. This matter is postponed pending Legal Counsel's review and opinion. Staff will consider alternatives such as entering into a provider agreement. Mason Transit is interested in building resources in the community to serve the needs of residents seeking services outside of Mason County, unable to use or access public transportation services and in some instances unable to make transfers to neighboring systems.

4. Accounting/Payroll Software Acquisition

Request for Proposal released in December resulted in 5 responses. The lowest, most responsive proposal was submitted by Clark Nuber, located in Bellevue, Washington.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to accept the lowest most appropriate proposal submitted by Clark Nuber for accounting/payroll software in the amount of \$37,575. **Gallagher/Wendell. Motion carried unanimously.**

MCTAB REPORT:

1. Customer Satisfaction Survey – Advisory Board developing a survey to be released this summer. The survey will be administered in a variety ways to include on-board and on-line.
2. Public Service Announcement Campaign – Current campaign coming up for review is Mason Transit's Volunteer Driver Program.
3. Riding Mason Transit – Advisory Board members are signing up to ride the bus and report on their experience. Authority members are welcome to report on their bus riding experiences.

GENERAL MANAGER'S REPORT:

Dave O'Connell briefly highlighted the status of a couple of bills before the legislature, HB 1139 increasing the size of PTBA boards to a maximum of 11 members; and HB 2072 which addresses special transportation needs and the need for a coordinated response.

Notice was received from the Transportation Research Board (TRB) that Mason Transit has been selected for a national case study on flexible transportation service.

Dave O'Connell, John Campbell and Mike Byrne commented on the discussion and findings presented at the audit exit interview. Mason Transit staff is taking corrective measures to address the concerns and findings.

OPERATIONS REPORT:

The January 2009 Operations Summary Report and graphs prepared by Athena Green, Operations Assistant, were distributed for review.

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT: None

OTHER BUSINESS:

Sample business cards distributed for Authority members. Staff will prepare cards in-house for interested Board members.

Copies of the Washington State Department of Transportation 2007 Summary of Public Transportation report distributed.

The regular meeting adjourned at 5:25 pm.

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards scheduled to be held on Tuesday, March 10, 2009 at 5:30 pm at the Port of Allyn located at 18560 E SR3, Allyn, Washington.