



The attached minutes of the regular meeting held on the 10th day of March, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 14th day of April, 2009.

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, Acting Chair

Deborah Petersen
Deborah Petersen, Authority Member

Tim Sheldon, Authority Member

Bill Sloane, Authority Member

Bev Wendell
Bev Wendell, Authority Member

ATTEST: Kathy Cook
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority
Mason County Transit Advisory Board
MINUTES of the Joint Meeting
March 10, 2009**

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

MCTAB Board Members Present: John Piety, Chair; Mary Ogg, Vice Chair/Secretary; Fran Arnold; John Calabrese; Glen Fourre; Kevin Frankeberger; Pamela Hillstrom and Barry Mihailov. Advisory Board Members Herb Baze, Bob Bottman, Tim Burford and Bill Rathke were absent.

Others Present: Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Robert Johnson, Legal Counsel; Carolyn LePage, Finance Manager; Mike Oliver, Maintenance Manager; Jay Rosapepe, Operations Manager; Barbara Singleton, MTA; and Ted Johnson; MTA.

Called to Order: 5:30 p.m.
Introductions and welcome to Jay Rosapepe, Operations Manager.

APPROVE AGENDA:

MOTION to approve the agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA MINUTES:

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

MCTAB MINUTES:

MOTION to approve February 24, 2009 minutes as presented. **Calabrese/Mihailov. Motion carried unanimously.**

MTA CORRESPONDENCE:

Students attending Mason County Christian School (1st through 6th grades) traveled via Mason Transit's routed service in February to the Shelton High School. Thank you cards received from the staff and students were distributed.

MCTAB CORRESPONDENCE:

None.

MTA CURRENT BUSINESS:

1. Financial Report 2/01/09 through 2/28/09

MOTION to approve financial reports for the period **2/01/09** through **2/28/09** as presented with revenues of **\$420,770.11** and expenses of **\$365,157.19**. **Gallagher/Petersen. Motion carried unanimously.**

Comparison charts demonstrating 2006-2008 Sales Tax Revenue and 2007-2009 Fuel Cost Comparison were presented.

2. Check Approval 2/01/08 through 2/28/08

MOTION to approve February 2009 financial obligations on checks **#16667** through **#16778** as presented for a total of **\$480,176.53**. The total includes Gross Payroll in the amount of **\$292,293.90** through March 6, 2009. **Gallagher/McGanney. Motion carried unanimously.**

Copies of the 2007 Audit report distributed.

MTA UNFINISHED BUSINESS:

1. Facility Update

Project manual document received by InForm, Inc., former project consultant, being reviewed by Mason County Pubic Works department staff.

2. Transit Community Center

FY10 Appropriations request form and cover letter distributed. Mason Transit is requesting \$4.1 million to remodel the Transit Community Center (TCC) in Shelton. Requests are due March 13, 2009. Highlights of the Transit Community Center activity report presented. Staff reported on the continued interest from potential renters to include youth programs run by Educational School District, Where the Heart Is, and Mason County Youth. Facility cleaning and painting efforts are on-going. Mason County School District staff and law enforcement agencies are cooperating with Mason Transit staff in reducing youth truancy matters.

3. Watermain Extension Project Update

Discussion tabled.

4. Belfair Service Area Update

Preliminary engineering RFQ published. Responses due March 16, 2009. Considerable interest being expressed. Firm selection will be confirmed at the next Authority Board meeting.

PUBLIC HEARING

Six Year Transit Development Plan (TDP) and 2008 Annual Report

John Campbell, Chair, recessed the joint meeting and opened the Public Hearing at 6:00 p.m. The Public Hearing is to allow for final review and comments on the Draft Six Year Transportation Development Plan and 2008 Annual Report. Highlights of the Plan and Annual Report were provided as follows:

The Transit Development Plan format remained consistent with a slight modification in Mason Transit's action strategies used to address newly adopted Washington Transportation Plan goals related to Preservation, Safety, Mobility, Environment and Stewardship during 2008. The 2008

Annual Report is contained in pages 1 through 7 (Sections I – V) where the organization and transit system as of December 31, 2008 is described and includes an overview of Authority and Advisory Boards composition, organization chart, number of FTE employees, physical plants, service characteristics, regional connections, fare structure and activities that occurred in 2008 involving capital projects, policy issues, funding requests, etc.

Section VI – Proposed Action Strategies MTA will address from 2009-2014 related to Preservation, Safety, Mobility, Environment and Stewardship.

Section VII – Proposed Changes address future preservation and improvement of services, facilities and equipment from 2009-2014. Significant changes include:

Services: Continue to maintain levels of Dial-A-Ride, commuter and supplemental services with service expansion elements identified in years 2010 thru 2014.

Facilities: 2009 - Complete Fueling Station and bring City Utilities to Johns Prairie facility and frontage improvements to the Transit Community Center in Shelton
2010 – Begin remodel of administrative offices for ADA compliance
2011 – Construct Bus Wash facility
2011 – Construct park and ride lot and small operations base in Belfair
2012 – Begin Transit Community Center Renovation
2013 – Complete Transit Community Center Renovation
2014 – Increase access to MTA fuel facility to support other public providers

Equipment: 2009 – Replace three (3) Dial-A-Ride vehicles and add one (1) Dial-A-Ride vehicle and three (3) vanpool vans
2010 – Replace four (4) coaches and four (4) Dial-A-Ride vehicles; add four (4) vanpool vans; install security cameras on all MTA service vehicles
2011 – Replace four (4) 30 foot coaches, one (1) 35 foot coach and fifteen (15) vanpool vans; add three (3) Dial-A-Ride vehicles, one (1) 35 foot coach and five (5); Install AVLs, MDT's and ROIP communications system on 35 vehicles
2012 – Replace one (1) 30 foot coach, one (1) 35 foot coach, two (2) 40 foot coaches and three (3) Dial-A-Ride vehicles; Add one (1) Dial-A-Ride vehicle, one (1) 35 foot coach and 5 vanpool vans
2013 – Replace four (4) Dial-A-Ride vehicles and five (5) vanpool vehicles; Add two (2) Dial-A-Ride vehicles, one (1) 30 foot coach and five (5) vanpool vans
2014 – Replace six (6) Dial-A-Ride vehicles and five (5) vanpool vehicles; Add one (1) 40 foot coach and five (5) vanpool vans

Section VIII – Capital Improvement Program

Section IX – Operating Data

Section X – Operating Revenues and Expenditures

Lists of Rolling Stock, Facilities and Equipment

Service Area Map

With the dwindling sales tax revenue, staff commented that sustaining (preservation of) service, facilities and equipment is a priority and heavily dependent on grant funding. Staff reported that MTA has vanpool vans that will need to be replaced beginning in 2010, however, no funding source for replacement vans have been identified.

Public comments:

Mike Oliver – Noted that in December 1992, Mason Transit began with 4 buses, as of this date, there are 84 vehicles.

John Piety - Route 9 is not referenced in the annual report text.

Dave O'Connell - Commented that Route 9 is a composite of different routes that were directed to travel on an improved roadway, and is not considered an increase of service.

John Campbell – You don't anticipate cutting service?

Dave O'Connell – At this point no. We will know more about the revenue picture mid-year when an announcement is made on new grant awards through the Washington State Department of Transportation's Consolidated Grant program.

John Campbell – The report we just heard puts us in a favorable light compared to other transit systems nationwide faced with service cutbacks and staff reductions during hard economical times when ridership is growing.

John Campbell offered praise to MTA staff for their efforts.

Pamela Hillstrom – In review of the Operating Revenues and Expenditures under "Debt Service" the interest is going up, the principle is going down and shouldn't it be the opposite?

Carolyn LePage confirmed the numbers were placed in the wrong lines and will be corrected.

Kevin Frankeberger, on behalf of his wife Becky Frankeberger, expressed appreciation that Sunday Service remains in the TDP.

Discussion followed regarding funding allocations, political support and the continued focus on special needs groups which remain Mason Transit's focus.

John Campbell, Chair, closed the Public Hearing and reconvened the joint meeting at 6:17 p.m.

MCTAB UNFINISHED BUSINESS:

1. Public Service Announcement Campaign – Mason Transit Volunteer Driver Program

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation to allow Mason Transit's Volunteer Driver Program Public Service Announcement campaign as presented. **McGanney/Petersen. Motion carried unanimously.**

Staff noted that Volunteer Driver recruitment flyers are distributed throughout the County, and ads regularly placed in local newspaper. Additional emphasis is being placed on scheduling presentations with community civic clubs and religious organizations.

2. Public Service Announcement Campaign – Mason General Hospital

Discussion was had surrounding campaign design elements, and Mason Transit's Public Service Announcement Campaign policy. **MOTION** that the Mason County Transportation Authority Board refer the campaign back to MCTAB. **Petersen/Wendell.** Call for discussion. Rob Johnson, Legal Counsel, recommended MCTAB revisit the Public Service Announcement Campaign policy. Petersen withdrew motion. **MOTION** that the Mason County Transportation Authority Board approve MCTAB's recommendation, to allow Mason General Hospital's Public Service Announcement as presented. **McGanney/Gallagher. Petersen against. Motion carried.**

3. Customer Satisfaction Survey Update

Advisory Board members are developing a survey and determining options for how it will be administered.

4. Bylaw Review Update

Proposed revisions when finalized will be forwarded to Legal Counsel for review.

5. Riding Mason Transit Update

No discussion.

MTA NEW BUSINESS:

1. Approve Six-Year 2009-2014 Transit Development Plan (TDP) and 2008 Annual Report

MOTION that the Mason County Transportation Authority Board approve the Six Year 2009-2014 Transit Development Plan and 2008 Annual Report as presented. **Gallagher/Petersen. Motion carried unanimously.**

2. Resolution No. 2009-04 Authorizing the Board Chair to sign Fourth Amendment to Agreement GCA4465 with the Washington State Department of Transportation (WSDOT)

The fourth amendment to Agreement GCA4465 corrects an error contained in the third amendment and restates the Scope of Work in Project A to purchase four (4) ADA accessible minibuses instead of one (1) 35 ft replacement transit bus. **MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-04 authorizing the Chair to sign the Fourth Amendment to Washington State Department of Transportation Agreement GCA4465. **McGanney/Gallagher. Motion carried unanimously.**

MCTAB NEW BUSINESS: None.

ITEMS TO GO BEFORE MCTAB:

Public Service Announcement Policy Review

GENERAL MANAGER'S REPORT:

Dave O'Connell provided a brief update on legislation activity: SB5180 Flag Stops and HB 2072 Special Needs.

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the February 2008 Operations Summary report and graphs prepared by Athena Green, Operations Assistant.

PUBLIC COMMENT: None.

OTHER BUSINESS:

CTAA EXPO May 31 – June 5: Board and Advisory Board members should express their interest in attending to Kathy Cook. Attendance is dependent on travel allocated in the 2009 budget.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, April 14, 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, April 28, 2009 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.