



The attached minutes of the regular meeting held on the 14th day of April, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 12th day of May, 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, Authority Member

R. William Sloane
Bill Sloane, Authority Member

Bev Wendell, Authority Member

ATTEST: Kathy Cook
Kathy Cook, Clerk of the Board



**Mason County Transportation Authority
MINUTES of the Regular Meeting
April 14, 2009**

Members Present: Lynda Ring-Erickson, Acting Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Pat McGanney, Authority Member; Deborah Petersen, Authority Member; and Bev Wendell, Authority Member. Authority Members John Campbell; Bill Sloane, 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; Jay Rosapepe, Operations Manager; Barb Singleton, MTA; Trina Gwerder, MTA; Libby Avery, MTA; Christina Kramer, MTA; John Piety, MCTAB; Dedrick Allan, KMAS; Steve Goins, City of Shelton; Linda Woytowich and Mark Woytowich.

Called to Order: 4:00 p.m.

Introductions - Libby Avery, Transit Community Center Manager and Trina Gwerder, Field Services Representative were introduced. Each briefly described their position responsibilities and contributions to Mason Transit and the community at large.

APPROVE AGENDA:

MOTION to approve the April 14, 2009 agenda as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the March 10, 2009 Regular Meeting minutes as presented. **Gallagher/Petersen. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Report 03/01/09 through 03/31/09

MOTION to approve financial reports for the period 03/01/09 through 03/31/09 as presented with revenues of **\$281,499.19** and expenses of **\$481,830.22**. **Gallagher/Wendell. Motion carried unanimously.**

2. Check Approval 03/01/09 through 03/31/09

Revised Disbursement form presented. **MOTION** approving payment of March 2009 financial obligations on checks **#16779** through **#16946** as revised and presented for a total of **\$430,915.97**. The total includes Gross Payroll in the amount of **\$197,947.54** through April 3, 2009. **Gallagher/Petersen. Motion carried unanimously.**

3. 1st Quarter 2009 Financial Status Report

Review and discussion on 1st Quarter financial statistics.

MTA UNFINISHED BUSINESS:

1. Facility Update – Resolution No. 2009-05 Authorizing the General Manger to Negotiate a Contract with Washington Engineering

Mason Transit is able to negotiate the completion of the remaining design work and construction support for the fueling facility with the next qualified engineering firm that responded to the Project Request for Qualifications issued.

MOTION to approve Resolution No. 2009-05 authorizing the General Manger to negotiate a contract with Washington Engineering for completion of the remaining design work and construction support for the fueling facility. **Gallagher/McGanney. Motion carried unanimously.**

2. Transit Community Center Project – Resolution No. 2009-06 Authorizing the signing of the First Amendment to Architect Services Agreement

Libby Avery provided highlights of the March Transit Community Center activity report.

The resolution allows for an amendment to carry forth the transition of the final amount of the agreement with Foster and Williams Architects to provide services necessary for the project funding phase and produce a non-profit organization to manage the capital campaign. Dave O'Connell reported that confirmation was received that Congressman Norm Dicks has introduced this project for the renovation of the facility to Congress and it has been submitted for a congressional earmark.

MOTION to approve Resolution No. 2009-06 authorizing the General Manager to sign the First Amendment to the Architect Services Agreement with Foster and Williams Architects. **Gallagher/McGanney. Motion carried unanimously.**

3. Watermain Extension Project Update

Robert Johnson, Legal Counsel, briefly discussed the new agreement drafted by the City of Shelton, noting that it was similar in content to an earlier agreement prepared by him with the exception of requiring that dry lines for reclaim water be installed at the same time; requiring MTA to commit 1/3 of the funding, and a bond/cash deposit requirements. Discussion tabled pending full review by Legal Counsel and Authority Board.

4. Belfair Service Area Update – Resolution No. 2009-07 Authorizing the Firm Selection for Engineering Services for the North Mason Park & Ride Project

MTA received 16 responses from Engineering firms interested in the North Mason Park and Ride project. Interviews were conducted. Staff recommends selection of Washington Engineering.

MOTION to approve Resolution No. 2009-07 authorizing the firm selection of Washington Engineering to provide engineering services for the North Mason Park & Ride Project. **Gallagher/Petersen. Motion carried unanimously.**

5. Plan to Address 2007 Audit Report Deficiencies

Dave O'Connell reported he and finance staff will meet with WSDOT representatives to review current financial process and invoice preparation practices. A possible amendment to enable MTA to submit the invoices and receive payment within the current biennium. Action taken to correct deficiencies will have an impact on the pending grant award.

MTA NEW BUSINESS:

None

MCTAB REPORT:

None

ITEMS TO GO BEFORE MCTAB:

1. Public Service Announcement Policy Review

GENERAL MANAGER'S REPORT:

Mike Oliver was recognized for his contributions to the Washington State Transit Association's Spring Maintenance Forum hosted by Mason Transit.

Preliminary notification has been received that Area Agency on Aging funds for Volunteer Transportation may be going away. If funding is reduced, Mason Transit may be faced with drastically reducing or eliminating service under the Volunteer Driver Program.

Legislative update - Special Needs and Rural Transportation funding that has been requested through the State has made it on to the House Transportation budget but is not a part of the Senate Transportation budget yet. Drastic reduction in service will result if not funded.

Mason Transit will be submitting a request form under the Surface Transportation Authorization – High Priority Project for the North Mason Park & Ride Project.

OPERATIONS REPORT:

Highlights of the March 2009 Operations Summary Report were provided and ridership graphs distributed for review.

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

None

OTHER BUSINESS:

None

The regular meeting adjourned at 5:00 pm.

The next regular meeting of the Mason County Transportation Authority Board is scheduled to be held on Tuesday, May 12, 2009 at 4:00 pm at Mason Transit's facility, 790 E Johns Prairie Road, Shelton, Washington.