



The attached minutes of the regular meeting held on the 12th day of May, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 16th day of June, 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
May 12, 2009**

Members Present: John Campbell, Chair; Lynda Ring-Erickson, Vice Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Pat McGanney, Authority Member; Deborah Petersen, Authority Member, and Bill Sloane, Authority Member. Authority Members Bev Wendell 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; Christina Kramer, MTA; John Piety, MCTAB; Volunteer Drivers - Sally Carl, Dorothy Crick, Judy Saeger and Gene Currier; and Tanya Currier.

Called to Order: 4:00 p.m.

Introductions & Volunteer Driver Recognition

Christina Kramer, Administrative Assistant & Volunteer Program Coordinator, introduced Volunteer Drivers and briefly described their contributions through providing essential transportation services under the Volunteer Driver Program guidelines. John Campbell, Chair, on behalf of the Authority Board Members expressed appreciation and gratitude for the outstanding dedication and volunteer efforts presenting certificates of appreciation and community gift bags. Community businesses donating gift certificates or products include Urraco Coffee, Vern's Restaurant, Shepherd's Soap, Sage Book Store, Mary Martha's, God Father's Pizza, A&W Restaurant and the Shelton Cinema.

APPROVE AGENDA:

MOTION to approve the May 12, 2009 agenda as presented. **Gallagher/Petersen. Motion carried unanimously.**

MTA MINUTES:

John Piety, Advisory Board Chair, noted he attended the April 14, 2009 regular meeting. **MOTION** to approve the April 14, 2009 Regular Meeting minutes as corrected. **Gallagher/Petersen. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Thank you notes from Joy Farquhar, Americorp/Washington Reading Corps (WRC) representative and WRC youth along with photos of their volunteer efforts to organize and clean rooms at the Transit Community Center facility were presented. Americorp/WRC expressed thanks for the support and facility space donation for the S Town Breakdown event held on January 19.
2. Letter to the Editor – Rachele Wallace's letter offered compliments for public transit and thanks and appreciation for drivers and gratitude to Trina Gwerder, Field Services Representative.
3. Thank you letter from Andrew Portch for outstanding help and cooperation received from dispatch staff and drivers.

4. Thank you note from pre-school children and staff from the Grapeview Community Preschool for the tour of Mason Transit operations and bus ride.

MTA CURRENT BUSINESS:

1. Financial Report 04/01/09 through 04/30/09

MOTION to approve financial reports for the period 04/01/09 through 04/30/09 as presented with revenues of **\$414,695.25** and expenses of **\$537,958.07**. **Gallagher/Sloane. Motion carried unanimously.**

2. Check Approval 04/01/09 through 04/30/09

MOTION approving payment of April 2009 financial obligations on checks **#16947** through **#17086** as presented for a total of **\$390,677.14**. The total includes Gross Payroll in the amount of **\$199,982.18** through May 1, 2009. **Gallagher/McGanney. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

MTA staff met with Washington Engineering representative to confirm project elements timeframe: Advertise Request for Bids in May; Recommendation for Contract Award at June Authority meeting; On site construction begins in July; Fueling station in September. Estimated construction cost is under budget.

MTA applied for grant dollars through the Department of Ecology and received notice of approval for a clean diesel grant for anti idling addition to some of the fleet.

2. Transit Community Center

Highlights of the April Transit Community Center activity report provided. A liability waiver has been developed for persons participating in senior activities that are not currently sponsored by an agency/organization. The Lewis, Mason, Thurston Area Agency on Aging Executive Director is looking for a way to sponsor individuals allowing them to continue those activities.

The next project phase has led to the announcement that contractor Linda Farrimond has been selected to establish a 501(c)(3) organization for the capital fund raising effort.

3. Watermain Extension Project Update

Revisions to the City of Shelton Utilities Extension Agreement were highlighted by Legal Counsel, Robert Johnson. Discussion tabled until the next meeting to allow full review by Authority Board members.

4. Belfair Service Area Update

Agreement finalized with Washington Engineering for preliminary engineering and site location for the North Mason Park & Ride project. The next step is to establish a committee comprised of local community members of which, Charlie Butros with Mason County and TJ Nedrow with the Washington State Department of Transportation will work closely with Mason Transit and the committee.

Dave O'Connell reported that this project was submitted in the application for High Priority Projects reauthorization to Congressman Norm Dicks' office.

Dave and Jay met with Ralph Lartz, regarding commuters using an area near or on property operating a day care near Beck Road in Belfair as a Park and Ride location. Efforts will continue toward identifying an appropriate location in this vicinity acceptable to area residents/businesses and commuters.

MTA NEW BUSINESS:

1. Bremerton Economic Development Study Briefing

Jay Rosapepe provided highlights of the Washington State Department of Transportation projects referenced in the DRAFT Study provided. Final report is expected to be released in September and funding requests in October.

2. Vehicle Loss

Jay Rosapepe and Mike Oliver provided information related to the vehicle accident that resulted in the total loss of a 2006 mini bus. There were no passengers on board and no injury to the driver, a long-term employee with an exemplary record. Mason Transit intends to replace the vehicle similar in make, condition and value. Details related to replacement options per WSDOT requirements and cost will be provided at the next meeting.

3. Approve Amendment to MOU with Shelton School District No. 309

The MOU allows for the adjustment up or down twice a year if fuel costs increase or decrease beyond 5% over or under the current average rate. The amendment adjusts the mileage rate downward from \$1.30 to \$1.20 per mile effective March 1, 2009.

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

4. Authorizing the General Manager to sign Washington Counties Insurance Pool Interlocal Agreement and Amendments

Mason Transit received notification that internal files maintained by the Washington Counties Insurance Fund/Pool were missing signed amendments to the Interlocal Agreement effective January 1, 2006. The amendments ensure consistency with the Pool's other governing instruments.

MOTION that the Mason County Transportation Authority Board authorize the General Manager to sign Washington Counties Insurance Pool Interlocal Agreement and Amendments. Authority Member, Ring-Erickson abstained from voting. **Gallagher/McGanney. Motion carried.**

MCTAB REPORT:

1. Draft Customer Satisfaction Survey

Authority Board Members were asked to review the draft survey and provide feedback on its content. Staff anticipates additional information will be added pending confirmation of Federal and State survey requirements.

ITEMS TO GO BEFORE MCTAB:

None

GENERAL MANAGER'S REPORT:

Mason Transit staff is working with WSDOT representatives to implement actions/changes as a result of the audit and annual site review. One action requested is the development of reserve accounts. Dave and Jay attended a meeting with members of the Lake Cushman Association, and strong interest in implementing a Community Van Program is being considered. Mason Transit is looking forward to working with Mason County through an agreement to help with the management of the Cole Road Park and Ride.

OPERATIONS REPORT:

Highlights of the April 2009 Operations Summary Report were provided and ridership graphs distributed for review. A preliminary schedule for implementing service changes in February 2010 was available.

ITEMS TO GO BEFORE MCTAB:

None

PUBLIC COMMENT:

John Piety asked if an Advisory Board representative would be on the North Mason Park and Ride Project Committee. A member interested in participating will be identified at the next Advisory Board meeting.

OTHER BUSINESS:

None

The regular meeting adjourned at 5:10 pm.

The next meeting is a joint meeting of the Mason County Transportation Authority and Advisory Boards is scheduled to be held on Tuesday, June 16, 2009 at 5:30 pm at Mason Transit's facility, 790 E Johns Prairie Road, Shelton, Washington.