



The attached minutes of the joint meeting held on the 16th day of June, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 14<sup>th</sup> day of July, 2009.

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

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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  
Mason County Transit Advisory Board  
MINUTES of the Joint Meeting  
June 16, 2009**

**MTA Board 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; Tim Sheldon, Authority Member; Bill Sloane, Authority Member and Bev Wendell, Authority Member.

**MCTAB Board Members Present:** John Piety, Chair; Mary Ogg, Vice Chair/Secretary; Fran Arnold; Bob Bottman; Tim Burford; John Calabrese; Glen Fourre; Kevin Frankeberger; Pamela Hillstrom; Barry Mihailov and Bill Rathke. Herb Baze was 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; Libby Avery' TCC Facility Manager; Becky Frankeberger; Steve Goins, City of Shelton; Dave Salzer, Mason Co. Fire District 5; Kathleen Thompson, Hood Canal Food Bank; Kathy Roberson, Hood Canal Food Bank; and Frank Martinez, Gateway City Outreach Food Bank.

**Called to Order:** 5:30 p.m.

**APPROVE AGENDA:**

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

**MTA MINUTES:**

**MOTION** to approve May 12, 2009 minutes as presented. **Gallagher/Ring-Erickson. Motion carried unanimously.**

**MCTAB MINUTES:**

**MOTION** to approve May 19, 2009 minutes as presented. **Piety/Frankeberger. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Thank you from Centennial Hospital Guild, an affiliate of Mason General Hospital Foundation and the Forest Festival Foundation for the donation of transportation to participants in the Goldsborough Creek Run held on May 23, 2009.
2. Lewis-Mason-Thurston Area Aging on Aging letter notifying Mason Transit that its pre-qualification application was successful and funding information would be provided in late October for the 2010 Volunteer Driver Program contract.

3. Shelton Mason County Journal - June 11, 2009 Article about MTA's Field Services Representative, Trina Gwerder distributed.

**MCTAB CORRESPONDENCE:**

1. Andrew Escamilla (10 yrs old) wrote a letter about his experience riding the bus with his grandmother to Olympia.

**MTA CURRENT BUSINESS:**

**1. Financial Report 5/01/09 through 5/31/09**

**MOTION** to approve financial reports for the period **5/01/09** through **5/31/09** as presented with revenues of **\$363,139.08** and expenses of **\$392,143.65**. **Gallagher/Wendell. Motion carried unanimously.**

The 2007-2008 WSDOT grant revenue received will be reflected in next month's report.

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

**2. Check Approval 5/01/09 through 5/31/09**

**MOTION** to approve May 2009 financial obligations on checks **#17087** through **#17235** as presented for a total of **\$508,212.42**. The total includes Gross Payroll in the amount of **\$303,928.54** through June 12, 2009. **Gallagher/Sheldon. Motion carried unanimously.**

**MTA UNFINISHED BUSINESS:**

**1. Facility Update – Approve Resolution No. 2009-08 Authorizing the Fueling Facility Construction Contract Award**

Four construction bids were received and opened on June 4, 2009. Apparent responsive and lowest bidder – ESE Corporation based in Tacoma, Washington. Washington Engineering recommendation for contract award presented.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-08 authorizing the Fueling Facility Construction Contract Award for \$230,048. **Sloane/Gallagher. Motion carried unanimously.**

**2. Community Transit Center Update**

Community Action Council shared leased space at the Transit Community Center with local Food Banks all of which are interested in remaining at the Center under separate lease arrangements once CAC vacates.

Community Center Association has been formed for the purpose of conducting fundraising efforts for a portion of the renovation. 501(c)(3) application pending.

**3. Watermain Extension Project Update**

Rob Johnson briefed the Authority Board on additional changes being proposed to the Utility Extension Agreement further requesting Board direction in resolving commitment issues within Section III of the Agreement. Project cost/funding concerns expressed. The Authority Board concurred to proceed with presenting proposed changes to the City.

#### **4. Belfair Service Area Update**

Washington Engineering representatives have initiated contact with the North Mason Chamber of Commerce for the North Mason Park & Ride project. Next steps – establish a committee consisting of representatives from local businesses, Mason Transit Advisory and Authority Boards and local residents.

#### **5. Vehicle Replacement**

Washington State Transit Insurance Pool offered \$45,860.72 as fair market value for the 2006 16-passenger minibus loss. WSDOT, title holder, has accepted that offer. Mason Transit desires to replace the vehicle with one similar in make, condition and value, installing undamaged special equipment salvaged in the new vehicle.

**MOTION** that the Mason County Transportation Authority Board approve using a portion of the ending fund balance in an amount not to exceed \$10,000 for the purchase of a replacement 16-passenger minibus. **Ring-Erickson/Petersen. Motion carried unanimously.**

#### **MCTAB UNFINISHED BUSINESS:**

##### **1. Public Service Announcement Policy Revisions**

The Advisory Board recommended approval of the Public Service Announcement Policy as revised. Comments and concerns related to the revisions were expressed.

**MOTION** that the Mason County Transportation Authority Board remand the subject of the Public Service Announcement Policy back to the Advisory Board for further discussion.

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

##### **2. Public Service Announcement Campaign – Headstart/ECEAP**

Discussion tabled.

##### **3. Public Service Announcement Campaign – Shelton School District No. 309**

Discussion tabled.

##### **4. Customer Satisfaction Survey Update**

Latest version of the survey distributed.

#### **MTA NEW BUSINESS:**

##### **1. 2009 CTAA EXPO Attendees Report**

Dave O'Connell, General Manager, Jay Rosapepe, Operations Manager deferred reporting to John Campbell, Chair. John summarized his attendance, experience and gained transit industry knowledge stating, "I came away with a much more integrated view of transportation as central to what it means to exercise civil liberties in a 21<sup>st</sup> century context. I just came to see the importance of what we are doing." John expressed his thanks for the opportunity to attend.

##### **2. Mason County Youth Program**

Libby Avery provided highlights of the program noting that five participants are assigned to Mason Transit for summer work experience and training. Four participants are assigned to the maintenance/facilities department and are working on a variety of facility and shelter maintenance projects and one assigned to the Transit Community Center providing custodial support. Libby

noted that up to ten Youth Program participants may be added to work on developing bicycle repair skills at the Transit Community Center facility.

### **3. Washington State Department of Transportation – Consolidated Grant Award**

Mason Transit received confirmation that stated and federal funds were being awarded for the 2009-2011 consolidated grant cycle - \$3,907,033 in operating assistance and \$900,000 in capital assistance for replacement coaches.

**Motion** that the Mason County Transportation Authority Board of Directors approve accepting Washington State Department of Transportation Consolidated Grant Award for 2009-2011.

**Petersen/Sheldon. Motion carried unanimously.**

### **MCTAB NEW BUSINESS:**

#### **1. 2009 Statewide Citizens Advisory Council Conference**

This year's conference is being hosted by King County Metro in Seattle, Washington on September 25, 2009.

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

1. King County Metro Agreement - Rideshareonline
2. Social Security Administration – Internal public service announcement campaign request.

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

None

### **OPERATIONS REPORT:**

Jay Rosapepe provided highlights of the June 2009 Operations Summary report and graphs. Dave O'Connell noted that additional discussion surrounding the vanpool program will take place at the next meeting.

### **PUBLIC COMMENT:**

Becky Frankeberger offered thanks and appreciation to Mason Transit for providing transportation to and from appointments, commenting that the service is vital and keeps her mobile.

On behalf of the Hood Canal Food Bank, Kathy Roberson, Executive Director, expressed thanks for the opportunity to continue to utilize space under lease arrangement at the Transit Community Center facility.

### **OTHER BUSINESS:**

Bill Rathke provided transit related information and statistics gathered from the Hood Canal Bridge closure.

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