



The attached minutes of the joint meeting held on the 14th day of July, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 11th day of August, 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
July 14, 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; Jay Rosapepe, Operations Manager; Barb Singleton, MTA; John Piety, MCTAB; and Steve Goins, City of Shelton.

Called to Order: 4:00 p.m.

APPROVE AGENDA:

MOTION to approve the July 14, 2009 agenda as presented with the addition of one item of correspondence from the Washington State Department of Transportation. **Gallagher/Ring-Erickson. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve the June 16, 2009 joint meeting minutes as presented. **Gallagher/Wendell. Motion carried unanimously.**

MTA CORRESPONDENCE:

1. Washington State Department of Transportation letter confirming Mason County Transportation Authority is in good standing.

MTA CURRENT BUSINESS:

1. Financial Report 06/01/09 through 06/30/09

MOTION to approve financial reports for the period 06/01/09 through 06/30/09 as presented with revenues of **\$3,557,856.45** and expenses of **\$398,465.25**. **Gallagher/Wendell. Motion carried unanimously.**

Authority Member Ring-Erickson requested the Sales Tax Revenue Comparison chart be changed to demonstrate the year-to-date figures for each year shown for the reporting month.

2. Check Approval 06/01/09 through 06/30/09

MOTION approving payment of June 2009 financial obligations on checks **#17236** through **#17354** as presented for a total of **\$424,740.17**. The total includes Gross Payroll in the amount of **\$218,261.60** through July 10, 2009. **Gallagher/Wendell. Motion carried unanimously.**

Jay Rosapepe briefly reported on the Verbal Defensive Training Class provided through Pierce Transit and referred to in the industry as "SWAT" or "Verbal Judo". The class focuses on skills and techniques to handle and/or defuse confrontational situations with the public.

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that a proposed contract agreement has been provided to Legal Counsel and the contractor for review. MTA Legal Counsel advised changes in the document are forthcoming.

2. Transit Community Center

Inspections of the auxiliary building at the facility on Franklin were conducted by the Fire Marshall and Health Department, a requirement before new food bank tenants can take occupancy. A new tenant involved in a bike repair activity with youth will be in place at the center soon. Senior activities such as pickle ball and volley ball are very popular at the center.

3. Water main Extension Project Update

Legal Counsel, Robert Johnson, highlighted revisions to the City of Shelton Utilities Extension Agreement, noting his concern with the recent news that a moratorium on connections is in place. Legal Counsel recommended that sections 22, 23, 24, 25 and 26 be prefaced with a statement about connection when capacity is available. City of Shelton representative, Steve Goins, commented that related to the sewer connection, terms were based on a long-term endeavor, and from the water side, assurances can be given.

MOTION to accept the City of Shelton Utilities Extension Agreement with those modifications acknowledging in the appropriate places that the sewer issue will be resolved at such time as the service is available and with some modest assurance, in writing, that there is water adequacy to provide service to this facility for both domestic use and fire flow. **Ring-Erickson/Gallagher.**
Motion carried unanimously.

4. Belfair Service Area Update

Dave O'Connell reported that the Engineering firm has made contact with the North Mason Chamber, however, the North Mason Park and Ride project is delayed due to the firms' involvement with priority project obligations to include Mason Transit's fueling station project.

MTA NEW BUSINESS:

1. Board Retreat

A joint retreat for Authority and Advisory Board Members is being planned in September. Confirmation of the date, time and agenda will be based on responses to the questionnaire distributed to Authority and Advisory Board Members. Preliminary topics suggested include: why community transit is an important public service; Board Member role and responsibilities; how meetings are conducted (pre-agenda briefings and regular meetings). All districts represented, whether they are serving this term or not will be invited to participate.

2. Financial Review

Dave O'Connell reported that a Peer Review on Mason Transit's financial practices, policies and procedures is being coordinated with Washington State Department of Transportation (WSDOT) and the Washington State Transit Insurance Pool (WSTIP) has confirmed they will offer assistance with bringing in the services of a capable financial firm to assist with policy development.

3. Community Center Association Agreement

Assistance from Mason Transit to complete the non-profit filing for Community Center Association has been requested in support of fundraising advertising and related efforts associated with the Transit Community Center project.

MOTION that the Mason County Transportation Authority Board approve entering into an agreement for services with Community Center Association. **Gallagher/Wendell. Motion carried unanimously.**

MCTAB REPORT:

None.

ITEMS TO GO BEFORE MCTAB:

Public Service Announcement – Transit Community Center Fundraising Event Flyers announcing the Pie Social on August 9th from noon – 4:00 pm.

GENERAL MANAGER'S REPORT:

Mason Transit representatives will be participating in a webinar session on reauthorization. This is one of the most important things coming up in the field of transportation both for public transportation and road maintenance purposes. Dave O'Connell will provide updates on this issue as information becomes available.

OPERATIONS REPORT:

Highlights of the June 2009 Operations Summary Report were provided and ridership and gas price comparison graphs distributed for review. Oysterfest event organizers have requested an analysis from Mason Transit on the number and types of vehicles and route operated in the past for this event. Mason Transit will be providing transportation for Allyn Days this weekend.

PUBLIC COMMENT:

None.

OTHER BUSINESS:

None.

EXECUTIVE SESSION:

John Campbell, Chair, recessed the regular meeting and called for Executive Session to discuss pending litigation matter at 5:03 p.m. The Executive Session will be in session for no more than fifteen (15) minutes.

John Campbell, Chair, closed the Executive Session and reconvened the regular meeting at 5:11 pm.

With no further business, the regular meeting adjourned at 5:11 pm.

The next meeting will be held on Tuesday, August 11, 2009 at 4:00 pm at Mason Transit's facility, 790 E Johns Prairie Road, Shelton, Washington.