



The attached minutes of the regular meeting held on the 11th day of August, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 15th day of September, 2009.

John Campbell
John Campbell, Chair

Lynda Ring-Erickson
Lynda Ring-Erickson, Vice Chair

Mike Byrne
Mike Byrne, Authority Member

Deborah Petersen, Authority Member

Ross Gallagher
Ross Gallagher, Authority Member

Tim Sheldon, Authority Member

Pat McGanney, 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
August 11, 2009**

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

Others Present: Dave O'Connell, General Manager; Kristin French, 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; John Calabrese, MCTAB; Barry Mihailov, MCTAB.

Called to Order: 4:00 p.m.

APPROVE AGENDA:

MOTION to approve the August 11, 2009 agenda as presented. **Gallagher/Wendell.**
Motion carried unanimously.

MTA MINUTES:

MOTION to approve the July 14, 2009 regular meeting minutes as presented.
Gallagher/Wendell. Motion carried unanimously.

MTA CORRESPONDENCE:

1. Thank you letter from the Hoodspout Community Events Association for special event services provided for the Hoodspout 4th of July event.
2. Latvian School students and staff expressed their thanks to Mason Transit for providing transportation to their group of students scheduled to perform at this year's Mason County Fair. A photo featuring the students in costume along side Mason Transit's bus was distributed.

MTA CURRENT BUSINESS:

1. Financial Report 07/01/09 through 07/31/09

MOTION to approve financial reports for the period 07/01/09 through 07/31/09 as presented with revenues of **\$330,987.52** and expenses of **\$439,257.64.** **Sheldon/Petersen.**
Motion carried unanimously.

2. Check Approval 07/01/09 through 07/31/09

MOTION approving payment of July 2009 financial obligations on checks **#17355** through **#17464** as presented for a total of **\$404,764.03.** The total includes Gross Payroll in the amount of **\$104,468.70** through August 7, 2009. **Gallagher/Petersen. Motion carried unanimously.**

3. Budget Review Committee

John Campbell and Mike Byrne volunteered to participate in the 2009 budget development and 2008 audit review processes.

4. 2009 Audit

The 2008 audit is in process. Dave O'Connell, Carolyn LePage, John Campbell and Mike Byrne attended the audit entrance interview held on August 11, 2009 at 3:00 pm.

MTA UNFINISHED BUSINESS:

1. Facility Update

Mike Oliver reported that the proposed contract agreement has been provided to ESE Corporation representatives. A meeting is scheduled on August 13, 2009 with representatives from Washington Engineering and ESE Corporation to discuss the fueling station project.

2. Transit Community Center

Work is completed on the annex building allowing Gateway and Hood Canal Food banks to take occupancy. The third tenant in this space is the bike shop. The Shelton School District and Choice High School Program have expressed a commitment to enter into a lease agreement by the first of September. The Pie Social event held on Sunday, August 9th accomplished the goal of generating interest and support for the planned renovation to the Armory.

3. Water main Extension Project Update

Kristin French, representing MTA legal counsel, noted there were no new updates. Discussion tabled until the next meeting. Mike Byrne reported that the agreement changes recommended by Rob Johnson are being reviewed along with other adequacy issues raised by the City.

4. Belfair Service Area Update

No project progress. Dave O'Connell reported that there is a potential funding source for the North Mason Park and Ride project through reauthorization – congress is getting closer to looking at a continuation of existing federal transit policy. We have made it in to the House for funding, and it would just mean that at the time of reauthorization we would approach the Senate for continuation of funding for this project. Site selection will need to be completed prior to submitting the project to Congress.

5. Board Retreat

The joint retreat for Authority and Advisory Board Members will be held on Thursday, September 17, 2009 from 9:00 am – 4:00 pm at the Mason County Public Works facility. Retreat facilitator Cathy Silins, Assistant Director, with the Washington State Department of Transportation is well qualified to lead this effort.

6. Statewide Citizens Advisory Committee Meeting

John Campbell, Chair, will attend this year's Statewide CAC meeting being hosted by King County Metro on September 25th. Registration deadline is August 28th.

MTA NEW BUSINESS:

1. Bus Stop Lighting

To improve public safety and security and reduce the potential of theft and vandalism, Mason Transit desires to provide adequate lighting at the bus shelter located on Clifton lane in Belfair.

The cost to provide lighting is approximately \$350 a year, and there are no installation costs. Mason Transit staff will contact the State of Washington to discuss adding a crosswalk on Clifton lane.

2. Maintenance Lift

Mason Transit desires to purchase a portable vehicle lift to enhance the ability to maintain vehicle servicing requirements due to increased workload.

MOTION that the Mason County Transportation Authority Board approve the purchase of a portable vehicle lift not to exceed \$45,000. **Gallagher/Wendell. Motion carried unanimously.**

MCTAB REPORT:

1. Public Service Announcement – ESD 113

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation to approve ESD 113's Head Start/ECEAP program ad as submitted for interior and exterior display on Mason Transit vehicles for a 6 month period. **Wendell/Byrne Motion carried unanimously.**

2. Public Service Announcement – Shelton School District #309

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation to approve Shelton School District #309's Even Start Family Literacy program ad as submitted for interior display on Mason Transit vehicles for a 6 month period. **Wendell/Petersen Motion carried unanimously.**

3. Customer Survey Update

Advisory Board members are working with operations staff to finalize the survey document and determine how the survey will be administered, timeframe and survey result reporting.

ITEMS TO GO BEFORE MCTAB: None.

GENERAL MANAGER'S REPORT:

Mason Transit representatives participated in a webinar session on reauthorization. The program is funded from gas tax which is a limited source of revenue. Under reauthorization, there are strong indications that transit projects will be funded. Two critical projects are the Belfair Park and Ride and Transit Community Center that we hope will be funded.

A Peer Review has been requested on finance operations. The Washington State Department of Transportation is assembling the review team comprised of representatives from other transit agencies to look at finance policies and practices.

OPERATIONS REPORT:

Highlights of the July 2009 Operations Summary Report was provided along with the ridership comparison graph.

Authority Members viewed a recent event captured on Mason Transit's on-board cameras, involving a school aged bicycle rider. Mason Transit's Driver took evasive action and braked to avoid a collision.

Dave O'Connell noted that WSTIP is looking at providing a funding resource to acquire cameras for all transit vehicles. Members of ESD 113 involved in the Bike Shop at the Armory are producing a bicycle training/safety video.

PUBLIC COMMENT:

None.

OTHER BUSINESS:

None.

The next meeting is a joint meeting of the Authority and Advisory Boards scheduled to be held on Tuesday, September 15, 2009 at 5:30 pm at the Port of Allyn located at 18560 E SR3 in Allyn.