



The attached minutes of the joint meeting held on the 15th day of September, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 13th day of October, 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

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
September 15, 2009**

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

MCTAB Board Members Present: John Piety, Chair; Fran Arnold; Bob Bottman; Tim Burford; John Calabrese; Glen Fourre; Kevin Frankeberger; Pamela Hillstrom; Barry Mihailov and Bill Rathke. Herb Baze and Mary Ogg were 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; Barbara Singleton, MTA; Dawn Hays, MTA Driver; Terry Mihailov; Juan Perez-Moron; MTA Driver.

Called to Order: 5:32 p.m.

Employee Recognition

Terry Mihailov was recognized and honored for over 20 years of dedication and service to Mason Transit. Terry retired in early September. Recognition and congratulations were expressed to Juan Perez-Moron for his accomplishment in placing 1st in the Washington State Rodeo Body on Chassis division competition and Dawn Hays for her accomplishment in placing 4th in the 40-Foot division.

APPROVE AGENDA:

New item #3 under New Business – Peer Review. **MOTION** to approve the agenda as amended. **Gallagher/Wendell. Motion carried unanimously.**

MTA MINUTES:

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

MCTAB MINUTES:

MOTION to approve the August 25, 2009 minutes as presented. **Frankeberger/Fourre. Motion carried unanimously.**

MTA CORRESPONDENCE:

None

MCTAB CORRESPONDENCE:

None

MTA CURRENT BUSINESS:

1. Financial Report 8/01/09 through 8/31/09

MOTION to approve financial reports for the period **8/01/09** through **8/31/09** as presented with revenues of **\$375,717.66** and expenses of **\$399,778.79**. **Gallagher/Ring-Erickson.**
Motion carried unanimously.

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

Gallagher spoke favorably about the YTD financial position of Mason Transit and staff's efforts.

2. Check Approval 8/01/09 through 8/31/09

MOTION to approve August 2009 financial obligations on checks **#17465** through **#17586** as presented for a total of **\$372,989.76**. The total includes Gross Payroll in the amount of **\$210,094.86** through September 4, 2009. **Ring-Erickson/Gallagher. Motion carried unanimously.**

3. 2008 Audit Exit Conference

2008 Audit exit conference was held on September 3, 2009. The audit reflects, no findings, one recommendation that staff retain documentation to support any sole source of supply, and that prior audit findings were resolved.

4. 2010 Budget Development Report

Budget Committee meeting scheduled on October 1, 2009. Public Hearings scheduled in October and November with final recommendation to adopt the 2010 Budget in December. Authority Board Members John Campbell and Mike Byrne and Advisory Board Members John Piety and Kevin Frankeberger will be present.

MTA UNFINISHED BUSINESS:

1. Facility Update – Fueling Station Project

Contractor began construction on the fueling station on August 24, 2009. Fuel tank is scheduled for delivery on September 21st. The first change order is to correct inadequate travel lane clearance on either side of the pumps in the amount of approximately \$14,000.00. The project expenses are below budget.

Diesel Particulate Filter (DPF) cleaning technology. Mason Transit is interested in generating revenue through offering the cleaning technology to outside entities. Staff is conducting preliminary research on cost and associated information in hopes of offering this technology in 2010.

2. Community Transit Center Update

The Armory is at full capacity with a waiting list of agencies/general public interested in leasing space to include Choice High School and ESD113. Senior activities interest is growing and on Tuesdays and Thursdays persons are standing in line to get an opportunity to participate. Hood

Canal and Gateway Food Banks are occupying the renovated annex building. Board members were encouraged to stop by for a tour and to observe the variety of activities taking place.

Mason Transit partnered with the City of Shelton in a grant opportunity for frontage improvements. The grant was submitted by the City on September 8, 2009. Brief discussion was had on transit activities that could occur upon completion of frontage improvements and other minor renovations.

Ring-Erickson commented that an opportunity may exist for lodging tax money, and that staff investigate and consider having visitor information available at this location.

3. Watermain Extension Project Update

The Public Utility District (PUD) is moving forth with a plan to install the waterline to their new facility on Johns Prairie. Mason Transit has an opportunity to enter into a late comer's agreement with the PUD. Rob Johnson reported that the PUD and City have signed the utilities extension agreement.

MOTION that the Mason County Transportation Authority Board rescind the directive of June 14, 2009 to proceed with presenting proposed changes to the City Agreement, and authorize the General Manager to begin negotiating with the Public Utility District. **Ring-Erickson/Gallagher.**
Motion carried unanimously.

4. Belfair Service Area Update

Representatives from MTA, the State, County and Washington Engineering met on September 14, 2009. The first community meeting is scheduled on September 21, 2009. The Engineer will present recommendations following the community meeting.

Mason County has grant funds for the storm water treatment facility in the North Mason area and a partnership opportunity in a joint activity to address both ventures would be beneficial.

5. Bus Stop Lighting Update

Dave O'Connell provided highlights of the discussion with Washington State Department of Transportation who has referred the street lighting matter on Clifton Lane at the Bill Hunter Park Bus Stop back to Mason County and Mason Transit. Mason Transit requested approval to go forth to install lighting immediately.

6. Joint Board Retreat

Kathy Cook provided a brief overview of planned sessions. Cathy Silins, Assistant Director with the Washington State Department of Transportation will facilitate. The retreat is being held at the Mason County Public Works facility, 8:30 am – 4:00 pm on Thursday, September 17, 2009.

MCTAB UNFINISHED BUSINESS:

1. Public Service Announcement Policy Revisions Update

Public Service Announcement Policy Revisions – in the Legal Counsel review process. Proposed revisions scheduled to be presented at the October 27 Advisory Board meeting.

2. Customer Survey Update

The Customer Satisfaction Survey will be conducted October 5 -19, 2009. John Piety invited Advisory and Authority members to participate in conducting the survey.

3. Associate Membership

The Advisory Board recommended that Herb Baze be moved from an active membership to Associate Membership on the Advisory Board be approved by the Authority Board.

MOTION that the Mason County Transportation Authority Board approve MCTAB's recommendation that Herb Base become an Associate Member of the Advisory Board.
Sloane/Wendell. Motion carried unanimously.

4. Draft Bylaw Revisions

Proposed revisions to the Advisory Board Bylaws were distributed and referred to Legal Counsel for review.

5. 2009 Statewide Citizens Advisory Council (CAC) Meeting Cancelled

Advisory Board Members expressed interest in coordinating a regional CAC meeting. This topic will be discussed at the October Advisory Board meeting.

MTA NEW BUSINESS:

1. Shelton School District No. 309 Memorandum of Understanding

Shelton School District No. 309 and Mason Transit desire to enter into an agreement to continue the provision of zone route service in the Lower Hood Canal, Arcadia, Agate and Lake Limerick areas through utilizing school buses. The cost increase negotiated is covered under our current contract with the Washington State Department of Transportation.

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

2. Generator Purchase

Mason Transit staff recommended Board approval to purchase a surplus 50kw generator valued at \$4,000.00 for use in case of an emergency due to power outages. While the current generator will not sufficiently supply power for overall operational needs and new fueling station, it will be used in a mobile capacity to provide power to the Armory and potentially used to power tools for shelter maintenance purposes.

MOTION that the Mason County Transportation Authority Board approve the purchase of a 50kw generator for emergency backup purposes in the amount of \$4,000.00. **Gallagher/Wendell.**
Motion carried unanimously.

3. Peer Review

The Washington State Department of Transportation Peer Review is scheduled September 28-30, 2009. The Peer Review will focus on financial management. A group of peers from the transit industry comprise the peer review panel members. Mike Harbour, Intercity Transit Executive Director will lead the peer review effort.

MCTAB NEW BUSINESS:

None.

ITEMS TO GO BEFORE MCTAB:

None.

GENERAL MANAGER'S REPORT:

Dave O'Connell reported he is scheduled for surgery in October and anticipates being out of the office for approximately 2 weeks.

OPERATIONS REPORT:

Jay Rosapepe provided highlights of the August 2009 Operations Summary report and graphs. Jay provided an overview of Mason Transit's Pandemic Guidelines. Mason Transit will provide transportation for this year's Oysterfest event October 3-4, 2009.

PUBLIC COMMENT:

None.

OTHER BUSINESS:

None.

The Joint Board Retreat will be held on Thursday, September 17, 2009 - 8:30 am to 4:00 pm at the Mason County Public Woks Facility located at 100 W Public Works Drive, Shelton, WA.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, October 13, 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, October 27, 2009 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.