



The attached minutes of the joint meeting held on the 13th day of October, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 10th day of November, 2009.

John Campbell
John Campbell, Chair

Lynda Ring-Erickson
Lynda Ring-Erickson, Vice Chair

Mike Byrne
Mike Byrne, Authority Member

Deborah Petersen
Deborah Petersen, Authority Member

Ross Gallagher
Ross Gallagher, Authority Member

Tim Sheldon
Tim Sheldon, Authority Member

Pat McGanney
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
October 13, 2009**

Members Present: John Campbell, Chair; Mike Byrne, Authority Member; Ross Gallagher, Authority Member; Pat McGarney, Authority Member; Deborah Petersen, Authority Member, Tim Sheldon, Authority Member; Bill Sloane, Authority Member, and Bev Wendell, Authority Member. Authority Member Lynda Ring-Erickson was 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; Libby Avery, Transit Community Center Manager; Lori Dougherty, MTA; John Piety, MCTAB; Barry Mihailov, MCTAB, Charlie Butros, Mason County; Bob Bottman, SOCK; Linda Trail and Robert Trail.

Called to Order: 4:03 p.m.

APPROVE AGENDA:

MOTION to approve the October 13, 2009 agenda as presented. **Gallagher/Wendell.**
Motion carried unanimously.

MTA MINUTES:

MOTION to approve the September 15, 2009 joint meeting minutes as presented.
Gallagher/Sheldon. Motion carried unanimously.

MTA CORRESPONDENCE:

1. Letter to the Editor - State Representative Fred Finn offered favorable comments about his experience riding Mason Transit and opportunity to meet the drivers and experience the role they play in others lives through providing transportation.
2. Letter to the Editor – Sharon Brown references an incident that occurred at a Mason Transit bus stop warning people to be aware of violent people and criminals that use public transportation. Ms. Brown recognized Mason Transit is not responsible for the actions of the general public.
3. Thank You Letter – Florence Anderson expressed appreciation for the service and offered compliments to drivers and dispatch/schedules for their help and kindness, especially to make alternative pick-up arrangements to avoid youth issues at a Bus Stop.
4. Lewis-Mason-Thurston Area Agency on Aging – Notice announcing the anticipated grant amount of \$27,194 may be available to fund Mason Transit's Volunteer Driver Program in 2010.

MTA CURRENT BUSINESS:

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

MOTION to approve financial reports for the period 09/01/09 through 09/30/09 as presented with revenues of **\$340,047.68** and expenses of **\$521,927.61**. **Gallagher/Wendell.**
Motion carried unanimously.

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

MOTION approving payment of September 2009 financial obligations on checks **#17587** through **#17726** as presented for a total of **\$532,265.70**. The total includes Gross Payroll in the amount of **\$212,322.49** through October 2, 2009. **Gallagher/McGanney. Motion carried unanimously.**

3. 2010 Budget Review Committee

Budget Review Committee members John Campbell, Mike Byrne, John Piety and Kevin Frankeberger met with Management staff to review the 2010 proposed budget. Public hearings are scheduled on October 13 and November 10 with final approval scheduled on December 8.

PUBLIC HEARING - 2010 Proposed Budget

John Campbell, Chair, recessed the regular meeting and opened the public hearing at 4:32 pm to receive public comment on the 2010 Proposed Budget. Dave O'Connell described the 2010 Financial Plan and budget goals and assumptions. In addition, highlights of the proposed capital and operating reserves were discussed. 2010 projected revenue - \$7,274,391; projected expenses - \$7,274,391; ending fund balance \$6,210,716. Staff responded to questions raised related to use of reserve funds and establishment of capital and operating reserves and increase in health care benefit premium.

John Campbell, Chair, asked for public comment. No public comment. The next scheduled public hearing is scheduled on November 10, 2009 at 4:30 p.m. John Campbell, Chair, closed the public hearing at 4:43 pm and reconvened the regular meeting.

MTA UNFINISHED BUSINESS:

1. Facility Update

The fueling station project remains on schedule. The back-up generator is being installed this week.

2. Transit Community Center

Libby Avery, Transit Community Center Manager, distributed copies of a newsletter produced in cooperation with tenants. The newsletter will be produced on a bi-monthly basis.

SOCK representative, Bob Bottman, requested Board approval to waive a portion of the rent for use of the Armory for a Christmas Bazaar, an annual fund raising event to benefit SOCK (Save Our County's Kids). Mr. Bottman offered to provide advertising for Mason Transit in the form of in-kind contribution instead of rent. Legal Counsel noted that the in-kind service must meet the value of the rent to avoid the gift of public funds issue.

Mason Transit staff will work with Legal Counsel on an agreement to present to the Authority Board at the next month that describes in-kind services and value.

MOTION that the Mason County Transportation Authority Board allow SOCK to host the annual Christmas Bazaar event at the Armory and that the rent for this event to be paid in in-kind services. **McGanney/Petersen. Motion carried unanimously.**

3. Water main Extension Project Update

Dave O'Connell reported that Rob Johnson will represent Mason Transit at the meeting scheduled with the County, City and PUD3 on October 29, 2009.

4. North Mason Park & Ride Project Update

Dave reported two additional meetings were held in September with members of the North Mason Committee. One of the meetings was to view potential properties. In addition, two meetings with the County were held which may lead to a potential partnership opportunity for this project. Real Estate will be discussed later in the Executive Session.

5. Bus Stop Lighting

An application has been submitted to PUD for the installation of a light pole adjacent to the bus shelter at Bill Hunter Park. In addition, Liz Corliss-Clark, community volunteer is working with a Navy crew to schedule a day to clear brush and prune back trees to improve visibility and safety in that area by the end of the month.

6. Peer Review Update

Representatives from Washington State Department of Transportation and Washington State Transit agencies were present to conduct interviews and observations September 28 through 29th. The Post Peer Review meeting was held on September 30. Dave O'Connell commented that the draft report is due by the end of October.

Dave commented that Peer Review panelist stated this was a valuable event and that serious matters relative to controls on funding were identified. The panel recommended MTA consider spending constraints given 40% of its operation would be cut if grant funding was lost.

MTA NEW BUSINESS:

1. Resolution No. 2009-09 Authorizing the Board Chair to sign Washington State Department of Transportation Agreement #GCA6186

Washington State Department of Transportation Agreement #GCA6186 provides Federal/State Operating Grant funds to sustain general public, specialized, demand response, zone route and regional connection transportation services in Mason County through June 30, 2011.

MOTION that the Mason County Transportation Authority Board approve Resolution No. 2009-09 authorizing the Board Chair to sign Agreement #GCA6186 with the Washington State Department of Transportation. **Gallagher/Wendell. Motion carried unanimously.**

2. 2009-2011 Cost Allocation Plan

Mason Transit is required to prepare a Cost Allocation Plan demonstrating how awarded grant funds will be allocated in accordance with grant agreements issued by the Washington State Department of Transportation. The proposed cost allocation plan for 2009-2011 is based on dividing all grant eligible expense per quarter by mileage per project during that quarter.

MOTION that the Mason County Transportation Authority Board approve the 2009-2011 Cost Allocation Plan as presented. **Gallagher/Sheldon. Motion carried unanimously.**

3. Service Development – Public Comments/Hearings

Jay Rosapepe provided highlights of proposed service changes for implementation in February 2010 to include development of Zone Routes in Tahuya, Lake Limerick & Mason Lake and Arcadia; Supplemental Service (ASA) to Dayton, Highland Road and Lost Lake; adding a bus to Route 5 during peak hours (noon to 6:00 pm); and reducing service on Federal and State holidays from weekday service to Saturday service. The proposed changes will be presented to MCTAB on October 27th followed by two public hearings, October 27 at the Civic Center at 7:00 pm and November 3 at the North Mason Timberland Library at 7:00 pm.

MCTAB REPORT:

1. Customer Survey Update

Advisory Board members and MTA staff are conducting customer surveys for a two week period. To date approximately 200 responses have been received.

ITEMS TO GO BEFORE MCTAB:

1. Hosting Citizens Advisory Board Meeting

Mason Transit's Advisory Board members will discuss hosting a Citizens Advisory Board meeting in 2010 for the Olympic Peninsula region.

GENERAL MANAGER'S REPORT:

Dave will be out of the office for 2-3 weeks following scheduled surgery on the 19th. At a recent Community Transportation Association of the Northwest meeting, members raised concerns about Adult Day Health Transportation given the reduction in medicaid transportation funding. Mason Transit is not affected given we provide this service and do not rely on medicaid reimbursement dollars to do so.

OPERATIONS REPORT:

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

PUBLIC COMMENT:

Libby Avery encouraged Board Members and staff to submit articles for the Transit Community Center newsletter.

OTHER BUSINESS: None.

EXECUTIVE SESSION:

John Campbell, Chair, recessed the regular meeting and called for Executive Session to discuss Real Estate at 5:36 p.m. The Executive Session is expected to take 15 minutes.

John Campbell, Chair, reconvened the regular meeting at 5:52 pm. There was no further business.

The next regular meeting of the Authority Board is scheduled to be held on Tuesday, November 10, 2009 at 4:00 pm at Mason Transit's business office.