



The attached minutes of the regular meeting held on the 10th day of November, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 8<sup>th</sup> day of December, 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  
Tim Sheldon, Authority Member

\_\_\_\_\_  
Pat McGanney, Authority Member

\_\_\_\_\_  
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  
November 10, 2009**

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

**Others Present:** Robert Johnson, Legal Counsel; Kathy Cook, Administrative Services Manager and Clerk of the Board; Carolyn LePage, Finance Manager; Jay Rosapepe, Operations Manager; Libby Avery, Transit Community Center Manager; Barbara Singleton, MTA; John Piety, MCTAB; Kevin Frankeberger, MCTAB; Becky Frankeberger, Stan Catron, Bob Bottman, SOCK.

**Called to Order:** 4:00 p.m.

**APPROVE AGENDA:**

John Piety requested that under Items To Go Before MCTAB, Mason Transit Riders' Guide review be added. **MOTION** to approve the November 10, 2009 agenda as amended.

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

**MTA MINUTES:**

**MOTION** to approve the October 13, 2009 regular meeting minutes as presented.

**Sheldon/Wendell. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Thank You Letter – Jacque Johnson expressed thanks to Mason Transit staff, Kathy Cook, Athena Green and Kim Atterberry for their combined assistance in arranging specialized transportation needs for her grandson who traveled to Salt Lake City for a conference.
2. Thank You Letter – Barb McFadzen expressed thanks and appreciation for the quick actions of Jay Rosapepe to summons help for her mother when she fell prior to arriving to the bus during Oysterfest. Barb also offered thanks to Richard Blackwell who transported her and her brother to the hospital.

**MTA CURRENT BUSINESS:**

**1. Financial Report 10/01/09 through 10/31/09**

**MOTION** to approve financial reports for the period 10/01/09 through 10/31/09 as presented with revenues of **\$318,128.14** and expenses of **\$495,444.35**. **Gallagher/Ring-Erickson. Motion carried unanimously.**

**2. Check Approval 10/01/09 through 10/31/09**

**MOTION** approving payment of October 2009 financial obligations on checks **#17727** through **#17843** as presented for a total of **\$668,804.16**. The total includes Gross Payroll in the amount of **\$212,709.24** through October 30, 2009. **Sheldon/Petersen. Motion carried unanimously.**

## **MTA UNFINISHED BUSINESS:**

### **1. Facility Update**

Jay Rosapepe reported that the roof over the fueling station is completed and fuel pumps delivered. A change order is pending for electrical service hookup for the generator. The project remains on schedule. Mason Transit desires to enter into a reciprocal agreement with the Mason County Transportation Coop for fueling in case of emergencies. Staff is conducting preliminary research on video surveillance systems for Shelton base of operations facility and fueling station security.

### **2. Transit Community Center**

Kathy Cook provided highlights of the October activity report noting that Shelton School District took occupancy on the 1<sup>st</sup> for after school programs; Mason County Christian School held a volley ball tournament on October 22<sup>nd</sup>. Approximately 150 people from Shelton and Olympia attended the 3 game tournament held with Saint Michael's of Olympia. MTA representatives met with tenants to discuss safety and security related matters revolving around public access to youth. To date, tenants are pleased with solutions presented to minimize public access concerns.

### **3. Water Main Extension Project Update**

Rob Johnson briefly reported on the meeting held with representatives representing Mason Transit, Mason County, City of Shelton, Port of Shelton and PUD3 on October 29, 2009. Mason Transit will schedule a meeting with PUD3 on a cooperative agreement for the water main extension.

### **4. North Mason Park & Ride Project Update**

Jay Rosapepe reported that meetings held in late October with the County were productive. Rob Johnson highlighted conditions in the draft Memorandum of Understanding (MOU), approved by the Mason County Commission. The MOU is limited to investigation of the feasibility of acquiring a site in the Belfair area suitable for a park and ride facility and a storm water treatment facility.

**MOTION** that the Mason County Transportation Authority Board authorize the Board Chair to sign the MOU with Mason County to investigate the feasibility of acquiring a site in the Belfair area suitable for construction of a park and ride facility and a storm water treatment facility.

**Sheldon/Wendell. Motion carried unanimously.**

### **5. Bus Stop Lighting**

Jay Rosapepe reported that the cleanup effort at the Bill Hunter Park occurred on October 13<sup>th</sup> through volunteer efforts of a PSNS Navy crew and Mason Transit maintenance staff. An application has been submitted to PUD for the installation of a light pole. PUD is scheduled to install the poles and lights by the end of next week. Complaints surrounding the lack of lighting in that area have been received. Complainants intend to convey their concern to PUD as well.

### **6. Peer Review Update**

Kathy Cook reported that the draft peer review report was delivered to Dave O'Connell for his preliminary review. Dave anticipates he will arrange a meeting with the peer review panel member lead, Mike Harbor, Executive Director at Intercity Transit, mid December.

## **PUBLIC HEARING - 2010 Proposed Budget**

John Campbell, Chair, recessed the regular meeting and opened the public hearing at 4:30 pm to receive public comment on the 2010 Proposed Budget. Carolyn LePage provided highlights of the proposed revenue, expenses and capital and operating reserves. Anticipated Revenue \$7,274,391; Anticipated Expenses \$7,274,391. The anticipated expenses include Mason Transit's share for capital projects in the amount of \$1,982,850. 2010 Proposed Capital Reserve - \$3,000,000; 2010 Proposed Operating Reserve - \$1,500,000. Projected ending fund balance \$6,210,716.

John Campbell, Chair, called for public comment.

Kevin Frankeberger asked if the Volunteer Driver Recruitment is our senior program, and if the \$32,000 expense was offset by a grant. Reference made to the \$3,000 difference. Staff responded affirmative to both questions, noting that Mason Transit does provide volunteer driver transportation to individuals that do not qualify under the agreement with Lewis-Mason-Thurston Area Agency on Aging. Cost to provide those trips comes from other funding sources. Mason Transit intends to enter into a subcontract with Faith In Action to provide volunteer driver services in the Belfair area. A request is being made to roll over unused grant funds to 2010 for use under the Volunteer Driver Program.

Kevin Frankeberger asked for clarification on the two line items under Community Transit Center. Staff confirmed one line item is for tenant leases, the other is for short term use.

Tim Sheldon referenced the 24% increase in health care benefits asking if this was due to new benefits offered. Carolyn reported the increase is due to the type of plan Mason Transit has, a composite plan. Individual plan premiums are higher, and companies under the composite plan received an increase to equal plan contributions to cover losses Washington Counties Insurance Pool experienced under individual plans. Premium rates are higher for competitors.

Mike Byrne referenced the decrease in estimated fund balance asking if staff anticipates the use of reserves will be the trend in 2011 and 2012. Or is that decreased due to decrease in revenue. Staff responded it's due to the decrease in revenue, and capital projects that are a one time expense each year.

Bob Bottman referenced the projected revenue for Transit Community Center tenant leases appears low as rent will be increasing in 2010 for his organization. Carolyn responded that a conservative approach was taken and the revenue is based on current tenant lease rates, not projected 2010 lease rates.

Deborah Petersen asked if there were any legal ramifications by not going out for a competitive bid for subcontracted Volunteer Driver services. Staff responded no given contract guidelines under the agreement with Lewis-Mason-Thurston Area Agency on Aging.

Tim Sheldon asked if the health care benefits were negotiated with union, non-union employees. Staff responded Mason Transit employees are not represented.

Kevin Frankeberger offered thanks to staff efforts in the development and presentation of the proposed budget.

John Campbell, Chair, closed the public hearing at 4:47 pm and reconvened the regular meeting.

## **7. MOU between Mason Transit and S.O.C.K. (Save Our County's Kids)**

Kathy Cook reported that at last month's meeting, the Authority Board approved SOCK to provide in-kind services in the form of advertising in lieu of rent for use of the Armory for this year's Christmas Bazaar. Bob Bottman prepared a proposal outlining advertising in the form of Mason Transit's sponsorship of SOCK and the Christmas Bazaar event. Mason Transit staff reiterated that advertising focus on benefits of the transit community center to our community and area residents. SOCK Executive Director responded in a letter that time constraints will not allow SOCK to go forth with offering in-kind advertising. Coupled with this notice, a lower quote in the amount of \$525 was provided for a 3-day event. SOCK would be required to pay for the use of the Armory. No action taken.

## **MTA NEW BUSINESS:**

### **1. Proposed System Service Changes**

Jay Rosapepe provided highlights of proposed service changes for implementation in February 2010 to include development of Link service 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.

Public hearings were held on October 27 at the Civic Center at 7:00 pm and November 3 at the North Mason Timberland Library at 7:00 pm. There were no attendees at the hearings, and no comments received.

John Piety requested Advisory Board members are more involved in future system service changes to ensure greater public education and awareness.

Lynda Ring-Erickson and Kevin Frankeberger expressed their support for greater involvement by the Advisory Board in the future.

**MOTION** that the Mason County Transportation Authority Board approve proposed system service changes to be implemented in February 2010 as presented. **Petersen/Ring-Erickson. Motion carried unanimously.**

## **MCTAB REPORT:**

### **1. Customer Survey Update**

John Piety distributed and provided highlights of the Draft Review of the 2009 Customer Satisfaction Survey, noting comments were welcome. John requested consideration to maintain surveys on the buses as well as at the Transit Community Center.

### **2. Olympic Peninsula Citizens Advisory Board Meeting**

Advisory Board members will continue discussion on hosting a Citizens Advisory Board meeting sometime next year.

### **3. MCTAB Bylaw Revisions**

John Piety briefly provided proposed bylaw revision highlights.

**MOTION** that the Mason County Transportation Authority Board of Directors approve the MCTAB Bylaws as revised. **Gallagher/Wendell. Motion carried unanimously.**



**4. Public Service Announcement Campaign - Mason County Health Department**

**MOTION** that the Mason County Transportation Authority Board of Directors approve MCTAB's recommendation to approve the Public Service Announcement Campaign submitted by Mason County Health Department. **Ring-Erickson/Wendell. Motion carried unanimously.**

It was suggested that the extension number be shown after each phone number listed.

**5. Public Service Announcement Campaign – Lindsey Baum**

Kathy Cook reported that Mason Transit's practice does not allow missing person posters to be posted on board service vehicles or in area shelters. The same practice is true for neighboring transit systems. Requests received to post missing person information are posted internally in the drivers' lounge and only at the direction of or confirmation from local law enforcement agencies. Mason Transit does not have a written policy.

Rob Johnson noted that a more formal written policy is scheduled to go before the Advisory Board in the form of revisions to the Public Service Announcement Policy. Missing persons' requests can be incorporated in that policy.

No action taken.

**ITEMS TO GO BEFORE MCTAB:**

**1. Mason Transit Riders' Guide**

John Piety requested the Authority Board direct MCTAB to review the Riders' Guide presented by Mason Transit Operations. Jay Rosapepe offered background on the Riders' Guide development, noting a request will be made for review and feedback from the Advisory Board membership. The Riders' Guide is expected to be available to the general public in February 2010.

**MOTION** that the Mason County Transportation Authority Board refer review of the Riders' Guide to MCTAB before distribution to the public. **Ring-Erickson/Gallagher. Motion carried unanimously.**

**GENERAL MANAGER'S REPORT:**

MTA staff briefly reported Dave O'Connell is back to work part time and his recovery is going well.

**OPERATIONS REPORT:**

Highlights of the October 2009 Operations Summary Report was provided.

**PUBLIC COMMENT:**

None.

**OTHER BUSINESS:**

John Campbell, Chair, noted that nominations and elections for 2010 officers for the Authority Board as well as introduction and reaffirming 2010 Authority Board members is scheduled at the December joint meeting along with approving Advisory Board officer elections. Also scheduled is the adoption of the proposed 2010 budget and 2010 meeting calendar.

The next meeting is a joint meeting of the Authority and Advisory Boards scheduled to be held on Tuesday, December 8, 2009 at 4:00 pm at Mason Transit's business office.