



The attached minutes of the joint meeting held on the 8th day of December, 2009 were approved by the Mason County Transportation Authority Board, by motion, on this 12<sup>th</sup> day of January, 2010.

John Campbell  
John Campbell, Chair

Lynda Ring-Erickson  
Lynda Ring-Erickson, Vice Chair

Mike Byrne  
Mike Byrne, Authority Member

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Joe Rothrock, Authority Member

Ross Gallagher  
Ross Gallagher, Authority Member

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Tim Sheldon, Authority Member

Deborah Petersen  
Deborah Petersen, Authority Member

Gary Volk  
Gary Volk, 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  
December 8, 2009**

**MTA Board Members Present:** John Campbell, Chair; Lynda Ring-Erickson, Vice-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 Member Bill Sloane was absent.

**MCTAB Board Members Present:** John Piety, Chair; Mary Ogg, Vice-Chair/Secretary; John Calabrese; and Glen Fourre. Tim Burford, Kevin Frankeberger, Pamela Hillstrom, Barry Mihailov and Bill Rathke were absent.

**Others Present:** Dave O'Connell, General Manager; Kathy Cook, Administrative Services Manager and Clerk of the Board; Mike Oliver, Maintenance Manager; Jay Rosapepe, Operations Manager; Lori Dougherty, Staff Accountant; Libby Avery, MTA; Barbara Singleton, MTA; Chris Miller, MTA; Gary Volk, Fire District #11; Al Hatton, WSTIP and Jim Richmond.

**Called to Order:** 4:05 p.m.

**Introductions and Authority Board Member Recognition**

Gary Volk, Mason County Fire District #11 was present and introduced. Mr. Volk will be serving on the Authority Board in 2010. Authority Board Members Pat McGanney and Bill Sloane received recognition and a plaque for their contributions and participation on the Authority Board in 2009.

**APPROVE AGENDA:**

**MOTION** to approve the agenda as presented. **Gallagher/Ring-Erickson. Motion carried unanimously.**

**MTA MINUTES:**

**MOTION** to approve the November 10, 2009 minutes as presented. **Gallagher/Petersen. Motion carried unanimously.**

**MCTAB MINUTES:**

Correct spelling error – Glen Fourre. **MOTION** to approve the November 17, 2009 minutes as corrected. **Fourre/Calabrese. Motion carried unanimously.**

**MTA CORRESPONDENCE:**

1. Letter expressing thanks from Sandy Johnston to Jay Rosapepe and MTA staff for volunteer efforts to provide transportation to Mason County residents in need to the free Thanksgiving dinner.

2. Letter from Lewis-Mason-Thurston Area Agency on Aging noting their decision not to carry forward unused 2009 contract funds into the 2010 award.

**MCTAB CORRESPONDENCE:**

1. Bob Bottman letter of resignation from the Advisory Board.

**MTA CURRENT BUSINESS:**

**1. Financial Report 11/01/09 through 11/30/09**

**MOTION** to approve financial reports for the period **11/01/09** through **11/30/09** as presented with revenues of **\$368,998.54** and expenses of **\$664,711.58**. **Gallagher/Petersen. Motion carried unanimously.**

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

**2. Check Approval 11/01/09 through 11/30/09**

**MOTION** to approve November 2009 financial obligations on checks **#17844** through **#17957** as presented for a total of **\$453,347.59**. The total includes Gross Payroll in the amount of **\$210,761.64** through November 25, 2009. **Gallagher/Wendell. Motion carried unanimously.**

**PUBLIC HEARING – 2010 PROPOSED BUDGET**

John Campbell, Chair, recessed the regular meeting and opened the public hearing at 4:30 pm to receive final public comment on the 2010 Proposed Budget. Highlights of the 2010 Proposed Budget provided. 2010 projected revenue - \$7,274,391; projected expenses - \$7,274,391; projected ending fund balance \$6,210,716.

Sheldon questioned the health care benefits premium increase of 24%. Staff commented that the increase imposed by Washington Counties Insurance Pool, does not reflect any change in the level of benefits offered at no cost to employees. Dave O'Connell noted that staff will look at alternative options and possible employee contributions for 2011.

John Campbell, Chair, asked for public comment. No comment.

John Campbell, Chair, closed the public hearing at 4:37 pm and reconvened the regular meeting.

**MTA UNFINISHED BUSINESS:**

**1. Facility Update**

Fuel delivered on November 20<sup>th</sup>. Fueling station now operational. Photos of John Campbell, Chair and Mile Oliver, Maintenance Manager, pumping fuel in a vehicle distributed. Mason Transit and Mason County Transportation Cooperative desire to enter into a reciprocal agreement for emergency fueling purposes. Electrical work change order to connect the backup generator pending. Discovery and repair by the landlord to a plugged curtain drain and waterline leak addressed flooding at the North Mason base of operations and high water bills.

**2. Transit Community Center Project**

Community Center Association progress report submitted by Linda Farrimond attached. Libby Avery provided highlights of activities at the Armory in November, and read a letter to the editor

from Mason County Christian School expressing thanks for renting the Armory for the volley ball tournament; and reporting that Choice has requested use of the Armory for next year's graduation ceremony.

**3. Watermain Extension Project Update**

Mason Transit is working with the Public Utility District (PUD) on an agreement to participate in the utility extension project.

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

Mason County Public Works is negotiating with an engineering firm for preliminary site assessment. More information will be available within the first quarter of 2010.

**5. Bus Stop Lighting**

Lighting installed and working at the Bill Hunter Park bus stop on December 4th.

**6. Resolution No. 2009-10 Adopting 2010 Budget**

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-10 adopting a budget for the calendar year beginning January 1, 2010 with anticipated resources of \$7,274,391 and anticipated uses of \$7,274,391, anticipating a \$6,210,716 ending fund balance.

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

**MCTAB UNFINISHED BUSINESS:**

**1. Public Service Announcement Policy Draft**

Public Service Announcement Policy draft allows for an appeal process. The draft is scheduled for approval at the January 2010 Advisory Board meeting.

**2. Timberland Regional Library Public Service Announcement Campaign**

**MOTION** that the Mason County Transportation Authority Board of Directors approve MCTAB's recommendation to allow for the Public Service Announcement Campaign exterior as submitted by Timberland Regional Library. **Wendell/Ring-Erickson. Motion carried unanimously.**  
Campaign duration – 2 months.

**3. Social Security Administration Public Service Announcement Campaign**

**MOTION** that the Mason County Transportation Authority Board of Directors approve MCTAB's recommendation to allow for the Public Service Announcement Campaign exterior as submitted by Social Security Administration. **Wendell/Ring-Erickson. Motion carried unanimously.**  
Campaign duration – 6 months.

**4. Mason Transit Riders' Guide Review**

Draft Riders' Guide provided to Advisory Board members for review and feedback by November 30, 2009.

**5. Advisory Board 2010 Membership**

Advisory Board members whose terms expire in 2009, and who have expressed their desire to remain active for a two-year term are: John Calabrese, Glen Fourre, John Piety and Bill Rathke.

**MTA NEW BUSINESS:**

**1. Resolution No. 2009-11 Establishing 2010 Board Meeting Schedule**

John Piety requested the December joint meeting time be changed to 5:30 pm. **MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-11 establishing the 2010 schedule of regular meetings. **Wendell/Sheldon. Motion carried unanimously.**

**2. Reaffirm 2010 Authority Board Members**

The following representatives have been reaffirmed by their district boards to serve on the Mason County Transportation Authority Board in 2010: John Campbell, North Mason School District No. 4; Bev Wendell, Mason County Hospital District No. 2; Deborah Petersen, Hood Canal School District; and Mike Byrne, Shelton City Commission. New District Representatives: Joe Rothrock, Mary M. Knight School District and Gary Volk, Mason County Fire District No. 11.

**3. Nominations and Election of Officers**

Nominations were open for the position of MTA Board Chair and Vice Chair for 2010.

Wendell nominated and McGanney seconded the nomination of John Campbell for the position of Chair. No further nominations. The nominations were closed.

John Campbell, Chair, called for the vote. John Campbell received a unanimous vote.

Gallagher nominated and McGanney seconded the nomination of Lynda Ring-Erickson for the position of Vice Chair. No further nominations. The nominations were closed. John Campbell, Chair, called for the vote. Lynda Ring-Erickson received a unanimous vote.

**4. Approve MCTAB 2010 Membership and Election of Officers**

**MOTION** that the Mason County Transportation Authority Board of Directors approve MCTAB's recommendation to renew membership for a two-year terms for John Calabrese, Glen Fourre, John Piety and Bill Rathke and Advisory Board election of officers in 2010, John Piety, Chair and Mary Ogg, Vice-Chair/Secretary. **Gallagher/Ring-Erickson. Motion carried unanimously.**

**5. Intergovernmental Agreement for State Purchasing Cooperative**

Mason Transit desires to renew the Intergovernmental agreement with the State of Washington Purchasing Cooperative for a two-year term beginning January 1, 2010.

**MOTION** that the Mason County Transportation Authority Board authority the General Manager to sign the State of Washington Intergovernmental Agreement for State Purchasing Cooperative.

**Gallagher/Petersen. Motion carried unanimously.**

**6. Resolution No. 2009-12 Authorizing the Mason County Transportation Authority Board Chair to Apply for and Accept Federal Grants**

Mason Transit as a federal grant recipient is required to sign certifications and assurances to be eligible to apply for and receive federal grants. The Certifications and Assurances are signed electronically by the General Manager and Legal Counsel.

**MOTION** that the Mason County Transportation Authority Board approve Resolution No. 2009-12 authorizing the Board Chari to apply for and accept federal grants and authorizing the General Manager to sign the 2010 Federal Transit Administration Certifications and Assurances.

**Wendell/Ring-Erickson. Motion carried unanimously.**

**MCTAB NEW BUSINESS:**

**1. December 1, 2009 Special Meeting Report**

John Piety provided highlights of the meeting held with staff to discuss MCTAB role and how it's changed and expectations.

**ITEMS TO GO BEFORE MCTAB:**

1. 2010 Goals and Objectives

**GENERAL MANAGER'S REPORT:**

Decline in sales tax revenue concerns were discussed and regret that the Christmas Lights Tour will not occur this year due to cost. Mason Transit will continue taking conservative steps in 2010 evaluating which if any special events will be provided.

**OPERATIONS REPORT:**

Jay Rosapepe provided highlights of the November 2009 Operations Summary report and ridership chart.

**PUBLIC COMMENT:**

None.

**OTHER BUSINESS:**

None.

**EXECUTIVE SESSION:**

John Campbell, Chair, recessed the regular meeting and called for executive session to discuss a personnel issue at 5:14 pm. The executive session will take approximately fifteen to thirty minutes. John Campbell, Chair, closed the executive session and reconvened the regular meeting at 5:47 pm. With no further business, the joint meeting adjourned.

The next regular meeting of the Mason County Transportation Authority is scheduled to be held on Tuesday, January 12, 2010 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, January 26, 2010 at 5:30 p.m. at the Transit Facility located at 790 E. John's Prairie Road, Shelton, WA.