

**SECOND AMENDMENT TO  
RESOLUTION NO. 1996-02**

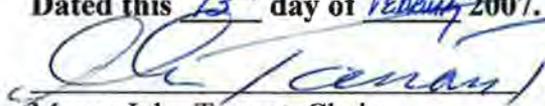
**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
ADOPTING A DRUG & ALCOHOL POLICY**

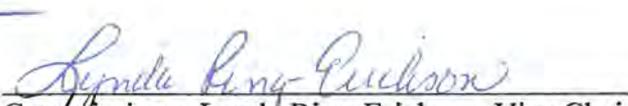
**WHEREAS**, the Mason County Transportation Authority (MCTA) Board of Directors adopted a Drug & Alcohol Policy on February 6, 1996 as required by law; and

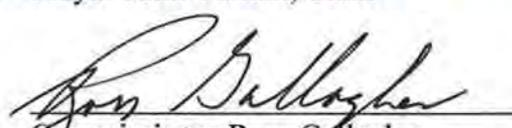
**WHEREAS**, from time to time revisions are necessary to be consistent with FTA rules and regulations governing such policies as they relate to Drug & Alcohol use and testing amongst Mason County Transportation Authority's safety sensitive employees.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the Mason County Transportation Authority Board of Directors that the attached revised Drug & Alcohol Policy be and is hereby adopted.

Dated this 13<sup>th</sup> day of February 2007.

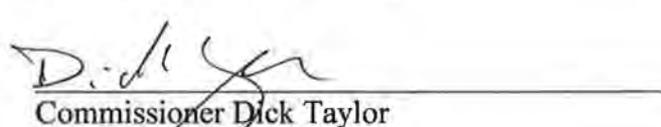
  
\_\_\_\_\_  
Mayor John Tarrant, Chair

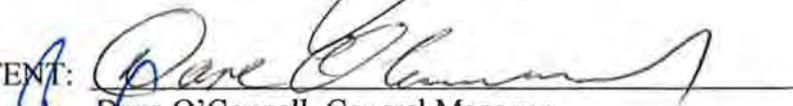
  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

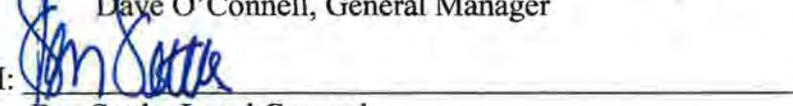
  
\_\_\_\_\_  
Commissioner Ross Gallagher

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Commissioner Tim Sheldon

  
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Commissioner Dawn Pannell

  
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Commissioner Dick Taylor

APPROVED AS TO CONTENT:   
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:   
\_\_\_\_\_  
Ben Settle, Legal Counsel

ATTEST:   
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 2/13/07

## **2010**

### **Resolution 2010-01**

A resolution Authorizing the Chair to Sign the WSDOT 2<sup>nd</sup> Amendment to Agreement GCA5708

### **Resolution 2010-02**

A Resolution Authorizing the Maintenance Manager as the Audit Officer

### **Resolution 2010-03**

A Resolution Adopting a Revised Drug & Alcohol Policy

### **Resolution 2010-04**

A Resolution Authorizing the Chair to Sign the WSDOT Agreement GCA6187 (3 low-floors buses)

### **Resolution 2010-05**

A resolution Authorizing the Disposal of Surplus Vehicles

### **Resolution 2010-06**

A Resolution Authorizing the Finance Manager as the Audit Officer

### **Resolution 2010-07**

A Resolution Authorizing the Chair to Sign the WSDOT Agreement GCA6471 (1 Vanpool)

### **Resolution 2010-03 – First Amendment**

A Resolution Adopting a Revised Drug & Alcohol Policy

### **Resolution 2010-08**

A Resolution Authorizing the Chair to Sign the First Amendment to WSDOT Agreement GCA6186

### **Resolution 2010-09**

A Resolution Amending the Bylaws (Section V- Meetings, 5.12 Compensation)

### **Resolution 2010-10**

A Resolution Authorizing the Chair to Sign the Second Amendment to WSDOT Agreement GCA6186

### **Resolution No. 2001-06 – First Amendment**

A Resolution Appointing Agent to Receive Claims Under RCW Chapter 4.96

### **Resolution 2010-03 – Second Amendment**

A Resolution Adopting a Revised Drug & Alcohol Policy

### **Resolution 2010-11**

A Resolution Adopting a Surplus Vehicle Grant Program

## **2010**

### **Resolution 2010-01**

A resolution Authorizing the Chair to Sign the WSDOT 2<sup>nd</sup> Amendment to Agreement GCA5708

### **Resolution 2010-02**

A Resolution Authorizing the Maintenance Manager as the Audit Officer

### **Resolution 2010-03**

A Resolution Adopting a Revised Drug & Alcohol Policy

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A Resolution Authorizing the Finance Manager as the Audit Officer

### **Resolution 2010-07**

A Resolution Authorizing the Chair to Sign the WSDOT Agreement GCA6471 (1 Vanpool)

### **Resolution 2010-03 – First Amendment**

A Resolution Adopting a Revised Drug & Alcohol Policy

## **2009**

### **Resolution 2009-01**

A Resolution Authorizing the Chair to Apply For and Accept Federal Grants (2009 Certifications and Assurances)

### **Resolution 2009-02**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT 3<sup>rd</sup> Amendment to Agreement GCA5315

### **Resolution 2009-03**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT 1<sup>st</sup> Amendment to Agreement GCA5708

### **Resolution 2009-04**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT 4<sup>th</sup> Amendment to Agreement GCA4465

### **Resolution 2009-05**

A Resolution Authorizing the General Manager to Negotiate a Contract for Engineering Services with Washington Engineering (Fueling Project)

### **Resolution 2009-06**

A Resolution Authorizing the Signing of the First Amendment to Architect Services Agreement with Foster and Williams Architects (Transit Community Center Project)

### **Resolution 2009-07**

A Resolution Authorizing the Selection for Engineering Services for the North Mason Park & Ride Project

**Resolution 2008-16**

A Resolution Authorizing the GM to sign State of WA Department of Ecology Agreement #G0800599 (retrofit coaches – emission control technologies)

**Resolution 2008-17**

A Resolution Authorizing the signing of the Architect Services Agreement with Foster and Williams Architects (Transit Community Center Project)

**Resolution 2008-18**

A Resolution Authorizing the Board Chair to sign 2<sup>nd</sup> Amendment to Agreement GCA5315 with the Washington State Department of Transportation

**Resolution 2008-19**

A Resolution Authorizing the Board Chair to sign 1<sup>st</sup> Amendment to the State of WA Department of Ecology Agreement #G0800599 (retrofit coaches – emission control technologies)

**Resolution 2008-20**

A Resolution Authorizing the GM to proceed with the Request for Bid process for Installation of the Transit Facility Fueling Station

**Resolution 2008-21**

A Resolution Authorizing the Board Chair to sign WSDOT Agreement GCA5916

**Resolution 2008-22**

A Resolution Authorizing the Board Chair to sign WSDOT Agreement GCA5906

**Resolution 2008-23**

A Resolution Authorizing the Board Chair to sign WA STATE CTED Contract 08-96114-174 (Community Transit Center site design funding)

**Resolution 2008-24**

A Resolution Adopting a Budget for the Calendar Year 2009

**Resolution 2008-25**

A Resolution Establishing the 2009 Schedule of Regular Meetings

**Resolution 2008-26**

A Resolution Increasing Regional Fares and Vanpool Program Rates – Effective January 1, 2009

## **2008**

### **Resolution 2008-01**

A Resolution Authorizing the Contract Award for Mason Transit's Fueling Station Hardware

### **Resolution 2008-02**

A Resolution Authorizing the Selection for Engineering Services (Watermain Project)

### **Resolution 2008-03**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT 3<sup>rd</sup> Amendment to Agreement GCA4465

### **Resolution 2008-04**

A Resolution Authorizing the General Manager to Contract with the City of Shelton for Street Improvements (Franklin Street, Shelton, WA)

### **Resolution 2008-05**

A Resolution Authorizing the MTA Board Chair to Apply For and Accept Federal Grants and From Year-to-Year Sign Certifications and Assurances

### **Resolution 2008-06**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT Agreement GCA5663 (Vanpool)

### **Resolution 2008-07**

A Resolution Amending MCTA Bylaws

### **Resolution 2008-08**

A Resolution Increasing the Per Diem Compensation for Board Members

### **Resolution 2008-09**

A Resolution Authorizing the General Manager to sign the Interlocal Agreement between Clallam, Jefferson and Grays Harbor Transits – Summer Youth Adventure Pass Program for 3 Years

### **Resolution 2008-10**

A Resolution Authorizing the Board Chair to sign the WSDOT Agreement GCA5708

### **Resolution 1996-02 – Third Amendment**

A Resolution Adopting a Drug & Alcohol Policy

### **Resolution 2008-11**

A Resolution Adopting a Code of Ethics

### **Resolution 2008-12**

A Resolution Authorizing the Board Chair to sign the First Amendment to WSDOT Agreement #GCA5315

### **Resolution 2008-13**

A Resolution Approving the Selection of a Firm to Deliver a Remodel Design for a Multimodal Transit Hub and Community Service Center

### **Resolution 2008-14**

A Resolution Approving Intergovernmental Cooperative Agreement with CTS for the Provision of Radio System Consulting Services (OPSCAN Project)

### **Resolution 2008-15**

A Resolution Revising Special Events Service Policy

## **2007**

### **Resolution 1996-02 (2<sup>nd</sup> Amendment)**

A Resolution Adopting the Revised Drug & Alcohol Policy on February 13, 2007

### **Resolution 2007-01**

A Resolution Authorizing the Acting Chair to sign the Second Amendment to GCA4465

### **Resolution 2007-02**

A Resolution Authorizing the MTA Board to provide reasonable Financial and Staff support to MCTAB for 2007 Statewide Transit Advisory Board Conference

### **Resolution 2007-03**

A Resolution Authorizing the MTA Board Chair to sign the WSDOT Agreement GCA5315

### **Resolution 2007-04**

A Resolution Authorizing the General Manager to Proceed with the Request for Proposal Process for Transit Facility Fueling Station Hardware

### **Resolution 2007-05**

A Resolution Authorizing the General Manager to Proceed with the Request for Statement of Qualifications for Engineering Services for the Watermain Extension Project

### **Resolution 2007-06**

A Resolution Updating and Amending Mason County Transportation Authority's Bylaws

### **Resolution 2007-07**

A Resolution Authorizing the Filing of Applications with The Federal Transit Administration

### **Resolution 2007-08**

A Resolution Adopting a Budget for the MCTA for the Calendar Year Beginning January 1, 2008

### **Resolution 2007-09**

A Resolution Establishing the 2008 Schedule of Regular Meetings for the MCTA

### **Resolution 2007-10**

A Resolution Establishing a Comment (Complaint/Commendation) Policy

## **2006**

### **Resolution 2006-01 A**

A Resolution Authorizing the Board Chair to Sign the 1<sup>st</sup> Amendment to WSDOT Agreement GCA4709

### **Resolution 2006-01 B**

A Resolution Authorizing the Sale of Surplus Vehicles

### **Resolution 2006-02**

A Resolution Designating the General Manager as an Authorized Signer (on any and all documents related to the purchase of the Armory)

### **Resolution 2006-03**

A Resolution Authorizing the Board Chair to Sign WSDOT Agreement GCA4888 (RTPO)

### **Resolution 2006-04**

A Resolution Authorizing the Filing of Applications with the Federal Transit Administration (TEAM)

### **Resolution 2001-01 Second Amendment**

A Resolution Adopting a Volunteer Driver Program Policy and Statement of Understanding

### **Resolution 2006-05**

A Resolution Authorizing the Board Chair to Sign WSDOT Agreement GCA5011 (VIP)

### **Resolution 2006-06**

A Resolution Authorizing the Finance Manager as the Audit Officer

### **Resolution 2006-07**

A Resolution Authorizing the Board Chair to Sign the 1<sup>st</sup> Amendment to WSDOT Agreement GCA4464

### **Resolution 2006-08**

A Resolution Authorizing the Board Chair to Sign the 1<sup>st</sup> Amendment to WSDOT Agreement GCA4465

### **Resolution 2006-09**

A Resolution Adopting a budget for the MCTA for the Calendar Year Beginning January 1, 2007

### **Resolution 2006-10**

A Resolution Establishing the 2007 Schedule of Regular Meetings for the MCTA

## **2005**

### **Resolution 2005-01**

A Resolution Authorizing the Board Chair to Apply For and Accept Federal Grants and Sign from Year-to-Year Required Certifications and Assurances.

### **Resolution 2005-02**

A Resolution Authorizing Wallace/Kneeland Boulevard Bus Pullout Project Contract Award.

### **Resolution 2005-03**

A Resolution Authorizing Board Chair to sign the Second Amendment to Mutual Agreement GCA3698.

### **Resolution 2005-04**

A Resolution by the Mason County Transportation Benefit Area Authority Implementing A Summer Youth Adventure Pass Program.

### **Resolution 2005-05**

A Resolution Approving Amendment No. 1 to the Interlocal Agreement between Clallam Transit System, Grays Harbor Transportation Authority and Jefferson Transit Authority (Summer Youth Adventure Pass Program)

### **Resolution 2005-06**

A Resolution Authorizing the Board Chair to sign WSDOT Agreement #GCA4403 (Vanpool Expansion Program Capital Funds)

### **Resolution 2001-01 (First Amendment)**

Revising the Volunteer Driver Program Policy and Statement of Understanding

### **Resolution 2005-07**

A Resolution authorizing the MTA Board Chair to sign WSDOT Agreement GCA4464

### **Resolution 1996-02 AMENDED July 12, 2005**

A Resolution amending MTA Drug & Alcohol Policy and Procedures

### **Resolution 2005-08**

A Resolution authorizing the MTA Board Chair to sign WSDOT Agreement GCA4465

### **Resolution 2005-09**

A Resolution authorizing the MCTA to participate in the State of WA Dept. of Retirement Systems Deferred Compensation Program

### **Resolution 2005-10**

A Resolution authorizing the MTA Board Chair to sign WSDOT Agreement GCA4709

### **Resolution 2005-11**

A Resolution adopting a budget for the Mason County Transportation Authority for the Calendar Year Beginning January 1, 2006

### **Resolution 2005-12**

A Resolution by the Mason County Transportation Authority Amending the 2005 Budget

### **Resolution 2005-13**

A Resolution establishing the 2006 Schedule of Regular Meetings for the Mason County Transportation Authority

**Resolution 2005-14**

A Resolution adopting an amended Deferred Compensation Plan through its service provider, the Variable Annuity Life Insurance Company (VALIC)

## **2004**

### **Resolution 2004-18**

A Resolution Authorizing Paving Project Contract Award

### **Resolution 2004-17**

A Resolution Establishing the 2005 Schedule of Regular Meetings or MCTA

### **Resolution 2004-16**

A Resolution Amending the 2004 Budget

### **Resolution 2004-15**

A Resolution Adopting a Budget for the Calendar Year Beginning January 1, 2005

### **Resolution 2004-14**

A Resolution authorizing the GM to proceed with Request for Bid Process for Transit Facility Paving Project

### **Resolution 2004-13**

A Resolution authorizing the Chair to sign Second Amendment to WSDOT Grant GCA3722

### **Resolution 2004-12**

A Resolution authorizing the Chair to sign First Amendment to WSDOT Grant GCA3698

### **Resolution 2004-11**

A Resolution establishing a Settlement Account with Bank of America

### **Resolution 2004-10**

A Resolution approving the revised Interlocal Agreement with WSTIP.

### **Resolution 2004-09**

A Resolution authorizing Facility Construction Contract Award (Bldg. 4).

### **Resolution 2004-08**

A Resolution establishing a Security Cash Account with Bank of America.

### **Resolution 2004-07**

A Resolution designating the General Manager as an authorized signer (CTAA Loan – property purchase).

### **Resolution 2004-06**

A Resolution authorizing the General Manager to proceed with the Request for Bid process for facility modifications and site improvement projects.

### **Resolution 2004-05**

A Resolution designating the General Manager as an authorized signer.

### **Resolution 2004-04**

A Resolution revising Procurement Policies and Procedures.

### **Resolution 2004-03**

A Resolution amending Mason County Transportation Authority's Procurement Policies and Procedures.

### **Resolution 2004-02**

A Resolution authorizing the MCTA Board Chair to apply for and accept Federal Grants  
Note – This resolution, unlike Resolution 2003-05 does not specify the "Chairs" name.

**Resolution 2004-01**

A Resolution authorizing MCTA Board Chair to sign the 1<sup>st</sup> Amendment to Mutual Agreement GCA 3722 with WSDOT

## **2003**

### **Resolution 2003-08**

A Resolution Establishing the 2004 Schedule of Regular Meetings for the Mason County Transportation Authority.

### **Resolution 2003-07**

A Resolution Amending the 2003 Budget for the Mason County Transportation Authority.

### **Resolution 2003-06**

A Resolution Adopting a Budget for the Mason County Transportation Authority, for the Calendar Year Beginning January 1, 2004.

### **Resolution No. 2000-04 Amended 11/18/2003**

A Resolution by the Mason County Transportation Authority Establishing a Surplus Disposal Policy.

### **Resolution No. 2003-05**

A Resolution authorizing Mason County Transportation Authority Board Chair to apply for and accept Federal Grants.

### **Resolution No. 2003-04**

A Resolution requesting approval by the Health Care Authority to participate in the Washington State Insurance Plans.

### **Resolution No. 2003-03**

A Resolution Authorizing the signing of WSDOT Agreement GCA3722 for Operating Assistance.

### **Resolution No. 2003-02**

A Resolution Authorizing the signing of WSDOT Agreement GCA3698 for Capital Assistance.

### **Resolution No. 2003-01**

A Resolution by the Mason County Transportation Authority Regarding Investment of Funds

## **2002**

### **Resolution No. 2002-06**

A Resolution Establishing the 2003 Schedule of Regular Meetings for the Mason County Transportation Authority as corrected

### **Resolution No. 2002-05**

A Resolution, Adopting a Budget for the Mason County Transportation Authority, For the Calendar Year Beginning January 1, 2003.

### **Resolution No. 2002-04**

A Resolution by the Mason County Transportation Authority Authorizing Budget Line Transfers From the Capital Reserve Account for Expenses Not Previously Anticipated

### **Resolution No. 2002-03**

A Resolution Authorizing the General Manager of Mason County Transportation Authority to Award a Contract for the Provision of Operational Services with People for People

### **Resolution No. 2002-02**

A Resolution by the Mason County Transportation Authority Adopting a Salary Step Plan for the Administrative Services Manager Position

**AMENDED Resolution No. 2000-04 (April 16, Meeting)**

A Resolution Establishing a Surplus Disposal Policy as changed by adding Section 2(d) and changing Section 7 to read, "Employees of MCTA and MCTA Board members shall be ineligible to purchase surplus property"

**Resolution No. 2002-01**

A Resolution by the Mason County Transportation Authority Establishing Cash Drawers for Bus Fare Sales and Increasing Petty Cash

**2001**

**Resolution No. 2001-14**

A Resolution by the Mason County Transportation Authority Adopting a Salary Step Plan

**Resolution No. 2001-13**

A Resolution by the Mason County Transportation Authority Regarding Insurance Benefits Packages for Employees

**Resolution No. 2001-12**

A Resolution by the Mason County Transportation Authority to Reimburse Mileage at the Maximum IRS Allowable

**Resolution No. 2001-11**

A Resolution, adopting a Budget for the Mason County Transportation Authority, for the Calendar Year Beginning January 1, 2002.

**Resolution No. 2001-10**

A Resolution Establishing the 2002 Schedule of Regular Meetings for the Mason County Transportation Authority

**Resolution No. 2001-09**

A Resolution by the Mason County Public Transportation Benefit Area Authority ESTA

**Resolution No. 2001-08**

A Resolution by the Mason County Public Transportation Benefit Area Authority to Impose System-Wide Fares, and Develop and Implement a Reduced Fare Program

**Resolution No. 2001-07**

A Resolution by the Mason County Public Transportation Benefit Area Authority Fixing and Imposing a Sales and Use Tax

**Resolution No. 2001-06**

A Resolution by the Mason County Public Transportation Benefit Area Authority Appointing Agent to Receive Claims Under Chapter 4.96 RCW

**Amendment to Resolution No. 2001-05**

A Resolution by the Mason County Public Transportation Benefit Area Authority to Impose Regional Fares

**Resolution No. 2001-04**

A Resolution by the Mason County Public Transportation Benefit Area Authority, Authorizing Submittal of a Proposition to the Voters to Impose Additional Sales and Use Tax for Public Transportation

**Resolution No. 2001-03**

A Resolution by the Mason County Transportation Authority Concerning Employee Insurance

**Resolution No. 2001-02**

A Resolution by the Mason County Public Transportation Benefit Area Authority Authorizing Submittal of a Proposition to the Voters to Impose Additional Sales and Use Taxes for Public Transportation.

**Resolution No. 2001-01**

A Resolution by the Mason County Transportation Authority Adopting a Volunteer Driver Program Policy and Statement of Understanding.

**2000**

**Resolution No. 2000-08**

A Resolution Establishing the 2001 Schedule of Regular Meetings for the Mason County Transportation Authority

**Resolution No. 2000-07**

A Resolution by the Mason County Transportation Authority Adopting a Revised 2000 Budget.

**Resolution No. 2000-06**

A Resolution by the Mason County Transportation Authority Establishing Salaries

**Resolution No. 2000-05**

A Resolution by the Mason County Transportation Authority for the purpose of Authorizing the Submittal of a Proposition to the Voters to impose additional sales and use taxes for public transportation. Presented on 7/11/00 but not adopted.

**Resolution No. 2000-04**

A Resolution By The Mason County Transportation Authority Establishing A Surplus Disposal Policy

**Resolution No. 2000-03**

A Resolution By The Mason County Transportation Authority Regarding Representation And Indemnification Of Employees

**Resolution No. 2000-02**

A Resolution By The Mason County Transportation Authority Amending Resolution 99-08

**Resolution No. 2000-01**

A Resolution By The Mason County Transportation Authority Revising Special Events Service Policy Resolution No. 1993-03

**1999**

**Resolution No. 99-08**

A Resolution Establishing The 2000 Schedule Of Regular Meetings For The Mason County Transportation Authority

**Resolution No. 99-07**

A Resolution Adopting A Budget For The Mason County Transportation Authority For The Calendar Year Beginning January 1, 2000

**Resolution No. 99-06**

A Resolution Authorizing Mason County Transportation Authority Board Chair, John Tarrant's Signature To Approve First Amendment To Mutual Agreement GCA 1705

**Resolution No. 99-05**

A Resolution, By The Mason County Transportation Authority, To Transfer Funds From The Capital Reserve Account

**Resolution No. 99-04**

A Resolution, By The Mason Transportation Authority, Amending The 1999 Budget As Previously Adopted

**Resolution No. 99-03**

A Resolution Authorizing The General Manager To Provide A Waiver To The Washington State Transit Insurance Pool (WSTIP) To Obtain Confidential Information Regarding Claims And Lawsuits For Which Wstip Is Providing A Defense On Behalf Of Mason County Transit Authority

**Resolution No. 99-02**

A Resolution Authorizing Mason County Commissioner, Cynthia D. Olsen's Signature To Approve Agreement # GCA1868

**Resolution No. 99-01**

A Resolution Establishing The 1999 Schedule Of Regular Meetings For The Mason County Transportation Authority

**1998**

**Resolution No. 98-04**

A Resolution Adopting A Budget For The Mason County Transportation Authority For The Calendar Year Beginning January 1, 1999

**Resolution No. 98-03**

A Resolution By The Mason County Transportation Authority Establishing Salaries

**Resolution No. 98-02**

A Resolution By The Mason County Transportation Authority Establishing An Advance Travel Fund

**Resolution No. 98-01**

A Resolution Establishing The 1998 Schedule Of Regular Public Meetings For The Mason County Transportation Authority

**1997**

**Resolution No. 97-07**

A Resolution Adopting A Budget For The Mason County Transportation Authority, For The Calendar Year Beginning January 1, 1998

**Resolution No. 97-06**

A Resolution By The Mason County Transportation Authority Amending Resolution 1992-01

**Resolution No. 97-04**

A Resolution By The Mason County Transportation Authority Adopting A Salary Step Plan

**Resolution No. 97-03**

A Resolution By The Mason County Transportation Authority Establishing Procurement Policies And Procedures

**Resolution No. 97-02**

A Resolution Establishing The 1997 Schedule Of Regular Public Meetings For The Mason County Transportation Authority

**Resolution No 97-01**

A Resolution By The Mason County Transportation Authority Establishing Salaries

**1996**

**Resolution No. 96-10**

A Resolution Adopting A Budget For The Mason County Transportation Authority For The Calendar Year Beginning January 1, 1997

**Resolution No. 96-09**

A Resolution That Mason County Transportation Authority Enter Into A Settlement Agreement With Olympic Trails Bus Company

**Resolution No. 1996-08**

A Resolution By The Mason County Transportation Authority Establishing Authority To Purchase An Emergency Replacement Transit Vehicle

**Resolution No. 1996-07**

A Resolution By The Mason County Transportation Authority Designating Their Director And Alternate Director To The Washington State Transit Insurance Pool Board

**Resolution No. 1996-06**

A Resolution By The Mason County Transportation Authority Amending The 1996 Budget As Previously Adopted

**Resolution No. 1996-04**

A Resolution By The Mason County Transportation Authority Adopting Personnel Policies

**Resolution No. 1996-03**

A Resolution By The Mason County Transportation Authority Authorizing The PTBA Chairman To Sign An Agreement And/Or Contract For Service

**Resolution No. 1996-02**

The Mason County Transportation Authority A Resolution By Adopting A Drug & Alcohol Policy

**Resolution No. 1996-01**

The Mason County Transportation Authority A Resolution By Authorizing The General Manager As The Audit Officer Of This Municipality

**1995**

**Resolution No. 95-03**

County Transportation Authority To Negotiate A Contract For The Provision Of Operational Services With The Company Named In The Attached

**Resolution No. 95-02**

A Resolution Adopting A Budget For The Mason County Transportation Authority For The Calendar Year Beginning January 1, 1996

**1994**

**Resolution No. 1994-02**

A Resolution By The Mason County Transportation Authority Amending The 1994 Budget As Previously Adopted

## **1993**

### **Resolution No. 1993-05**

A Resolution By The Mason County Transportation Authority Adopting Minimum Loss Control Standards

### **Resolution No. 1993-04**

A Resolution By The Mason County Transportation Authority Amending The 1993 Budget As Previously Adopted

### **Resolution No. 1993-03**

A Resolution By The Mason County Transportation Authority Adopting A Special Events Service Policy

### **Resolution No. 1993-02**

A Resolution By The Mason County Transportation Authority To Authorize The Chairperson To Sign All Agreements And Contracts With The Washington State Department Of Transportation And Other State Agencies As Required

### **Resolution No. 1993-01**

A Resolution By The Mason County Transportation Authority Authorizing Approval By The Signatures Of Two City Commissioners And Two County Commissioners, Without A Formal Motion, Vouchering Of Regular Monthly Contractual Payments

## **1992**

### **Resolution No. 1992-10**

A Resolution By The Mason County Transportation Authority Authorizing Participation In The Washington State Transit Insurance Pool

### **Resolution No. 1992-09**

A Resolution Adopting A Budget For The Mason County Transportation Authority For The Calendar Year Beginning January 1, 1993

### **Resolution No. 1992-08**

A Resolution Appropriating Necessary Funds To The Current Mason County Transportation Authority Budget

### **Resolution No. 1992-07**

A Resolution Defining Retirement Benefits For Dave O'Connell, General Manager Of Mason County Transportation Authority

### **Resolution No. 1992-06**

A Resolution Establishing Medical, Dental, Vision And Life Insurance Benefits Package Of Employees On Mason County Transportation Authority

### **Resolution No. 1992-05**

A Resolution Establishing A Petty Cash Fund To The Office Of The Mason County Transportation Authority

### **Resolution No. 1992-04**

The Board Chairperson, Joyce Jaros Or The Board Vice-Chairperson, Laura Porter Be Authorized To Sign All Agreements

### **Resolution No. 1992-03**

Amended 1992 Budget Appropriations

**Resolution No.1992-02**

A Resolution Of The Mason County Transportation Authority Board Of Directors Adopting A Budget For 1992

**Resolution No. 1992-01**

A Resolution Appointing David O'Connell General Manager Of Mason County Public Transportation Benefit Area Authority And Fixing His Salary

**1990**

**PTBA Resolution 90-6**

A Resolution Of The Mason County Public Transportation Benefit Area Authority Hereinafter Called The Authority Fixing And Imposing A Sales And Use Tax For The Sole Purpose Of Providing Funds For The Operation Maintenance And Capital Needs Of A Public Transportation System And Authorizing The Chairman Of The Authority To Execute And Enter Into A Contract With The Washington State Department Of Revenue For The Collection Of The Sales And Use Tax As Provided In Chapter 82.14 Rcw

**PTBA Resolution 90-5**

A Resolution Of The Mason County Public Transportation Benefit Area Authority Hereinafter Called The "Authority" Establishing, Levying, And Providing For The Collection Of A Special Motor Vehicle Excise Tax For Transit Purposes

**RESOLUTION NO. 2007-01**

**A RESOLUTION AUTHORIZING MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD ACTING CHAIR TO SIGN THE  
SECOND AMENDMENT TO MUTUAL AGREEMENT GCA4465**

**WHEREAS**, the Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA4465 with the Washington State Department of Transportation for funding to purchase operating vehicles, and

**WHEREAS**, the need exists to amend said agreement to change the Scope of Work in Project B to purchase one (1) 30 ft replacement transit bus instead of two (2) replacement ADA minibuses for transportation services to the general public in Mason County; and

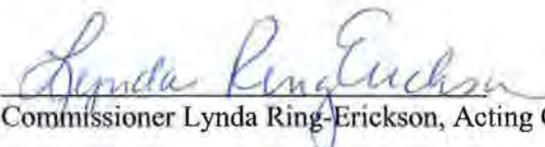
**WHEREAS**, the agreement will add a total of \$70,000 in FTA 5311 grant funds and \$17,500 in Contractor's funds to Project B; and

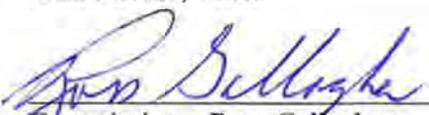
**WHEREAS**, the Washington State Department of Transportation has requested a Resolution of the Mason County Transportation Authority Board authorizing the signature of it's representative as Contractor to said amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the acting Board Chair is hereby authorized to sign Second Amendment to Mutual Agreement GCA4465 as Contractor on behalf of the Mason County Transportation Authority.

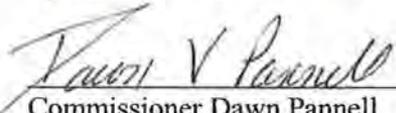
**Dated this 13<sup>th</sup> day of March, 2007.**

\_\_\_\_\_ absent  
John Tarrant, Chair

  
Commissioner Lynda Ring-Erickson, Acting Chair

  
Commissioner Ross Gallagher

\_\_\_\_\_  
Commissioner Tim Sheldon

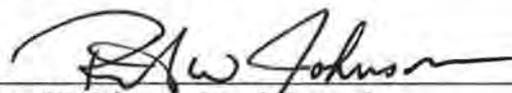
  
Commissioner Dawn Pannell

  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:

  
Kathy Cook, Clerk of the Board

DATE: 3/13/07

**RESOLUTION NO. 2007-02**

**A RESOLUTION ACKNOWLEDGING THE SUPPORT OF  
THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD  
TO ALLOW THE MASON COUNTY TRANSPORTATION  
ADVISORY BOARD (MCTAB) TO ACCEPT  
THE FINANCIAL OBLIGATION OF HOSTING THE  
2007 STATEWIDE TRANSIT ADVISORY BOARD CONFERENCE**

**WHEREAS**, Mason County was selected as the site for the 2007 Transit Advisory Board Conference and the Mason County Transportation Advisory Board (MCTAB), an all volunteer association, has been asked to act as facilitators and hosts for this activity; and

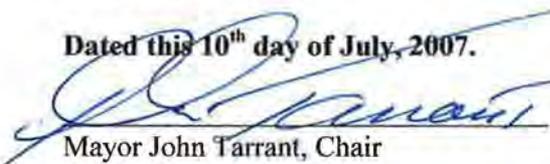
**WHEREAS**, the Mason County Transportation Authority benefits from the assistance it receives from MCTAB and further benefits from MCTAB's association with other transportation advisory boards in the State of Washington; and

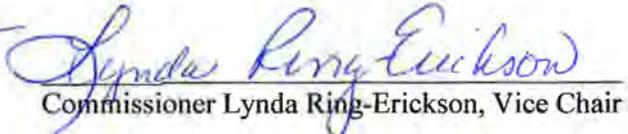
**WHEREAS**, there will be up-front expenses in order to coordinate the conference, reserve meeting locations, arrange for catering, and provide staff assistance as needed; and

**WHEREAS**, a participant registration fee will be charged to offset a portion of the conference expense.

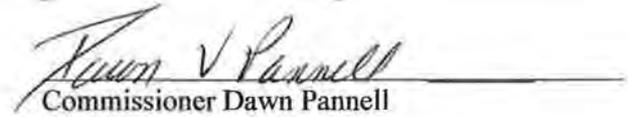
**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS THAT** reasonable financial and staff support will be provided to MCTAB for the 2007 Transit Advisory Board Conference in an amount not to exceed \$6,000.00.

Dated this 10<sup>th</sup> day of July, 2007.

  
\_\_\_\_\_  
Mayor John Tarrant, Chair

  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

  
\_\_\_\_\_  
Commissioner Mike Byrne

  
\_\_\_\_\_  
Commissioner Dawn Pannell

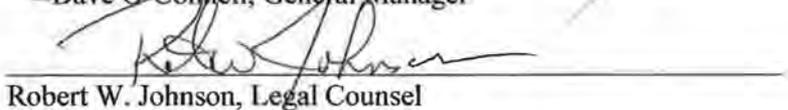
  
\_\_\_\_\_  
Commissioner Ross Gallagher

\_\_\_\_\_  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:

  
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 7-10-07

**RESOLUTION NO. 2007-03**

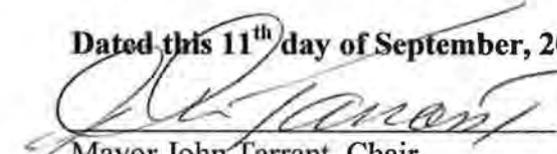
**A RESOLUTION AUTHORIZING THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD CHAIR TO SIGN  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION  
AGREEMENT #GCA5315**

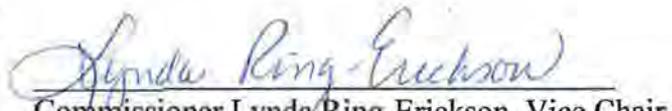
**WHEREAS**, the Mason County Transportation Authority (Contractor) has entered into a mutual agreement with the Washington State Department of Transportation for Operating Funding Assistance to sustain and expand passenger transportation services to the general public and to persons with special needs in Mason County and adjacent communities; and

**WHEREAS**, the Washington State Department of Transportation has requested a Resolution of the Mason County Transportation Authority Board authorizing the signature of its representative as Contractor to this agreement.

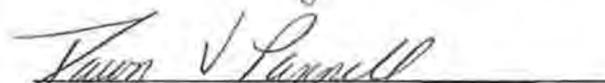
**NOW, THEREFORE, BE IT RESOLVED**, that the Mason County Transportation Authority Board of Commissioners authorize the Chair to sign the Washington State Department of Transportation Agreement #GCA5315 with Mason County Transportation Authority.

**Dated this 11<sup>th</sup> day of September, 2007.**

  
Mayor John Tarrant, Chair

  
Commissioner Lynda Ring-Erickson, Vice Chair

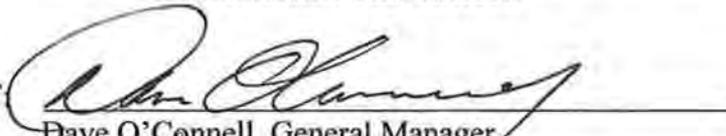
  
Commissioner Mike Byrne

  
Commissioner Dawn Pannell

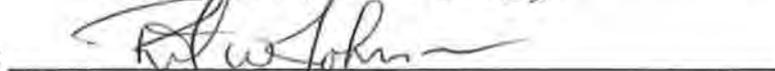
  
Commissioner Ross Gallagher

  
Commissioner Tim Sheldon

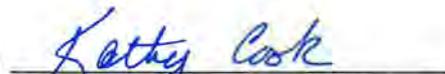
APPROVED AS TO CONTENT

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:

  
Kathy Cook, Clerk of the Board

DATE: 9-11-07

**Exhibit I**  
**SCOPE OF WORK AND BUDGET**

<b>Total Project Cost</b>	
Federal Funds	\$ 928,101
State Funds	\$ 1,813,651
Contractor's Funds	\$ 1,023,671
<b>Total Project Cost</b>	<b>\$ 3,765,423</b>

**Funding by Project**

**PROJECT A**

**Scope of Work:** To provide operating funding assistance to sustain and expand dial-a-ride service in Mason County.

<b>Funding</b>	<b>Percentage</b>	<b>2007-2009 Current</b>	<b>Totals</b>
FTA 5316 – Rural	29%	\$ 321,574	\$ 321,574
State Paratransit / Special Needs Transit Formula	52%	\$ 585,268	\$ 585,268
Contractor Share	19%	\$ 209,297	\$ 209,297
<b>Total Project Cost</b>	<b>100%</b>	<b>\$ 1,116,139</b>	<b>\$ 1,116,139</b>

*Budget: Funding and percentages identified reflects total project funds for 2007-2009.*

**PROJECT B**

**Scope of Work:** To provide operating funding assistance to sustain and expand fixed route service in Mason County.

<b>Funding</b>	<b>Percentage</b>	<b>2007-2008 Current</b>	<b>2008-2009 Projected</b>	<b>Totals</b>
FTA 5311	50%	\$ 106,527	\$ 106,527	\$ 213,054
Contractor Share	50%	\$ 106,527	\$ 106,527	\$ 213,054
<b>Total Project Cost</b>	<b>100%</b>	<b>\$ 213,054</b>	<b>\$ 213,054</b>	<b>\$ 426,108</b>

**Budget:** *Funding and percentages identified reflects current project funds for 2007-2008. 2008-2009 Projected Funds are subject to renegotiation based on availability of funds. As Projected Funds become available they will be added by Amendment.*

**PROJECT C**

**Scope of Work:** To provide operating funding assistance to sustain and expand connecting fixed route services from Shelton to Olympia and Brinnon and commuter service between Shelton, Belfair and Bremerton.

<b>Funding</b>	<b>Percentage</b>	<b>2007-2008 Current</b>	<b>2008-2009 Projected</b>	<b>Totals</b>
FTA 5311		\$ 500,000	\$ 500,000	\$ 1,000,000
Rural Mobility Transit Tax Equalization Formula	50%	\$ 1,228,383	TBD	\$ 1,228,383
Contractor Share	50%	\$ 707,847	\$ 0	\$ 707,847
Total Project Cost	100%	\$ 2,436,230	\$ 500,000	\$ 2,936,230

**Budget:** *Funding and percentages identified reflects current funds for 2007-2008. 2008-2009 Projected Funds are subject to renegotiation based on availability of funds. 2008-2009 Rural Mobility Transit Tax Equalization Formula are To Be Determined (TBD) by May 30, 2008. As Projected Funds become available they will be added by Amendment.*

**RESOLUTION NO. 2007-04**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH  
THE REQUEST FOR PROPOSAL PROCESS FOR  
TRANSIT FACILITY FUELING STATION HARDWARE**

**WHEREAS**, Mason County Transportation Authority purchased a facility to serve as the central operations base in Shelton, Washington; and,

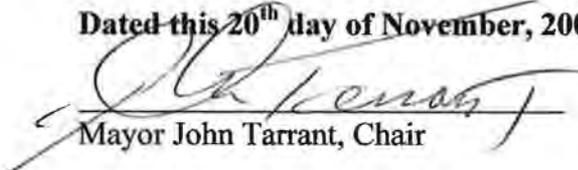
**WHEREAS**, the facility site includes four (4) buildings to allowing certain transit operation functions to be conducted; and,

**WHEREAS**, estimated costs and identified scope of work associated with the transit facility fueling station project have been submitted by InForm, Inc.

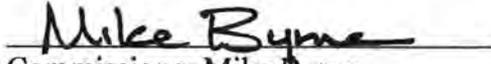
**NOW, THEREFORE, BE IT RESOLVED**, that the Mason County Transportation Authority Board of Directors approve the estimated costs and scope of work submitted by InForm, Inc.

**BE IT FURTHER RESOLVED**, that the Mason County Transportation Authority Board of Directors hereby authorize the General Manager to proceed with the Request for Proposals process.

**Dated this 20<sup>th</sup> day of November, 2007.**

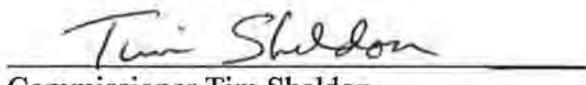
  
Mayor John Tarrant, Chair

  
Commissioner Lynda Ring-Erickson, Vice Chair

  
Commissioner Mike Byrne

  
Commissioner Dawn Pannell

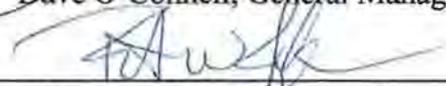
  
Commissioner Ross Gallagher

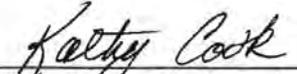
  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:   
Kathy Cook, Clerk of the Board

DATE: 11/20/07

**NOTICE OF REQUEST FOR  
PROPOSALS  
# 2007-02  
Release Date: November 26, 2007**

**Mason County Transportation Authority  
Transit Fueling Station Equipment**

NOTICE IS HEREBY GIVEN, that sealed Proposals will be received by the MASON COUNTY TRANSPORTATION AUTHORITY, also referred to herein as MASON TRANSIT, at 790 E. John's Prairie Road, Shelton, WA 98584, until 4:00 p.m., on Friday, December 21, 2007. Any proposals received after 4:00 p.m., on Friday, December 21, 2007 cannot be considered.

Mason Transit is seeking price quote proposals from qualified firms to furnish all equipment and components required for the installation of a biodiesel Transit Fueling Facility in Shelton, Washington. Qualified firms shall have been in business for no less than 5 years, shall be a member of PEI or similar professional organization, and shall provide a written maintenance agreement indicating how repairs to said equipment will be accomplished for 12 months following project completion. Qualified firms may request equipment specifications by contacting:

Mike Oliver, Maintenance Manager  
PO Box 1880  
Shelton, WA 98584  
Phone: (360) 426-9434  
Fax: (360) 426-0899

Alternates to specified equipment may be considered and must have CARB approval for fuel components and CARB/UL rating for electrical items.

Proposals **must be sealed to be accepted** with the proposal number and project name in the lower left corner of the envelope. All submitted proposals shall contain one complete original and two (2) complete copies.

Mason Transit is an equal opportunity and affirmative action employer. Minority and women-owned firms are encouraged to submit proposals.

Mason County Transportation Authority  
Dave O'Connell, General Manager

**RESOLUTION NO. 2007-05**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH  
THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
ENGINEERING SERVICES FOR THE WATERMAIN EXTENSION PROJECT**

**WHEREAS**, Mason County Transportation Authority purchased a facility to serve as the central operations base in Shelton, Washington; and,

**WHEREAS**, the facility site includes four (4) buildings to allow certain transit operation functions to be conducted; and,

**WHEREAS**, the current potable water supply and well are inadequate to support a water sprinkler system; and

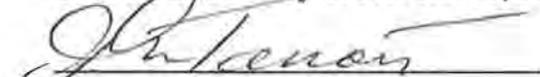
**WHEREAS**, Mason County code requires sprinklers to fully utilize the transit facilities; and

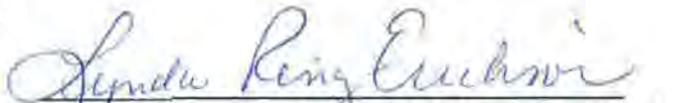
**WHEREAS**, facility site improvements were completed in 2005 to allow for a future upgrade to the existing water supply and distribution system through a connection to the City of Shelton water system; and

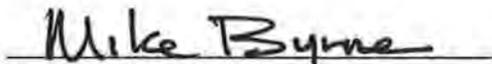
**WHEREAS**, engineering services for the installation of a 16" watermain to serve Mason Transit's facilities are required.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mason County Transportation Authority Board of Directors hereby authorize the General Manager to proceed with the Request for Statement of Qualifications process for engineering services.

**Dated this 20<sup>th</sup> day of November, 2007.**

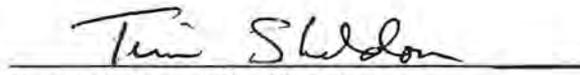
  
\_\_\_\_\_  
Mayor John Tarrant, Chair

  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

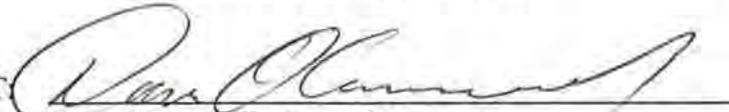
  
\_\_\_\_\_  
Commissioner Mike Byrne

  
\_\_\_\_\_  
Commissioner Dawn Pannell

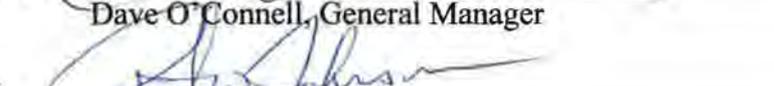
  
\_\_\_\_\_  
Commissioner Ross Gallagher

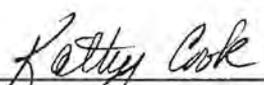
  
\_\_\_\_\_  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:   
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 11/20/07

**NOTICE OF REQUEST FOR  
STATEMENT OF QUALIFICATIONS  
# 2007-03**

**Release Date: November 26, 2007**

**Mason County Transportation Authority  
Watermain Extension Project**

The MASON COUNTY TRANSPORTATION AUTHORITY, also referred to herein as MASON TRANSIT, is requesting interested firms to submit their qualification to provide engineering services for the installation of 16" diameter watermain to serve Mason Transit's facilities at 790 E. John's Prairie Road, Shelton, Washington that meets the requirements of the Regional Water Plan. The services will be obtained in conformance with RCW 39.80, will include the preparation of bid documents, and may include the provision of bid call and construction phase services at Mason Transit's election. The watermain will be an extension of the City of Shelton system.

Selection of the successful firm will be based upon the following criteria:  
Qualifications of key personnel, relevant experience on similar projects, previous performance and experience working with Mason Transit and the City of Shelton.

Firms shall submit a complete Statement of Qualifications (SOQ) package and any other pertinent data to further assist the selection committee in the evaluation of the firm's qualifications. Questions on this request may be directed to Dave O'Connell, at (360) 426-9434. SOQ's must be provided by December 7, 2007 at the following address:

Dave O'Connell, General Manager  
Mason Transit  
PO Box 1880  
Shelton, WA 98584

Mason Transit is an equal opportunity and affirmative action employer. Minority and women-owned firms are encouraged to submit SOQ's.

Dave O'Connell, General Manager, Mason Transit

**RESOLUTION NO. 2007-06**

**A RESOLUTION UPDATING AND AMENDING  
MASON COUNTY TRANSPORTATION AUTHORITY'S BYLAWS**

**WHEREAS**, the Mason County Transportation Authority first adopted its Bylaws on December 9, 1991; and

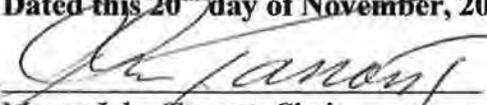
**WHEREAS**, since that time, certain provisions have been modified by Board and agency practice; and

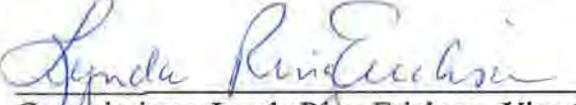
**WHEREAS**, a review and update of these Bylaws has been conducted by the Clerk of the Board and the agency's legal counsel, and;

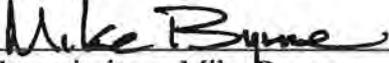
**WHEREAS**, the Bylaws as revised and illustrated in the attached "Exhibit A" are now recommended for approval;

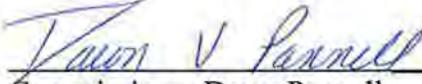
**NOW, THEREFORE, BE IT RESOLVED**, by the Mason County Transportation Authority Board of Directors that its Bylaws are hereby amended and updated per Exhibit A.

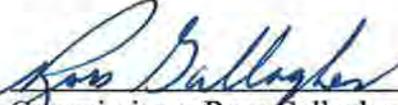
**Dated this 20<sup>th</sup> day of November, 2007.**

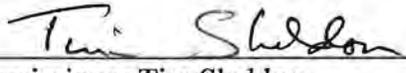
  
\_\_\_\_\_  
Mayor John Tarrant, Chair

  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

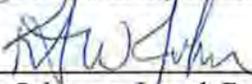
  
\_\_\_\_\_  
Commissioner Mike Byrne

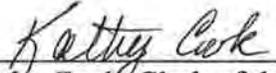
  
\_\_\_\_\_  
Commissioner Dawn Pannell

  
\_\_\_\_\_  
Commissioner Ross Gallagher

  
\_\_\_\_\_  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:   
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:   
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:   
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 11/20/07

## MASON COUNTY TRANSPORTATION AUTHORITY BYLAWS

- I. BACKGROUND
- II. NAME/OFFICES
- III. POWERS, RIGHTS, RESPONSIBILITIES
- IV. AUTHORITY COMPOSITION
- V. MEETINGS
  - 5.1 Regular Meetings
  - 5.2 Special Meetings
  - 5.3 Public Hearings
  - 5.4 Meeting Notices
  - 5.5 Quorum
  - 5.6 Chair
  - 5.7 Conduct of Meetings
  - 5.8 Order of Business and Agenda
  - 5.9 Voting/Authority Decisions
  - 5.10 Meeting Minutes
  - 5.11 Resolutions
  - 5.12 Compensation
- VI. OFFICERS – CHAIR AND VICE CHAIR
  - 6.1 Election
  - 6.2 Term
  - 6.3 Duties
- VII. COMMITTEES
  - 7.1 Authority Committees
  - 7.2 Special Appointments
- VIII. APPOINTED POSITIONS
  - 8.1 General Manager
  - 8.2 Clerk of the Board
  - 8.3 Legal Counsel
- IX. GENERAL PROVISIONS
  - 9.1 Checks
  - 9.2 Notes
  - 9.3 Other Legal Documents
  - 9.4 Deposits
  - 9.5 Gifts
  - 9.6 Travel
  - 9.7 Repealer
- X. AMENDMENTS

# MASON COUNTY TRANSPORTATION AUTHORITY BYLAWS

## I. BACKGROUND

The Mason County Transportation Authority is the public transportation agency which serves the citizens of Mason County including the only incorporated city, Shelton, Washington.

In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

## II. NAME/OFFICES

The name of the public transportation benefit area shall be Mason County Transportation Authority, the governing board of which shall be called the Mason County Transportation Authority, hereinafter referred to as "Authority". The principal address of the Mason County Transportation Authority shall be P.O. Box 1880, Shelton, Washington. The Mason County Transportation Authority may have such other offices, within Mason County, as the Authority may determine from time to time.

## III. POWERS

The Authority shall be responsible for establishing and monitoring the policies of the Mason County Transportation Authority, its budget and its service levels. The Authority shall also oversee the performance of the General Manager of Mason County Transportation Authority. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington.

## IV. AUTHORITY COMPOSITION

The Authority will consist of a governing board of six (6) members set forth as follows:

- Three (3) elected members of the Mason County Commission.
- Three (3) elected members of the City of Shelton Commission.

The members of the Authority shall serve terms consistent with their terms in the city or county positions.

## V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at designated locations at a time and date established by resolution.

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

**5.3 Public Hearings.** Public hearings may be scheduled by the Authority at such time and at such place as the Authority determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

Public notice shall be given at least ten days in advance unless otherwise required by Federal or State regulations.

**5.4 Meeting Notices.** Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten days in advance of public hearings, unless otherwise required.

The Journal and Belfair Herald are designated as the official newspapers of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.5 Quorum.** At all meetings of the Authority, four members of the Authority shall constitute a quorum for the transaction of business.

**5.6 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority the longest shall serve as acting Chair.

**5.7 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

**5.8 Order of Business and Agenda.** An order of business at regular and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

**5.9 Voting/Authority Decisions.** Every member of the Authority shall be entitled to one vote on all issues before the Authority. All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

**5.10 Meeting Minutes.** The proceedings of all Authority meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

**5.11 Resolutions.** The Authority may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

**5.12 Compensation.** Members of the Authority shall be paid compensation for attendance at regular and special Authority meetings and at any official Authority Committee meetings, not to exceed 36 such meetings per year. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority.

## VI. OFFICERS – CHAIR AND VICE CHAIR

**6.1 Election.** The Chair and Vice Chair shall be members of the Authority elected by the members by majority vote at a regular or special meeting of the Authority.

**6.2 Term.** The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year. In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

**6.3 Duties.** In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

## VII. COMMITTEES

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and /or ad hoc committees to address specific issues. Each committee shall be composed of not more than two Authority members; one member representing the City of Shelton and one member representing Mason County. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority officers (which recommence annually in ) at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed.

**7.2 Special Appointments.** The Chairman may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## VIII. APPOINTED POSITIONS

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the administrative functions of the Mason County Transportation Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority.

**8.2 Clerk of the Authority.** The Authority shall appoint a Clerk of the Authority who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

**8.3 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

## IX. GENERAL PROVISIONS

**9.1 Checks.** All disbursements of the Mason County Transportation Authority shall be by check drawn by the appropriate Audit Officer as per Washington State law or as otherwise directed by Authority resolution (Resolution No. 2006-06 dated 8/8/06).

**9.2 Notes.** All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason County Transportation Authority shall be signed by such officer, member, agent or employee of the Mason County Transportation Authority, and in such manner as shall from time to time to be determined by Authority resolution.

**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of the Mason County Transportation Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason County Transportation Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason County Transportation Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

**9.4 Deposits.** All funds of the Mason County Transportation Authority shall be deposited in the appropriate accounts established by resolution. The County Auditor shall be the custodian of the funds, until such time as the Authority appropriates its own administrative director, and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law.

**9.5 Gifts.** The Authority may accept on behalf of Mason County Transportation Authority any contribution, gift or bequest (so long as conditions are consistent with state law), for any purpose of the Mason County Transportation Authority.

**9.6 Travel.** Members of the Authority, in order to properly and fully conduct official Mason County Transportation Authority business, may travel and incur expenses. Authority members shall receive no reimbursement for travel or meals within Mason County. Authority members will receive reimbursement for reasonable expenses incurred while engaged in official business out-of-county in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason County Transportation Authority employees. Out-of-state travel by Authority members will be authorized by the Chair subject to annual budget restraints.

**9.7 Repealer.** The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

X. AMENDMENTS

These bylaws may be amended by a majority vote at any meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument.

**ADOPTED: 12/9/91**  
**AMENDED: 11/20/07**

MASON COUNTY TRANSPORTATION AUTHORITY BYLAWS

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- I. BACKGROUND
- II. NAME/OFFICES
- III. POWERS, RIGHTS, RESPONSIBILITIES
- IV. AUTHORITY COMPOSITION
- V. MEETINGS
  - 5.1 Regular Meetings
  - 5.2 Special Meetings
  - 5.3 Public Hearings
  - 5.4 Meeting Notices
  - 5.5 Quorum
  - 5.6 Chair
  - 5.7 Conduct of Meetings
  - 5.8 Order of Business and Agenda
  - 5.9 Voting/Authority Decisions
  - 5.10 Meeting Minutes
  - 5.11 Resolutions
  - 5.12 Compensation
- VI. OFFICERS – CHAIR AND VICE CHAIR
  - 6.1 Election
  - 6.2 Term
  - 6.3 Duties
- VII. COMMITTEES
  - 7.1 Authority Committees
  - 7.2 Special Appointments
- VIII. APPOINTED POSITIONS
  - 8.1 General Manager
  - 8.2 Clerk of the Board
  - 8.3 Legal Counsel
- IX. GENERAL PROVISIONS
  - 9.1 Checks
  - 9.2 Notes
  - 9.3 Other Legal Documents
  - 9.4 Deposits
  - 9.5 Gifts
  - 9.6 Travel
  - 9.7 Repealer
- X. AMENDMENTS

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MASON COUNTY TRANSPORTATION AUTHORITY  
BYLAWS

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I. BACKGROUND

The Mason County Transportation Authority is the public transportation agency which serves the citizens of Mason County including the only incorporated city, Shelton, Washington.

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In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

II. NAME/OFFICES

The name of the public transportation benefit area shall be Mason County Transportation Authority, the governing board of which shall be called the Mason County Transportation Authority, hereinafter referred to as "Authority". The principal address of the Mason County Transportation Authority shall be P.O. Box 1880, Shelton, Washington. The Mason County Transportation Authority may have such other offices, within Mason County, as the Authority may determine from time to time.

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III. POWERS

The Authority shall be responsible for establishing and monitoring the policies of the Mason County Transportation Authority, its budget and its service levels. The Authority shall also oversee the performance of the General Manager of Mason County Transportation Authority. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington.

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IV. AUTHORITY COMPOSITION

The Authority will consist of a governing board of six (6) members set forth as follows:

- Three (3) elected members of the Mason County Commission.
- Three (3) elected members of the City of Shelton Commission.

The members of the Authority shall serve terms consistent with their terms in the city or county positions.

V. MEETINGS

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at designated locations at a time and date established by resolution.

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

**5.3 Public Hearings.** Public hearings may be scheduled by the Authority at such time and at such place as the Authority determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

Public notice shall be given at least ten days in advance unless otherwise required by Federal or State regulations.

**5.4 Meeting Notices.** Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten days in advance of public hearings, unless otherwise required.

The Journal and Belfair Herald are designated as the official newspapers of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.5 Quorum.** At all meetings of the Authority, four members of the Authority shall constitute a quorum for the transaction of business.

**5.6 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority the longest shall serve as acting Chair.

**5.7 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of

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Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

**5.8 Order of Business and Agenda.** An order of business at regular and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

**5.9 Voting/Authority Decisions.** Every member of the Authority shall be entitled to one vote on all issues before the Authority. All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

**5.10 Meeting Minutes.** The proceedings of all Authority meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

**5.11 Resolutions.** The Authority may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

**5.12 Compensation.** Members of the Authority shall be paid compensation for attendance at regular and special Authority meetings and at any official Authority Committee meetings, not to exceed 36 such meetings per year. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority.

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**6.1 Election.** The Chair and Vice Chair shall be members of the Authority elected by the members by majority vote at a regular or special meeting of the Authority.

**6.2 Term.** The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year. In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

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**6.3 Duties.** In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

## VII. COMMITTEES

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and /or ad hoc committees to address specific issues. Each committee shall be composed of not more than two Authority members; one member representing the City of Shelton and one member representing Mason County. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority officers (which recommence annually in ) at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed.

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**7.2 Special Appointments.** The Chairman may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## VIII. APPOINTED POSITIONS

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the administrative functions of the Mason County Transportation Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority.

Deleted: Mason Transit System

**8.2 Clerk of the Authority.** The Authority shall appoint a Clerk of the Authority who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

**8.3 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

**IX. GENERAL PROVISIONS**

**9.1 Checks.** All disbursements of the Mason County Transportation Authority shall be by check drawn by the appropriate Audit Officer, as per Washington State law or as otherwise directed by Authority resolution (Resolution No. 2006-06 dated 8/8/06).

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**9.2 Notes.** All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason County Transportation Authority shall be signed by such officer, member, agent or employee of the Mason County Transportation Authority, and in such manner as shall from time to time to be determined by Authority resolution.

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**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of the Mason County Transportation Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason County Transportation Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason County Transportation Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

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**9.4 Deposits.** All funds of the Mason County Transportation Authority shall be deposited in the appropriate accounts established by resolution. The County Auditor shall be the custodian of the funds, until such time as the Authority appropriates its own administrative director, and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law.

**Deleted: Mason Transit System**

**9.5 Gifts.** The Authority may accept on behalf of Mason County Transportation Authority any contribution, gift or bequest (so long as conditions are consistent with state law), for any purpose of the Mason County Transportation Authority.

**Deleted: Mason Transit System**

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**9.6 Travel.** Members of the Authority, in order to properly and fully conduct official Mason County Transportation Authority business, may travel and incur expenses. Authority members shall receive no reimbursement for travel or meals within Mason County. Authority members will receive reimbursement for reasonable expenses incurred while engaged in official business out-of-county in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason County Transportation Authority employees. Out-of-state travel by Authority members will be authorized by the Chair subject to annual budget restraints.

**Deleted: Mason Transit System**

**Deleted: Mason Transit System**

**9.7 Repealer.** The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

**X. AMENDMENTS**

These bylaws may be amended by a majority vote at any meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument.

**ADOPTED: 12/9/91**

AMENDED: \_\_\_\_\_

RESOLUTION NO. 2007-07

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AUTHORIZING THE FILING OF APPLICATIONS WITH  
THE FEDERAL TRANSIT ADMINISTRATION**

**WHEREAS**, the Federal Transportation Administration has been delegated authority to award Federal financial assistance for transportation projects; and,

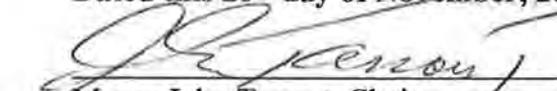
**WHEREAS**, the grants or cooperative agreements for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and,

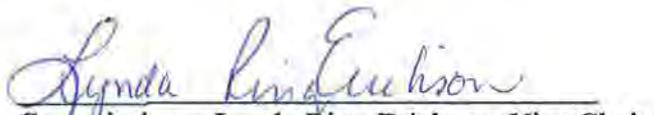
**WHEREAS**, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for projects.

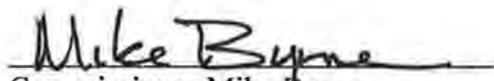
**NOW, THEREFORE, BE IT RESOLVED BY** the Mason County Transportation Authority Board of Directors that:

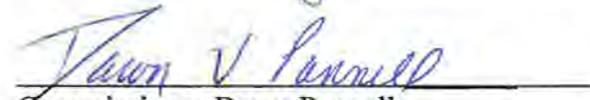
1. The General Manager or his/her designee is authorized to execute and file applications for Federal assistance on behalf of Mason County Transportation Authority with the Federal Transit Administration for Federal Assistance authorized by 49.U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. The General Manager or his/her designee is authorized to execute and file with its application the annual certification and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The General Manager or his/her designee is authorized to execute grants and cooperative agreements with the Federal Transit Administration on behalf of Mason County Transportation Authority.

**Dated this 20<sup>th</sup> day of November, 2007.**

  
Mayor John Tarrant, Chair

  
Commissioner Lynda Ring-Erickson, Vice Chair

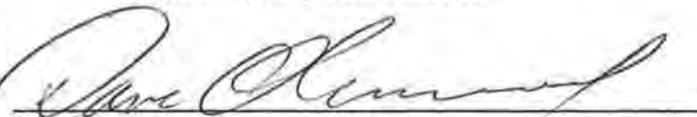
  
Commissioner Mike Byrne

  
Commissioner Dawn Pannell

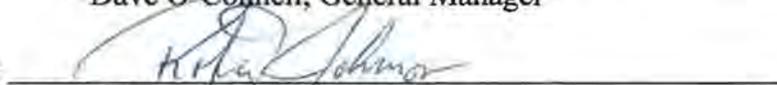
  
Commissioner Ross Gallagher

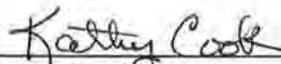
  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:   
Kathy Cook, Clerk of the Board

DATE: 11/20/07



November 20, 2007

DESIGNATION OF SIGNATURE AUTHORITY  
For The  
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS  
(TEAM)

The Mason County Transportation Authority (MCTA) hereby authorizes Robert W. Johnson, Legal Counsel to be assigned and use of a Personal Identification Number (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA) on behalf of the officials below, for the FTA's Transportation Electronic Award and Management System (TEAM).

  
John Tarrant, MCTA Board Chair

  
Robert W. Johnson, MCTA Legal Counsel

## Transportation Electronic Award Management System (TEAM) Grantee / Recipient User Access Request

ack Applicable Box:	New User With Pin <input checked="" type="checkbox"/>	New User Without Pin <input type="checkbox"/>	Modify User <input type="checkbox"/>	Delete User <input type="checkbox"/>	Username _____
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**Warning: The information contained in this form is protected under Public Law 93-579, Privacy Act.**

### USER INFORMATION

First Name* Robert	MI W	Last Name* Johnson	Gender M / F (Optional)	Office Phone* (360)426-9728	SSN (Last 4 Digits)* 2007
Title Attorney			FAX Number (360)426-1902		
Organization Name*		Recipient ID	Email Address*		
Mailing Address(Street Number, City, State and ZIP Code)* P O. Box 1400 Shelton, WA 98484			 User's Authorizing Signature (see instructions) Dave O'Connell, General Manager 11/29/07 Printed Name of above <span style="float: right;">Date</span>		

\*This information is required to establish or modify your TEAM user account. By completing this form, you expressly attest that information provided is true and complete to the best of your knowledge. Invalid information will be grounds for refusal to establish a new user account or the basis for deletion of an existing TEAM account.

### APPLICATION ACCESS (Check all that apply).

Recipient Access Type	Recipient PIN Functions	Designated Recipient ID(s) (Indicate Below)
<input checked="" type="checkbox"/> Inquiry Only	<input type="checkbox"/> Submit Application	_____
<input type="checkbox"/> Modify/Update	<input type="checkbox"/> Execute Awards	_____
	<input checked="" type="checkbox"/> Certify as Lawyer	_____
	<input type="checkbox"/> Certify as Official	_____
	<input type="checkbox"/> Certify as Both Lawyer and Official	_____
	<input type="checkbox"/> Provide Supplemental Agreement	_____
<i>(PIN Functions require Designation of Signature Authority on Organization/Agency Letterhead. See instructions).</i>		<b>Metropolitan Planning Organization (MPO) ID</b>

### ACKNOWLEDGMENT OF RULES OF CONDUCT FOR SYSTEM USE

As a TEAM user, I understand that I am personally responsible for the use and misuse of my TEAM login ID and password. I understand that by requesting TEAM access and accepting/using such access that I must comply with the following:

1. When downloading sensitive information, I will ensure that the information has the same level of protection as FTA applications.
2. I will not permit anyone to use my TEAM access information (i.e. user ID, password or other authentication). My password (or other authentication) will be kept private, not stored in a place that is accessible by anyone other than the myself (i.e. family members, friends, etc.). If stored, the password will not be in text format.
3. I will follow standard password procedures and change my password every ninety (90) days. My passwords will be at least eight (8) alphanumeric characters and contain at least one (1) capital letter and one (1) number.
4. I will report any security problems and anomalies in system performance to the appropriate FTA Office.
5. I will notify the appropriate FTA Office to eliminate my TEAM access in the event of job transfer, termination, or if TEAM access is no longer required.
6. I understand that if I am not using FTA-supplied equipment and FTA suffers a security breach or compromise that is my fault, I may be required to allow access to my equipment by authorized representatives of the Federal Government to determine the causes and to take corrective action(s).

I agree to and will comply with all of these conditions and understand that failure to do so will result in permanent removal of my TEAM access, and may result in other disciplinary or legal action. By signing my name in the space below, I hereby acknowledge this agreement, and certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

 Signature	11/29/07 Date	Robert W. Johnson Printed Name
---	------------------	-----------------------------------

### FTA AUTHORIZATION

FTA Functional Approval	FTA Operational Approval
Signature of Authorizing FTA Official _____	Signature of Authorizing FTA Official _____
Printed Name _____	Printed Name _____
Title / Office _____	Title / Office _____
Date _____	Date Processed _____
	UserID _____
	PIN _____

**RESOLUTION NO. 2007-08**

**A RESOLUTION, ADOPTING A BUDGET FOR THE MASON COUNTY  
TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING  
JANUARY 1, 2008**

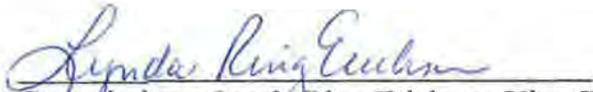
**WHEREAS**, the Mason County Transportation Authority Board has prepared a Budget for the 2008 Calendar Year; and

**WHEREAS**, the anticipated Resources of \$6,937,925 adequately addresses the anticipated Uses of \$6,742,563, anticipating a \$4,400,000 Ending Fund Balance.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the 2008 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the *Mason County Transportation Authority 2008 Budget*, be adopted as written, and recorded as such with the office of the Mason County Auditor.

**Dated this 11<sup>th</sup> day of December, 2007.**

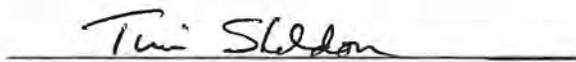
  
\_\_\_\_\_  
Mayor John Tarrant, Chair

  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

  
\_\_\_\_\_  
Commissioner Mike Byrne

  
\_\_\_\_\_  
Commissioner Dawn Pannell

  
\_\_\_\_\_  
Commissioner Ross Gallagher

  
\_\_\_\_\_  
Commissioner Tim Sheldon

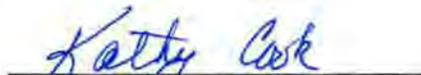
APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:

  
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 12/11/07

### Mason County Transportation Authority 2008 Projected Revenue

	2007	2008	
CATEGORY	Budget	ANTICIPATED	
<b>Estimated Beginning Fund Balance</b>	<b>\$5,200,000</b>	<b>\$ 4,400,000</b>	
<b>REVENUE:</b>			
<b>Local Sales Tax</b>	<b>3,150,000</b>	<b>3,433,500</b>	2006 to 2007 Average 9% Increase
Investment Interest - State Pool	140,000	200,000	
Sales Tax Interest	11,359	14,000	
<b>Investment Interest</b>	<b>151,359</b>	<b>214,000</b>	
FTA / WSDOT Dial-A-Ride Service GCA # 5315 (A)		453,421	50% of 2007-09 Funds
FTAWSDOT Fixed Route Service GCA # 5315 (B)		106,527	2007-08 Portion
FTAWSDOT Connecting Commuter Service GCA # 5315 (C)		1,728,383	2007-08 Portion
<b>State Operating Grants</b>	<b>3,013,126</b>	<b>2,288,331</b>	
Transit Fares - Worker/Driver Bus	200,000	200,000	
Transit Fares - Fixed Route/Out-of-County	50,000	52,000	
Transit Fares - Vanpool Fares	105,000	100,000	
Transit Fares - Special Events	3,500	2,500	
<b>Fares</b>	<b>358,500</b>	<b>354,500</b>	
CTAA - Grant to cover Program Consulting	20,000	50,400	Assume the same as 07
DSHS Title III - LMT Area Agency on Aging	27,194	27,194	Assume the same as 07
Fuel Tax Refund - D. O. L.	12,000	6,000	Fueling Station anticipated opening
WSTIP Training, Safety and Recognition	2,500	2,500	
Maintenance Shop Revenue	3,000	5,000	
Building # 1 - Tenant Lease	3,000	3,000	
Downtown Transit Station - Tenant Lease (Sock)	10,000	10,000	SOCK \$2500 per Quarter
Downtown Transit Station - Tenant Lease (CAC)		6,000	CAC \$1500 per Quarter
Donations - Volunteer Program	4,000	3,500	
Miscellaneous and Vending Revenue	5,000	2,000	
Non-Revenue Refunds and Reimbursements	10,000	10,000	
<b>Misc</b>	<b>96,694</b>	<b>125,594</b>	
<b>OPERATING REVENUE</b>	<b>\$6,769,679</b>	<b>\$6,415,925</b>	
FTA / WSDOT GCA # 4465 & 4709	546,641		
STP Capital Grant		522,000	\$262,000 coach & \$260,000 fuel facility
<b>CAPITAL (Grants) REVENUE</b>	<b>546,641</b>	<b>522,000</b>	
<b>TOTAL REVENUE</b>	<b>\$7,316,320</b>	<b>\$6,937,925</b>	
<b>TOTAL RESOURCES</b>	<b>\$12,516,320</b>	<b>\$11,337,925</b>	

## Mason County Transportation Authority 2008 Proposed Budget Expenditures

	CATEGORY	2007 Budget	2008 Proposed Budget	Note: Blue highlighted lines are subtotals
	Payroll - Gross Wages	\$2,105,413	\$2,767,408	Step & 2.5% Cola, new expansion positions & 5% drivers OT
	Benefits	781,108	1,053,315	Benefits Est @ 40% of Gross Wages w/o drivers OT
	<b>Salaries and Benefits</b>	<b>2,886,521</b>	<b>3,820,723</b>	
	Fuel - Operations	261,800	440,000	Based on added service & projected fuel cost
	Volunteer Driver Reimbursement	45,000	45,000	
	<b>Fuel (Includes Volunteer Drivers)</b>	<b>306,800</b>	<b>485,000</b>	
	Insurance	<b>130,000</b>	163,000	Per WSTIP
	CTAA Loan Payments	102,000	102,000	
	<b>Debt Payment &amp; Interest</b>	<b>102,000</b>	102,000	
	Supplies	28,000	39,000	
	Tools, Equipment & Software	45,000	66,150	Increased to include the \$21,150 upgrade IT equip
	Legal services	15,000	15,000	\$1,250 mo
	Contract Svcs (Maint & Engr)	95,000	120,000	Includes increase for School District Increase cost
	Phone	34,000	37,700	\$36,850 Tel + \$850 Muzak
	Postage	3,500	3,500	
	Mobile Radio Mthly Svc	17,000	22,000	
	MTA Website & Internet	2,000	2,000	
	Travel/Training-Staff	30,000	32,000	Additional \$2,000 for MIP Training
	Travel - MCTAB	8,000	6,000	
	Advertising & VP Marketing	10,000	40,000	Broader public participation/education process
	Rent - Other	10,500	10,500	
	Rent - Equipment	3,000	2,500	Based on 07 spending plus
	Utilities – Johns Prairie Main	50,000	55,000	Average about \$4,200 month
	Utilities – Downtown Transit Center		18,000	Average about \$1,500 month
	Maint Office Machines & Software	50,000	50,000	Includes Trapeze, software lic & copiers
	Repair/Maint - Facility	17,000	15,000	Based on 07 spending
	<b>Fleet Maintenance Parts &amp; Supplies</b>	<b>115,000</b>	<b>127,000</b>	
	Uniforms and Laundry	18,000	18,000	
	Incidental, Vending & ACH Fees	4,000	4,000	
	Registration fees	12,000	12,000	
	Dues, Subscriptions & Memberships	10,000	10,000	
	<b>Printing &amp; Photocopy</b>	<b>19,000</b>	<b>40,000</b>	
	Driver Safety Training & Competition	3,500	3,500	
	Intergovernmental/Auditor	16,000	16,000	

## Mason County Transportation Authority 2008 Proposed Budget Expenditures

Public Utility, Retail Sales & Leasehold	2,000	6,000	
Equipment	60,000	27,500	Driver Handsets \$10,000, IT Cooling System \$7,500 MIP (New Accounting System) \$10,000
Shelter Structures		10,000	
Other Goods & Services (subtotal)	677,500	808,350	
<b>OPERATING EXPENDITURES TOTAL</b>	<b>4,102,821</b>	<b>5,379,073</b>	
Capital Projects/Facility	1,760,000	1,000,000	See Breakdown Below
Operating Vehicles	546,641	363,490	Have STP Grant to cover portion of new coach
<b>CAPITAL EXPENDITURES TOTAL</b>	<b>2,306,641</b>	<b>1,363,490</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$6,409,462</b>	<b>\$6,742,563</b>	5% of increase from 2007 Approved Budget
<b>Capital Projects/Facility Breakdown</b>		<b>Estimate Exp</b>	
Fueling Facility		\$635,000	
Waterline Expansion		300,000	
Boiler		20,000	Cost to repair current boiler only
Relocation of Dispatch		45,000	
<b>Total</b>		<b>\$1,000,000</b>	

**RESOLUTION NO. 2007-09**

**A RESOLUTION ESTABLISHING THE 2008 SCHEDULE OF REGULAR MEETINGS  
FOR THE MASON COUNTY TRANSPORTATION AUTHORITY**

**WHEREAS**, the Mason County Transportation Authority Board holds regular monthly meetings on the 2<sup>nd</sup> Tuesday of each month, which are open to the public; and

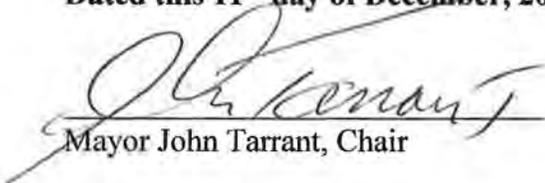
**WHEREAS**, the need exists to establish a published schedule of said meetings;

**NOW THEREFORE, BE IT RESOLVED** by the Mason County Transportation Authority Board of Commissioners that the regular monthly meetings for the 2008 calendar year be established as follows:

**THE MONTHLY PUBLIC MEETINGS SHALL BE HELD AT THE TIMES AND LOCATIONS AS OUTLINED ON THE ATTACHED SCHEDULE. *All meetings shall be published and changes, if any, shall be published as required by law.***

**APPROVED** by the Mason County Transit Authority Board of Commissioners at its regular open public meeting thereof this 11<sup>th</sup> day of December 2007.

**Dated this 11<sup>th</sup> day of December, 2007.**

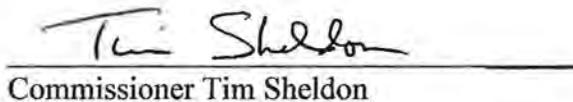
  
\_\_\_\_\_  
Mayor John Tarrant, Chair

  
\_\_\_\_\_  
Commissioner Lynda Ring-Erickson, Vice Chair

  
\_\_\_\_\_  
Commissioner Mike Byrne

  
\_\_\_\_\_  
Commissioner Dawn Pannell

  
\_\_\_\_\_  
Commissioner Ross Gallagher

  
\_\_\_\_\_  
Commissioner Tim Sheldon

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:

  
\_\_\_\_\_  
Kathy Cook, Clerk of the Board

DATE: 12-11-07

**Mason County Transit (MTA)**  
**Mason County Transit Advisory Board (MCTAB)**  
**MEETING SCHEDULE - 2008**  
 Adopted 12/11/07

<b>MTA</b>	<b>Time</b>	<b>Date</b>	<b>Month</b>	<b>Date</b>	<b>MCTAB</b>	<b>Time</b>
Mason Transit Business Office	4:00 pm	8	January	22	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	12	February	26	Mason Transit Business Office	6:00 pm
<b>Port of Allyn</b> 18560 E SR 3, Allyn	<b>6:00 pm</b>	<b>11</b>	<b>March</b> <b>Joint Meeting</b>	<b>11</b>	<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>6:00 pm</b>
Mason Transit Business Office	4:00 pm	8	April	22	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	13	May	27	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	<b>TBD</b>	<b>TBD</b>	June	24	Mason Transit Business Office	6:00 pm
<b>Mason Transit Business Office</b>	<b>6:00 pm</b>	<b>8</b>	<b>July</b> <b>Joint Meeting</b>	<b>8</b>	<b>Mason Transit Business Office</b>	<b>6:00 pm</b>
Mason Transit Business Office	4:00 pm	12	August	19	Mason Transit Business Office	6:00 pm
<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>6:00 pm</b>	<b>9</b>	<b>September</b> <b>Joint Meeting</b>	<b>9</b>	<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>6:00 pm</b>
Mason Transit Business Office	4:00 pm	14	October	28	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	18	November	25	Mason Transit Business Office	6:00 pm
<b>Mason Transit Business Office</b>	<b>4:00 pm</b>	<b>9</b>	<b>December</b> <b>Joint Meeting</b>	<b>9</b>	<b>Mason Transit Business Office</b>	<b>4:00 pm</b>

Call Mason Transit at (360) 426-9434 or 1-800-281-9434 with questions.  
 Mason Transit Business Office: 790 E John's Prairie Road, Shelton, WA (PO Box 1880) 98584

**RESOLUTION NO. 2007-10**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
ESTABLISHING A COMMENT (COMPLAINT/COMMENDATION) POLICY**

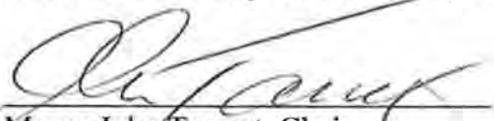
**WHEREAS**, Mason County Transportation Authority has continuously improved its services by encouraging comments and feedback from riders of Mason Transit services, employees and the members of the community at large; and

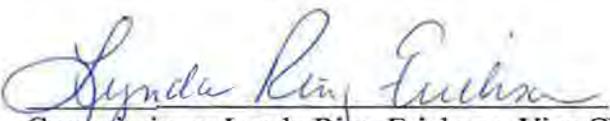
**WHEREAS**, the Revised Code of Washington (RCW) 47.06B.030 (3) includes a provision that to be eligible for funding on or after January 1, 2008, organizations applying for state paratransit/special needs grants must implement a Comment (Complaint/Commendation) process following guidelines established by the Agency Council on Coordinated Transportation (ACCT); and

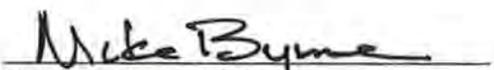
**WHEREAS**, Mason Transit has determined that is necessary and desirable to establish a formal comment policy following ACCT established guidelines that is clearly understood, readily available, easy to use and provides timely and meaningful feedback.

**NOW, THEREFORE, BE IT RESOLVED** BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the attached Mason County Transportation Authority Comment Policy be adopted.

**Dated this 11<sup>th</sup> day of December, 2007.**

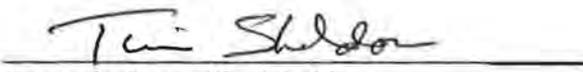
  
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Commissioner Lynda Ring-Erickson, Vice Chair

  
Commissioner Mike Byrne

  
Commissioner Dawn Pannell

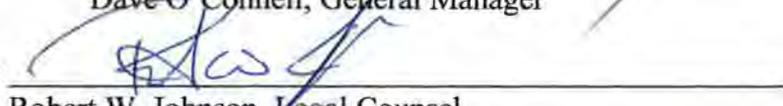
  
Commissioner Ross Gallagher

  
Commissioner Tim Sheldon

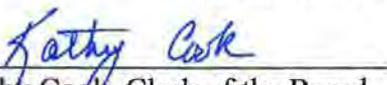
APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:

  
Kathy Cook, Clerk of the Board

DATE: 12-11-07

## POL 3000.50

### **POL 3000.50 SUBMITTING COMMENTS TO MASON TRANSIT**

Mason Transit shall seek to continuously improve its services by encouraging comments and feedback from riders of Mason Transit services, employees, and members of the community at large. Mason Transit shall provide a variety of ways to receive input and shall ensure that persons making comments receive an acknowledgement of their comments and a report on the outcomes of any investigations or changes that may result.

Mason Transit shall maintain a comprehensive education and outreach program to ensure that persons with special needs and the general public are aware of the methods by which the comment process can be accessed.

#### 1. Accessibility

People desiring to make comments to Mason Transit shall be able to do so in the following ways: in person, by telephone, by FAX, by e-mail, or by mail.

All Mason Transit staff having public contact shall be provided training on the comment process and shall be able to initially record a comment he/she may receive.

#### 2. Acknowledgement

Anyone who submits a comment and provides a telephone number, address, or e-mail address shall receive an initial acknowledgement of the comment within three (3) business days of receipt of the comment by Mason Transit.

#### 3. Investigation and Follow-up

Complaints or concerns shall be assigned to an appropriate Mason Transit employee for investigation and follow-up. Comments and/or suggestions about Mason Transit services will be assigned to staff responsible for service development or another appropriate department for investigation and follow-up.

#### 4. Compliments

Compliments regarding individuals shall be forwarded to the employee and his/her supervisor for acknowledgement. Compliments for the agency shall be forwarded to the General Manager or his/her designee.

Effective: January 1, 2008

Page 2 of 3

Cancels: New

## POL 3000.50

See Also: N/A

Approved by: \_\_\_\_\_

Written by: S. Stuley

Name, Title

### 5. Tracking

Mason Transit shall maintain a tracking system for all comments which provides a unique identification of each comment and allows ready access to information on the status of the comment at any time.

The comment process, i.e. data entry, assignment, tracking, follow-up, response, reporting, shall be managed by designated Operations Department staff.

### 6. Responses

Mason Transit shall provide a response to the person making a comment within fifteen (15) business days of receipt of the comment. Should the period of time needed for response exceed fifteen days, the person making the comment shall be advised of the status, in addition to receiving a final response.

Responses shall be in the format requested, i.e. written, verbal, e-mail, and/or alternative or accessible format.

### 7. Reporting

A summary of the status of all comments shall be provided to the Board(s), staff and employees on a periodic basis for use in reviewing and evaluating service, and planning.

### 8. Non-Discrimination

Mason Transit shall ensure that the quality of service delivered to persons submitting comments to the agency will not, in any way, be negatively impacted by that submission.

### 9. Education and Outreach

Mason Transit shall provide information about access to the comment process to riders, employees, agencies that serve persons with special needs, and the general public in a variety of printed and electronic formats. These include, but are not limited to:

- Mason Transit website / e-mail link
- Schedules and Guides
- Posters, channel cards, or decals on all vehicles
- Letters to users of the Dial-A-Ride service upon initial registration and periodically thereafter
- Comment Cards on all vehicles and at selected public locations where bus schedules are distributed
- MTA community newsletter(s); Fact Sheets; Annual Report to the Public
- Presentations to community agencies, organizations and groups

Effective: January 1, 2008

Page 3 of 3

Cancels: New

## POL 3000.50

See Also: N/A

Approved by: \_\_\_\_\_

Written by: S. Stutey

Name, Title

All educational and outreach materials shall include information on all local and 1-800 telephone numbers, website and e-mail addresses, and mailing addresses available through which comments can be submitted.