

**RESOLUTION NO. 2010-14**

**A RESOLUTION AUTHORIZING THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD CHAIR TO APPLY FOR AND ACCEPT FEDERAL GRANTS**


**WHEREAS**, the Mason County Transportation Authority desires to apply for Federal Funding Assistance; and

**WHEREAS**, the Federal Transit Administration requires a Resolution of the Mason County Transportation Authority Board authorizing a delegated representative to apply for, accept and sign all required certifications and assurances for Federal Grants.

**BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF COMMISSIONERS** that authorization be established as follows:

1. THAT THE CHAIR OF THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF COMMISSIONERS IS HEREBY AUTHORIZED TO APPLY FOR AND ACCEPT FEDERAL GRANTS ON BEHALF OF THE MASON COUNTY TRANSPORTATION AUTHORITY.
2. FURTHER, THAT THE CHAIR OF THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF COMMISSIONERS IS HEREBY AUTHORIZED TO SIGN FROM YEAR-TO-YEAR REQUIRED CERTIFICATIONS AND ASSURANCES FOR FEDERAL GRANTS ON BEHALF OF THE MASON COUNTY TRANSPORTATION AUTHORITY.

**Dated this 14<sup>th</sup> day of December, 2010.**

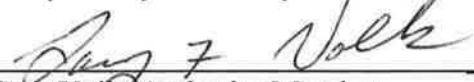
  
John Campbell, Chair

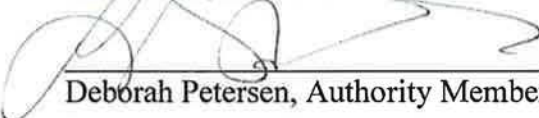
  
Lynda Ring-Erickson, Vice-Chair


  
Mike Byrne, Authority Member

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Leroy Valley, Authority Member

  
Ross Gallagher, Authority Member


  
Gary Volk, Authority Member

  
Deborah Petersen, Authority Member

  
Bev Wendell, Authority Member

  
Tim Sheldon, Authority Member

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: 12-14-10

**RESOLUTION NO. 2010-13**

**A RESOLUTION ESTABLISHING THE 2011 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 2011 calendar year be established as follows:

**THE MONTHLY PUBLIC MEETINGS SHALL BE HELD AT THE TIMES AND LOCATIONS AS OUTLINED ON THE ATTACHED SCHEDULE. Meeting changes and special meetings will be published as required by law.**

**APPROVED** by the Mason County Transportation Authority Board at its regular open public meeting thereof this 14th day of December 2010.

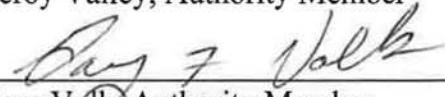
  
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John Campbell, Chair

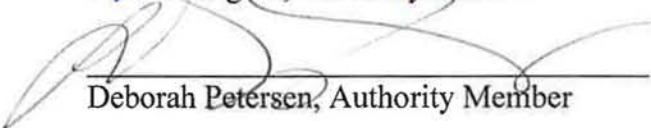
  
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Lynda Ring-Erickson, Vice-Chair

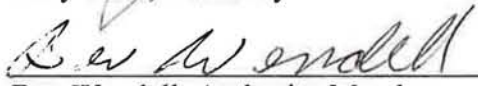
  
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Mike Byrne, Authority Member

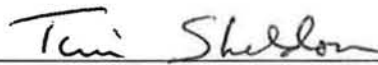
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Leroy Valley, Authority Member

  
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Ross Gallagher, Authority Member

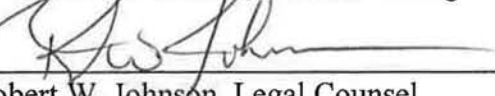
  
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Gary Volk, Authority Member

  
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Deborah Petersen, Authority Member

  
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Bev Wendell, Authority Member

  
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Tim Sheldon, Authority Member

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

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

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

DATE: 12-14-10

**Mason County Transit Authority Board (MTA)**  
**Mason County Transit Advisory Board (MCTAB)**  
**2011 MEETING SCHEDULE**  
(Adopted December 14, 2010)

<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	11	January	25	Mason Transit Business Office	5:30 pm
Mason Transit Business Office	4:00 pm	8	February	22	Mason Transit Business Office	5:30 pm
<b>Port of Allyn</b> 18560 E SR 3, Allyn	<b>5:30 pm</b>	<b>8</b>	<b>March</b> <b>Joint Meeting</b>	<b>8</b>	<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>5:30 pm</b>
Mason Transit Business Office	4:00 pm	12	April	26	Mason Transit Business Office	5:30 pm
Mason Transit Business Office	4:00 pm	10	May	24	Mason Transit Business Office	5:30 pm
<b>Mason Transit Business Office</b>	<b>5:30 pm</b>	<b>14</b>	<b>June</b> <b>Joint Meeting</b>	<b>14</b>	<b>Mason Transit Business Office</b>	<b>5:30 pm</b>
Mason Transit Business Office	4:00 pm	12	July	26	Mason Transit Business Office	5:30 pm
Mason Transit Business Office	4:00 pm	9	August	23	Mason Transit Business Office	5:30 pm
<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>5:30 pm</b>	<b>13</b>	<b>September</b> <b>Joint Meeting</b>	<b>13</b>	<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>5:30 pm</b>
Mason Transit Business Office	4:00 pm	11	October	25	Mason Transit Business Office	5:30 pm
Mason Transit Business Office	4:00 pm	8	November	15	Mason Transit Business Office	5:30 pm
<b>Mason Transit Business Office</b>	<b>5:30 pm</b>	<b>13</b>	<b>December</b> <b>Joint Meeting</b>	<b>13</b>	<b>Mason Transit Business Office</b>	<b>5:30 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, PO Box 1880, Shelton, WA 98584

**RESOLUTION NO. 2010-12**

**A RESOLUTION, ADOPTING A BUDGET FOR THE MASON COUNTY  
TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING  
JANUARY 1, 2011**

**WHEREAS**, the Mason County Transportation Authority Board has prepared a Budget for the 2011 Calendar Year; and

**WHEREAS**, the anticipated Resources of \$7,004,122.49 adequately addresses the anticipated Uses of \$7,004,122.49, anticipating a \$6,804,042.01 Ending Fund Balance.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the 2011 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the *Mason County Transportation Authority 2011 Budget*, be adopted as written, and recorded as such with the office of the Mason County Auditor.

**BE IT FURTHER RESOLVED BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD OF DIRECTORS** that the 2011 Budget be reviewed in February, April and July.

Dated this 14<sup>th</sup> day of December, 2010.

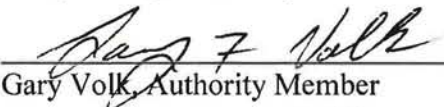
  
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John Campbell, Chair

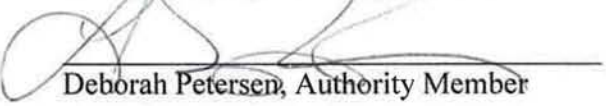
  
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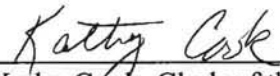
  
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Robert W. Johnson, Legal Counsel

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

DATE: 12-14-10



Mason Transit  
Proposed 2011 Budget  
12/4/2010  
Total

**Estimated Beginning Fund Balance** **\$ 7,600,000.00**

**Revenue**

Account Code	Account Title	2010	2011
		YTD Budget \$	Budget Proposed
401000	Fares: Out of County	65,000.00	55,000.00
401010	Fares: Adult Pass	30,000.00	23,000.00
401020	Fares: Reduced Pass	2,000.00	2,000.00
401030	Fares: Youth Pass	3,000.00	3,000.00
401060	Fares: Vanpool	200,000.00	214,000.00
401070	Fares: Worker/Driver	200,000.00	195,000.00
401090	LMTAAA Volunteer Donations	3,000.00	3,300.00
402010	Special Event Fares	0.00	4,000.00
407010	Sales of Maintenance Services	10,000.00	10,000.00
407020	Rental of Bldgs and Other Property	6,384.00	6,384.00
407030	TCC Meeting Room Rental	2,040.00	1,480.00
407031	TCC Community Room Rental	9,960.00	12,510.74
407040	TCC Office Space Rental	7,500.00	9,357.76
407060	Investment Interest Income	40,000.00	19,500.00
407061	Insurance Recoveries	10,000.00	10,000.00
407062	Sales Tax Interest Income	7,000.00	7,000.00
407991	Other Non-Transportation Revenue	2,000.00	2,000.00
408020	Sales and Use Tax Revenue	2,800,000.00	2,800,000.00
409010	CTAA Comp Plan	50,400.00	50,400.00
409050	WSTIP Safety, Training, Recognition	2,500.00	2,500.00
411011	GCA 6186 2009-2011 Consol State Portion	1,474,990.30	1,400,720.85
413011	FTA GCA 6186 2009-2011 Consol Fed Portion	632,138.70	460,936.15
413050	DSHS TitleIII LMTAAA Volunteer Program	27,194.00	16,075.00
415010	Local Capital Contributions	900,000.00	900,000.00

**Total Revenue** **6,485,107.00** **6,208,164.50**

**From beginning fund balance** 677,790.90 **795,957.99**

**7,162,897.90** **7,004,122.49**

**Mason Transit**  
Proposed 2011 Budget  
12/4/2010  
Total

**EXPENSES**

Account Code	Account Title	YTD Budget \$ -	
		Original	Budget Proposed
505022	Mobile Radio Service	26,000.00	26,000.00
505023	Garbage	5,946.04	4,645.00
505024	Gas	37,756.69	32,689.00
505025	Electric	44,708.69	38,256.00
505030	Telephone Service	41,632.00	41,872.00
505040	Internet Services	1,800.00	1,800.00
506030	Insurance Premium	151,000.00	163,322.00
507010	Taxes	1,750.00	1,700.00
507020	Property Tax	100.00	253.00
507030	Veh License/Registration Fee	300.00	880.00
507060	Leasehold Tax	1,703.00	1,547.00
508010	Purchased Transportation	100,000.00	108,000.00
509020	Dues, Memberships, Subscriptions	11,650.00	17,230.00
509021	Travel & Meeting Expense	1,500.00	3,100.00
509022	Travel Expense	59,480.00	33,938.42
509023	Conference Registration	14,350.00	7,000.00
509024	Training / Seminars	20,500.00	17,150.00
509060	Travel Tolls	0.00	19.60
509150	Advertising/Promotion Media	1,500.00	1,500.00
509175	Intergovernmental Audit Fees	12,000.00	15,000.00
509992	Other Misc Expenses	1,500.00	1,712.00
509994	Bank Service Charges	1,500.00	1,475.00
510020	Interest On Long Term Debt	40,507.00	37,790.00
512010	Passenger Parking Facilities	11,400.00	6,325.00
512020	Rent - Equipment	0.00	268.00
512030	Rent - Office	3,600.00	3,600.00
512050	Rent - Meeting Room	0.00	250.00
512090	Office Equipment Lease	1,500.00	4,000.00
<b>Total Operating Expenses</b>		<b>5,230,047.90</b>	<b>5,495,122.49</b>

**Capital Expenses**

Account Code	Account Title	YTD Budget \$ -	
		Original	Budget Proposed
152000	Transit Facility Base	250,000.00	50,000.00 *
152010	Transit Community Center	55,000.00	55,000.00 *
152020	Bus Shelters	20,000.00	0.00
154121	Transit Coaches	1,175,000.00	360,000.00
154122	Minibuses		810,000.00
154123	Vans	80,000.00	234,000.00
154124	Staff Vehicles	50,000.00	0.00
155100	Shop Equipment	7,000.00	
155200	Software	30,850.00	
156100	Office and Shop Equipment	65,000.00	
168030	Park & Ride	200,000.00	
<b>Total Capital Expenses</b>		<b>1,932,850.00</b>	<b>1,509,000.00</b>
<b>Total Expenses and Capital Expenses</b>		<b>7,162,897.90</b>	<b>7,004,122.49</b>

Net Revenue over (under) Expenses (677,790.90) (795,957.99)

**Amount from beginning fund balance** 0.00 (795,957.99)

**7,162,897.90 6,208,164.50**

**ESTIMATED ENDING FUND BALANCE December 31, 2011 \$ 6,804,042.01**

**RESOLUTION NO. 2010-11**  
**ADOPTING A SURPLUS VEHICLE GRANT PROGRAM**

**A RESOLUTION** adopting the Surplus Vehicle Grant program, through which Mason County Transportation Authority (Mason Transit) would grant surplus vehicles to qualifying organizations which meet public transportation needs.

**WHEREAS**, Mason County Transportation Authority is a public transportation benefit area (PTBA), operating under the authority of Chapter 36.57A RCW. The central purpose and authority of a PTBA is to provide public transportation services within its area. See RCW 36.57A.020 and 080. The area of Mason Transit includes all of Mason County.

**WHEREAS**, even with its recent tax revenues, Mason Transit does not have the means or revenue to meet all the public transportation needs within its area. A significant part of these unmet public transportation needs is found in the members, clients, or other users of the services supplied by many nonprofit organizations and community groups in areas not served by fixed routes, as well as users of services provided by local governments.

**WHEREAS**, the granting of surplus vehicles to these organizations and to certain governmental agencies would fulfill many of these unmet public transportation needs and would thus provide better public transportation services within Mason Transit's area. This program would increase the mobility, access and transportation options of residents of the PTBA and would tend to reduce the use of private vehicles.

**WHEREAS**, Mason Transit has surplus vehicles which are suited to this purpose.

**WHEREAS**, to ensure that this program serves public, not private transportation needs, only government agencies and private nonprofit organizations qualifying under 26 USC 501(c)(3) will be eligible to participate. To ensure that the benefits to public transportation are both tangible and accountable, applicants will be required to describe the population and area to be served, the purpose of the transportation provided, the type of service they would provide, the extent of vehicle use, the expected number of passenger trips, how the transportation will be coordinated with other community programs and with Mason Transit, how the public transportation needs of the organization are presently not met, and their current methods of transportation.

**WHEREAS**, to further ensure that the program provides tangible benefits to public transportation, the staff shall develop a set of selection criteria aimed at choosing participants which will best serve unmet public transportation needs of the Mason Transit area. The staff shall also develop a set of monitoring requirements to ensure that participants continue to serve these purposes.



**WHEREAS**, the public transportation function of Mason Transit is served by providing trips within its area and trips that originate within its area. This purpose is not served by a participant providing trips which originate outside its area and thus serve a population outside Mason Transit. For this reason, all grantees should be located within Mason Transit's area and should demonstrate that they would provide trips originating within that area.

**WHEREAS**, to further ensure that this program is used to meet a public transportation need of Mason Transit, and not serve predominantly private purposes, trips supplied through this program must remain within a 150 mile radius of the Mason Transit PTBA.

**WHEREAS**, this program is not intended to make gifts or donations to any person or organization. Consideration to Mason Transit will be assured in two ways. First, the General Manager shall require periodic reports from grantees which demonstrate, consistently with sound accounting principles, that the value of the trips the grantee provides with a vehicle is at least as great as the market value of the vans at the time of the grant. Second, the purposes and selection criteria of this program will insure that a participant in this program supplies tangible and valuable services to Mason Transit through the provision of public transportation within Mason Transit's area. These trips and services constitute payment of true and full value for the vehicles.

**WHEREAS**, to ensure compliance with RCW 42.17.130, the vehicles should not be granted to political organizations or used for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

**NOW, THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY AS FOLLOWS:**

1. The General Manager shall implement a program in which Mason Transit may grant surplus vehicles to eligible organizations for uses which will help satisfy unmet public transportation needs in Mason Transit's area. Eligible organizations are limited to government agencies and private nonprofit organizations qualifying under 26 USC 501(c)(3).

2. The General Manager shall develop an application form which requires applicants to describe the population and area to be served, the purpose of the transportation provided, the type of service provided, the extent of vehicle use, the expected number of passenger trips, how the transportation will be coordinated with other community programs and with Mason Transit, how the public transportation needs of the organization are presently not met, their current methods of transportation, and any other relevant information.

3. Applicants under this program shall certify that they have the financial and management capacity to insure vehicles and to maintain vehicles in good working condition, if selected.

4. The General Manager shall develop a set of selection criteria which, based on the information described in Sec. 2, above, will select participants which will best serve unmet public transportation needs within Mason Transit's area. The General Manager shall also develop a set of monitoring requirements to ensure that participants continue to serve these purposes.

5. Vehicles granted under this program may only be used to provide trips which originate within the Mason Transit PTBA and which remain within a 150 mile radius of the Mason Transit PTBA. Vehicles granted under this program may only be used to provide trips which serve an unmet public transportation need and which are authorized in the agreement discussed below.

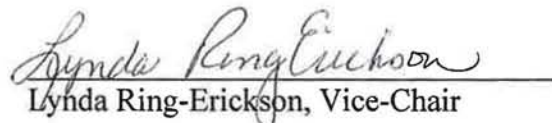
6. All grantees are required to sign an agreement with Mason Transit which requires them to follow the terms of this Resolution, to properly maintain the vehicle, and to comply with Mason Transit's monitoring program. The agreement shall set out the type or purpose of transportation which the grantee shall provide with the vehicle and shall prohibit use of the vehicle for other purposes. The agreement shall specify that the vehicle is granted "as is" and with no express or implied warranties of any type, that the grantee is responsible for all licensing, permits and insurance, and that the grantee shall sign a hold harmless agreement acceptable to Mason Transit. The agreement shall also contain remedies for Mason Transit for breach or nonperformance by the grantee, including but not limited to forfeiting the vehicle to Mason Transit.

7. To ensure compliance with Chapter 36.57A and to ensure that charter services are not authorized, participating organizations shall only provide transportation to their clients, members, guests or other similar users with vehicles supplied under this program. They shall not provide transportation to the general public.

8. To ensure compliance with RCW 42.17.130, vehicles may not be granted to political organizations. The agreement described above shall require the grantee to promise that it will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

**Adopted this 14<sup>th</sup> day of September, 2010.**

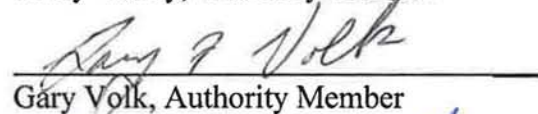
  
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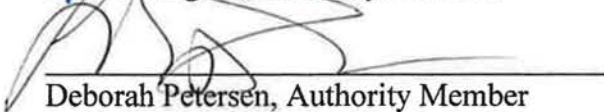
  
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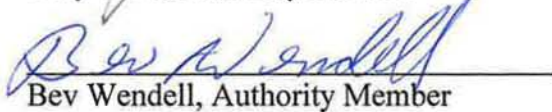
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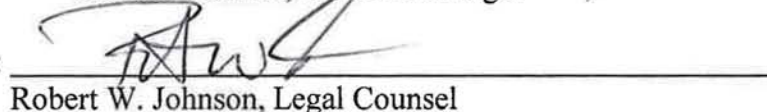
  
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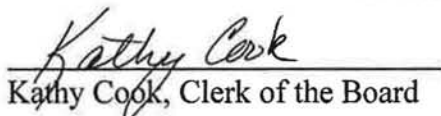
APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Robert W. Johnson, Legal Counsel

ATTEST:

  
Kathy Cook, Clerk of the Board

DATE: 9-14-10

**SECOND AMENDMENT TO  
RESOLUTION NO. 2010-03**

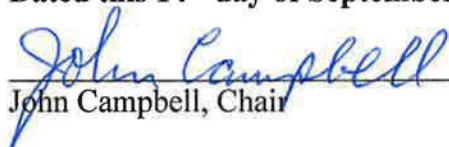
**A RESOLUTION BY THE  
MASON COUNTY TRANSPORTATION AUTHORITY BOARD,  
ADOPTING A REVISED DRUG & ALCOHOL POLICY**

**WHEREAS**, the Mason County Transportation Authority Board approved and adopted Mason Transit's Drug & Alcohol Policy on February 6, 1996; and subsequently revised the Policy on July 12, 2005, February 13, 2007, April 8, 2008, February 9, 2010, and May 11, 2010; and

**WHEREAS**, from time to time revisions are necessary to be consistent and in compliance with drug and alcohol testing as mandated by the Federal Transit Administration (FTA) and the U.S Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended.

**NOW THEREFORE BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD** that the attached revised Drug & Alcohol Policy be and is hereby adopted.

**Dated this 14<sup>th</sup> day of September 2010.**

  
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John Campbell, Chair

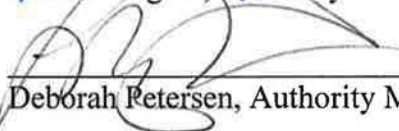
  
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Robert W. Johnson, Legal Counsel

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

DATE: 9-14-10

Return Address:

Mason County Transportation Authority  
PO Box 1880  
Shelton, WA 98584

1961595 MASON CO WA

08/20/2010 09:19 AM AMEND  
MASON CO TRANSPORTATION AUTH #39966 Pec Fee: \$63.00 Pages: 2



Auditor's Note: This page is  
not an original document.

**FIRST AMENDMENT TO RESOLUTION NO. 2001-06**

**A RESOLUTION BY THE MASON COUNTY PUBLIC TRANSPORTATION BENEFIT  
AREA AUTHORITY APPOINTING AGENT TO RECEIVE CLAIMS UNDER  
RCW CHAPTER 4.96**

REF # 1738934

**WHEREAS**, Chapter 4.96 RCW requires that all claims for tortious conduct against a legal governmental entity must be filed with the governmental entity before a civil suit may be filed; and


**WHEREAS**, the chapter further requires that the Board of Directors of Mason County Transportation Authority appoint an agent to receive any claim for damages against Mason County Transit; and

**WHEREAS**, from time to time, it may be necessary to update business information.

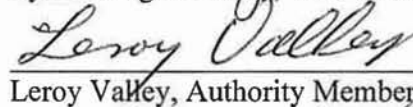
**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the General Manager of Mason County Transit be and the same is hereby appointed as the agent to receive any claim for damages against Mason County Transit under RCW Chapter 4.96. The agent may be reached during the normal business hours of Mason County Transit (Monday through Friday from 8:00 am to 5:00 pm) at 790 E John's Prairie Road, Shelton, Washington 98584; telephone (360) 426-9434.

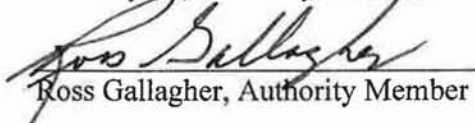
**APPROVED** by the Mason County Transit Authority Board of Directors at its regular meeting thereof this 10th day of August, 2010.

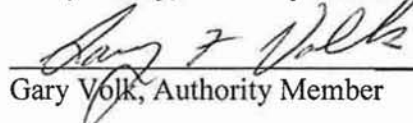
  
John Campbell, Chair

  
Lynda Ring-Erickson, Vice-Chair

Mike Byrne, Authority Member

  
Leroy Valley, Authority Member

  
Ross Gallagher, Authority Member

  
Gary Volk, Authority Member

Return Address:

Mason County Transportation Authority  
PO Box 1880  
Shelton, WA 98584

**FIRST AMENDMENT TO RESOLUTION NO. 2001-06**

**A RESOLUTION BY THE MASON COUNTY PUBLIC TRANSPORTATION BENEFIT  
AREA AUTHORITY APPOINTING AGENT TO RECEIVE CLAIMS UNDER  
RCW CHAPTER 4.96**

**WHEREAS**, Chapter 4.96 RCW requires that all claims for tortious conduct against a legal governmental entity must be filed with the governmental entity before a civil suit may be filed; and

**WHEREAS**, the chapter further requires that the Board of Directors of Mason County Transportation Authority appoint an agent to receive any claim for damages against Mason County Transit; and

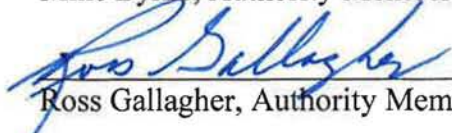
**WHEREAS**, from time to time, it may be necessary to update business information.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the General Manager of Mason County Transit be and the same is hereby appointed as the agent to receive any claim for damages against Mason County Transit under RCW Chapter 4.96. The agent may be reached during the normal business hours of Mason County Transit (Monday through Friday from 8:00 am to 5:00 pm) at 790 E John's Prairie Road, Shelton, Washington 98584; telephone (360) 426-9434.

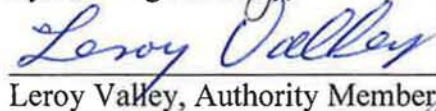
**APPROVED** by the Mason County Transit Authority Board of Directors at its regular meeting thereof this 10th day of August, 2010.

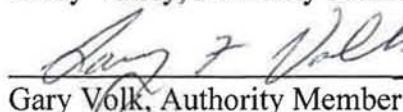
  
\_\_\_\_\_  
John Campbell, Chair

Mike Byrne, Authority Member

  
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Ross Gallagher, Authority Member

  
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Lynda Ring-Erickson, Vice-Chair

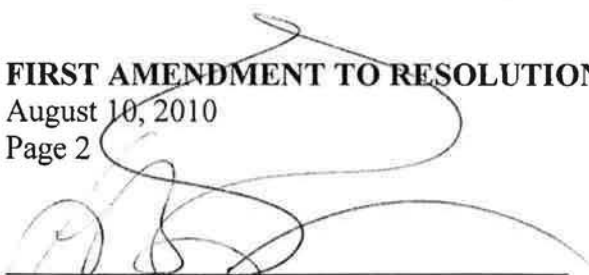
  
\_\_\_\_\_  
Leroy Valley, Authority Member

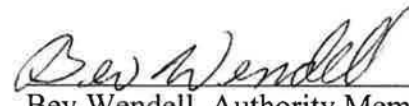
  
\_\_\_\_\_  
Gary Volk, Authority Member

**FIRST AMENDMENT TO RESOLUTION NO. 2001-06**

August 10, 2010


Page 2

  
Deborah Petersen, Authority Member

  
Bev Wendell, Authority Member

  
Tim Sheldon, Authority Member

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

APPROVED AS TO FORM:   
Robert W. Johnson, Legal Counsel  
*Kristin Frank*

ATTEST:   
Kathy Cook, Clerk of the Board

DATE: 8/10/10

**RESOLUTION NO. 2010-10**

**A RESOLUTION AUTHORIZING THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD CHAIR TO SIGN THE  
SECOND AMENDMENT TO AGREEMENT GCA6186 WITH THE  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA6186 with the Washington State Department of Transportation (WSDOT) for Operating Funding Assistance; and

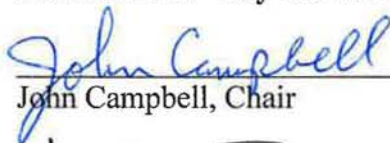
**WHEREAS**, the need exists to change certain sections to:

- 1) add \$1,298,212 in Rural Mobility Transit Tax Equalization project funds for Project A; and
- 2) move \$783,886 in FTA 5311 projected funds into Project B as referenced in the attached amendment document; and

**WHEREAS**, all other conditions of the grant agreement remain unchanged.

**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the Board Chair is hereby authorized to sign said Amendment to Mutual Agreement GCA6186 as Contractor on behalf of the Mason County Transportation Authority.

**Dated this 13<sup>th</sup> day of June 2010.**

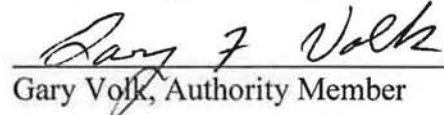
  
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John Campbell, Chair

  
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Lynda Ring-Erickson, Vice-Chair

  
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Mike Byrne, Authority Member

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Leroy Valley, Authority Member

  
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Ross Gallagher, Authority Member

  
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Gary Volk, Authority Member

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Deborah Petersen, Authority Member

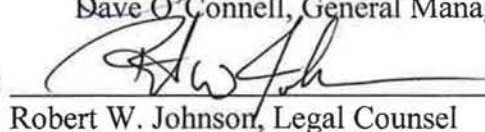
  
\_\_\_\_\_  
Bev Wendell, Authority Member

  
\_\_\_\_\_  
Tim Sheldon, Authority Member


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: 7/13/10

**RESOLUTION NO. 2010-09**

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

**WHEREAS**, the Mason County Transportation Authority first adopted its Bylaws on December 9, 1991, and amended such on November 20, 2007, and February 28, 2008; and

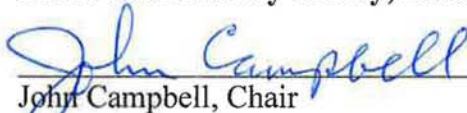
**WHEREAS**, the Bylaw provision under Section V – Meetings, 5.12 Compensation has changed; and

**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 as attached in "Exhibit A".

**Dated this 13th day of July, 2010.**

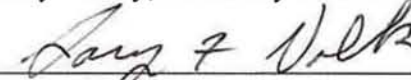
  
John Campbell, Chair

  
Lynda Ring-Erickson, Vice-Chair

  
Mike Byrne, Authority Member


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Leroy Valley, Authority Member

  
Ross Gallagher, Authority Member

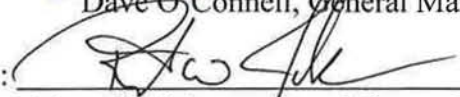
  
Gary Volk, Authority Member

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Deborah Petersen, Authority Member

  
Bev Wendell, Authority Member

  
Tim Sheldon, Authority Member

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: 7/13/10



**RESOLUTION NO. 2010-08**

**A RESOLUTION AUTHORIZING THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD CHAIR TO SIGN THE  
FIRST AMENDMENT TO AGREEMENT GCA6186 WITH THE  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

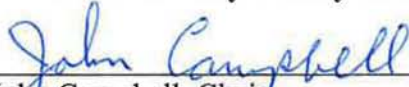
**WHEREAS**, the Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA6186 with the Washington State Department of Transportation (WSDOT) for Operating Funding Assistance; and

**WHEREAS**, the need exists to change certain sections adding remaining project funds into current funds for Projects C and D and amending language in the Payment Section, part C as referenced in the attached amendment document.

**WHEREAS**, the total dollar amount of the grant agreement remains unchanged.

**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the Board Chair is hereby authorized to sign said Amendment to Mutual Agreement GCA6186 as Contractor on behalf of the Mason County Transportation Authority.

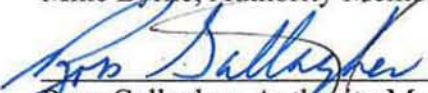
**Dated this 11<sup>th</sup> day of May 2010.**

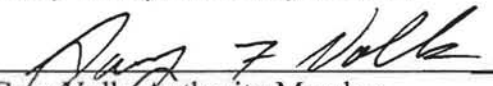
  
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John Campbell, Chair


  
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Lynda Ring-Erickson, Vice-Chair

  
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Mike Byrne, Authority Member

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Leroy Valley, Authority Member

  
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Ross Gallagher, Authority Member

  
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Gary Volk, Authority Member

  
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Deborah Petersen, Authority Member

  
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Bev Wendell, Authority Member

  
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Tim Sheldon, Authority Member

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: 5/11/10

**FIRST AMENDMENT TO  
RESOLUTION NO. 2010-03**

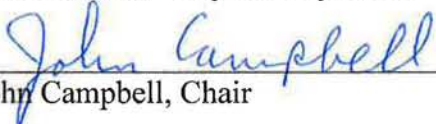
**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY ADOPTING A DRUG & ALCOHOL POLICY**


**WHEREAS**, the Mason County Transportation Authority (MCTA) Board of Directors adopted a Revised Drug & Alcohol Policy on February 8, 2010 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 11<sup>th</sup> day of May 2010.**

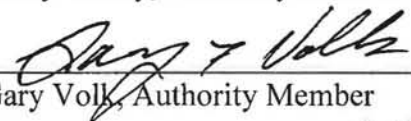
  
John Campbell, Chair

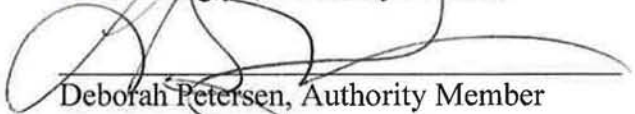
  
Lynda Ring-Erickson, Vice-Chair

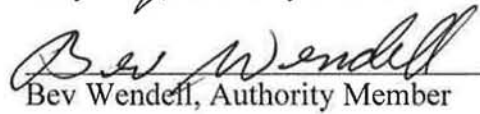
  
Mike Byrne, Authority Member

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Leroy Valley, Authority Member

  
Ross Gallagher, Authority Member


  
Gary Volk, Authority Member

  
Deborah Petersen, Authority Member

  
Bev Wendell, Authority Member

  
Tim Sheldon, Authority Member

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: 5/11/10

**RESOLUTION NO. 2010-07**

**A RESOLUTION AUTHORIZING THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD CHAIR TO SIGN  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION  
AGREEMENT # GCA6471**

**WHEREAS**, the Transportation Budget provides funding to the Washington State Department of Transportation (WSDOT) for the Statewide Vanpool Capital Investment Program; and

**WHEREAS**, the Mason County Transportation Authority desires to acquire an additional vanpool vehicle as part of the Washington State Department of Transportation Vanpool Expansion Program.

**NOW THEREFORE BE IT RESOLVED**, that Mason County Transportation Authority enter into Mutual Agreement #GCA6471 with the Washington State Department of Transportation for \$26,000 in capital funds to purchase 1 new vanpool vehicle.

**BE IT FURTHER RESOLVED**, that the Mason County Transportation Authority Board hereby authorizes the Chair to execute said Agreement #GCA6471 as Contractor on behalf of the Mason County Transportation Authority.

**Dated this 13<sup>th</sup> day of April 2010.**

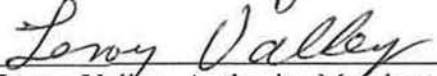
  
\_\_\_\_\_  
John Campbell, Chair


  
\_\_\_\_\_  
Mike Byrne, Authority Member

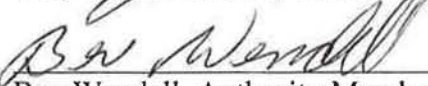
  
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Ross Gallagher, Authority Member

  
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Deborah Petersen, Authority Member

  
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Lynda Ring-Erickson, Vice-Chair

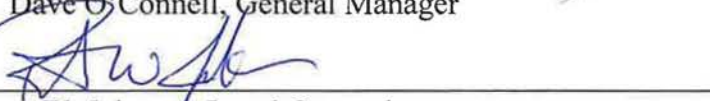
  
\_\_\_\_\_  
Leroy Valley, Authority Member

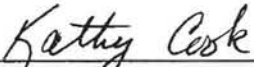
  
\_\_\_\_\_  
Gary Volk, Authority Member

  
\_\_\_\_\_  
Bev Wendell, Authority Member

\_\_\_\_\_  
Tim Sheldon, Authority Member

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: 4-13-10

**Vanpool Investment Program Agreement**

Washington State Department of Transportation 310 Maple Park Avenue PO Box 47387 Olympia, WA 98504-7387  WSDOT Contact: Shamus Misek 360-705-7346		Mason County Transportation Authority PO Box 1880 Shelton, WA 98584-5018  Federal ID Number: 91-1554133  Contact Person: Dave O’Connell 360-429-9434 x120		
<b>Agreement Number</b>  GCA-6471	<b>Project Start Date</b>  July 1, 2009	<b>Project Completion Date</b> End of the Useful Life of the Project Equipment as identified in Exhibit I, 1.1	<b>Project Equipment Reimbursement</b>  \$26,000	<b>Project Title</b>  Vanpool Investment Program

**THIS AGREEMENT**, entered into by the **Washington State Department of Transportation** (hereinafter referred to as "WSDOT") and the agency written above (hereinafter referred to as the "TRANSIT AGENCY"), and/or individually referred to as the "PARTY" and collectively as the "PARTIES", **WITNESSES THAT:**

**WHEREAS**, the Transportation Budget, as set forth in Laws of 2009, chapter 470, section 222 (3) provides funding to WSDOT for the Statewide Vanpool Investment Program; and

**WHEREAS**, the Transportation Budget under authority of RCW 47.66.070 provides funding for WSDOT to coordinate the development and implementation of the Statewide Vanpool Investment Program; and

**WHEREAS**, WSDOT coordinated with transit agencies statewide to develop the implementation of the Statewide Vanpool Investment Program; and

**WHEREAS**, the TRANSIT AGENCY has determined a need for one (1) or more vanpool investment vehicles to enhance the vanpool program.

**NOW, THEREFORE**, in consideration of the mutual covenants herein set forth, WSDOT and the TRANSIT AGENCY agree to the following terms and conditions:

**Section 1  
Purpose of Agreement**

The purpose of this AGREEMENT is for WSDOT to reimburse the TRANSIT AGENCY for capital costs incurred for the purchase of replacement vanpool vehicles and for the purchase of vanpool vehicles to expand vanpooling (hereinafter referred to as "Project Equipment") in accordance with the provisions of this AGREEMENT and Exhibit I - Scope of Work, Exhibit II - Vanpool Expansion Program Report Form, and Exhibit III – Annual Expenditures and Match Report which are attached hereto and by this reference incorporated herein.

**Section 2  
Scope of Project**

WSDOT hereby agrees to provide capital financing to the TRANSIT AGENCY to purchase Project Equipment, for the purpose of investing in vanpooling during the Project Period. The specific number of vans to be purchased is identified in Exhibit I, Scope of Work, 2.1.

**Section 3**

**RESOLUTION NO. 2010-06**

**A RESOLUTION BY THE  
MASON COUNTY TRANSPORTATION AUTHORITY BOARD,  
AUTHORIZING THE FINANCE MANAGER  
AS THE AUDIT OFFICER**

**WHEREAS**, the Board of Directors recognizes the need to authorize an official Audit Officer for Mason County Transportation Authority; and

**WHEREAS**, the Board of Directors has determined that the Finance Manager is the most appropriate individual to serve as the Audit Officer; and

**WHEREAS**, the Board of Directors also recognizes the need to designate Officers authorized to sign checks and warrants; and

**WHEREAS**, the Board of Directors has determined that the General Manager and designee, Administrative Services Manager, are the most appropriate individuals to serve as Officers.

**NOW THEREFORE BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS**, that:

- 1) the Finance Manager be authorized to serve as Audit Officer.
- 2) the General Manager and designee, Administrative Services Manager, be authorized to serve as Officers to sign checks and warrants.
- 3) the bond requirement for Audit Officer and Officers is satisfied through the \$1,000,000 blanket bond coverage secured through the Washington State Transit Insurance Pool (WSTIP).
- 4) the contracting, hiring, purchasing, disbursing and other pertinent policies shall be observed.
- 5) claims paid will be approved at its next regularly scheduled public meeting.
- 6) if any claims are disapproved, the auditing officer and the officer(s) designated to sign the checks or warrants recognize these claims as receivables of the district and will pursue collection diligently until the amounts are either collected or the Board of Directors is satisfied and approves the claims.

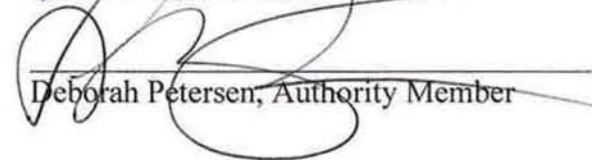
**BE IT FURTHER RESOLVED BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD OF DIRECTORS,** that this resolution amends Resolution 2010-02.

**Dated this 13<sup>th</sup> day of April 2010.**

  
\_\_\_\_\_  
John Campbell, Chair


  
\_\_\_\_\_  
Mike Byrne, Authority Member


  
\_\_\_\_\_  
Ross Gallagher, Authority Member

  
\_\_\_\_\_  
Deborah Petersen, Authority Member


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


  
\_\_\_\_\_  
Leroy Valley, Authority Member

  
\_\_\_\_\_  
Gary Volk, Authority Member

  
\_\_\_\_\_  
Bev Wendell, Authority Member

\_\_\_\_\_  
Tim Sheldon, Authority Member

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: 4-13-10

**RESOLUTION NO. 2010-05**

**A RESOLUTION BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY AUTHORIZING THE DISPOSAL OF  
SURPLUS VEHICLES**

**WHEREAS**, the Mason County Transportation Authority (MCTA) has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of the Mason County Transit; and

**WHEREAS**, such policies ensure that the public shall receive the greatest possible value for such items.

**NOW, THEREFORE, BE IT RESOLVED** by the Mason County Transportation Authority that the following vehicles be declared as surplus:

VIN	Vehicle Type	Make	Model	Year	Vehicle #
1BAGBCSA3TF068918	Coach	Bluebird	Bluebird Bus 25'	1996	710
1BAGBCSA5TF068919	Coach	Bluebird	Bluebird Bus 25'	1996	711
1BAGBCSA1TF068917	Coach	Bluebird	Bluebird Bus 25'	1996	712
1BAGBCSA2VF077757	Coach	Bluebird	Bluebird Bus 25'	1997	713
1FDXE40FXWHB85742	Mini Bus	Ford	Champion Bus 22'	1998	422
1FDXE40F2XHC04558	Mini Bus	Ford	Champion Bus 22'	1999	423
1FDXE40F7XHC04572	Mini Bus	Ford	Champion Bus 22'	1999	424
1FDXE40F1XHC22680	Mini Bus	Ford	Champion Bus	1999	425


**BE IT FURTHER RESOLVED**, that staff is authorized to proceed with the disposal of surplus vehicles identified above.


**Dated this 13<sup>th</sup> day of April, 2010.**


  
John Campbell, Chair

  
Mike Byrne, Authority Member

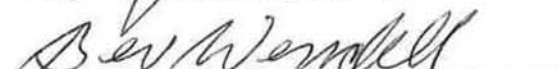
  
Ross Gallagher, Authority Member

  
Deborah Petersen, Authority Member

  
Lynda Ring-Erickson, Vice-Chair

  
Leroy Valley, Authority Member

  
Gary Volk, Authority Member

  
Bev Wendell, Authority Member

\_\_\_\_\_  
Tim Sheldon, Authority Member



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: 4-13-10



**RESOLUTION NO. 2010-04**

**A RESOLUTION AUTHORIZING THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD CHAIR TO SIGN  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION  
AGREEMENT #GCA6187**

**WHEREAS**, the State of Washington provides funding through the multi-modal transportation account and regional mobility grant program account as identified in the budget through its 2009-2011 biennial appropriations to the Washington State Department of Transportation (WSDOT); and

**WHEREAS**, the Mason County Transportation Authority was awarded capital funds to purchase replacement buses.

**NOW THEREFORE BE IT RESOLVED**, that Mason County Transportation Authority enter into Mutual Agreement #GCA6187 with the Washington State Department of Transportation for \$900,000 in capital funds to purchase and replace three (3) 35' low-floor 32-passenger wheelchair accessible buses.

**BE IT FURTHER RESOLVED**, that the Mason County Transportation Authority Board hereby authorizes the Chair to execute said Agreement #GCA6187 as Contractor on behalf of the Mason County Transportation Authority.

**Dated this 9<sup>th</sup> day of February, 2010.**

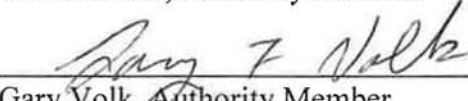
  
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John Campbell, Chair

  
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Lynda Ring-Erickson, Vice-Chair

  
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Mike Byrne, Authority Member

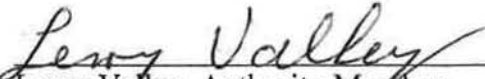
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Tim Sheldon, Authority Member

  
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Ross Gallagher, Authority Member

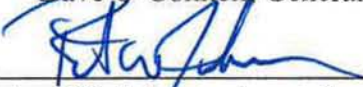
  
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Gary Volk, Authority Member

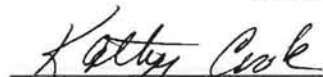
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Deborah Petersen, Authority Member

  
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Bev Wendell, Authority Member

  
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Leroy Valley, Authority Member

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

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

ATTEST:   
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Kathy Cook, Clerk of the Board

DATE: 2-9-10

**RESOLUTION NO. 2010-03**


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

**WHEREAS**, the Mason County Transportation Authority Board approved and adopted Mason Transit's Drug & Alcohol Policy on February 6, 1996; and subsequently revised the Policy on July 12, 2005, February 13, 2007, and April 8, 2008; and

**WHEREAS**, from time to time revisions are necessary to be consistent and in compliance with drug and alcohol testing as mandated by the Federal Transit Administration (FTA) and the U.S Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended.

**NOW THEREFORE BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD** that the attached revised Drug & Alcohol Policy be and is hereby adopted.

**Dated this 9<sup>th</sup> day of February 2010.**

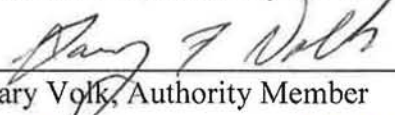
  
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John Campbell, Chair

  
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Lynda Ring-Erickson, Vice-Chair

  
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Mike Byrne, Authority Member

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Ross Gallagher, Authority Member

  
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Gary Volk, Authority Member

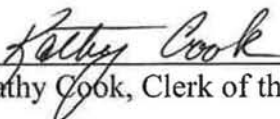
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Bev Wendell, Authority Member

  
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Leroy Valley, Authority Member

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

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

ATTEST:   
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Kathy Cook, Clerk of the Board

DATE: 2-9-10

**RESOLUTION NO. 2010-02**

**A RESOLUTION BY THE  
MASON COUNTY TRANSPORTATION AUTHORITY BOARD,  
AUTHORIZING THE MAINTENANCE MANAGER  
AS THE AUDIT OFFICER**

**WHEREAS**, the Board of Directors recognizes the need to authorize an official Audit Officer for Mason County Transportation Authority; and

**WHEREAS**, the Board of Directors has determined that the Maintenance Manager is the most appropriate individual to serve as the Audit Officer; and

**WHEREAS**, the Board of Directors also recognizes the need to designate Officers authorized to sign checks and warrants; and

**WHEREAS**, the Board of Directors has determined that the General Manager and designee, Administrative Services Manager, are the most appropriate individuals to serve as Officers.

**NOW THEREFORE BE IT RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS**, that:

- 1) the Maintenance Manager be authorized to serve as Audit Officer.
- 2) the General Manager and designee, Administrative Services Manager, be authorized to serve as Officers to sign checks and warrants.
- 3) the bond requirement for Audit Officer and Officers is satisfied through the \$1,000,000 blanket bond coverage secured through the Washington State Transit Insurance Pool (WSTIP).
- 4) the contracting, hiring, purchasing, disbursing and other pertinent policies shall be observed.
- 5) claims paid will be approved at its next regularly scheduled public meeting.
- 6) if any claims are disapproved, the auditing officer and the officer(s) designated to sign the checks or warrants recognize these claims as receivables of the district and will pursue collection diligently until the amounts are either collected or the Board of Directors is satisfied and approves the claims.

**BE IT FURTHER RESOLVED BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD OF DIRECTORS, that this resolution amends Resolution 2006-06.**

**Dated this 12<sup>th</sup> day of January 2010.**


  
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John Campbell, Chair

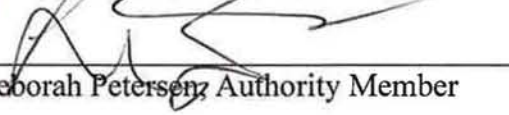
  
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Ross Gallagher, Authority Member

  
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Gary Volk, Authority Member

  
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Deborah Petersen, Authority Member

  
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Bev Wendell, Authority Member

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Joe Rothrock, Authority Member

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

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

ATTEST:   
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Kathy Cook, Clerk of the Board

DATE: 1-12-2010

**RESOLUTION NO. 2010-01**

**A RESOLUTION AUTHORIZING THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD CHAIR TO SIGN THE  
SECOND AMENDMENT TO AGREEMENT GCA5708 WITH THE  
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

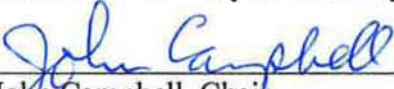
**WHEREAS**, the Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA5708 with the Washington State Department of Transportation (WSDOT) for Capital Funding Assistance; and

**WHEREAS**, both parties agree to amend the agreement to extend the agreement end date through December 31, 2009; and,

**WHEREAS**, the total dollar amount of the grant agreement and all other terms remain unchanged.

**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the Board Chair is hereby authorized to sign said Amendment to Mutual Agreement GCA5708 as Contractor on behalf of the Mason County Transportation Authority.

**Dated this 12<sup>th</sup> day of January, 2010.**

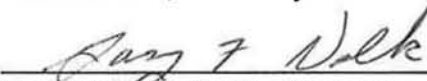
  
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John Campbell, Chair


  
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Lynda Ring-Erickson, Vice-Chair

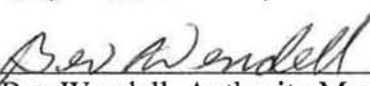
  
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APPROVED AS TO CONTENT:   
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Dave O'Connell, General Manager

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

ATTEST:   
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Kathy Cook, Clerk of the Board

DATE: 1-12-2010