

ORIGINAL

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:

Whereas, the Mason County Transportation Authority must make necessary contractual monthly payments in a timely manner; and,

Whereas, the Board of Directors of Mason County Transportation Authority finds that it would be reasonable and effective to authorize such payments without a formal motion, with radification to follow at next regular meeting;

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

DATED this 29<sup>th</sup> day of April, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chairperson

M. L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

APPROVED AS TO CONTENT:

Dave O'Connell, Gen. Mngr.

APPROVED AS TO FORM:

Benjamin Settle, Legal Counsel



ATTEST:

Rebecca M. Tobin

DATE: 29 April 1993

ORIGINAL

RESOLUTION NO. 1993-02

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY, AUTHORIZING THE CHAIRPERSON TO SIGN ALL AGREEMENTS AND CONTRACTS WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AND OTHER STATE AGENCIES AS REQUIRED:

Further, the Vice-Chairperson shall be authorized to sign said documents in the absence of the Chairperson.

Whereas, the Board of Directors of Mason County Transportation Authority finds that it would be reasonable and effective to authorize such authority;

NOW THEREFORE, BE IT RESOLVED [as previously stated] BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS

DATED this 29<sup>th</sup> day of April, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chairperson

Marv L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

APPROVED AS TO CONTENT: Dave O'Connell  
Dave O'Connell, Gen. Mngr.

APPROVED AS TO FORM: Benjamin Settle  
Benjamin Settle, Legal Counsel



ATTEST: Rebecca Mae Tobin DATE: 29 April 1993

10. Within the annual operating budget, in addition to those major events specifically budgeted for service, an amount shall be set aside for the purpose of providing special services in accordance with this policy.
11. Special event services provided through this funding source shall be at the discretion of the General Manager, as guided by this Board-approved policy. Those special event services approved by the Board in the annual operating budget shall not require subsequent Board approval prior to implementation.
12. Other special, non-scheduled transit service which does not meet all of the aforementioned policy tests may be considered by the full Board of Directors, should it be determined that said service is in the general public interest.

DATED this 29<sup>th</sup> day of April, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chairperson

Marv L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

APPROVED AS TO CONTENT: Dave O'Connell  
Dave O'Connell, Gen. Mngr.

APPROVED AS TO FORM: Benjamin Settle  
Benjamin Settle, Legal Counsel

ATTEST: Rebecca M. Johnson

DATE: 29 April 1993



RESOLUTION NO. 1993-03A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,  
ADOPTING A SPECIAL EVENTS SERVICE POLICY:

**Whereas,** the Board of Directors recognizes the public transportation benefit of providing unscheduled special services in support of selected events; and

**Whereas,** the Board of Directors has determined that a policy is desirable to ensure appropriate and consistent designation and implementation of special event services;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that transportation services for special events may be considered if the following guidelines are met:

1. The special event service must have the potential to generate ridership; the requesting entity must agree to provide adequate publicity and promotion to ensure that the special event service will be used.
2. The event for which special service is considered must be of a broad civic interest and open to the general public; the event must not be of a political nature.
3. The special event service must provide an opportunity to promote M.T.A. service to potential users.
4. The special service must address a transportation problem experienced by individuals participating in the event, such as parking limitations or severe congestion. Where severe congestion exists, clear access and egress to and from the event must be provided to M.T.A. vehicles.
5. The special event service considered must be open to the general public and operate within the boundaries of the Benefit Area.
6. Unless extenuating reasons exist, special event services would only be provided during periods when regular M.T.A. service is provided. Such extenuating reasons may include, but are not limited to, special holiday events or events of significant local interest.
7. Provision of the special event services shall not be in conflict with the charter regulations of the Urban Mass Transportation Administration (U.M.T.A.), the Revised Code of Washington (R.C.W.), nor other federal, state, or local prohibition.
8. Provision of special event services is subject to equipment and staffing availability.
9. Special event services may only be provided if their cost can be accommodated within the amount allocated for said purpose in the annual M.T.A. operating budget.

RESOLUTION NO. 1993-04

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,  
AMENDING THE 1993 BUDGET AS PREVIOUSLY ADOPTED:

Whereas, the Mason County Transportation Authority has and will receive funding which is not addressed in the current budget; and

Whereas, the need exists to create a more efficient and reliable accounting of such funds; and

Whereas, due to a lack of historical data, certain categories of the said budget are under-appropriated or unnecessary;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the Amended 1993 Budget [attached herein] be adopted.

DATED this 12<sup>th</sup> day of July, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chair

M. L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Benjamin Settle  
Benjamin Settle, Legal Counsel



Rebecca Mae Tobin

DATE: 12 July 1993

**BARS # **	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET
313.00 00 0000	RETAIL SALES & USE TAX	512,000.00	0.00
313.20 00 0000	LOCAL TRANSPORT. TAX	0.00	512,000.00
361.00 00 0000	INTEREST EARNINGS	2,775.00	2,775.00
361.40 00 0000	INT. EARN. CONTRACT NOTES	0.00	0.00
389.00 00 0000	OTHER NON-REVENUES	0.00	0.00
333.20.50 0000	GRANT-FED.INDIRECT-CAPITAL	0.00	587,046.00
333.20.51 0000	GRANT-FED.INDIRECT-OTHER	0.00	567.00
331.20.50 0000	GRANTS-FEDERAL DIRECT	0.00	0.00
334.03.60 0000	GRANT - WSDOT - SERVICE	0.00	22,410.00
334.03.61 0000	GRANT - WSDOT - OTHER	0.00	0.00
317.10 00 0000	MOTOR VEHICLES EXCISE TAX	512,000.00	512,000.00
291.80 00 0000	ENDING FUND BALANCE	381,722.00	381,722.00
	TOTAL REVENUE	1,408,497.00	2,018,520.00

AMENDED 1993 BUDGET - MASON COUNTY TRANSPORTATION AUTHORITY

ADOPTED THIS 12<sup>th</sup> DAY OF July, 1993

RESOLUTION NO. 1993-04

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A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,  
AMENDING THE 1993 BUDGET AS PREVIOUSLY ADOPTED:

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Whereas, the need exists to create a more efficient and reliable accounting of such funds; and

Whereas, due to a lack of historical data, certain categories of the said budget are under-appropriated or unnecessary;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the Amended 1993 Budget [attached herein] be adopted.

DATED this 12<sup>th</sup> day of July, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chair

Marv L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

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

APPROVED AS TO FORM: Benjamin Settle  
Benjamin Settle, Legal Counsel



Rebecca Mae Tobin

DATE: 12 July 1993

* BARS # *	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET
547.90 10 0010	MANAGER	38,000.00	38,000.00
547.90 10 0020	ADMIN. CLERK	17,680.00	17,680.00
547.90 10 0030	MAYOR	640.00	640.00
547.90 10 0040	COM. FINANCE	640.00	640.00
547.90 10 0050	COM. PUBLIC WORKS	640.00	640.00
547.90 10 0060	GRANT SALARY EXP.	0.00	0.00
10 TOTAL	SALARIES & WAGES	57,600.00	57,600.00
547.90 20 0010	INDUSTRIAL INSURANCE	4,868.00	4,868.00
547.90 20 0020	SOCIAL SECURITY	4,772.00	4,772.00
547.90 20 0030	STATE RETIREMENT	4,345.00	4,345.00
547.90 20 0040	MED.-DENTAL-VISION-LIFE	7,394.00	7,394.00
20 TOTAL	PERSONNEL BENEFITS	21,379.00	21,379.00
547.90 31 0010	OFFICE SUPPLIES	1,200.00	1,500.00
547.90 31 0020	OPERATIONAL SUPPLIES	1,512.00	1,512.00
547.90 31 0030	CLEANING SUPPLIES	100.00	100.00
547.90 31 0040	FUEL, OIL, ETC.	900.00	900.00
547.90 31 0060	GRANT SUPPLIES EXP.	0.00	0.00
30 TOTAL	SUPPLIES	3,712.00	4,012.00
547.90 40 0010	DUES/MEMBERSHIPS	1,795.00	1,795.00
547.90 40 0020	MISCELLANEOUS	1,240.00	1,240.00
547.90 40 0060	GRANT MISC. EXP.	0.00	0.00
547.90 41 0010	LEGAL SERVICES	7,200.00	7,200.00
547. 41 0020	CONTRACT SERVICES	486,170.00	50 80.00

547.90	41	0030	OTHER SERVICES	0.00	0.00
547.90	41	0040	GRANT SERVICES EXP.	0.00	0.00
547.90	42	0020	POSTAGE	1,200.00	1,800.00
547.90	43	0010	TRAVEL/TRAINING	4,542.00	5,109.00
547.90	43	0060	GRANT TRAVEL/TRN. EXP.	0.00	0.00
547.90	44	0010	ADVERTISING	2,850.00	2,850.00
547.90	46	0010	INSURANCE	4,000.00	4,000.00
547.90	49	0010	PRINTING/PHOTOCOPY	1,500.00	1,500.00
40	TOTAL		OTHER SERVICE/CHRG.	510,497.00	534,074.00
547.90	50	0010	UTILITIES	1,175.00	1,175.00
547.90	50	0020	TELEPHONE	2,520.00	2,520.00
547.90	50	0030	MAINTENANCE	975.00	975.00
547.90	50	0040	RENT	6,000.00	6,000.00
50	TOTAL		FACILITIES	10,670.00	10,670.00
547.90	62	0000	EQUIPMENT	160,000.00	172,100.00
547.90	62	0010	INSURANCE RESERVE EXP.	192,000.00	192,000.00
547.90	62	0020	CAPITAL RESERVE EXP.	197,679.00	197,679.00
547.90	62	0030	UNECUMB. CASH RESERVE EXP.	254,460.00	241,460.00
547.90	62	0060	GRANT CAPITAL EXPENSE	0.00	587,046.00
60	TOTAL		CAPITAL OUTLAY	804,139.00	1,390,285.00
547.90	90	0000	INTERGOVERNMENTAL CHRG.	500.00	500.00

90 TOTAL	NON-EXPENDITURE DISBURSE.	500.00	500.00
TOTAL EXPENSES		1,408,497.00	2,018,520.00

**BARS # **	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET
313.00 00 0000	RETAIL SALES & USE TAX	512,000.00	0.00
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331.20.50 0000	GRANTS-FEDERAL DIRECT	0.00	0.00
334.03.60 0000	GRANT - WSDOT - SERVICE	0.00	22,410.00
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317.10 00 0000	MOTOR VEHICLES EXCISE TAX	512,000.00	512,000.00
291.80 00 0000	ENDING FUND BALANCE	381,722.00	381,722.00
	TOTAL REVENUE	1,408,497.00	2,018,520.00

AMENDED 1993 BUDGET - MASON COUNTY TRANSPORTATION AUTHORITY

ADOPTED THIS 12<sup>th</sup> DAY OF July, 1993  
 RESOLUTION NO. 1993-04

RESOLUTION NO. 1993-05

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY, ADOPTING MINIMUM LOSS CONTROL STANDARDS:

WHEREAS, the Washington State Transit Insurance Pool (WSTIP), of which the Mason County Transportation Authority is a participant, has developed a set of loss control standards which each participating agency is asked to endorse, and

WHEREAS, the Board of Directors believes that adopting minimum loss control standards is desirable to enhancing safe conditions for employees and passengers,

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the following minimum loss control standards are hereby adopted.

Safety is the highest operational priority and responsibility. The authority to implement the system's loss control program may be delegated, by the General Manager, in writing to a staff member. The General Manager or his designee shall serve as Loss Control Coordinator whose responsibility is to manage the organization's loss control program. The overall responsibility remains with the General Manager, and he shall:

1. Develop and implement a written loss control program which describes the organization's policies and procedures aimed at reducing the frequency and severity of loss experience which will involve both the management and physical aspects of loss prevention.
2. Establish and implement an effective program of personnel selection, training and education in loss control techniques for managers, supervisors and employees.
3. Establish and implement an effective program of risk identification, evaluation and corrective action.
4. Establish and implement an effective program of loss investigation, evaluation and corrective action.
5. Establish and implement an internal emergency response plan which enables the organization to effectively respond to internal emergency situations.
6. Utilize the information and resources provided by WSTIP to continuously improve the effectiveness of the organization's loss control program.
7. The General Manager or Designee will respond to the Pool's recommendations in a timely manner and take action where appropriate.

MINIMUM LOSS CONTROL STANDARDS

COPY

ADOPTED at a regular Mason County Transportation Authority Board of Directors meeting held September 27, 1993.

Joyce E. Jaros  
Joyce E. Jaros, Chair

M. L. Faughender  
Marv L. Faughender, Vice-Chair

Charles S. Ruhl  
Charles S. Ruhl, Board

William O. Hunter  
William O. Hunter, Board

David T. Kneeland  
David T. Kneeland, Board

Laura E. Porter  
Laura E. Porter, Board

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

APPROVED AS TO FORM: Benjamin Settle  
Benjamin Settle, Legal Counsel

ATTEST: Rebecca M. Tobin

DATE: 27 Sept. 1993



**MASON COUNTY TRANSPORTATION AUTHORITY**

**STAFF VEHICLE PURCHASE AUTHORIZATION**

Dave O'Connell, General Manager, Mason County Transportation Authority is hereby authorized to take the necessary measures to purchase a staff vehicle from Washington State Procurement. The said staff vehicle will be used to conduct the business of the Mason County Transportation Authority.

The signatures below constitute a quorum of the Board of Directors of the Mason County Transportation Authority.

This authorization dated this 2<sup>nd</sup> day of FEBRUARY, 1993.

Joyce E. Jaros  
Mayor Joyce E. Jaros

M. L. Faughender  
Commissioner Marv L. Faughender

David T. Kneeland  
Commissioner Dave T. Kneeland

[Signature]  
Commissioner Laura E. Porter

[Signature]  
Commissioner Charles S. Ruhl

William O. Hunter  
Commissioner William O. Hunter



ATTEST: Rebecca Mae Torn

DATE: 22 FEB 1993