RESOLUTION No. 2002-01

A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY
ESTABLISHING CASH DRAWERS FOR BUS FARE SALES AND
INCREASING PETTY CASH

Whereas, the need exists to establish two locked cash drawers, in addition the petty cash drawer, to secure passes available for sale and to make change; and

Whereas, the cash drawers should be assigned to the Administrative Clerk position and the Administrative Services Manager to establish adequate internal controls and accountability for passes, cash, and sales records; and

Whereas, the need exists to increase the petty cash drawer to $200.00.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Mason County Transportation Authority Board of Commissioners that two locked cash drawers be established assigned to the Administrative Clerk and the Administrative Services Manager in the amount of $50.00 each and that the Petty Cash drawer be increased to $200.00.

Dated this 15th day of January, 2002.

Herb Baze, Chair

Dick Taylor, Vice Chair

Wesley Johnson, Board

John Tarrant, Board

Bob Holter, Board

Dawn Pannell, Board

Approved as to content: Dave O'Connell, General Manager

Approved as to form: Benjamin Settle, Legal Counsel

Attest: Mary E. Nokes

Date: 1/5/02
RESOLUTION NO. 2002-02

A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY
ADOPTING A SALARY STEP PLAN
FOR THE ADMINISTRATIVE SERVICES MANAGER POSITION

WHEREAS, the Mason County Transportation Authority has identified the need for a salary step plan revision for the position of Administrative Services Manager due to increased responsibilities; and

WHEREAS, the salary range set forth in this plan has been determined by the Board to be fair and equitable; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF COMMISSIONERS that the following Salary Step Plan for the position of Administrative Services Manager be adopted, effective January 1, 2002; and

IT IS FURTHER RESOLVED that the salary for the current Administrative Services Manager be revised to the new Range D ($3,150.00 per month).

Salary Step Plan

<table>
<thead>
<tr>
<th>Position</th>
<th>Entry</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>2,868</td>
<td>2,925</td>
<td>2,998</td>
<td>3,073</td>
<td>3,150</td>
<td>3,229</td>
<td>3,310</td>
<td>3,393</td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATED this 20th day of March, 2002.

Commissioner Herb Baze, Chairman
Commissioner Dick Taylor, Vice Chair
Commissioner Wesley Johnson, Board
Commissioner Bob Holter, Board

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

APPROVED AS TO FORM:  
Benjamin Settle, Legal Counsel

ATTEST:  
DATE: 3/20/02
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

WHEREAS, the Mason County Transportation Authority Board has previously made a Request for Proposal for its Operational Services; and

WHEREAS, proposals have been submitted and reviewed by the appropriate committee, and a recommendation was brought before the Mason Transit Board of Directors at its regular meeting on May 14, 2002; and

WHEREAS, the Mason Transit Board of Directors at its June 11, 2002 regular meeting authorized the General Manager to enter into a contract with People for People of Yakima, Washington to be ratified by the Board of Directors by resolution.

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the contract with People for People, Inc. as presented and signed by the General Manager is hereby ratified and approved.

DATED this 9th day of July, 2002.

Commissioner Herb Baze, Chair
Commissioner Wes Johnson
Commissioner Bob Holter

Mayor John Tarrant
Commissioner Dick Taylor, Vice-Chair
Commissioner Dawn Pannell

APPROVED AS TO FORM: Benjamin Settle, Legal Counsel

ATTEST: Mary E. Nokes
DATE: 7/9/02
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

WHEREAS, Mason County Transportation Authority has a need to incur unanticipated capital expenses in the amount of $90,000.00 for the acquisition of new buses, equipment, and shelter improvements; and

WHEREAS, Mason County Transportation Authority has a need to incur an unanticipated insurance premium expense for the last half of calendar year 2002 in the amount of $20,000.00, which will occur as a direct result of awarding it’s service contract to People for People, Inc.; and

WHEREAS, the need exists to create a more efficient and reliable accounting of such expense.

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF COMMISSIONERS that funds be immediately transferred from the “Capital Reserve” to the appropriate expense accounts as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Expense Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000.00</td>
<td>668.010.010.547.90 35 0010</td>
<td>Small Tools &amp; Minor Equipment (Purchase from Paratransit Services)</td>
</tr>
<tr>
<td>$20,000.00</td>
<td>668.010.010.547.90 31 0020</td>
<td>Operating Supplies – Parts (From Paratransit Services)</td>
</tr>
<tr>
<td>$55,000.00</td>
<td>668.010.010.596.47 64 0010</td>
<td>Equipment – Vehicles (Used MCI - $25,000.00; EFI Bus - $20,500.00; FTA/3 buses - $45,000.00)</td>
</tr>
<tr>
<td>$20,000.00</td>
<td>668.010.010.547.90 46 0010</td>
<td>Insurance Premiums (Fleet @ 6 months)</td>
</tr>
<tr>
<td>$5,000.00</td>
<td>668.010.010.596.47 63 0000</td>
<td>Improvements – Shelters (New &amp; Safeway Pad Demolition)</td>
</tr>
</tbody>
</table>

DATED this 13th day of August, 2002.

Commissioner Herb Baze, Chair
Commissioner Wes Johnson
Commissioner Bob Holter
Mayor John Tarrant
Commissioner Dawn Pannell

APPROVED AS TO FORM: Benjamin Settle, Legal Counsel

ATTEST: Mary E. Nokes

DATE: 8/13/02
RESOLUTION NO. 2002-05

A RESOLUTION, ADOPTING A BUDGET FOR THE MASON COUNTY TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2003.

WHEREAS, the Mason County Transportation Authority Board has prepared a Budget for the 2003 Calendar Year; and

WHEREAS, the Anticipated Revenue of $3,577,590.00 adequately addresses the anticipated Expenses of $3,577,590.00.

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the 2003 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the Mason County Transportation Authority 2003 Budget, be adopted as written, and recorded as such with the office of the Mason County Auditor.

DATED this 10th day of December, 2002.

Commissioner Herb Baze, Chairman
Commissioner Dick Taylor, Vice Chair
Mayor John Tarrant, Board
Commissioner Wesley Johnson, Board
Commissioner Jayni Kamin, Board
Commissioner Dawn Pannell, Board

APPROVED AS TO CONTENT: Dave O'Connell, General Manager
APPROVED AS TO FORM: Benjamin Settle, Legal Counsel

ATTEST: Mary Nakata
DATE: 12/10/02
RESOLUTION NO. 2002-06

A RESOLUTION ESTABLISHING THE 2003 SCHEDULE OF REGULAR MEETINGS FOR THE MASON COUNTY TRANSPORTATION AUTHORITY

WHEREAS, THE Mason County Transportation Authority holds regular monthly meetings, which are open to the public, on the 2nd Tuesday of each month; 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 2003 calendar year be established as follows:

THE MONTHLY PUBLIC MEETINGS OF THE MASON COUNTY TRANSPORTATION AUTHORITY 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 10th day of December, 2002.

Commissioner Herb Baze, Chair
Mayor John Tarrant, Board
Commissioner Jayni Kamin, Board
Commissioner Dick Taylor, Vice Chair
Commissioner Wesley Johnson, Board
Commissioner Dawn Pannell, Board

APPROVED AS TO CONTENT: David O'Connell, General Manager
APPROVED AS TO FORM: Benjamin Settle, Legal Counsel

ATTEST: Mary Nakas
DATE: 12/10/02
## Mason County Transit (MTA)
### Mason County Transit Advisory Board (MCTAB)
#### MEETING SCHEDULES - 2003

Adopted: December 10, 2002

<table>
<thead>
<tr>
<th>MTA</th>
<th>Time</th>
<th>Date</th>
<th>Month</th>
<th>Date</th>
<th>MCTAB</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>14</td>
<td>January</td>
<td>28</td>
<td>Fire District #2 460 NE Old Belfair Hwy</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>11</td>
<td>February</td>
<td>25</td>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
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<tr>
<td>Port of Allyn 18560 E SR 3, Allyn</td>
<td>6:00 pm</td>
<td>11</td>
<td>March Joint Meeting</td>
<td>11</td>
<td>Port of Allyn 18560 E SR3, Allyn</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>8</td>
<td>April</td>
<td>22</td>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>13</td>
<td>May</td>
<td>27</td>
<td>North Mason Timberland Library</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
<td>10</td>
<td>June Joint Meeting</td>
<td>11</td>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>8</td>
<td>July</td>
<td>22</td>
<td>Port of Allyn 18560 E SR3, Allyn</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>12</td>
<td>August</td>
<td>19</td>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Port of Allyn 18560 E SR3, Allyn</td>
<td>6:00 pm</td>
<td>9</td>
<td>September Joint Meeting</td>
<td>9</td>
<td>Port of Allyn 18560 E SR3, Allyn</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>14</td>
<td>October</td>
<td>28</td>
<td>Mason Transit Business Office</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Mason Transit Business Office</td>
<td>4:00 pm</td>
<td>11</td>
<td>November</td>
<td>18</td>
<td>Fire District #2 460 NE Old Belfair Hwy</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Shelton Civic Center 525 W. Cota, Shelton</td>
<td>4:00 pm</td>
<td>9</td>
<td>December Joint Meeting</td>
<td>9</td>
<td>Shelton Civic Center 525 W. Cota, Shelton</td>
<td>4:00 pm</td>
</tr>
</tbody>
</table>

Call Mason Transit at (360) 426-9434 or 1-800-281-9434 with questions.
Mason Transit Business Office: 2505 Olympic Hwy No., Ste 140, Shelton, WA (PO Box 1880) 98584