

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

Absent

Wesley Johnson, Board



John Tarrant, Board



Bob Holter, Board



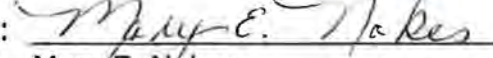
Dawn Pannell, Board

Approved as to content: 

Dave O'Connell, General Manager

Approved as to form: 

Benjamin Settle, Legal Counsel

Attest: 

Mary E. Nokes

Date: 1/15/02

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

Position	Entry	A	B	C	D	E	F	G
Administrative Services Manager	2,868	2,925	2,998	3,073	3,150	3,229	3,310	3,393

DATED this 20th day of March, 2002.




Commissioner Herb Baze, Chairman



Commissioner Dick Taylor, Vice Chair


Mayor John Tarrant, Board



Commissioner Wesley Johnson, Board




Commissioner Dawn Pannell, Board



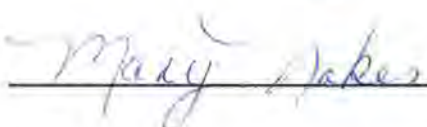
Commissioner Bob Holter, Board

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 it's regular meeting on May 14, 2002; and


WHEREAS, the Mason Transit Board of Directors at it's 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.

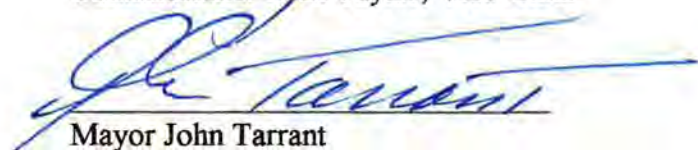
NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the contract with People for People, Inc. as presented and signed by the General Manager is hereby ratified and approved.


DATED this 9th day of July, 2002.



Commissioner Herb Baze, Chair


Commissioner Dick Taylor, Vice-Chair



Commissioner Wes Johnson


Mayor John Tarrant


Commissioner Bob Holter


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:

Amount	Expense Account	Description
\$10,000.00	668.010.010.547.90 35 0010	Small Tools & Minor Equipment (Purchase from Paratransit Services)
\$20,000.00	668.010.010.547.90 31 0020	Operating Supplies - Parts (From Paratransit Services)
\$55,000.00	668.010.010.596.47 64 0010	Equipment - Vehicles (Used MCI - \$25,000.00; EFI Bus - \$20,500.00;FTA/3 buses - \$45,000.00)
\$20,000.00	668.010.010.547.90 46 0010	Insurance Premiums (Fleet @ 6 months)
\$5,000.00	668.010.010.596.47.63 0000	Improvements - Shelters (New & Safeway Pad Demolition)

DATED this 13th day of August, 2002.

absent
Commissioner Herb Baze, Chair

D. Taylor
Commissioner Dick Taylor, Vice-Chair

Wes Johnson
Commissioner Wes Johnson

absent
Mayor John Tarrant

Bob Holter
Commissioner Bob Holter

Dawn Pannell
Commissioner Dawn Pannell

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

ATTEST: Mary E. Nokes DATE: 8/13/02
Mary E. Nokes

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: 

DATE: 

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;

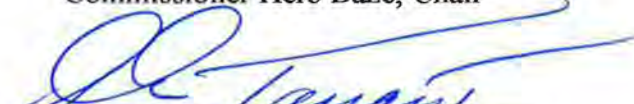
NOW THEREFORE, BE IT RESOLVED by the Mason County Transportation Authority Board of Commissioners that the regular monthly meetings for the 2003 calendar year be established as follows:

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


Commissioner Dick Taylor, Vice Chair


Mayor John Tarrant, Board


Commissioner Wesley Johnson, Board


Commissioner Jayni Kamin, Board


Commissioner Dawn Pannell, Board

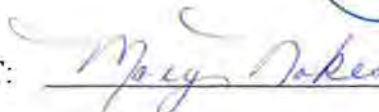
APPROVED AS TO CONTENT:


Dave O'Connell, General Manager

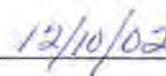
APPROVED AS TO FORM:


Benjamin Settle, Legal Counsel

ATTEST:


Mary Nokes

DATE:


12/10/02

Mason County Transit (MTA)
Mason County Transit Advisory Board (MCTAB)
MEETING SCHEDULES - 2003

Adopted: December 10, 2002

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

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