

**RESOLUTION NO. 2004-01**

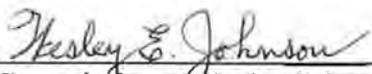
**A RESOLUTION AUTHORIZING MASON COUNTY TRANSPORTATION AUTHORITY  
BOARD CHAIR TO SIGN  
THE FIRST AMENDMENT TO MUTUAL AGREEMENT GCA 3722**

**WHEREAS**, the Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA 3722 with the Washington State Department of Transportation for Public Transportation funds to be used to provide transportation services to persons with special needs in Mason County; and

**WHEREAS**, the need exists to amend said agreement to add \$209,843 in the state Paratransit/Special Needs Transit Formula; and

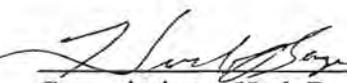
**WHEREAS**, the Washington State Department of Transportation has requested a Resolution of the Mason County Transportation Authority Board authorizing the signature of its representative as Contractor to said amendment.

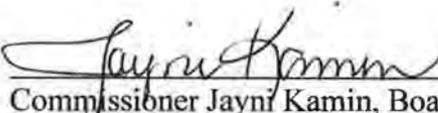
**NOW THEREFORE, BE IT RESOLVED** by the Mason County Transportation Authority Board of Commissioners that Board Chair, Wesley Johnson, is hereby authorized to sign said Amendment to Mutual Agreement GCA 3722 as Contractor on behalf of the Mason County Transportation Authority.

  
\_\_\_\_\_  
Commissioner Wesley Johnson, Chairman

  
\_\_\_\_\_  
Commissioner Dawn Pannell, Vice Chair

  
\_\_\_\_\_  
Mayor John Tarrant, Board

  
\_\_\_\_\_  
Commissioner Herb Baze, Board

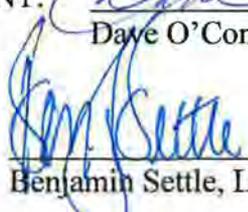
  
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Commissioner Jayni Kamin, Board

  
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Commissioner Dick Taylor, Board

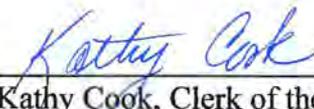
APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Benjamin Settle, Legal Counsel

ATTEST:

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

DATE:

  
\_\_\_\_\_  
1/13/04

**RESOLUTION NO. 2004-02**

**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:**

**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.**

**FURTHER, THAT THE CHAIR OF THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD OF COMMISSIONERS IS HEREBY AUTHORIZED TO SIGN ALL  
REQUIRED CERTIFICATIONS AND ASSURANCES FOR FEDERAL GRANTS ON  
BEHALF OF THE MASON COUNTY TRANSPORTATION AUTHORITY.**

DATED this 10<sup>th</sup> day of February, 2004.

Wesley E. Johnson  
Commissioner Wesley Johnson, Chair

Jayni Kamin  
Commissioner Jayni Kamin

Dawn Pannell  
Commissioner Dawn Pannell

John Tarrant  
Mayor John Tarrant

Herb Baze  
Commissioner Herb Baze

Dick Taylor  
Commissioner Dick Taylor

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

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

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Authority

DATE: 2/10/04

**RESOLUTION NO. 2004-03**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY, AMENDING  
THE 2004 BUDGET  
AS PREVIOUSLY ADOPTED**

**WHEREAS**, THE Mason County Transportation Authority (MCTA) has adopted the 2004 budget; and,

**WHEREAS**, the need exists to amend the 2004 budget to accurately reflect the transfer of funds allocated for the Rural Mobility Coordinator position from Contracted Services to Mason Transit for employment related costs, and to allow for unforeseen cost increases.

**NOW, THEREFORE, BE IT RESOLVED** BY THE MCTA BOARD OF COMMISSIONERS that the following changes be made to the 2004 Budget, to take effect immediately:

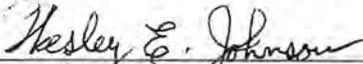
Transfer amount from the following budget line:

668.010.010 547.90.41.0020 "Contracted Services" (\$55,140.00)

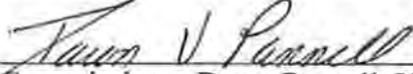
Increase the following expense budget lines as follows:

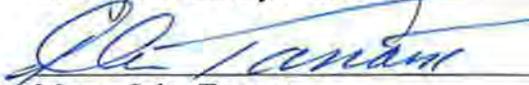
668.010.010 547.90.10.0025 "Gross Wages"	\$23,000.00
668.010.010 547.90.20.0010 "L&I"	40.00
668.010.010 547.90.20.0020 "Social Security"	1,800.00
668.010.010 547.90.20.0030 "PERS Retirement"	3,600.00
668.010.010 547.90.20.0040 "Medical, Dental, Vision & Life"	7,200.00
668.010.010 547.90.30.0020 "Fuel-Staff"	3,000.00
668.010.010 547.90.43.0030 "MCTAB Travel"	9,000.00
668.010.010 547.90.48.0020 "Office Maintenance"	7,500.00
	<u>\$55,140.00</u>

DATED this 13th day of April, 2004.

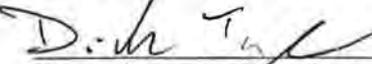
  
Commissioner Wesley Johnson, Chair

  
Commissioner Jayni Kamin

  
Commissioner Dawn Pannell, Vice Chair

  
Mayor John Tarrant

Commissioner Herb Baze

  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Ben Settle, Legal Counsel

ATTEST:

  
Kathy Cook, Clerk of the Authority

DATE: 4-13-04

RESOLUTION NO. 2004-04

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY, REVISING PROCUREMENT POLICIES AND  
PROCEDURES**

**WHEREAS**, the Mason County Transportation Authority Board of Directors adopted Resolution No. 97-03 establishing Procurement Policies and Procedures on February 11, 1997; and

**WHEREAS**, such policy and procedure revisions allows more effective and efficient procurement in compliance with federal and state guidelines; and

**WHEREAS**, an increase in the level of bid award authority for the General Manager was approved at a regular meeting of the Mason County Transportation Authority Board of Directors on November 18, 2003, was an incorporate revision.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the attached revised Procurement Policies and Procedures be adopted to replace those established by Resolution No. 97-03.

Dated this 13<sup>th</sup> day of July, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Dick Taylor  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Ben Settle  
Ben Settle, Legal Counsel

ATTEST:

Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 7/13/04



# POLICY

Effective Date:  
Adopted by MTA Board  
July 13, 2004

Subject: <b>Procurement Policies</b>	Number: <b>POL 6000.00</b>	Page: 1 of 11
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## SECTION 6000 – INTRODUCTION TO PROCUREMENT POLICIES

### **POL 6000.05 AUTHORITY**

**References:** MTA Resolution 97-03, Establishing (Superceded)  
MTA Resolution 2004-04  
RCW 39.04.190

#### **Policies Effective With Board Approval**

All procurement policies are effective only upon approval by the MTA Board of Directors.

#### **General Manager Has Administrative Oversight**

The Board appointed General Manager is charged with administrative oversight of all procurement activities enacted by MTA.

### **POL 6000.10 PURPOSE**

**References:** None

#### **Procurement Policies Have Purpose**

These policies are enacted by MTA in order to:

- Ensure that MTA obtains the best goods and services at the most reasonable price practicable in an open competitive manner.
- Provide a uniform system of procurement processes throughout MTA that are consistent Federal Transit Administration (FTA) regulations.
- Assist management in developing sound procurement practices in compliance with federal and state laws and regulations.

### **Policy Deviations Occur**

MTA reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission.

### **POL 6000.15 SCOPE**

**References:** None

### **Policies for All Procurement Activities**

These policies apply to all procurement processes within MTA.

### **Lawful Procurement Practices Prevail**

In cases where these policies conflict with any provision of federal or state law, those terms prevail. In all other cases these policies apply.

### **POL 6000.20 CODE OF CONDUCT**

**References:** FTA Circular 4220.1E

### **Integrity Always Exercised**

All employees, board members and acting agents of MTA are to exercise integrity in matters pertaining to the procurement process at all times.

## **Best Practices Encouraged**

MTA follows best practices in procuring activities by always:

- Treating vendors fairly and equitably in procuring goods and services.
- Reviewing proposed purchases to avoid duplication or unnecessary purchases.
- Consolidating or splitting purchases to obtain the most economical price.
- Purchasing from Disadvantaged Business Enterprises when possible.
- Avoiding any procurement activity with a real or apparent conflict of interest.

## **Conflict of Interest Avoided**

MTA employees, board members and acting agents are prohibited from awarding or administering any contract that constitutes or presents the appearance of personal gain.

## **SECTION 6100 - PURCHASING AUTHORITY**

### **POL 6100.05 AUTHORIZATION**

**References:** MTA Resolution 97-03, Establishing (Superseded)  
MTA Resolution 2004-04

### **Some Purchases Require Board Approval**

All purchases for individual items and contracts in excess of \$25,000.00 require Board approval.

### **General Manager Authorized**

The General Manager is authorized to purchase individual items or enter into contracts for amounts up to and including \$25,000.00.

## **Financial Services Manager Authorized**

Purchases of items costing less than \$1,000.00 may be authorized by the Financial Services Manager.

## **SECTION 6200 – PROCUREMENT METHODS**

### **POL 6200.05 METHODS OF PROCUREMENT**

**References:** FTA Circular 4220.1E

#### **Purchases Are Necessary**

MTA must procure goods and services to further the services it provides.

#### **Methods of Procurement Available**

The methods of procurement to be used under this policy include:

- Small Purchase
- Sealed Bid/Invitation for Bids (IFB)
- Sealed Proposal/Request for Proposal (RFP)
- Non-Competitive Proposal (Sole Source)
- Emergency Procurement
- Intergovernmental Procurement
- Public Works Projects

### **POL 6200.10 SMALL PURCHASE**

**References:** MTA Resolution 2004-04

#### **Small Purchase Procurement Defined**

Small purchase procedures are those items that are relatively standard, easily specified, readily available goods or services with an expected total price not to exceed \$7,500.00.

### **Artificial Divisions Prohibited**

An artificial division of purchases in order to qualify procurement requirements as a “small purchase” is strictly prohibited.

### **Prices Compared**

Price comparisons and quotations from more than one competitive source are encouraged to ensure the most cost-effective procurement possible.

### **Formal Invitation for Bid Optional**

Formally issued Invitation for Bids or Request for Proposals are optional for small purchase items with the General Manager’s discretion.

### **POL 6200.15 SEALED BIDS/ INVITATION FOR BIDS (IFB)**

**References:** FTA Circular 4220.1E  
RCW 36.32.245  
RCW 36.32.270  
RCW 39.04.190  
RCW 43.19.1911  
WAC 236-48

### **Criteria Clearly Defined**

Sealed bid procurement is a formal competitive bidding process used to publicly solicit a fixed-price contract from the most responsible bidder whose bid conforms to the material terms and conditions of the invitation for bid (IFB) at the lowest price. The IFB process does not apply to construction projects. See Request for Proposal **POL 6200.20**.

### **Conditions Apply**

The sealed bidding process is used when:

- A realistic specification or purchase description is available.
- Two or more responsible suppliers are willing and able to compete.
- The procurement lends itself to a firm fixed-price contract.
- Selection of the successful bidder can appropriately be made principally on the basis of price.

- Discussion with bidders isn't necessary.

### **Requirements Met**

The following requirements apply to the sealed bidding process:

- IFB's shall be publicly advertised and solicited from an adequate number of known suppliers.
- Sufficient time will be allowed for bidders to prepare bids.
- IFB's shall include specifications, attachments and definitions of items or services sought.
- All bids will be publicly opened at the prescribed time and place.
- A firm fixed-price contract is made in writing to the lowest responsive and responsible bidder.
- Factors such as discounts, transportation costs and life cycle costs shall be considered.

### **Bidder Awards**

Bid awards are effective when approved by MTA Board, unless specific contingencies are disclosed. A **Notice of Award** will be issued the next work day. If required, contractors are to provide bonding and proof of insurance before contract signing. MTA may opt to issue a **Notice to Proceed** on an individual bid basis.

### **Period of Bid Protest**

Any bidder or perspective bidder, whose direct economic interest is aggrieved by the bidding or award process, may submit a written protest to the General Manager prior to the contract signing. See Bid Protest Procedure **PRO 6200.15**.

### **Contents of Bid Protest Defined**

Any bid protest must contain:

- The name and contact information of the protesting person.
- Identification of the protestor's interest in the bidding process.
- A detailed statement of the valid grounds for protest.
- All supporting legal and factual documentation.

## **POL 6200.20 COMPETITIVE PROPOSAL/ REQUEST FOR PROPOSAL (RFP)**

**References:** FTA Circular 4220.1E  
WAC 236-48-013

### **Needs Are Met**

Competitive proposal procurement is a method used to award either a fixed-price or cost reimbursement contract through a Request for Proposal (RFP) when conditions are not appropriate for the use of the sealed bid process. Professional service contractors are required to provide a Statement of Qualifications (SOQ).

### **Requirements Met**

The following requirements apply when this method is used:

- RFPs will be publicized.
- Evaluation factors will be identified along with their relative importance.
- Proposals will be solicited from an adequate number of qualified sources.
- Sufficient time shall be allowed for service providers to prepare proposals.
- All proposals will be evaluated on predetermined factors.
- Awards will be made to the responsible service provider whose proposal provides the best solution.

### **Bidder Awards**

Bid awards are effective when approved by MTA Board, unless specific contingencies are disclosed. A **Notice of Award** will be issued the next work day. If required, contractors are to provide bonding and proof of insurance before contract signing. MTA may opt to issue a **Notice to Proceed** on an individual bid basis.

### **Period of Bid Protest**

Any bidder or perspective bidder, whose direct economic interest is aggrieved by the bidding or award process, may submit a written protest to the General Manager prior to the contract signing. See Bid Protest Procedure **PRO 6200.15**.

## **Contents of Bid Protest Defined**

Any bid protest must contain:

- The name and contact information of the protesting person.
- Identification of the protestor's interest in the bidding process.
- A detailed statement of the grounds for protest.
- All supporting legal and factual documentation.

## **POL 6200.25 NON-COMPETITIVE PROPOSAL (SOLE SOURCE)**

**References:** FTA Circular 4220.1E  
RCW 39.04.190  
RCW 39.04.280  
WAC 236-48-003 Definitions

### **One Source Proposal**

Sole Source procurement is accomplished through solicitation of a proposal from only one source. Single source procurement is governed by the Laws of the State of Washington and defined in WAC 236-48-003.

### **Circumstances Apply**

Noncompetitive proposals are used only when award of contract is not possible under small purchase procedures, sealed bids or competitive proposals and at least one of the following applies:

- The item is available from only one source;
- Public necessity or emergency will not permit a delay resulting from competitive solicitation;
- Competition is determined inadequate after solicitation from a number of sources; or
- The item must be procured directly from the original manufacturer or supplier as a replacement.

## **POL 6200.30 EMERGENCY PROCUREMENT**

**References:** RCW 39.04.280

**Emergencies Create Immediate Need**

The General Manager may delegate authority to make emergency purchases in the event of immediate and serious need.

**Written Report Required**

The authorizing person is required to submit a written justification and report to the General Manager within ten (10) business days preceding emergency procurement.

**Public Works Emergencies Published**

A description and estimate of emergency procurement costs for any public works project shall be published within seven (7) working days after the commencement of work.

**POL 6200.35 INTERGOVERNMENTAL PROCUREMENT**

**References:** None

**Intergovernmental Purchases Contracted**

When awarded the opportunity, contracts of intergovernmental purchases with other municipal corporations or agencies of state or federal government will be awarded.

**POL 6200.40 PUBLIC WORKS PROJECTS**

**References:** RCW 36.32.280  
RCW 39.04.010  
RCW 43.155.065

**Public Works Opportunity**

Procurement through public works projects are used when afforded the opportunity.

### **Public Works Projects Defined**

Public works projects include any construction, reconstruction, demolition, alteration, repair or maintenance work done under contract and paid for in whole or in part with public funds.

### **Small Works Roster Used**

MTA may solicit bids for labor and services for public works projects from the Mason County Small Works Roster, as established through an inter-governmental agreement between both parties.

### **Emergencies Published**

In the event that a public works contract is not awarded due to emergency, a description and cost estimate will be published within seven (7) working days after commencement of the work performed.

## **DEFINITIONS**

### **Procurement Terms Defined**

Bid: A written offer to perform a contract to purchase or supply goods or services in response to an invitation to bid.

Board: A six-member Board of Directors serving as the governing body of all MTA affairs.

Competitive Bidding: The offer of vendor bids made by individuals or vendors competing for a contract privilege, or right to supply specified services or goods.

Competitive Sealed Bid: A bid submitted in a sealed envelope to prevent disclosure of its contents before the deadline set for the receipt of all bids.

Emergency: Circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss to the state requiring emergency action.

FTA: The Federal Transit Administration

General Manager: The Board appointed position responsible for supervising and administering the day to day operations of MTA. References to the General Manager in these policies include delegated employees responsible for purchasing activities.

Invitation For Bid (IFB): The formal solicitation of bids using the sealed bid process. Factors impacting cost and conditions of responsiveness and responsibility are evaluated and weighted.

Non-Competitive Proposal: The process of arriving at an agreement through discussion and compromise when only one source is available.

Public Works Projects: Any construction, reconstruction, demolition, alteration or repair work, or maintenance work done under contract and paid for in whole or in part with public funds.

Request for Proposal (RFP): A written solicitation for competitive sealed proposals from potential suppliers. Both cost and non-cost factors are evaluated in addition to conditions of the responsiveness and responsibility to achieve the best value.

Sealed Bid: A bid submitted in a sealed envelope to prevent its contents from being revealed or known before the deadline for submission and opening of all bids.



Effective Date:  
Adopted by MTA Board  
July 13, 2004

# PROCEDURE

Subject:

**Bid Protest Procedure**

Number:

**PRO 6200.15**

Page: 1 of 1

## PRO 6200.15 BID PROTEST PROCEDURE

### ACTION BY

### ACTION

*Protestor*

- 1) **Submits** a written bid protest to the General Manager prior to contract signing.

*General Manager*

- 2) **Notifies** the successful bidder of a protest upon receipt.
  - a. *Optional* – General Manager requests a response or additional information from approved bidder.

*General Manager*

- 3) **Reviews** the bid protest and **prepares** Board recommendation.
  - a. If the protest is complete and contains valid argument (s), **compiles and circulates** recommendation for Board consideration.
  - b. If the protest does not have all information necessary, **sends** a written request to protestor for additional information.

*Board of Directors*

- 4) **Approves** or **disapproves** the General Manager's recommendation and responds accordingly in writing or by e-mail within three working days.

*General manager*

- 5) **Sends** final written decision to protestor and successful bidder within one (1) day of Board's decision.

**RESOLUTION NO. 2004-05**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY, DESIGNATING THE GENERAL MANAGER AS AN AUTHORIZED SIGNER**

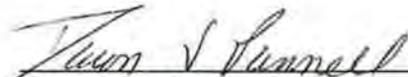
**Whereas**, the Mason County Transportation Authority Board appointed a General Manager in 1990; and

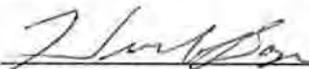
**Whereas**, the General Manager represents Mason County Transportation Authority and serves as an authorized signer.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD OF DIRECTORS** that the General Manager is designated as an authorized signer.

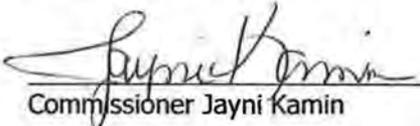
Dated this 8<sup>th</sup> day of June, 2004.

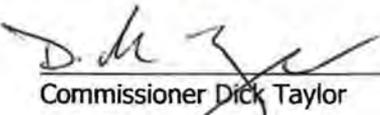
  
\_\_\_\_\_  
Wesley Johnson, Chairman

  
\_\_\_\_\_  
Dawn Pannell, Vice Chair

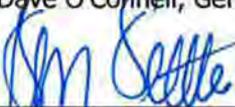
  
\_\_\_\_\_  
Commissioner Herb Baze

  
\_\_\_\_\_  
Mayor John Tarrant

  
\_\_\_\_\_  
Commissioner Jayni Kamin

  
\_\_\_\_\_  
Commissioner Dick Taylor

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

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

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

DATE: 6/8/04

**RESOLUTION NO. 2004-06**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH  
THE REQUEST FOR BID PROCESS FOR FACILITY MODIFICATIONS AND SITE  
IMPROVEMENT PROJECTS**

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

**Whereas,** the facility site includes four (4) buildings that require modifications prior to allowing certain transit operation functions to be conducted; and,

**Whereas,** estimated costs and identified scope of work associated with modifications to Building 4, extension of City of Shelton water line and site improvement projects have been submitted by Washington Engineering.

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

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

**DATED this** 8<sup>th</sup> **day of** June, **2004.**

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayri Kamin  
Commissioner Jayri Kamin

Dick Taylor  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Ben Settle  
Ben Settle, Legal Counsel

ATTEST:

Kathy Cook  
Kathy Cook, Clerk of the Board

DATE:

6/8/04

**RESOLUTION NO. 2004-07**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY, DESIGNATING THE GENERAL MANAGER AS AN AUTHORIZED  
SIGNER**

**WHEREAS**, the Mason County Transportation Authority Board of Directors approved the purchase of the 3.72 acre parcels, Lot 3 and 4 of Short Plat No. 1671, adjacent to the transit facility at the intersection of Johns Prairic Road and Hiawatha Blvd., Shelton, Washington; and

**WHEREAS**, a loan to purchase the property was negotiated through Community Transportation Association of America (CTAA) in the amount of \$200,000 requiring a \$100,000 cash account security; and

**WHEREAS**, an authorized signer is required to sign all CTAA loan documents and all closing documents as prepared by Mason County Title Company related to the purchase of the property.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the General Manager is designated as an authorized signer on all CTAA loan documents and all closing documents related to the purchase of the property.

Dated this 13<sup>th</sup> day of July, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Dick Taylor  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Ben Settle  
Ben Settle, Legal Counsel

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 7/13/04

**RESOLUTION NO. 2004-08**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY, ESTABLISHING A SECURITY CASH ACCOUNT WITH BANK OF AMERICA**

**WHEREAS**, a loan was negotiated with Community Transportation Association of America (CTAA) in the amount of \$200,000 requiring a \$100,000 cash account security to purchase 3.72 acre parcels, Lot 3 and 4 of Short Plat No. 1671, adjacent to the transit facility at the intersection of Johns Prairie Road and Hiawatha BLVD, Shelton, Washington; and

**WHEREAS**, Bank of America can provide the cash account, to serve as security collateral (UCCI Filing) in connection with the CTAA \$200,000 loan; and

**WHEREAS**, an authorized representative of Mason County Transportation Authority will be required to sign the Public Funds Financial Relationship Agreement with Bank of America.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the Chair of the Mason County Transportation Authority Board of Directors is authorized to sign the Public Funds Financial Relationship Agreement with Bank of America.

Dated this 13<sup>th</sup> day of July, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Diek Taylor  
Commissioner Diek Taylor

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

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

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 7/13/04

**RESOLUTION NO. 2004-09**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY AUTHORIZING FACILITY CONSTRUCTION CONTRACT AWARD**

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

**WHEREAS**, the Request for Proposal (RFP) solicitation was approved and conducted for modifications to Building 4 for use as a vehicle maintenance facility; and

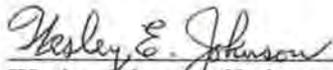
**WHEREAS**, proposals were received and opened on Friday, July 9, 2004 at 11:00 am; and

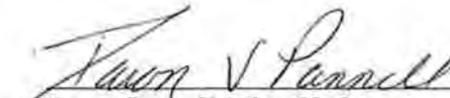
**WHEREAS**, the lowest bidder is Beisley, Inc.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** approve the construction contract award to Beisley, Inc. contingent upon the following:

1. FTA approval of STIP Amendment #04-06
2. FTA completion of Environmental Process and Approval
3. FTA Granting Pre-Award Authority.

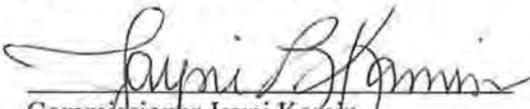
Dated this 13<sup>th</sup> day of July, 2004.

  
Wesley Johnson, Chairman

  
Dawn Pannell, Vice Chair

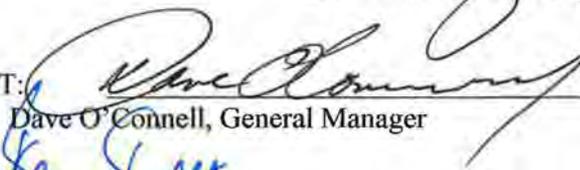
  
Commissioner Herb Baze

  
Mayor John Tarrant

  
Commissioner Jayni Kamin

  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

  
Ben Settle, Legal Counsel

ATTEST:   
Kathy Cook, Clerk of the Board

DATE: 7/13/04

July 9, 2004

Ms. Connie Behrens  
Mason Transit  
790 East Johns Prairie Road  
Shelton, WA 98584

Re: Recommendation for Award of Building 4 Modifications Construction Contract

Dear Ms. Behrens,

As you are aware, the design package for modifications to Building 4 to convert the facility to a vehicle maintenance facility was issued for bids on June 23, 2004. The advertisement for bids was issued in the June 23 and June 25 Seattle Daily Journal of Commerce and in the June 24 issue of the Shelton-Mason County Journal.

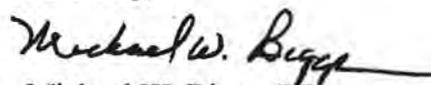
We had a total of 11 contractors and 8 plan centers request copies of the bid documents. We held an optional walkthrough at the site for contractors on June 30, where a total of five contractors visited the site and had the opportunity to observe the scope of work for the contract. Following the walkthrough, we issued Addendum 1 to clarify questions raised by the bidders.

Bids were opened on July 9, 2004 at 11:00 am at the Mason Transit offices. Two bids were received, as follows:

- |  |           |
|--|-----------|
| (a) Biesley, Inc of Belfair, WA              | \$379,000 |
| (b) Rick'R-Stout Construction of Olympia, WA | \$390,550 |

Both bids met the requirements of the contract documents and submitted the required Non-Collusion Agreement, List of Subcontractors and Bid Bond. We have checked references on Biesley on have verified that the company has a good performance record. Consequently, we are recommending award of the construction contract to Biesley, Inc. Please contact me at your convenience if you have any questions.

Sincerely,

  
Michael W. Biggs, PE



**RESOLUTION NO. 2004-10**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
APPROVING THE REVISED INTERLOCAL AGREEMENT WITH THE WASHINGTON  
STATE TRANSIT INSURANCE POOL**

**WHEREAS**, the Mason County Transportation Authority Board of Directors approved becoming a member of the Washington State Transit Insurance Pool (WSTIP) effective January 11, 1993; and

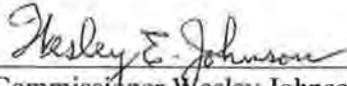
**WHEREAS**, the General Manager was appointed as a representative of Mason County Transportation Authority authorized to sign the Interlocal Agreement and serve as a representative on the WSTIP Board of Directors; and

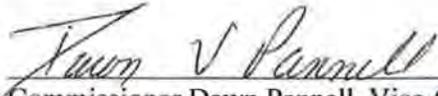
**WHEREAS**, the WSTIP Board of Directors determined that a need exists to revise the Interlocal Agreement to allow the Pool to venture into any type of insurance or risk management product allowed by the enabling statute, RCW 48.62, and expand the powers and discretion of the WSTIP Board.

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

1. The Board of Directors of Mason County Transportation Authority approves the revised Washington State Transit Insurance Pool Interlocal Agreement..
2. The Board of Directors of Mason County Transportation Authority authorizes the General Manager to sign the revised Washington State Transit Insurance Pool Interlocal Agreement.

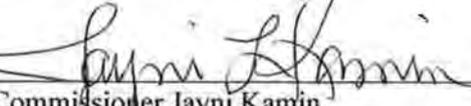
**DATED** this 13<sup>th</sup> day of July, 2004.

  
Commissioner Wesley Johnson, Chair

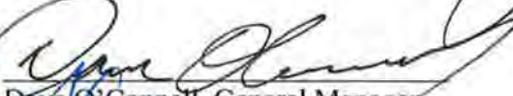
  
Commissioner Dawn Pannell, Vice-Chair

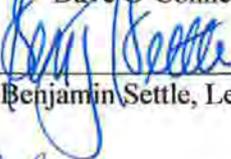
  
Commissioner Herb Baze

  
Mayor John Tarrant

  
Commissioner Jayni Kamin

  
Commissioner Dick Taylor

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

APPROVED AS TO FORM:   
Benjamin Settle, Legal Counsel

ATTEST:   
Kathy Cook, Clerk of the Board

DATE: 7/13/04

**RESOLUTION NO. 2004-11**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY, ESTABLISHING A SETTLEMENT ACCOUNT WITH BANK OF AMERICA**

**WHEREAS**, Mason County Transportation Authority desires to implement direct deposit for payroll purposes; and

**WHEREAS**, Bank of America provides a Settlement Account, in which funds will be transferred to cover the cost of payroll and related taxes; and

**WHEREAS**, an authorized representative of Mason County Transportation Authority will be required to sign a Public Funds Financial Relationship Agreement with Bank of America.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the Chair of the Mason County Transportation Authority Board of Directors is authorized to sign the Public Funds Financial Relationship Agreement with Bank of America.

**Dated this** 19<sup>th</sup> **day of** October, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

\_\_\_\_\_  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

D. M. Taylor  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Ben Settle  
Ben Settle, Legal Counsel

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 10/19/04



**RESOLUTION NO. 2004-12**

**A RESOLUTION AUTHORIZING MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD CHAIR, WESLEY JOHNSON'S SIGNATURE TO APPROVE  
FIRST AMENDMENT TO MUTUAL AGREEMENT GCA3698**

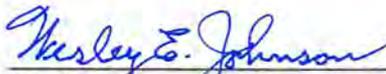
**WHEREAS**, THE Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA3698 with the Washington State Department of Transportation for the Consolidated Public Transportation Grant Program; and

**WHEREAS**, the need exists to amend said agreement to transfer a portion of estimated 5309 Federal funds into available 2003/2005 Federal funds for project B of the Agreement to assist with the capital purchases of two (2) replacement minibuses, one (1) replacement transit coach, and one (1) expansion transit coach for demand response and fixed route transportation services to the general public in Mason County.

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

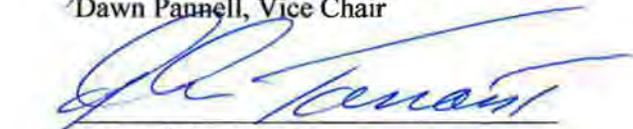
**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that MCTA Board Chair, Wesley Johnson, is hereby authorized to sign said Amendment to Mutual Agreement GCA3698 as Contractor on behalf of the Mason County Transportation Authority.

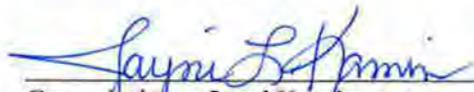
Dated this 1<sup>st</sup> day of November, 2004.

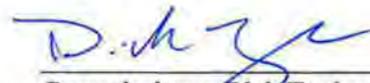
  
\_\_\_\_\_  
Wesley Johnson, Chairman

  
\_\_\_\_\_  
Dawn Pannell, Vice Chair

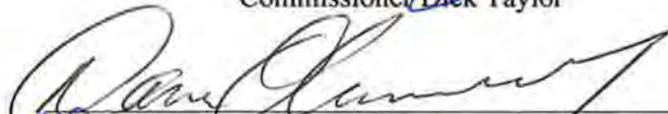
  
\_\_\_\_\_  
Commissioner Herb Baze

  
\_\_\_\_\_  
Mayor John Tarrant

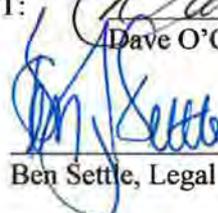
  
\_\_\_\_\_  
Commissioner Jayni Kamin

  
\_\_\_\_\_  
Commissioner Dick Taylor

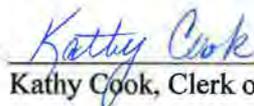
APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ben Settle, Legal Counsel

ATTEST:

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

DATE: 11/01/04

The FIRST AMENDMENT to AGREEMENT GCA3698, entered into between the Washington State Department of Transportation (hereinafter called the "Department"), and Mason County Transportation Authority (hereinafter called the "Contractor"), WITNESSES THAT:

WHEREAS, the parties hereto agree to transfer a portion of estimated 5309 Federal funds into available 2003/2005 5309 Federal funds for project B of the Agreement. These funds are to assist with the capital purchases associated with the project; and

NOW THEREFORE, the following amendments are hereby incorporated into Agreement GCA3698, to wit:

1. Delete existing language in the PROJECT COST of the Agreement and replace it to read as follows:

PROJECT COST	
Federal Share	\$735,116
Contractor Share	\$183,779
Total Project Cost	\$918,895

2. Delete existing language in the Scope of Project and replace it to read as follows:

- **PROJECT A**

**Scope of Work:** Provide capital funding assistance for the purchase of one 35-foot transit coach to replace an existing coach and one 40-foot transit coach to expand fleet of vehicles for fixed route transportation services for the general public.

**Budget:** Funding identified in the PROJECT COST section of this Agreement reflects funding for 2003/2005.

Funding	Percentage	2003/2005 Actual	Totals
Total Project Cost	100%	\$577,000	\$577,000
Contractor Share	20%	\$115,400	\$115,400
FTA 5311	80%	\$461,600	\$461,600

- **PROJECT B**

**Scope of Work:** Provide capital funding assistance for the purchase of two (2) replacement minibuses, one (1) replacement transit coach, and one (1) expansion transit coach for demand response and fixed route transportation services to the general public in Mason County.

**Budget:** Funding identified in the PROJECT COST section of this Agreement reflects funding for 2003/2005.

Funding	Percentage	2003/2005 Actual	2003/2004 Estimate	Totals
Total Project Cost	100%	\$341,895	\$236,065	\$577,960
Contractor Share	80%	\$68,379	\$47,213	\$115,592
FTA 5309	20%	\$273,516	\$188,852	\$462,368

3. A copy of this amendment to the Agreement shall be attached to and made a part of the original Agreement. Any references in such Agreement to the "Agreement" shall mean "Agreement as amended".
4. All other terms and conditions of the original Agreement that are not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.
5. IN WITNESS WHEREOF, the parties hereto have executed this amendment the day and year last written below.

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
JUDITH GINIGER, Director  
Public Transportation and  
Rail Division  
Date: \_\_\_\_\_

**CONTRACTOR**

By: Wesley E. Johnson  
Title: Chairman  
Date: 11/1/04

**RESOLUTION NO. 2004-13**

**A RESOLUTION AUTHORIZING MASON COUNTY TRANSPORTATION  
AUTHORITY BOARD CHAIR, WESLEY JOHNSON'S SIGNATURE TO APPROVE  
SECOND AMENDMENT TO MUTUAL AGREEMENT GCA3722**

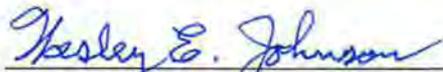
**WHEREAS**, THE Mason County Transportation Authority (MCTA) has entered into Mutual Agreement GCA3722 with the Washington State Department of Transportation for the Consolidated Public Transportation Grant Program; and

**WHEREAS**, the need exists to amend said agreement to transfer Rural Mobility Transit Formula Funds to 2003/2005 Actual in Projects A and B and the remaining 5311 FTA funds in Project B which provide funding assistance for intercity bus and intercity bus feeder services to the general public in Mason County and adjacent communities; and to establish and operate a call center for mobility coordination for transportation services to the general public and to persons with special needs in Mason County.

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

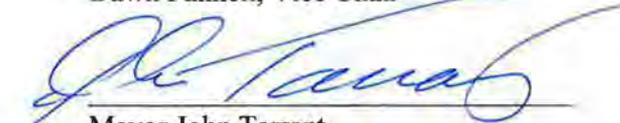
**NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that MCTA Board Chair, Wesley Johnson, is hereby authorized to sign said Amendment to Mutual Agreement GCA3722 as Contractor on behalf of the Mason County Transportation Authority.

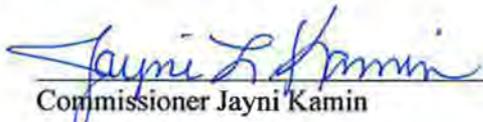
Dated this 13<sup>th</sup> day of November, 2004.

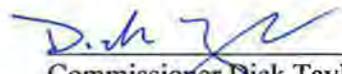
  
\_\_\_\_\_  
Wesley Johnson, Chairman

  
\_\_\_\_\_  
Dawn Pannell, Vice Chair

  
\_\_\_\_\_  
Commissioner Herb Baze

  
\_\_\_\_\_  
Mayor John Tarrant

  
\_\_\_\_\_  
Commissioner Jayni Kamin

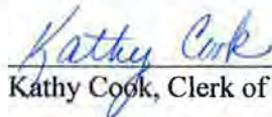
  
\_\_\_\_\_  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ben Settle, Legal Counsel

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

DATE: 11/01/04

The SECOND AMENDMENT to AGREEMENT GCA3722, entered into between the Washington State Department of Transportation (hereinafter called the "Department"), and Mason County Transportation Authority (hereinafter called the "Contractor"), WITNESSES THAT:

WHEREAS, the parties hereto agree to transfer the remaining Rural Mobility Transit Formula Funds to 2003/2005 Actual in Projects A and B and the remaining 5311 FTA funds in Project B.

NOW THEREFORE, the following amendments are hereby incorporated into Agreement GCA3722, to wit:

1. Delete existing language in the PROJECT COST of the Agreement and replace it to read as follows:

PROJECT COST	
Federal Share	\$ 872,784
State Share	\$1,675,077
Contractor Share	\$ 76,368
Total Cost	\$2,624,229

2. Delete existing language in PROJECT A and B in Appendix A, SCOPE OF PROJECT AND BUDGET of the Agreement, and replace it to read as follows:

- **PROJECT A**

**Scope of Work:** Provide operating funding assistance for intercity bus and intercity bus feeder services to the general public in Mason County and adjacent communities.

**Budget:** Funding identified in the PROJECT COST section of this Agreement reflects funding for 2003/2005.

Funding	Percentage	2003/2005 Actual	Totals
Total Project Cost	100%	\$880,476	\$880,476
Contractor Share	0%	\$0	\$0
Rural Mobility Transit Formula	50%	\$590,238	\$590,238
FTA 5311 (f)	50%	\$290,238	\$290,238

- **PROJECT B**

**Scope of Work:** Provide operating funding assistance to establish and operate a call center for mobility coordination for transportation services to the general public and to persons with special needs in Mason County.

**Budget:** Funding and percentages identified in the PROJECT COST section of this Agreement reflects funding for 2003/2005.

<b>Funding</b>	<b>Percentage 2003/2005</b>	<b>Actual 2003/2005</b>	<b>Totals</b>
Total Project Cost	100%	\$1,675,920	\$1,675,920
Local Match	5%	\$76,368	\$76,368
Rural Mobility Transit Formula	53%	\$874,996	\$874,996
JARC	4%	\$72,784	\$72,784
FTA 5311	30%	\$509,762	\$509,762
JARC paid through OTED for 2001-2003*	0%	\$7,816	\$7,816
State TANF paid through OTED for 2001-2003*	5%	\$80,149	\$80,149
Contractor Share through OTED for 2001-2003*	3%	\$54,045	\$54,045

\*Expenditures carried over and previously paid through Department of Community Trade and Economic Development (OTED). These funds have already been reimbursed to the Contractor under an Agreement with OTED and will not be eligible for reimbursement through WSDOT. Project B is an extension to WSDOT's Agreement with OTED (GCA2877) and subsequent OTED Agreement (F02-16700-014) with the Contractor.

3. A copy of this amendment to the Agreement shall be attached to and made a part of the original Agreement. Any references in such Agreement to the "Agreement" shall mean "Agreement as amended".
4. All other terms and conditions of the original Agreement that are not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the parties hereto have executed this amendment the day and year last written below.

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
 JUDITH GINIGER, Director  
 Public Transportation and  
 Rail Division  
 Date: \_\_\_\_\_

**CONTRACTOR**

By: Wesley E. Johnson  
 Title: CHAIRMAN  
 Date: 11/01/04

RESOLUTION NO. 2004-14

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH  
THE REQUEST FOR BID PROCESS FOR TRANSIT FACILITY PAVING PROJECT**

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

**WHEREAS**, the facility site includes four (4) buildings that require modifications and other site improvement projects prior to allowing certain transit operation functions to be conducted; and,

**WHEREAS**, estimated costs and identified scope of work associated with the transit facility paving project have been submitted by Washington Engineering.

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

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

DATED this 7<sup>th</sup> day of November, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

D. Taylor  
Commissioner Dick Taylor

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

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

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 11/4/04

**RESOLUTION NO. 2004-15**

**A RESOLUTION, ADOPTING A BUDGET FOR THE MASON COUNTY  
TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING  
JANUARY 1, 2005**

**WHEREAS**, the Mason County Transportation Authority Board has prepared a Budget for the 2005 Calendar Year; and

**WHEREAS**, the anticipated Resources of \$9,086,150.00 adequately addresses the anticipated Uses of \$9,086,150.00.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** that the 2005 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the *Mason County Transportation Authority 2005 Budget*, be adopted as written, and recorded as such with the office of the Mason County Auditor.

DATED this 14<sup>th</sup> day of DECEMBER, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V. Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Dick Taylor  
Commissioner Dick Taylor

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

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

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 12/14/04

## Mason County Transportation Authority 2004 Amended Revenue Budget and 2005 Revenue Budget

	BARS #s	CATEGORY	2003 Amended Budget	2004 Budget	2004 Amended Budget #1	2004 Amended Budget #2	2005 Budget
		<b>RESOURCES:</b>					
		Estimated Beginning Fund Balance	N/A	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 4,000,000.00
668-010-010	313.20.00.0000	Local Retail Sales & Use Tax	\$ 2,325,000.00	2,500,000.00	2,500,000.00	2,800,000.00	3,000,000.00
668-010-010	331.xx.xx.xxxx	Fed Grant - 5309 Facility Earmark	295,104.00	295,104.00	295,104.00	295,104.00	-
668-010-010	331.xx.xx.xxxx	Fed Grant - 5309 Facility Earmark		-	-	196,452.00	-
668-010-010	333.20.50.0093	Fed Grant - 5311 2002-2003	25,000.00	-	-	-	-
668-010-010	333.20.50.0094	Fed Grant - 5311(f) 2002-2003	51,722.00	-	-	-	-
668-010-010	333.20.50.0095	Fed Grant - 5311 GCA#3722 2003-05	127,405.50	254,811.00	254,811.00	254,811.00	127,400.00
668-010-010	333.20.50.0096	Fed Grant - 5311(f) GCA#3722 2003-05	72,560.00	145,118.00	145,118.00	145,118.00	72,560.00
668-010-010	333.20.50.0002	Fed Grant - 5309 #3294	358,060.00	-	-	-	-
668-010-010	333.20.50.0003	Consolidated 5311 Vehicle Grant	285,000.00	-	-	-	-
668-010-010	333.20.50.0005	Fed 5309 Capital CGA #3698 Vehicle Grant	-	480,000.00	480,000.00	117,500.00	617,500.00
668-010-010	333.20.50.0006	JARC	22,784.00	50,000.00	50,000.00	50,000.00	-
668-010-010	333.90.46.0000	Title VII - DSHS	37,080.00	27,194.00	27,194.00	27,194.00	27,190.00
668-010-010	334.03.60.0003	Rural Mobility Transit Formula Funds	317,193.00	277,354.00	277,354.00	733,227.00	730,000.00
668-010-010	334.03.60.000X	WA ST Special Needs Formula Funds	-	-	-	-	150,000.00
668-010-010	334.04.21.0000	CTED-Work First #F02-16700-014	40,000.00	-	-	-	-
668-010-010	334.06.90.0000	SHIBA / WA ST Insurance Comm	2,750.00	2,500.00	2,500.00	2,500.00	2,500.00
668-010-010	344.70.00.0010	Transit Fares - Worker Driver	140,000.00	140,000.00	140,000.00	140,000.00	180,000.00
668-010-010	344.70.00.0020	Transit Fares - Fixed Routes	30,000.00	32,000.00	32,000.00	37,000.00	38,500.00
668-010-010	344.70.00.0030	Transit Fares - Van Pools	50,000.00	50,000.00	50,000.00	56,000.00	58,000.00
668-010-010	344.70.01.0000	Special Events Fares	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
668-010-010	xxx.xx.xx.xxxx	Maintenance Shop Revenue					30,000.00
668-010-010	361.10.00.0000	Investment Interest	34,000.00	26,000.00	26,000.00	37,000.00	40,000.00
668-010-010	361.40.00.0000	Interest-Contracts, Taxes & A/R	4,000.00	4,000.00	4,000.00	3,200.00	3,500.00
668-010-010	362.50.01.0010	Building #1 Tenant Lease	-	-	-	1,750.00	3,000.00
668-010-010	363.00.00.0000	Ins Premiums and Recoveries-Govt	-	-	-	-	-
668-010-010	367.11.00.0000	Gifts, Pledges & Private Contributions	600.00	600.00	600.00	3,000.00	3,000.00
668-010-010	369.00.00.0000	Other Miscellaneous Revenue	-	-	-	-	-
668-010-010	369.40.00.0000	Judgements & Settlements	-	-	-	-	-
668-010-010	389.10.00.0000	Non-Revenue Reimbursements	-	-	-	-	-
		Loan Proceeds - CTAA for Facility	-	-	-	-	-
		<b>TOTAL REVENUE</b>	\$ 4,221,258.50	\$ 7,287,681.00	\$ 7,287,681.00	\$ 7,902,856.00	\$ 9,086,150.00

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

EXPENSES	2004 Budget	2004 Budget Amendment	2005 Budget	MTA	Transition	PFP To MTA
<b>Salaries and Wages</b>	\$ 277,238.00	\$ 326,738.00	\$ 1,794,000.00	\$ 396,100.00	\$ 40,000.00	\$ 1,357,900.00
<b>Benefits</b>						
Industrial Insurance - MTA Admin	\$ 3,600.00	\$ 3,640.00	\$ 3,000.00	\$ 3,000.00		
Industrial Insurance - MTA Other			3,200.00	3,200.00		
Industrial Insurance - Transition Only			400.00		\$ 400.00	
Industrial Insurance - PFP Admin			3,860.00			\$ 3,860.00
Industrial Insurance - PFP Drivers & Others			52,600.00			52,600.00
Social Security - MTA	17,200.00	19,000.00	31,000.00	31,000.00		
Social Security - Transition			3,060.00		3,060.00	
Social Security - PFP			96,460.00			96,460.00
State Retirement - MTA	4,250.00	4,610.00	5,170.00	5,170.00		
State Retirement - Transition			600.00		600.00	
State Retirement - PFP			19,000.00			19,000.00
Medical/Dental/Vision/Life - MTA	44,500.00	51,700.00	70,600.00	70,600.00		
Medical/Dental/Vision/Life - Transition			5,800.00		5,800.00	
Medical/Dental/Vision/Life - PFP			272,900.00			272,900.00
Employment Security - MTA Self Insured	5,000.00	5,000.00	5,000.00	5,000.00		
Employment Security - PFP Self-Insured			5,000.00	5,000.00		
Employee Wellness Programs			15,000.00	15,000.00		
Drivers Uniforms			12,000.00			12,000.00
Employee Recognition			1,200.00	1,200.00		
Supplies - Office	8,500.00	8,500.00	10,000.00	8,000.00		2,000.00
Supplies - Operational	5,000.00	5,000.00	10,000.00	5,000.00		5,000.00
Supplies - Cleaning	800.00	800.00	1,000.00	1,000.00		
Supplies - Shelter	1,600.00	1,600.00	1,600.00	1,600.00		
Laundry Service			4,000.00			4,000.00

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

<b>EXPENSES</b>	<b>2004 Budget</b>	<b>2004 Budget Amendment</b>	<b>2005 Budget</b>	<b>MTA</b>	<b>Transition</b>	<b>PFP To MTA</b>
Fuel - Staff Vehicles	500.00	500.00	1,000.00	500.00		500.00
Fuel - Operations	120,000.00	120,000.00	150,000.00	150,000.00		
Small Tools & Minor Equipment	50,000.00	50,000.00	75,000.00	75,000.00		
Computer Hardware & Software Acquisitions	60,000.00	60,000.00	100,000.00	100,000.00		
Legal Services	12,000.00	12,000.00	15,000.00	15,000.00		
Contract Services	1,500,000.00	1,467,600.00	150,000.00	150,000.00		
Contract Services / Janitorial	12,000.00	12,000.00	12,000.00	12,000.00		
Contract Services / Security	1,000.00	1,000.00	1,000.00	1,000.00		
Contracted Services / Professional Services	100,000.00	100,000.00	100,000.00	100,000.00		
Phone	24,000.00	24,000.00	26,000.00	26,000.00		
Postage	4,000.00	4,000.00	4,000.00	4,000.00		
Mobile Radio Service	16,000.00	16,000.00	18,000.00	18,000.00		
MTA Website and Internet Services	4,500.00	4,500.00	5,000.00	5,000.00		
Travel/Training-Staff	12,000.00	24,000.00	30,000.00	25,000.00		5,000.00
Travel - Volunteer	36,000.00	36,000.00	40,000.00	40,000.00		
Travel - MCTAB	12,000.00	12,000.00	12,000.00	12,000.00		
Advertising	16,000.00	16,000.00	18,000.00	17,500.00		500.00
Marketing			10,000.00	10,000.00		
Marketing - Rideshare Program			8,000.00	8,000.00		
Rent - Office	14,190.00	14,190.00	-	-		
Rent - Other	6,000.00	6,000.00	6,000.00	6,000.00		
Rent - Equipment	2,400.00	2,400.00	1,300.00	1,300.00		
Insurance	124,174.00	112,000.00	120,000.00	120,000.00		
Utilities	30,000.00	30,000.00	32,000.00	32,000.00		
Contract Maintenance - Software	16,000.00	16,000.00	28,000.00	28,000.00		
Maintenance Office / Office Machines	2,200.00	9,000.00	12,000.00	12,000.00		
Repairs & Maint-Staff Vehicles	1,000.00	1,000.00	2,000.00	2,000.00		

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

<b>EXPENSES</b>	<b>2004 Budget</b>	<b>2004 Budget Amendment</b>	<b>2005 Budget</b>	<b>MTA</b>	<b>Transition</b>	<b>PFP To MTA</b>
Repairs & Maint-Facility Equipment			5,000.00	5,000.00		
Fleet Maintenance Parts and Supplies			100,000.00			100,000.00
Incidental Expenses	2,000.00	2,000.00	4,000.00	3,000.00		1,000.00
Registration Fees	5,000.00	5,000.00	8,000.00	8,000.00		
Dues & Memberships	7,500.00	7,500.00	8,000.00	8,000.00		
Printing & Photocopy	14,000.00	14,000.00	16,000.00	16,000.00		
Driver Safety Training, Equip & Competitions	3,000.00	3,000.00	4,500.00	4,500.00		
Intergovernmental-Copies/Printing	-	-	-	-		
Intergovernmental-Supplies/Svcs	500.00	500.00	500.00	500.00		
Intergovernmental-Audit Fees	7,500.00	7,500.00	10,000.00	10,000.00		
Public Utility Tax - Fare Collection	2,400.00	2,400.00	2,400.00	2,400.00		
Transition to Move Shop and Incidentals		10,000.00		-		
<b>Total Operating Budgets</b>	<b>\$ 2,585,552.00</b>	<b>\$ 2,628,678.00</b>	<b>\$ 3,561,150.00</b>	<b>\$ 1,578,570.00</b>	<b>\$ 49,860.00</b>	<b>\$ 1,932,720.00</b>
Transition Costs & Compensated Absenses	-	\$ 113,178.00	-			
Insurance Deductible (Reserve)	\$ 500,000.00	50,000.00	\$ 500,000.00	\$ 500,000.00		
Johns Prairie Facility / CTAA Loan	80,640.00	91,000.00	120,000.00	120,000.00		
Johns Prairie Facility / Capital Projects	2,000,000.00	700,000.00	485,000.00	485,000.00		
Improvements / Shelters	20,000.00	20,000.00	20,000.00	20,000.00		
Operating Vehicles	600,000.00	200,000.00	800,000.00	800,000.00		
Equipment	100,000.00	100,000.00	100,000.00	100,000.00		
<b>Estimated Ending Fund Balance</b>	<b>1,401,489.00</b>	<b>4,000,000.00</b>	<b>3,500,000.00</b>	<b>3,500,000.00</b>		
<b>Total Expenses</b>	<b>\$ 7,287,681.00</b>	<b>\$ 7,902,856.00</b>	<b>\$ 9,086,150.00</b>	<b>\$ 7,103,570.00</b>	<b>\$ 49,860.00</b>	<b>\$ 1,932,720.00</b>

RESOLUTION NO. 2004-16

A RESOLUTION BY THE MASON COUNTY TRANSPORTATION AUTHORITY  
AMENDING THE 2004 BUDGET

WHEREAS, the Mason County Transportation Authority Board has prepared an amended Budget for the 2004 Calendar Year and;

WHEREAS, the Anticipated Resources of \$7,902,856.00 adequately addresses the anticipated Uses of \$7,902,856.00, including a \$4,000,000 Ending Fund Balance;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the 2004 Budget, with anticipated revenue and anticipated expenses in the amounts stated and detailed in the Mason County Transportation Authority 2004 Budget Amendment, be adopted as written; and recorded as such with the office of the Mason County Auditor.

DATED this 14<sup>th</sup> day of December, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V. Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Dick Taylor  
Commissioner Dick Taylor

APPROVED AS TO CONTENT:

Dave O'Connell  
Dave O'Connell, General Manager

APPROVED AS TO FORM:

Ben Settle  
Ben Settle, Legal Counsel

ATTEST:

Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 12/14/04

## Mason County Transportation Authority 2004 Amended Revenue Budget and 2005 Revenue Budget

	BARS #s	CATEGORY	2003 Amended Budget	2004 Budget	2004 Amended Budget #1	2004 Amended Budget #2	2005 Budget
		<b>RESOURCES:</b>					
		Estimated Beginning Fund Balance	N/A	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 4,000,000.00
668-010-010	313.20.00.0000	Local Retail Sales & Use Tax	\$ 2,325,000.00	2,500,000.00	2,500,000.00	2,800,000.00	3,000,000.00
668-010-010	331.xx.xx.xxxx	Fed Grant - 5309 Facility Earmark	295,104.00	295,104.00	295,104.00	295,104.00	-
668-010-010	331.xx.xx.xxxx	Fed Grant - 5309 Facility Earmark		-	-	196,452.00	-
668-010-010	333.20.50.0093	Fed Grant - 5311 2002-2003	25,000.00	-	-	-	-
668-010-010	333.20.50.0094	Fed Grant - 5311(f) 2002-2003	51,722.00	-	-	-	-
668-010-010	333.20.50.0095	Fed Grant - 5311 GCA#3722 2003-05	127,405.50	254,811.00	254,811.00	254,811.00	127,400.00
668-010-010	333.20.50.0096	Fed Grant - 5311(f) GCA#3722 2003-05	72,560.00	145,118.00	145,118.00	145,118.00	72,560.00
668-010-010	333.20.50.0002	Fed Grant - 5309 #3294	358,060.00	-	-	-	-
668-010-010	333.20.50.0003	Consolidated 5311 Vehicle Grant	285,000.00	-	-	-	-
668-010-010	333.20.50.0005	Fed 5309 Capital CGA #3698 Vehicle Grant	-	480,000.00	480,000.00	117,500.00	617,500.00
668-010-010	333.20.50.0006	JARC	22,784.00	50,000.00	50,000.00	50,000.00	-
668-010-010	333.90.46.0000	Title VII - DSHS	37,080.00	27,194.00	27,194.00	27,194.00	27,190.00
668-010-010	334.03.60.0003	Rural Mobility Transit Formula Funds	317,193.00	277,354.00	277,354.00	733,227.00	730,000.00
668-010-010	334.03.60.000X	WA ST Special Needs Formula Funds	-	-	-	-	150,000.00
668-010-010	334.04.21.0000	CTED-Work First #F02-16700-014	40,000.00	-	-	-	-
668-010-010	334.06.90.0000	SHIBA / WA ST Insurance Comm	2,750.00	2,500.00	2,500.00	2,500.00	2,500.00
668-010-010	344.70.00.0010	Transit Fares - Worker Driver	140,000.00	140,000.00	140,000.00	140,000.00	180,000.00
668-010-010	344.70.00.0020	Transit Fares - Fixed Routes	30,000.00	32,000.00	32,000.00	37,000.00	38,500.00
668-010-010	344.70.00.0030	Transit Fares - Van Pools	50,000.00	50,000.00	50,000.00	56,000.00	58,000.00
668-010-010	344.70.01.0000	Special Events Fares	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
668-010-010	xxx.xx.xx.xxxx	Maintenance Shop Revenue					30,000.00
668-010-010	361.10.00.0000	Investment Interest	34,000.00	26,000.00	26,000.00	37,000.00	40,000.00
668-010-010	361.40.00.0000	Interest-Contracts, Taxes & A/R	4,000.00	4,000.00	4,000.00	3,200.00	3,500.00
668-010-010	362.50.01.0010	Building #1 Tenant Lease	-	-	-	1,750.00	3,000.00
668-010-010	363.00.00.0000	Ins Premiums and Recoveries-Govt	-	-	-	-	-
668-010-010	367.11.00.0000	Gifts, Pledges & Private Contributions	600.00	600.00	600.00	3,000.00	3,000.00
668-010-010	369.00.00.0000	Other Miscellaneous Revenue	-	-	-	-	-
668-010-010	369.40.00.0000	Judgements & Settlements	-	-	-	-	-
668-010-010	389.10.00.0000	Non-Revenue Reimbursements	-	-	-	-	-
		Loan Proceeds - CTAA for Facility	-	-	-	-	-
		<b>TOTAL REVENUE</b>	\$ 4,221,258.50	\$ 7,287,681.00	\$ 7,287,681.00	\$ 7,902,856.00	\$ 9,086,150.00

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

EXPENSES	2004 Budget	2004 Budget Amendment	2005 Budget	MTA	Transition	PFP To MTA
<b>Salaries and Wages</b>	\$ 277,238.00	\$ 326,738.00	\$ 1,794,000.00	\$ 396,100.00	\$ 40,000.00	\$ 1,357,900.00
<b>Benefits</b>						
Industrial Insurance - MTA Admin	\$ 3,600.00	\$ 3,640.00	\$ 3,000.00	\$ 3,000.00		
Industrial Insurance - MTA Other			3,200.00	3,200.00		
Industrial Insurance - Transition Only			400.00		\$ 400.00	
Industrial Insurance - PFP Admin			3,860.00			\$ 3,860.00
Industrial Insurance - PFP Drivers & Others			52,600.00			52,600.00
Social Security - MTA	17,200.00	19,000.00	31,000.00	31,000.00		
Social Security - Transition			3,060.00		3,060.00	
Social Security - PFP			96,460.00			96,460.00
State Retirement - MTA	4,250.00	4,610.00	5,170.00	5,170.00		
State Retirement - Transition			600.00		600.00	
State Retirement - PFP			19,000.00			19,000.00
Medical/Dental/Vision/Life - MTA	44,500.00	51,700.00	70,600.00	70,600.00		
Medical/Dental/Vision/Life - Transition			5,800.00		5,800.00	
Medical/Dental/Vision/Life - PFP			272,900.00			272,900.00
Employment Security - MTA Self Insured	5,000.00	5,000.00	5,000.00	5,000.00		
Employment Security - PFP Self-Insured			5,000.00	5,000.00		
Employee Wellness Programs			15,000.00	15,000.00		
Drivers Uniforms			12,000.00			12,000.00
Employee Recognition			1,200.00	1,200.00		
Supplies - Office	8,500.00	8,500.00	10,000.00	8,000.00		2,000.00
Supplies - Operational	5,000.00	5,000.00	10,000.00	5,000.00		5,000.00
Supplies - Cleaning	800.00	800.00	1,000.00	1,000.00		
Supplies - Shelter	1,600.00	1,600.00	1,600.00	1,600.00		
Laundry Service			4,000.00			4,000.00

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

EXPENSES	2004 Budget	2004 Budget Amendment	2005 Budget	MTA	Transition	PFP To MTA
Fuel - Staff Vehicles	500.00	500.00	1,000.00	500.00		500.00
Fuel - Operations	120,000.00	120,000.00	150,000.00	150,000.00		
Small Tools & Minor Equipment	50,000.00	50,000.00	75,000.00	75,000.00		
Computer Hardware & Software Acquisitions	60,000.00	60,000.00	100,000.00	100,000.00		
Legal Services	12,000.00	12,000.00	15,000.00	15,000.00		
Contract Services	1,500,000.00	1,467,600.00	150,000.00	150,000.00		
Contract Services / Janitorial	12,000.00	12,000.00	12,000.00	12,000.00		
Contract Services / Security	1,000.00	1,000.00	1,000.00	1,000.00		
Contracted Services / Professional Services	100,000.00	100,000.00	100,000.00	100,000.00		
Phone	24,000.00	24,000.00	26,000.00	26,000.00		
Postage	4,000.00	4,000.00	4,000.00	4,000.00		
Mobile Radio Service	16,000.00	16,000.00	18,000.00	18,000.00		
MTA Website and Internet Services	4,500.00	4,500.00	5,000.00	5,000.00		
Travel/Training-Staff	12,000.00	24,000.00	30,000.00	25,000.00		5,000.00
Travel - Volunteer	36,000.00	36,000.00	40,000.00	40,000.00		
Travel - MCTAB	12,000.00	12,000.00	12,000.00	12,000.00		
Advertising	16,000.00	16,000.00	18,000.00	17,500.00		500.00
Marketing			10,000.00	10,000.00		
Marketing - Rideshare Program			8,000.00	8,000.00		
Rent - Office	14,190.00	14,190.00	-	-		
Rent - Other	6,000.00	6,000.00	6,000.00	6,000.00		
Rent - Equipment	2,400.00	2,400.00	1,300.00	1,300.00		
Insurance	124,174.00	112,000.00	120,000.00	120,000.00		
Utilities	30,000.00	30,000.00	32,000.00	32,000.00		
Contract Maintenance - Software	16,000.00	16,000.00	28,000.00	28,000.00		
Maintenance Office / Office Machines	2,200.00	9,000.00	12,000.00	12,000.00		
Repairs & Maint-Staff Vehicles	1,000.00	1,000.00	2,000.00	2,000.00		

## Mason County Transportation Authority 2004 Amended Budget and 2005 Budget

EXPENSES	2004 Budget	2004 Budget Amendment	2005 Budget	MTA	Transition	PFP To MTA
Repairs & Maint-Facility Equipment			5,000.00	5,000.00		
Fleet Maintenance Parts and Supplies			100,000.00			100,000.00
Incidental Expenses	2,000.00	2,000.00	4,000.00	3,000.00		1,000.00
Registration Fees	5,000.00	5,000.00	8,000.00	8,000.00		
Dues & Memberships	7,500.00	7,500.00	8,000.00	8,000.00		
Printing & Photocopy	14,000.00	14,000.00	16,000.00	16,000.00		
Driver Safety Training, Equip & Competitions	3,000.00	3,000.00	4,500.00	4,500.00		
Intergovernmental-Copies/Printing	-	-	-	-		
Intergovernmental-Supplies/Svcs	500.00	500.00	500.00	500.00		
Intergovernmental-Audit Fees	7,500.00	7,500.00	10,000.00	10,000.00		
Public Utility Tax - Fare Collection	2,400.00	2,400.00	2,400.00	2,400.00		
Transition to Move Shop and Incidentals		10,000.00		-		
<b>Total Operating Budgets</b>	<b>\$ 2,585,552.00</b>	<b>\$ 2,628,678.00</b>	<b>\$ 3,561,150.00</b>	<b>\$ 1,578,570.00</b>	<b>\$ 49,860.00</b>	<b>\$ 1,932,720.00</b>
Transition Costs & Compensated Absenses	-	\$ 113,178.00	-			
Insurance Deductible (Reserve)	\$ 500,000.00	50,000.00	\$ 500,000.00	\$ 500,000.00		
Johns Prairie Facility / CTAA Loan	80,640.00	91,000.00	120,000.00	120,000.00		
Johns Prairie Facility / Capital Projects	2,000,000.00	700,000.00	485,000.00	485,000.00		
Improvements / Shelters	20,000.00	20,000.00	20,000.00	20,000.00		
Operating Vehicles	600,000.00	200,000.00	800,000.00	800,000.00		
Equipment	100,000.00	100,000.00	100,000.00	100,000.00		
<b>Estimated Ending Fund Balance</b>	<b>1,401,489.00</b>	<b>4,000,000.00</b>	<b>3,500,000.00</b>	<b>3,500,000.00</b>		
<b>Total Expenses</b>	<b>\$ 7,287,681.00</b>	<b>\$ 7,902,856.00</b>	<b>\$ 9,086,150.00</b>	<b>\$ 7,103,570.00</b>	<b>\$ 49,860.00</b>	<b>\$ 1,932,720.00</b>

**RESOLUTION NO. 2004-17**

**A RESOLUTION ESTABLISHING THE 2005 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

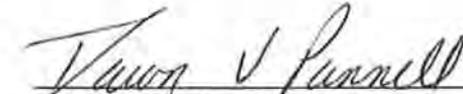
**WHEREAS**, the need exists to establish a published schedule of said meetings;

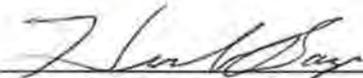
**NOW THEREFORE, BE IT RESOLVED** by the Mason County Transportation Authority Board of Commissioners that the regular monthly meetings for the 2005 calendar year be established as follows:

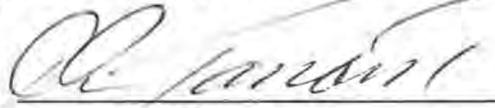
**THE MONTHLY PUBLIC MEETINGS SHALL BE HELD AT THE TIMES AND LOCATIONS AS OUTLINED ON THE ATTACHED SCHEDULE. *All meetings shall be published and changes, if any, shall be published as required by law.***

**APPROVED** by the Mason County Transit Authority Board of Commissioners at its regular open public meeting thereof this 14th day of December 2004.

  
\_\_\_\_\_  
Wesley Johnson, Chairman

  
\_\_\_\_\_  
Dawn Pannell, Vice Chair

  
\_\_\_\_\_  
Commissioner Herb Baze

  
\_\_\_\_\_  
Mayor John Tarrant

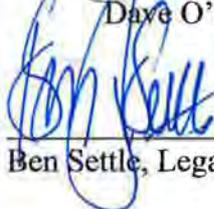
\_\_\_\_\_  
Commissioner Jayni Kamin

  
\_\_\_\_\_  
Commissioner Dick Taylor

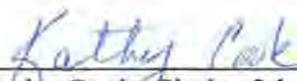
APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ben Settle, Legal Counsel

ATTEST:

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

DATE: 12/14/04

**Mason County Transit (MTA)**  
**Mason County Transit Advisory Board (MCTAB)**  
**MEETING SCHEDULE - 2005**  
 Adopted 12/14/2004

<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	6:00 pm
Mason Transit Business Office	4:00 pm	8	February	22	Mason Transit Business Office	6:00 pm
<b>Port of Allyn</b> 18560 E SR 3, Allyn	<b>6:00 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>6:00 pm</b>
Mason Transit Business Office	4:00 pm	12	April	26	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	10	May	17	Mason Transit Business Office	6:00 pm
<b>Mason Transit</b> <b>Business Office</b>	<b>6:00 pm</b>	<b>14</b>	<b>June</b> <b>Joint Meeting</b>	<b>14</b>	<b>Mason Transit</b> <b>Business Office</b>	<b>6:00 pm</b>
Mason Transit Business Office	4:00 pm	12	July	26	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	9	August	30	Mason Transit Business Office	6:00 pm
<b>Port of Allyn</b> 18560 E SR3, Allyn	<b>6:00 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>6:00 pm</b>
Mason Transit Business Office	4:00 pm	11	October	25	Mason Transit Business Office	6:00 pm
Mason Transit Business Office	4:00 pm	8	November	15	Mason Transit Business Office	6:00 pm
<b>Mason Transit</b> <b>Business Office</b>	<b>4:00 pm</b>	<b>13</b>	<b>December</b> <b>Joint Meeting</b>	<b>13</b>	<b>Mason Transit</b> <b>Business Office</b>	<b>4:00 pm</b>

Call Mason Transit at (360) 426-9434 or 1-800-281-9434 with questions.

Mason Transit Business Office: 790 E Johns Prairie Road, Shelton, WA (PO Box 1880) 98584

**RESOLUTION NO. 2004-18**

**A RESOLUTION BY THE MASON COUNTY TRANSPORTATION  
AUTHORITY AUTHORIZING PAVING PROJECT CONTRACT AWARD**

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

**WHEREAS**, the Request for Proposal (RFP) solicitation was approved and conducted for the site improvement paving project; and

**WHEREAS**, proposals were received and opened on Friday, December 10, 2004 at 10:30 am; and

**WHEREAS**, the lowest responsive bidder is Beisley, Inc.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT THE MASON COUNTY  
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS** approve the paving project contract award to Beisley, Inc.

Dated this 14<sup>th</sup> day of December, 2004.

Wesley E. Johnson  
Wesley Johnson, Chairman

Dawn V Pannell  
Dawn Pannell, Vice Chair

Herb Baze  
Commissioner Herb Baze

John Tarrant  
Mayor John Tarrant

Jayni Kamin  
Commissioner Jayni Kamin

Dick Taylor  
Commissioner Dick Taylor

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

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

ATTEST: Kathy Cook  
Kathy Cook, Clerk of the Board

DATE: 12/14/04