

RESOLUTION NO. 98-01

A RESOLUTION ESTABLISHING THE 1998 SCHEDULE OF REGULAR PUBLIC MEETINGS FOR THE MASON COUNTY TRANSPORTATION AUTHORITY.

Whereas, the Mason County Transportation Authority holds regular monthly meetings which are open to the public; and

Whereas, the need exists to establish a published schedule of said meetings, now therefore

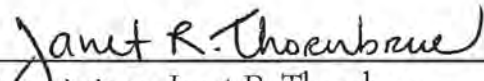
BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the regular monthly meetings for the year 1998, be established as follows:

THE MONTHLY PUBLIC MEETINGS SHALL BE HELD ON THE 2ND TUESDAY OF EACH MONTH, UNLESS OTHERWISE INDICATED, AS OUTLINED IN THE ATTACHED SCHEDULE, AND WILL BE EXPECTED TO BEGIN AT 5:00PM, AT THE SHELTON SCHOOL DISTRICT ADMIN. BUILDING, LOCATED AT 207-NORTH 9TH, IN SHELTON, WASHINGTON, EXCEPTING QUARTERLY MEETINGS, WHICH ARE HELD AT 6:00PM AT VARIOUS AREAS AROUND THE COUNTY. ALL MEETING INFORMATION, INCLUDING NECESSARY CHANGES, SHALL BE MADE AVAILABLE FOR PUBLICATION AND MAY BE OBTAINED, UPON REQUEST.

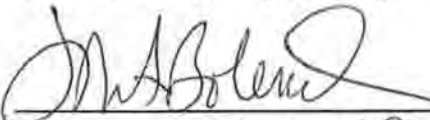
DATED this 10th day of February, 1998.



Commissioner Mary Jo Cady




Commissioner Janet R. Thornbrue



Commissioner John A. Bolender

ABSENT

Mayor Scott L. Hilburn



Commissioner Cynthia D. Olsen



Commissioner John S. Tarrant

APPROVED AS TO CONTENT: _____

APPROVED AS TO FORM:  _____

ATTEST:  _____

DATE: 10 FEB 1998

Mason County Transportation Authority
1998 Meeting Schedule

January 13, 1998	5:00pm	School District Bldg.
February 10, 1998	5:00pm	William G. Reed Library
March 10, 1998	6:00pm	Squaxin Tribal Center
April 14, 1998	5:00pm	School District Bldg.
May 12, 1998	5:00pm	School District Bldg.
June 8, 1998	6:00pm	Union Fire Hall
July 14, 1998	5:00pm	School District Building
August 11, 1998	5:00PM	School District Building
September 15, 1998	6:00pm	Twanoh Grange
October 13, 1998	5:00pm	School District Building
November 9, 1998	5:00pm	School District Building
December 8, 1998	6:00pm	Operations Facility

According to By-laws {Item 5.1}: *"regular meetings of the Authority will be held once each month at designated locations at a time and date established by resolution."*

Note: Additions (special meetings, etc) or changes to the schedule may be made, with a minimum 24-hours public notice.

RESOLUTION NO. 98-02

**A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,
ESTABLISHING AN ADVANCE TRAVEL FUND:**

Whereas, the Office of the Washington State Auditor has recommended that Mason County Transportation Authority establish an Advance Travel Fund; and

Whereas, this fund shall be for the sole use of Mason Transit employees and/or volunteers as authorized by the Authority, for covering appropriate travel expenses; and

Whereas, guidelines have been set forth regarding the establishment of this fund, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the establishment of an Advance Travel Fund be authorized, as outlined in Exhibit "A", attached hereto.

DATED this 15th day of SEP, 1998.

Mary Jo Cady
Mary Jo Cady, Chairman

John S. Tarrant
John S. Tarrant, Vice-Chairman

John A. Bolender
John A. Bolender, Board

Scott Hilburn, Board

Cynthia D. Olsen
Cynthia D. Olsen, Board

Janet R. Thornbrue
Janet R. Thornbrue, Board

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

APPROVED AS TO FORM: _____
Benjamin Settle, Legal Counsel



ATTEST: Rebecca Mae Tobin **DATE:** 15 SEP 1998

Exhibit "A"

Guidelines for Advance Travel Fund

(As per recommendations from the State and County Auditor's offices)

Mason Transit Authority will establish an Advance Travel fund with an initial deposit of \$500.00 into a (local) qualified public depository approved by the Washington Public Protection Commission, in accordance with RCW 36.29.20 and 39.58.10.

After the initial deposit, the level of the Advance Travel Fund will be determined by each year's adopted budget.

The bank account will require two signatures, as will checks written on the account. Appropriate signatures will be those of the General Manager and the Administrative Services Manager.

Prior to issuance of a check from the Advance Travel Fund, employees must complete a "Travel Expense Request". This request must be signed by the employee, the General Manager and the MTA Chairman.

An expense report, along with any unused portion of the advance shall be turned in to the Administrative Services Manager within 10 calendar days of the employees return.

Receipts will be submitted to the County Auditor's office for replenishment of the Advance Travel Fund. (Similar to a Petty Cash Fund).

RESOLUTION NO. 98 - 03

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,
ESTABLISHING SALARIES:

Whereas, the Mason County Transportation Authority Board of Directors has made a determination regarding salaries; and

Whereas, the Board of Directors has determined that an increase in salary would be appropriate;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that salaries for the 1999 calendar year be included in the 1999 budget, and set forth as follows:

General Manager	\$56,550.00	(4,713 per month)
Admin. Services Mgr.	27,175.00	(2,311 per month)
Service Dev. Coord.	30,435.00	(2,536 per month)
Mobility Coord.	10,610.00	(10.20 per hour)
Crew Super/labor	1,565.00	(8.70 per hour)
Shelter Monitor	7,565.00	(9.70 per hour maximum)

DATED this 8th day of December, 1998.


Mary Jo Cady, Chairman


John S. Tarrant, Board


John A. Bolender, Board


Scott L. Hilburn, Board


Cynthia D. Olsen, Board


Janet R. Thornbrue, Board

APPROVED AS TO FORM: _____
Benjamin Settle, Legal Counsel

ATTEST: 

DATE: 12/15/98

RESOLUTION NO. 98 - 04

A RESOLUTION, ADOPTING A BUDGET FOR THE MASON COUNTY
TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING
JANUARY 1, 1999.

Whereas, the Mason County Transportation Authority Board has prepared a Budget for the 1999 Calendar Year and;

Whereas, the Anticipated Revenue of \$4,537,330.00 adequately addresses the anticipated Expenses of \$4,537,330.00, now therefore

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the 1999 Budget, with the anticipated revenue and anticipated expenses in the amounts stated and detailed in the *Mason County Transportation Authority 1999 Budget*, be adopted as written; and recorded as such with the office of the Mason County Auditor.

DATED this 8th day of December, 1998.


Mary Jo Cady, Chairman


John S. Tarrant, Board


John A. Bolender, Board


Scott L. Hilburn, Board


Cynthia D. Olsen, Board


Janet R. Thornbrue, Board

APPROVED AS TO FORM: _____
Benjamin Settle, Legal Counsel

ATTEST: 

DATE: 12/15/98