



AGENDA (Amended)*

Mason Transit Authority Board
Regular Meeting
December 19, 2017, 4:00 p.m.
Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton

OPENING PROTOCOL – (est. 5 mins)

CALL TO ORDER
ROLL CALL AND DETERMINATION OF QUORUM
ACCEPTANCE OF AGENDA – ACTION

PUBLIC COMMENT – (est. 5 mins)

RECOGNITION– Letter from Congressman Denny Heck (est. 5 mins)

CONSENT AGENDA – ACTION (est. 5 mins)

1. Pg. 005: Approval of Minutes: Approval of the minutes of the November 21, 2017 MTA regular Board meeting
2. Pg. 009: Financial Reports: November 2017
3. Pg. 017: Check Approval: November 15 – December 14, 2017

REGULAR AGENDA – (est. 40 mins)

UNFINISHED BUSINESS:

1. Pg. 025: 2018 Budget – Resolution No. 2017-37 - ACTIONABLE – (est. 5 mins)

NEW BUSINESS:

1. Pg. 047: Surplus Equipment– Resolution No. 2017-38 - ACTIONABLE (est. 5 mins)
2. Pg. 055: Amendment to Bylaws – Resolution No. 2017-39 – ACTIONABLE (est. 5 mins.)
3. Pg. 079: Drug and Alcohol Policy – Resolution No. 2017-40 – ACTIONABLE (est. 5 mins.)
4. Pg. 129: Employee Recognition Policy – Resolution No. 2017-41 – ACTIONABLE (est. 5 mins.)
5. Pg. 139: Customer Comment/Complaint Policy – Resolution No. 2017-42 - ACTIONABLE (est. 5 mins)
6. Pg. 147: Paid Sick Leave Policy – Resolution No. 2017-43 - ACTIONABLE (est. 5 mins)
7. Pg. 165: Rescinding Attendance Policy – Resolution No. 2017-44 - ACTIONABLE (est. 5 mins)

**This Amended Draft now contains the correct version of the Paid Sick Leave Policy reflecting Legal Counsel recommendations.*

INFORMATIONAL UPDATES – (est. 5 mins)

1. Pg. 169: Park and Ride Informational Update
2. Pg. 171: Management Reports
3. Board Composition Review Update

GENERAL MANAGER'S REPORT: (est. 5 mins)

COMMENTS BY BOARD (est. 5 mins)

PUBLIC COMMENT (est. 5 mins)

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting**

*January 16, 2018 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

Public Hearings on Service Changes

*January 3, 2018 at 5:00 PM
North Mason Timberland Library
Large Meeting Room
23081 State Route 3
Belfair*

*January 4, 2018 at 5:00 PM
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

DENNY HECK
10TH DISTRICT, WASHINGTON

425 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-9740

420 COLLEGE STREET, SE
SUITE 3000
LACEY, WA 98503
(360) 459-8514

6000 MAIN STREET, SW
SUITE 3B
LAKEWOOD, WA 98499
(253) 533-8332

Congress of the United States
House of Representatives
Washington, DC 20515-4710

FINANCIAL SERVICES COMMITTEE

SUBCOMMITTEE ON FINANCIAL INSTITUTIONS
AND CONSUMER CREDIT

SUBCOMMITTEE ON
MONETARY POLICY AND TRADE

HOUSE PERMANENT SELECT
COMMITTEE ON INTELLIGENCE

SUBCOMMITTEE ON
DEPARTMENT OF DEFENSE INTELLIGENCE
AGENCIES AND OVERHEAD ARCHITECTURE

SUBCOMMITTEE ON
CENTRAL INTELLIGENCE AGENCY

December 1, 2017

Danette Brannin
General Manager
Mason Transit Authority
790 East Johns Prairie Road
Shelton, WA 98584

Dear Danette:

Please accept my sincere congratulations on Mason Transit Authority's twenty-fifth anniversary!

I know ridership has grown significantly since Mason Transit Authority began service on December 1, 1992 and consequently the community's needs of the authority's services have changed. Yet, Mason Transit Authority has stayed committed to providing a safe and reliable public transit system that connects residents to the local and regional community. The authority's commitment to transit is essential to the success of Mason County and is emphasized by its recognition as the 2015 Rural Community Transportation System of the Year awarded by the Community Transit Association of America.

As a proud supporter of public transportation and the federal policies and programs that support public transit systems, I congratulate Mason Transit Authority on this milestone and know its commitment to provide transportation choices that connect people, jobs, and community will continue to drive the Mason County community forward.

Sincerely,



Denny Heck
Member of Congress

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OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Terri Drexler, Chair; John Campbell, Vice Chair; Tracy Moore; Randy Neatherlin, Deb Petersen, Don Pogreba, Kevin Shutty and Sandy Tarzwell. - **Quorum met.**

Authority Voting Board Members Not Present: Wes Martin was not present.

Authority Non-voting Board Member: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was present.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Kathy Geist, T-CC Manager; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present was John Piety (MCTAB).

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the November 21, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved.
Shutty/Neatherlin. Motion carried.

PUBLIC COMMENT: None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 5, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of October 17, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of October, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of October 13, 2017 through November 15, 2017, financial obligations on checks #30522 through #30637, as presented for a total of \$738,956.42.
4. **Moved** that the Mason Transit Authority Board approve the First Amendment to Agreement GCB2614 and approve Resolution No. 2017-32 that authorizes the General Manager to sign that Agreement.

5. **Moved** that the Mason Transit Authority Board approve the Second Amendment to Agreement GCB2615 and approve Resolution No. 2017-33 that authorizes the General Manager to sign that Agreement.

Neatherlin/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Presentation by Nelson/Nygaard Relating to Service Review Consultation** – The team from Nelson/Nygaard introduced themselves and shared their experience in service review consultations, as well as some of the other transit agencies around the country that have benefited from their expertise. Some of the topics they touched on were community engagement and designing service to meet community needs. They anticipate that it is a year-long process.
2. **Approval of Service Review Consultant Contract** – Danette Brannin, General Manager, discussed the process of soliciting bids, interviewing those that submitted bids and the panel that interviewed as well as the scorecards. Based on the tabulation of the scorecards, it was recommended that Nelson/Nygaard be awarded winning bidder. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-34 authorizing the General Manager to sign the service review contract. **Neatherlin/Campbell. Motion carried.**

(Board member Randy Neatherlin asked to be excused from the remainder of the meeting, which was recognized and approved by the Board Chair at 4:35 pm.)

3. **Third Draft of 2018 Budget.** LeeAnn McNulty, Administrative Services Manager, informed the Board that the two public hearings and workshops had been held. She also indicated that funds for the Service Review Consultant was included in the 2018 Budget. She further indicated that they are taking a conservative view of the revenues. If more revenues come in than anticipated, then those additional revenues will be placed in reserves. The budget still shows revenues above expenses.
4. **Five Cutaway Procurement Update.** Marshall Krier, Maintenance and Facilities Manager, provided the Board with an update by sharing that the purchase had been approved by WSDOT and that it was moving along well in the procurement process. The Champion cutaways will be built in Indiana.

NEW BUSINESS

1. **Approval of 2018 Authority Board Meetings** – Tracy Becht, Clerk of the Authority Board, shared with the Board that it was time to look at the 2018 schedule of the regular Board meetings, as well as consider locations. **Moved** that Mason Transit Authority Board approve Resolution No. 2017-35 establishing the 2018 schedule of regular MTA Board meetings. **Campbell/Petersen. Motion carried.**
2. **Approving Statutory Default Fees for Response to Public Records Requests** – Tracy Becht, Public Records Officer, explained to the Board that due to recent changes to the Public Records Act, it was required for agencies to either charge actual costs to respond to public record requests or declare that it was unduly burdensome to calculate those

charges. Since MTA receives less than 30 public records requests annually, it would be unduly burdensome to calculate the costs and recommended to the Board that MTA charge the statutory default fees. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-36 declaring that computing all actual costs to respond to public records requests would be unduly burdensome and to charge statutory default fees.

Campbell/Shutty. Motion carried.

- 3. Remix Software as a Service** – Ms. Brannin described the benefits of the new software and how using it will save many hours of work in route scheduling and planning, especially with the recommendations from the service analysis consultant. Mike Ringgenberg, Operations Manager, provided a short demonstration on how it works.

[Board member Deb Petersen excused herself from the meeting at 4:50 pm as she needed to attend another meeting.]

INFORMATIONAL UPDATES –

Ms. Brannin updated the Board in connection with the construction of the building at the Park and Ride in Belfair, anticipated to begin in the spring of 2018.

The Board Chair then described to the Board the recommendation of the Board Composition Review Committee and that Mason County has approved the recommendation. The City of Shelton is anticipated to approve the recommendation on December 4, 2017. The approved recommendations will become effective January 1, 2018. She indicated that any Board members wishing to continue serving on the MTA Board submit an application using the fillable form located on the Mason County website. The submitted applications will be considered by the County Commissioners and those that are selected will be notified following approval by the County.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additional comments to the report.

COMMENTS BY BOARD MEMBERS –

Board member Tracy Moore shared that the Council form of government for the City of Shelton was approved in the recent election as well as grants recently awarded to the City.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 5:30 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, December 19, 2017 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

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Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – November 2017
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

Included are the November 2017 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for September 2017 (received November 30, 2017) was \$388,845 – 3.3% more than budgeted, however 8.73% below September 2016 actual. 2017 sales tax revenue continues to reflect strong growth year over year up 5.4% compared to YTD September 2016.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 92% (11/12) of budget through the end of November. Total YTD Revenue is slightly over budget at 99%. Total YTD Operating Expenses are under budget at 83%.

Fiscal Impact:

November's fiscal impact reflects total revenues of \$606,295 and operating expenses of \$561,221.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of November 2017 as presented.

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Mason Transit Authority

November 2017 Financial Report

	2017 November Actual	2017 YTD Actual	2017 Budget	Notes	Percentage of Budget Used 91.67%
REVENUE					
Passenger Fares	8,876	90,137	98,300		91.70%
PSNS Worker/Driver & Vanpool Fares	27,565	250,703	295,000		84.98%
Total Operating Revenue (Fares)	36,441	340,840	393,300		86.66%
Sales Tax	268,703	3,784,694	3,858,621	(1)	98.08%
Operating Grants	253,843	2,631,601	2,669,650	(2)	98.57%
Rental Income	15,115	165,295	158,860		104.05%
Investment Income	4,822	39,393	13,800		285.45%
Other Non-operating Revenue	27,370	278,875	215,080	(3)	129.66%
Total Revenue	606,295	7,240,698	7,309,311		99.06%
EXPENSES					
Wages and Benefits	433,943	4,697,053	5,561,759		84.45%
Contracted services	16,337	217,886	293,129		74.33%
Fuel	29,855	302,393	350,000	(4)	86.40%
Vehicle/Facility Repair & Maintenance	33,676	256,285	322,165		79.55%
Insurance	19,836	218,198	237,338		91.94%
Intergovernmental - Audit Fees	-	26,604	27,000		98.54%
Rent - Facilities and Park & Ride	2,351	25,311	27,480		92.11%
Utilities	10,586	108,009	141,846		76.15%
Supplies - Equipment	3,858	84,771	129,130		65.65%
Training & Meetings	1,355	25,739	41,900		61.43%
Other operating expenses	9,424	112,455	147,621	(5)	76.18%
Total Operating Expenses	561,221	6,074,705	7,279,368		83.45%
Net Income (Loss) from Operations	45,074	1,165,993	29,943		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget Used.
(2)	Operating grant revenue equals the 1st, 2nd & 3rd quarter's actual receipts + October & November's accruals.
(3)	Includes 1st & 2nd quarter's actual receipts + 3rd quarter, October & November's accruals of RMG Grant - \$175,556, LMTAA Volunteer program revenue - \$29,100, Volunteer Donations - \$2,558, Sales of Maintenance Services - \$5,148, Sale of Bus ads \$20,640, WSTIP Safety Grant \$2,500, Insurance Recovery - \$10,990, Community Van - \$6,639, Sale of Surplus Vans - \$28,202
(4)	Average diesel price per gallon year to date is \$1.97. Average gasoline price per gallon year to date is \$2.64.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues,Memberships,Subscriptions/Unemployment Insurance). Expenses through November include: Volunteer Driver Program reimbursements \$32,687, Advertising \$15,344, Merchant/credit card fees - TIP pass credit card fees \$6,165, Dues, Memberships,Subscriptions \$31,950 plus other misc. expenses.

Mason Transit Authority
November 2017 Financial Report
T-CC

	2017 November Actual	2017 YTD Actual	2017 Budget	Percentage of Budget Used 92%	YTD - Community Center Allocation	YTD - Transit Allocation
REVENUE						
T-CC Rental	14,449	155,565	148,463	104.8%	155,565	-
Other Revenue	22	230	-		230	-
Total Revenue	14,471	155,795	148,463	104.9%	155,795	-
EXPENSES						
Wages and Benefits	9,000	122,685	156,011	78.6%	107,366	15,320
Contracted services	90	5,741	6,260	91.7%	4,920	821
Repair & Maintenance	392	5,663	3,800	149.0%	4,223	1,440
Insurance	1,984	21,820	23,734	91.9%	21,820	-
Utilities	3,678	37,808	48,644	77.7%	26,966	10,841
Supplies & Small Equipment	719	4,904	5,720	85.7%	3,192	1,712
Training & Meetings	-	-	1,200	0.0%	-	-
Other operating expenses	168	5,042	4,921	102.5%	4,300	742
Total Operating Expenses	16,031	203,662	250,290	81.4%	172,786	30,876
Net Income (Loss) from Operations	(1,560)	(47,867)	(101,827)		(16,991)	(30,876)

(1) YTD Contracted Services is comprised of 3 quarterly elevator inspections \$1,773; Alarm services \$1,604; Backflow testing \$150; IT services \$630.

(2) Other operating expenses include Dues & subscriptions \$601; Advertising \$1,862, Lease filing & recording fees, \$540 and Equipment Lease \$1,853.

(3) Unexpected HVAC repair to various areas of the TCC facility \$4,060.

Mason Transit Authority
2017 Capital Budget
at November 30, 2017

2017 CAPITAL PROJECT BUDGET						
Project	Budget	Grants	MTA Funding	Actual Cost- Expended 2017	Project Costs to Date	Purpose
LED Headlamps	40,000	-	40,000	4,866	4,866	Improve driver & passenger safety; purchasing in segments; cost expensed rather than capitalized - Complete
Walk around bus washing unit	50,000	-	50,000	-	-	Interim onsite bus washing unit
IT Items	15,000	-	15,000	-	-	Network Area Storage solutions @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	-	-	Parking lot behind T-CC
Park & Ride Development - 2015-2017 RMG Funds	2,700,000	2,250,000	450,000	1,039,998	1,242,705	Purchase Belfair property for P&R - \$687,059; develop property, upgrade other P&R
Accounting Software	35,000	-	35,000	-	-	
Automated Fueling	24,989	-	24,989	12,580	12,580	Implement automated fuel tracking
Bus Washing Unit	38,952	-	38,952	38,782	38,782	Acquire and install a hand bus washer
TOTAL CAPITAL PROJECTS	\$ 3,206,440	\$ 2,500,000	\$ 667,489	\$ 1,096,226	\$ 1,298,933	

VEHICLE REPLACEMENT						
Vehicle	Budget	Grants	MTA Funding	Actual Cost- Expended 2017	Project Costs to Date	Purpose
Three commuter 35' coaches	1,468,278	1,048,069	418,455	1,466,524	1,466,524	RMG for express service - arrived Mar 2017 - Complete
Four Dodge Caravans - Vanpool	110,000	63,771	33,855	97,626	97,626	Replacement inventory - arrived Apr 2017 - complete
5 Cutaways	504,930	378,697	126,233	-	0	Replacement inventory - grant awarded for 2017-2019
Staff Vehicles	30,000	-	30,000	-	0	to replace staff car and maintenance pickup
TOTAL VEHICLE REPLACEMENT	\$ 2,113,208	\$ 1,490,537	\$ 608,543	\$ 1,564,150	\$ 1,564,150	

TOTAL APPROVED 2017 CAPITAL PROJECTS

\$ 5,319,648 \$ 3,990,537 \$ 1,276,032

\$ 2,863,083

Mason Transit Authority
Cash and Investments
November 30, 2017

FUND	Balance as of 10/31/2017	11/30/2017	Change
Cash - MC Treasurer	791,517.79	1,250,537.85	459,020.06
Investments - MC Treasurer	5,069,104.63	5,069,104.63	-
Payroll - ACH Columbia Bank	151,783.59	151,783.59	-
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 6,012,906.01	\$ 6,471,926.07	\$ 459,020.06

Upon receipt of 3rd QTR grant reimb. recvd 12/4/2017, \$800,000 moved to Investment Account 12/7/2017

Cash Encumbrances		
Project Related:		
City of Shelton; Alder St. project.		100,000
Grant Related:		
TAP Grant - T-CC & Shelter Rplc	10,800	
Five (5) Cutaway Bus Replacements	126,251	
Park & Ride Development Project RMG 2015-2019 Match	950,000	
2015-2017 - \$450,000 2017-2019 - \$500,000		
Parking Lot (DOE Grant)	52,500	
Total Grant Match		1,139,551
Reserves:		
General Leave Liability		153,326
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		50,000
Capital Project Reserves		215,560
Transportation Service Consultant		150,000
		\$ 3,958,437

Total of Cash \$ 6,471,926.07
Less Encumbrances \$ 3,958,437.00

Undesignated Cash Balance Total (Including Reserves)	\$ 2,513,489.07
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Investments - MC Treasurer (Reserves) \$ 5,069,104.63
Less Encumbrances \$ 3,958,437.00

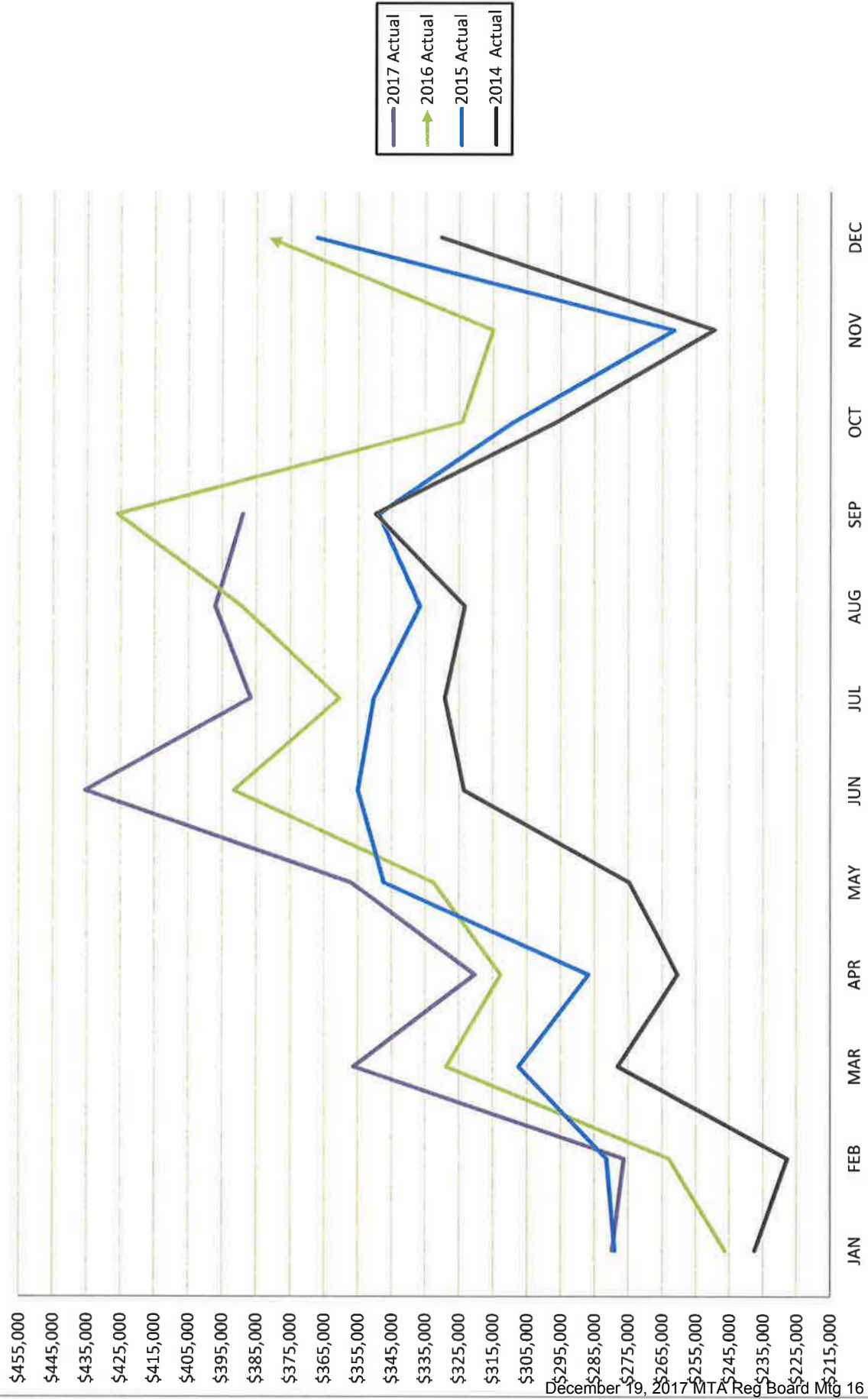
Undesignated Cash Reserves	\$ 1,110,667.63
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Capital Project Reserves: We are reserving the amount of Sales Tax Revenue received in excess of the 2017 budgeted amount. The first \$150,000 of additional sales tax revenue received YTD has been allocated to the board approved Transportation Service Review. Additional revenues will be reserved against future capital projects.

Mason Transit Authority
Sales Tax Collected as of 11/30/2017 for 9/30/2017

	2012	2013	2014	2015	2016	2017 Budget	2017 Actual	2017 Budget Variance	% change 2016-2017 Actual
JAN	223,999	219,231	237,528	279,122	246,415	238,424	279,777	17.3%	13.54%
FEB	241,132	217,929	227,815	281,559	262,925	254,399	276,310	8.6%	5.09%
MAR	257,893	260,652	278,053	307,482	328,665	318,008	356,214	12.0%	8.38%
APR	240,541	236,931	260,396	286,903	312,635	302,497	320,241	5.9%	2.43%
MAY	262,716	265,167	274,641	347,236	332,428	321,649	357,049	11.0%	7.41%
JUN	280,801	282,753	323,498	354,920	391,485	378,791	435,445	15.0%	11.23%
JUL	280,429	291,925	329,201	350,290	360,375	348,689	386,531	10.9%	7.26%
AUG	282,521	292,782	323,336	336,522	389,222	376,601	397,061	5.4%	2.01%
SEP	301,658	306,051	349,872	348,805	426,039	376,577	388,845	3.3%	-8.73%
OCT	252,888	285,612	296,170	309,042	324,125	318,776		-100.0%	-100.00%
NOV	234,915	243,571	249,648	261,713	314,996	268,703		-100.0%	-100.00%
DEC	290,378	312,900	330,297	367,053	381,623	355,508		-100.0%	-100.00%
Total	3,149,871	3,215,506	3,480,456	3,830,645	4,070,933	3,858,622	3,197,473		

MTA Sales Tax Analysis Monthly Collections 2017



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Brian Phillips, Staff Accountant
Approved by: LeeAnn McNulty, Administrative Services Manager
Date: December 19, 2017

Summary for Discussion Purposes:

- Northwest Lift & Equipment LLC - #30737 – Bitimec Bus Washer Unit - \$38,868.30

November Purchases Fuel Prices: Diesel \$2.36 Unleaded \$2.85

Fiscal Impact:

\$593,090.35

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of November 15, 2017 through December 14, 2017 financial obligations on checks #30638 through #30760, as presented for a total of \$593,090.35.

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Mason Transit Authority
December 19, 2017 Disbursement Approval

The following checks for the period of November 15, 2017 through December 14, 2017 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	30638 - 30760	\$593,090.35
Included within the checks were:		
Payroll – 11/29/2017	Check #30676	\$137,978.01
Payroll – 12/13/2017	Check #30760	\$150,965.07
Northwest Lift & Equipment LLC	Check #30737	\$38,868.30

Submitted by:  Date: 12/14/17
 Brian Phillips, Staff Accountant

Approved by:  Date: 12-14-17
 LeeAnn McNulty, Administrative Services Manager

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 11/15/2017 Through 12/14/2017

Document Date	Check #	Vendor Name	Amount
11/15/2017	30638	My Painted Heart	\$ 1,366.48
11/22/2017	30639	Advance Glass	620.64
11/22/2017	30640	Aflac	820.69
11/22/2017	30641	AIG Retirement	300.00
11/22/2017	30642	Associated Petroleum Products, Inc.	23,203.25
11/22/2017	30643	Aramark	316.72
11/22/2017	30644	Aramark	21.76
11/22/2017	30645	Belfair Assembly of God Church	90.00
11/22/2017	30646	Danette Brannin	69.80
11/22/2017	30647	Cummins Northwest, LLC	2,484.68
11/22/2017	30648	Dept. of Retirement Systems - PERS Contributions	26,601.31
11/22/2017	30649	Dept. of Retirement Systems - Deferred Comp	987.93
11/22/2017	30650	Gillig, LLC	546.37
11/22/2017	30651	Jim's Auto Repair & Towing	94.94
11/22/2017	30652	Shelly Johnston	85.00
11/22/2017	30653	Kitsap Transit	2,372.01
11/22/2017	30654	Marshall Krier	82.00
11/22/2017	30655	LegalShield	96.65
11/22/2017	30656	Les Schwab	2,624.81
11/22/2017	30657	Mason County PUD #3	104.91
11/22/2017	30658	Mason County Utilities/Waste Management	96.00
11/22/2017	30659	Mason County Wood Recyclers	10.00
11/22/2017	30660	Mountain Mist Water	67.64
11/22/2017	30661	Napa Auto Parts	229.71
11/22/2017	30662	Northridge Properties, LLC	1,500.00
11/22/2017	30663	Office Depot, inc.	137.57
11/22/2017	30664	Pacific Office Automation	537.67
11/22/2017	30665	Pro-Build Company LLC	18.89
11/22/2017	30666	Seattle Automotive Distributing	936.36
11/22/2017	30667	South Sound Investment Properties, LLC	300.00
11/22/2017	30668	Staples Business Advantage	413.74
11/22/2017	30669	Super Bee Alignment	76.23
11/22/2017	30670	Tozier Brothers, Inc.	86.99
11/22/2017	30671	ULINE	84.61
11/22/2017	30672	United Way of Mason County	49.00
11/22/2017	30673	Westcare Clinic, Inc.	170.00
11/22/2017	30674	Washington State Park and Recreation Commission	150.00
11/22/2017	30675	Washington State Transit Association	150.00
11/29/2017	30676	Mason Transit Authority - ACH Account	137,978.01
12/6/2017	30677	AIG Retirement	300.00
12/6/2017	30678	Associated Petroleum Products, Inc.	734.00
12/6/2017	30679	Aramark	327.46
12/6/2017	30680	Aramark	21.76

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 11/15/2017 Through 12/14/2017

Document Date	Check #	Vendor Name	Amount
11/15/2017	30638	My Painted Heart	\$ 1,366.48
12/6/2017	30681	Kirk C Church dba 3C's	250.00
12/6/2017	30682	Cascade Natural Gas	234.05
12/6/2017	30683	Comcast	146.24
12/6/2017	30684	Cummins Northwest, LLC	2,379.95
12/6/2017	30685	Dept. of Retirement Systems - PERS Contributions	26,087.61
12/6/2017	30686	Dept. of Retirement Systems - Deferred Comp	987.93
12/6/2017	30687	EMC - Mason Transit	240.60
12/6/2017	30688	Gillig, LLC	520.65
12/6/2017	30689	Hood Canal Communications	6,948.07
12/6/2017	30690	District 160	3,857.42
12/6/2017	30691	Les Schwab	3,226.95
12/6/2017	30692	Mason County Public Works	8,010.35
12/6/2017	30693	Mason County PUD #3	2,412.41
12/6/2017	30694	Mountain Mist Water	131.45
12/6/2017	30695	My Painted Heart	929.37
12/6/2017	30696	Mood Media	98.28
12/6/2017	30697	Napa Auto Parts	398.44
12/6/2017	30698	North Mason High School	50.00
12/6/2017	30699	Northwest Administrators	97,913.40
12/6/2017	30700	Office Depot, inc.	65.26
12/6/2017	30701	O'Reilly Auto Parts	249.51
12/6/2017	30702	Pacific Office Automation	568.48
12/6/2017	30703	Paul's Electric NW, Inc.	1,182.65
12/6/2017	30704	Pitney Bowes	187.65
12/6/2017	30705	Platt Electric Supply, Inc.	149.26
12/6/2017	30706	Pro-Build Company LLC	177.53
12/6/2017	30707	Rexus Corporation	327.00
12/6/2017	30708	Romaine Electric	341.12
12/6/2017	30709	Roto-Rooter Services Company	625.60
12/6/2017	30710	Schetky Northwest Sales, Inc.	312.67
12/6/2017	30711	Seattle Automotive Distributing	641.73
12/6/2017	30712	The Shoppers Weekly	368.08
12/6/2017	30713	Small & Mid-Sized Transit Alliance	25.00
12/6/2017	30714	Staples Business Advantage	59.27
12/6/2017	30715	Summit Law Group	531.00
12/6/2017	30716	Total Battery & Automotive Supply	59.78
12/6/2017	30717	Tozier Brothers, Inc.	159.58
12/6/2017	30718	United Way of Mason County	230.60
12/6/2017	30719	Westcare Clinic, Inc.	85.00
12/6/2017	30720	WorkSAFE Service, Inc.	220.00
12/6/2017	30721	Washington State Transit Association	140.00

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 11/15/2017 Through 12/14/2017

Document Date	Check #	Vendor Name	Amount
11/15/2017	30638	My Painted Heart	\$ 1,366.48
12/8/2017	30722	Allstream	232.52
12/8/2017	30723	Judy Arms	398.04
12/8/2017	30724	Mick Baker	364.34
12/8/2017	30725	Belfair Water District #1	192.67
12/8/2017	30726	Charlotte G Brame	348.82
12/8/2017	30727	Fran Cavalier	232.73
12/8/2017	30728	City of Shelton	519.37
12/8/2017	30729	Cascade Natural Gas	1,571.95
12/8/2017	30730	Gene Carrier	811.20
12/8/2017	30731	Gillig, LLC	2,766.57
12/8/2017	30732	IVS, Inc. dba AngelTrax	138.55
12/8/2017	30733	iFIBERONE	187.50
12/8/2017	30734	Mullinax Ford of Olympia LLC	2,911.71
12/8/2017	30735	Napa Auto Parts	580.34
12/8/2017	30736	Judy Nicholson	1,013.19
12/8/2017	30737	Northwest Lift & Equipment LLC	38,868.30
12/8/2017	30738	Julia Rene Roberts	158.36
12/8/2017	30739	Mason County Journal	198.00
12/8/2017	30740	Tozier Brothers, Inc.	23.90
12/8/2017	30741	United Way of Mason County	45.40
12/8/2017	30742	U.S. Bank	3,827.21
12/8/2017	30743	Robert Williams	77.04
12/14/2017	30744	Ascend Roofing Company LLC	596.75
12/14/2017	30745	Robert W. Johnson, PLLC	1,600.00
12/14/2017	30746	Kitsap Transit	1,788.48
12/14/2017	30747	Mason County Garbage, Inc.	197.55
12/14/2017	30748	Mason County PUD #3	3,065.45
12/14/2017	30749	Mason County Wood Recyclers	5.00
12/14/2017	30750	Olympic Lock & Key	40.25
12/14/2017	30751	Pitney Bowes Supplies	254.97
12/14/2017	30752	Platt Electric Supply, Inc.	107.21
12/14/2017	30753	Mason County Journal	396.50
12/14/2017	30754	The Shoppers Weekly	883.34
12/14/2017	30755	Thermo King Northwest, Inc.	752.99
12/14/2017	30756	Verizon Wireless	285.12
12/14/2017	30757	Voyager Fleet Systems, Inc.	6,974.26
12/14/2017	30758	Washington Department of Corrections	461.13
12/14/2017	30759	ZEP Manufacturing Company	453.04
12/13/2017	30760	Mason Transit Authority - ACH Account	150,965.07
			<u>\$ 593,090.35</u>

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Contract Services	Microsoft - Email Archiving	\$ 30.46
	Contract Services	Microsoft - Email Archiving	386.92
	Contract Services	SMARSH - Email Archiving	400.00
	Contract Services	SMARSH - Monthly DVD	50.00
	Contract Services	SMARSH - Sales Tax	4.25
	Contract Services	SMARSH - Social Media Archiving	50.00
	Contract Services	SMARSH - Verizon Archiving	50.00
	CDL Testing/DMV Checks	DOL - Driving Record	13.00
	Fuel and Lubricants	Tractor Supply - Bulk LP Forklift	13.17
	Fuel and Lubricants	Tractor Supply - Bulk LP Forklift	18.14
	Facility Repair/Maintenance	Door Hoods - Standard Door Awning	113.71
	Facility Repair/Maintenance	Door Hoods - Standard Door Awning	278.40
	Facility Repair/Maintenance	Home Depot - Facility Supplies	62.18
	Operating Supplies	MAPBOOKS4U.COM - Map Books for Drivers	236.38
	Operating Supplies	Safeway - Water for Belfair	3.62
	Office Supplies	Office Depot - Label Tape	46.82
	Shop Supplies	Fastenal - EZ Lok Inserts	69.88
	IT Equipment	Amazon - Internal SSD	171.58
	Small Tools & Equipment	Tennant Company	51.43
	Small Tools & Equipment	Tennant Company	125.91
	Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26
	Dues, Memberships, Subscriptions	MRSC - Small Works Roster	240.00
	Dues, Memberships, Subscriptions	Network Solutions - Web Domains	69.97
	Travel & Meeting Expense MTA	Davenport Hotel - WSTA Board Meeting	250.10
	Travel & Meeting Expense MTA	EventBrite - Innovations Partnership Conference	150.00
	Travel & Meeting Expense MTA	Fred Meyer - Meeting Lunch Items	51.17
	Travel & Meeting Expense MTA	Historic Davenport - WSTA Meeting	125.05
	Travel & Meeting Expense MTA	North Mason Chamber - Luncheon, D. Brannin	20.00
	Travel & Meeting Expense MTA	North Mason Chamber - Luncheon, K. Geist	20.00
	Travel & Meeting Expense MTA	STIA Public Parking - WSTA Board Meeting, Parking	80.00
	Advertising/Promotion Media	Amazon - Foam Numbers, Christmas Parade Decorations	44.34
	Advertising/Promotion Media	Safeway - Propane, Customer Appreciation Day	123.97
	Passenger Parking Facilities	All Star Storage - Belfair Parking	460.50
		Transaction Total	<u><u>\$ 3,827.21</u></u>

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Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – ***ACTIONABLE***
Subject: Proposed 2018 Budget
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

The 2018 Proposed Annual Budget has been prepared in conjunction with team managers, the Administrative Services Manager and the General Manager. In addition, two Budget Workshops were conducted with board members and staff. Public Hearings were held on October 12 and November 16, 2016 to solicit public comments. Both meetings had attendance from MCTAB.

The attached 2017 Proposed Annual Budget narrative provides assumptions and background to the budget.

- Significant changes to the budget from the draft version presented at November's board meeting include:
 - Inserted one each Dispatch/Scheduler and Driver positions to support recommendations that may come from the service review
 - Reduced Unemployment Allowance to reflect one less anticipated claim for benefits
 - Included additional \$20,000 to repair leaking windows at Johns Prairie facility
 - Reduced Insurance Premium to reflect WSTIP billing for 2018
 - Reduced Labor & Industries premium to remove estimated premium increase. 2018 premiums are relatively unchanged from 2017
 - Reconciled Dues and Subscriptions to expected expense
 - Inserted an additional \$10,000 in-kind funds to support the increasingly utilized Volunteer Driver program

Fiscal Impact: Net Income from Operations \$55,740.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-37, adopting the 2018 Budget with Gross Operating Revenues of \$7,813,741, and Total Operating Expenses of \$7,758,001 with Net Income from Operations of \$55,740.

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2018 Annual Budget

Draft

December 19, 2017

INTRODUCTION

Consistent with other years, the goals of the 2018 Budget are to ensure that Mason Transit Authority (MTA) continues to meet the needs of the community and operate within its available financial resources. MTA views that the economic outlook for 2018 will remain stable, and projects that sales tax revenue will see a slight increase over 2017. Total operating expenses for 2018 are expected to increase by 6.58%, the result of wages associated to labor agreements, anticipated costs of technology investment, and a service review analysis.

GOALS:

The goals of the 2018 Budget are:

- Maintain a 4-month Operating reserve fund
- Focus on long-term sustainability within current funding limits
- Grow reserves for future capital projects and vehicle replacement
- Ensure fiscal responsibility
- Review current service levels and community needs

2018 BUDGET ASSUMPTIONS

The following assumptions are incorporated into the preliminary budget.

Operating Revenue

- Ridership is trending consistent with 2017 anticipated amounts with the exception of vanpool. Due to the decrease in ridership therein, fare revenue is expected to decrease slightly.
- 2018 sales tax revenue is projected to exceed the 2017 budgeted amount by 1%. The budget is based on a conservative forecast although the current revenue trend is higher.
- Operating grant funding is up for the 2017-2019 biennium, propelled by a substantial increase in Sales Tax Equalization funds for the period July 2017 through June 2018.
- Rental income at the T-CC is expected to increase with full tenant occupancy anticipated in 2018. Event usage is expected to increase as well now that the facility is well established.
- 2017 investment income is trending 300% above the budgeted amount for 2017. To remain conservative, the 2018 revenue amount is expected to decrease from 2017's significant increase, but still come in higher than the 2017 budgeted amount.

Operating Expenses

- A net decrease of 4.5 full-time equivalents (FTE's):
 - -.9 FTE change within the Administrative department. Due to the shift in operations management, there has been downsizing within the department, as well as the consolidation of Finance, HR, and Admin falling within a single Administrative Services umbrella.

- -1 FTE within the Maintenance/Facilities department due to the elimination of the Maintenance Support Technician.
- -2.3 FTE in the Operations department. Many shifts are occurring within this department, including the elimination of the Operations Compliance Coordinator, Operations Coordinator and 1.9 Driver positions; two positions were created: Outreach/Transit Planner and Technical Support Analyst.
- The TCC FTEs remain unchanged from the prior year's budgeted FTEs.
- Medical premiums decrease by 2.5%.
- Labor and Insurance premiums stabilized for 2018 relatively the same as 2017 rates.
- No cost increase for Public Employee Retirement System (PERS) expected in 2018.
- Wages have been set for each of the Collective Bargaining Units (CBU's), and budgeted according to each of the CBU's wage matrices. General Wage increases have been established for non-represented employees.
- Fuel prices remain consistent with prior year's, even with the transition to bio-diesel.
- Labor attorney costs are anticipated at approximately \$30,000; there will be ongoing costs for contract renegotiations and labor issues.

Mason Transit Authority
2018 Proposed Budget - Operating

The Operating Budget does not include Capital expenditures (see Capital Budget below).

Revenue	2017 Year-end					2017 vs 2018 %	
	2015 Actual	2016 Actual	Projection	2017 Budget	2018 Budget	Notes	Change-Budget
Passenger Fares	\$ 92,665	\$ 101,286	\$ 98,228	\$ 98,300	\$ 101,600		3.36%
PSNS Worker/Driver & Vanpool Fares	352,146	289,897	268,336	295,000	265,000		-10.17%
Special Contract Fares - Local Govt.	12,120	101,631	-	-	-		-
Operating Revenue (Fares)	456,931	492,813	366,564	393,300	366,600	¹	-6.79%
Sales Tax	3,833,979	4,070,658	3,955,391	3,858,621	3,897,207	²	1.00%
Operating Grant	1,950,078	2,787,014	2,768,111	2,669,650	3,046,116	³	14.10%
Rental Income	69,382	135,096	187,691	158,860	183,418	⁴	15.46%
Investment Income	5,094	16,218	41,436	13,800	20,000	⁵	44.93%
Other Non-operating Revenue	189,696	217,055	264,198	215,080	300,400	⁶	39.67%
Non-operating Revenue	6,048,228	7,226,041	7,216,827	6,916,011	7,447,141		7.68%
Total Revenue	6,505,159	7,718,854	7,583,391	7,309,311	7,813,741		6.90%
Expenses							
Wages and Benefits	5,077,781	5,385,066	5,117,152	5,561,759	5,677,315	⁷	2.08%
Contracted Services	172,530	254,963	237,891	293,129	423,608	⁸	44.51%
Purchased Transportation	65,767	1,794	-	-	-		-
Fuel	321,965	279,867	318,176	350,000	336,000	⁹	-4.00%
Vehicle/Facility Repair & Maintenance	252,705	321,344	270,512	322,165	308,200	¹⁰	-4.33%
Insurance Premium	188,697	194,978	229,516	237,338	238,506	¹¹	0.49%
Intergovernmental - Audit Fees	20,797	27,468	27,985	27,000	29,000	¹²	7.41%
Facility Rent and Park & Ride	9,725	20,145	28,612	27,480	30,800	¹³	12.08%
Utilities	125,110	125,080	120,618	141,846	131,140	¹⁴	-7.55%
Supplies	217,491	136,327	89,702	129,130	118,235	¹⁵	-8.44%
Training & Meetings	47,424	34,950	26,448	41,900	55,185	¹⁶	31.71%
Pooled Reserves	-	-	-	-	240,000	¹⁷	-
Other Operating Expenses	147,659	120,369	117,648	147,621	170,012	¹⁸	15.17%
Total Operating Expenses	6,647,650	6,902,350	6,584,261	7,279,368	7,758,001		6.58%
Net Income (Loss) from Operations	\$ (142,491)	\$ 816,504	\$ 999,130	\$ 29,943	\$ 55,740		

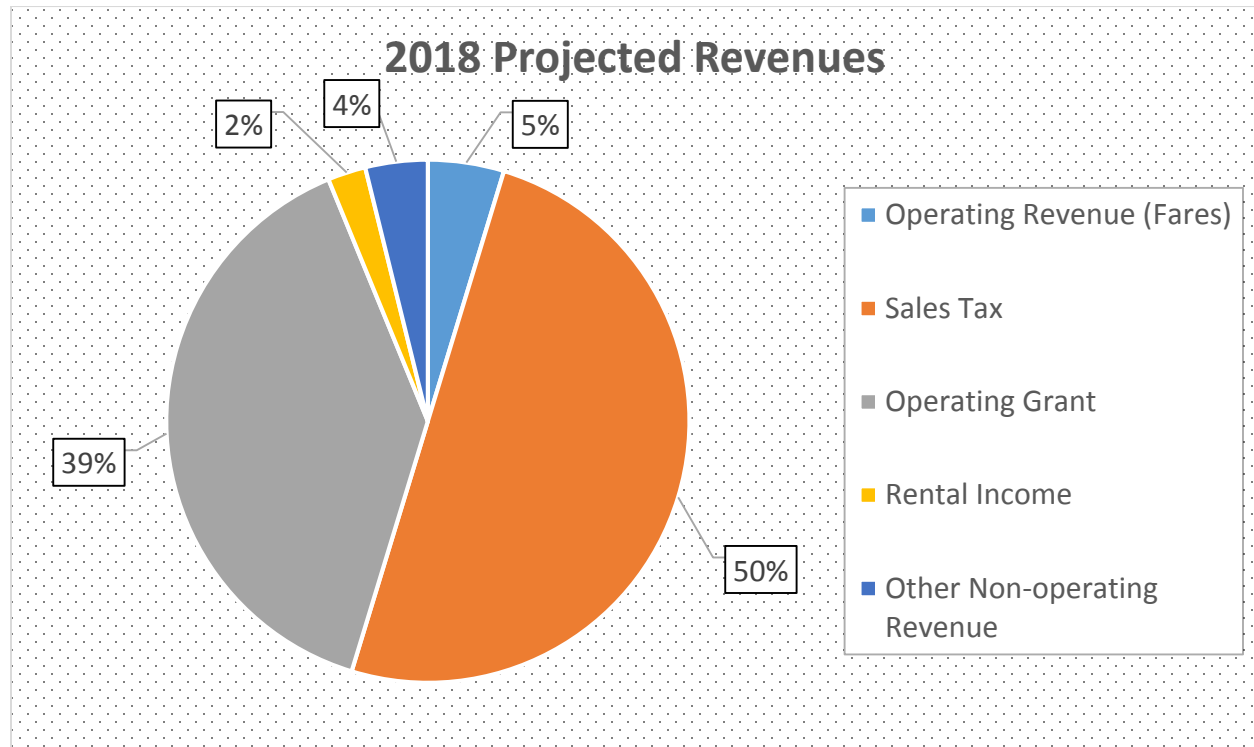
COMPARISON OF 2018 VS 2017 BUDGET

1. Passenger Fares and ridership has remained consistent year-over-year, noting a minor dip in the current year. The Worker/Driver program had no significant ridership changes and remains consistent with the prior year. Vanpool participation has decreased in 2017; trending a YTD projected decrease of approximately 22.3% from 2017's budgeted amount.
2. Rental Income has plateaued at the Transit Community Center (T-CC) with full occupancy achieved. The T-CC has reached its capacity for long-term tenants while continuing to increase its event rentals. Event revenue for 2017 has surpassed the 2017 budget and is expected to come in significantly higher than originally budgeted for.
3. Investment income continues to grow due to increased interest rates.

4. The increase within Other Non-Operating Revenue is due to the RMG award having increased for the 17-19 biennium. The per annum increase is approximately \$63,000.
5. The slight increase in wages and benefits can be attributed to the following:
 - I. Effective July 1, 2017 the Employer PERS contribution rates increased from 11.18% to 12.70%.
 - II. The driver and dispatch teams established their respective CBUs and came to an agreement with MTA on their wage structure, which has an overall increase to their wages.
 - III. AWC has quoted a decrease from 2017's medical plan premium of 2.5%. All other health care premiums remain the same for 2018.
6. The significant increase in Contracted Services relates to the procurement and commencement of the bus technology implementation and ongoing support.
7. Fuel prices are anticipated to remain stable going into 2018. The 2017 fuel expense is projected to be under the 2017 budget by 9.1%. A 4% reduction in fuel expense is budgeted for 2018. Also, beginning in 2018 a fuel reserve account will be established to cover unforeseen spikes in fuel costs.
8. Vehicle maintenance parts are projected to be 34% less than budgeted for 2017 due to replacement of older vans and coaches. A reduction of 16.7% in Vehicle Maintenance Parts is budgeted for 2018.
9. WSTIP's liability and property insurance premiums have stabilized for 2018 with a .20% increase over 2017.
10. 2018 Intergovernmental audit fees are quoted from the State Auditor's exit conference for the 2016 fiscal year audit.
11. Facility Rent and Park & Ride expense will remain consistent with 2017, as the Belfair Park & Ride location is still under lease.
12. Utilities have been adjusted to reflect full occupancy at the T-CC, notably garbage has been increased based on usage. Notification has been received from the City of Shelton of a 6% increase for 2018 water/sewer rates.
13. Supplies are expected to decrease in 2018 due to reduced printing expectations with the adoptions of various software that will help MTA head towards a more paperless operation.
14. Travel and training expenses are expected to increase going into 2018. This will be a year where bi-annual conferences are attended, thus resulting in a significant increase compared to 2017's budget. Additional training dollars are included for key staff to maintain certifications that provide long term value to the agency.
15. Other Operating Expenses is budgeted to have a significant increase to anticipate additional unemployment insurance expense for those who have been laid off due to the organizational restructure.
16. Pooled reserves is an account set aside to filter any excess funds, for future project use or operating use if necessary.

OPERATING REVENUES

Total operating revenue budgeted is projected to increase from \$7,309,311 for 2017 to \$7,813,741 for 2018; this is an increase from prior year's budget levels by \$504,430, or 6.90%. Major revenue sources include sales taxes, collected in Mason County, and grant funding.



Grant Revenues

Operating grants comprise 39% of the operating revenues. MTA received grant funding for the 2017-2019 biennium to assist with operating service. MTA recognized an increase in sales tax equalization funds of which \$400,000 was designated to the capital investment in technology advances with the balance applied toward the cost of operations.

Transit-Community Center Revenues

The T-CC provides revenue through leases and event use. With the T-CC fully occupied rental income for 2018 is stable. Event use increased substantially in 2017, it is expected that event use will remain consistent to 2017 levels with efforts to increase 2018 usage through continued outreach.

Sales Taxes

Sales tax revenue is the largest operating revenue source - projected to be 50% of revenue for 2018. Sales tax revenue has shown positive growth since May 2013. From 2013 to 2016 sales tax revenue has increased by approximately 21% and 2017 sales tax revenue is projected to be approximately 6.5% higher than budgeted.

For 2018, the level of sales tax collection is projected to remain on par with 2017's year to date projection that is estimated at \$4.1 million, however, to remain conservative going into the new year, 2018's budgeted amount is set at a 1% increase over the 2017 budgeted amount.

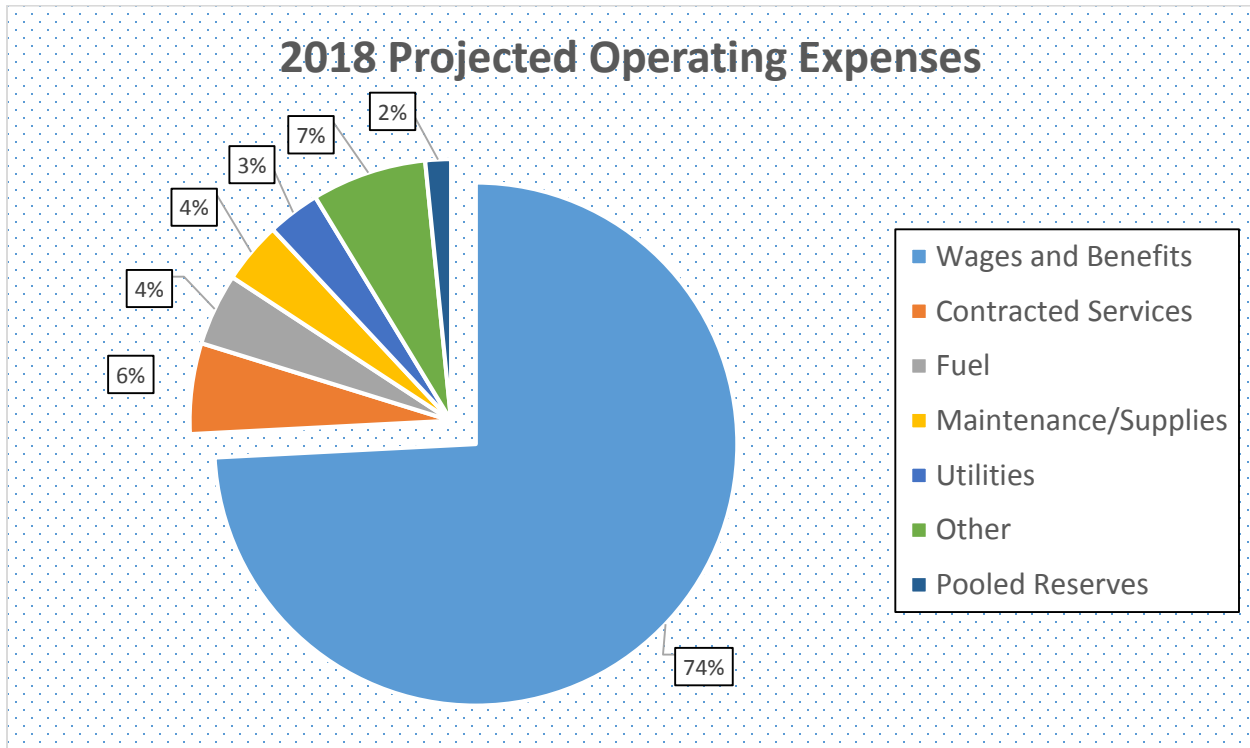
The following table shows actual sales tax revenue for 2014 through September 2017, along with the 2017 projections for October through December (based on 2017 budget).

Historical and Projected Sales Tax Revenue

	2014	2015	2016	2017 Budget	2017 Actual	2018 Budget
JAN	237,528	279,122	246,415	238,424	279,777	265,739
FEB	227,815	281,559	262,925	254,399	276,310	271,145
MAR	278,053	307,482	328,665	318,008	356,214	314,761
APR	260,396	286,903	312,635	302,497	320,241	293,506
MAY	274,641	347,236	332,428	321,649	357,049	325,094
JUN	323,498	354,920	391,485	378,791	435,445	357,644
JUL	329,201	350,290	360,375	348,689	386,531	354,154
AUG	323,336	336,522	389,222	376,601	397,061	356,288
SEP	349,872	348,805	426,039	376,577	388,845	379,731
OCT	296,170	309,042	324,125	318,776	318,776	323,078
NOV	249,648	261,713	314,996	268,703	268,703	286,643
DEC	330,297	367,053	381,623	355,508	355,508	369,425
Total	3,480,456	3,830,645	4,070,933	3,858,622	4,140,459	3,897,207

OPERATING EXPENSES

Total operating expense budgeted is projected to increase from \$7,279,368 for 2017 to \$7,758,001 for 2018; this is an increase from prior year's budget levels by \$478,633 or 6.58%. The largest operating expense, by far, is employee wages and benefits, accounting for nearly 74% of total operating expense.



Salaries, Wages, and Benefits

The salaries, wages, and benefits increase in the 2018 proposed budget is due to a variety of factors:

- The increased PERS rate of 12.7% from 11.18% will be in full effect for 2018. No further adjustments have been announced for 2018.
- Both the driver and dispatch teams established collective bargaining units and signed their respective agreements with MTA to set their wage structures for the upcoming years. The impact of the driver's contract increased their overall wages and benefits by 10%. Due to the size of the dispatch team, their wages and benefits impacted the 2018 budget minimally.
- 2018 Labor & Industries insurance premiums have stabilized, rates quoted are relatively the same as 2017.

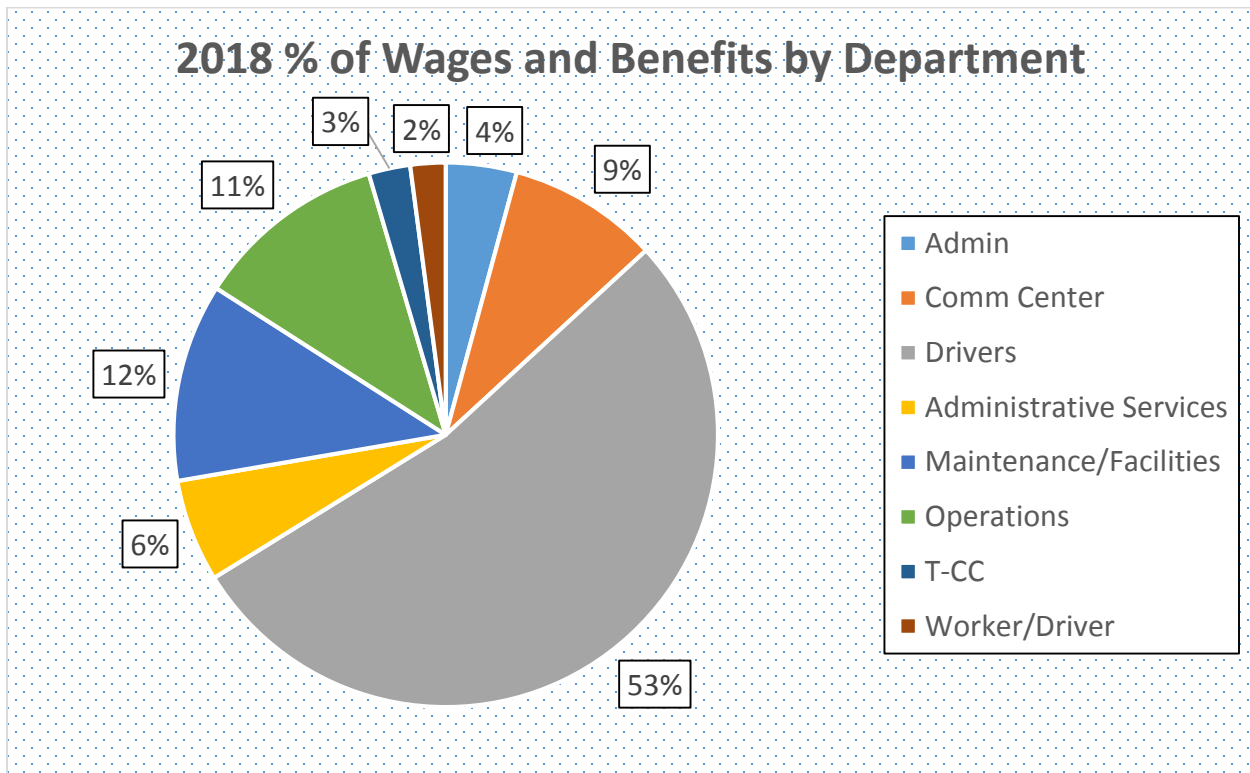
The following chart shows the staff position and Full-Time Equivalent (FTE) changes with explanations describing each change.

Department	2017		2018		2017		2018	
	Budget - Positions	Change	Budget - Positions	Change	Budget - FTEs	Change	Budget - FTEs	Change
Administration								
General Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Administrative Services Manager ¹⁾	0.0	1.0	1.0		0.0	1.0	1.0	
Administrative Assistant ⁽³⁾	0.5	-0.5	0.0		0.5	-0.5	0.0	
HR Manager ⁽¹⁾	0.0	0.0	0.0		0.4	-0.4	0.0	
Development Manager ⁽²⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
Finance Manager ⁽¹⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
Executive Assistant	1.0	0.0	1.0		1.0	0.0	1.0	
Accounting Assistant	2.0	0.0	2.0		2.0	0.0	2.0	
Staff Accountant ⁽⁴⁾	0.0	1.0	1.0		0.0	1.0	1.0	
<i>Total Administration</i>	<u>6.5</u>	<u>-0.5</u>	<u>6.0</u>		<u>6.9</u>	<u>-0.9</u>	<u>6.0</u>	
Maintenance/Facilities								
Maintenance Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Maintenance Support Technician	1.0	-1.0	0.0		1.0	-1.0	0.0	
Mechanic ⁽⁵⁾	1.0	0.0	1.0		1.0	0.0	1.0	
Service Mechanics ⁽⁵⁾	3.0	0.0	3.0		3.0	0.0	3.0	
Fueler/Detailer	1.0	0.0	1.0		1.0	0.0	1.0	
Facilities Technician	1.0	0.0	1.0		1.0	0.0	1.0	
Custodian/Detailer	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Maintenance/Facilities</i>	<u>9.0</u>	<u>-1.0</u>	<u>8.0</u>		<u>9.0</u>	<u>-1.0</u>	<u>8.0</u>	
Operations								
Operations Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Operations Supervisor ⁽⁶⁾	3.0	1.0	4.0		3.0	0.7	3.7	
Operations Compliance Coordinator ⁽⁷⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
Operations Coordinator ⁽⁷⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
Community Service Coordinator ⁽⁷⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
Dispatcher/Scheduler/CSR ⁽⁸⁾	8.0	0.0	8.0		8.0	0.0	8.0	
Drivers ⁽⁹⁾	46.0	-3.0	43.0		43.8	-1.9	41.8	
Worker/Drivers	9.0	-1.0	8.0		8.0	0.0	8.0	
Outreach/Transit Planner ⁽⁷⁾	0.0	1.0	1.0		0.0	1.0	1.0	
Technical Support Analyst ⁽⁷⁾	0.0	1.0	1.0		0.0	1.0	1.0	
<i>Total Operations</i>	<u>70.0</u>	<u>-4.0</u>	<u>66.0</u>		<u>66.8</u>	<u>-2.3</u>	<u>64.5</u>	
Transit-Community Center								
T-CC Manager ⁽¹⁰⁾	1.0	-1.0	0.0		1.0	-1.0	0.0	
T-CC Assistant/Custodian ⁽¹⁰⁾	1.0	0.0	1.0		1.0	0.0	1.0	
T-CC Building Superintendent ⁽¹⁰⁾	0.0	1.0	1.0		0.0	1.0	1.0	
<i>Total Transit-Community Center</i>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>		<u>2.0</u>	<u>0.0</u>	<u>2.0</u>	
TOTAL	87.5	-5.5	82.0		84.7	-4.2	80.5	

1. The HR Manager retired within 2017 and, with the consolidation of the Finance and Human Resources departments into Administrative Services, the positions of Finance Manager and HR Manager were both dissolved and duties were combined into the Administrative Services Manager position.
2. After the construction and establishment of the Transit Center, the Development Manager position workload has diminished. Due to this, the responsibilities of this position have deferred to the Administrative Services department and the position dissolved as of December 4, 2017.
3. The role the Office Assistant workload has been distributed out to the Administrative Services team, since the duties associated with the position were not enough to warrant a separate position.
4. To assist with the transition to a combined Administrative Services department, the Staff Accountant position has been established to help with the various influx of duties being reallocated from other departments, with a focus on the financial side of the spectrum.
5. As of April 2017, the Lead Mechanic position was revised to Mechanic with additional responsibilities compared to Service Mechanics.
6. An additional Operations Supervisor will be brought onboard part-way through the year to aid with the succession plan for a retiring Operations Supervisors.
7. In support of the upcoming service review engagement and the implementation of technology into our operation, two roles were dissolved in favor of creating a support system for each initiative. The support system consists of adding an Outreach/Transit Planner and a Technical Support Analyst. Both new positions will directly support Operations as well as the entire agency. The 2017 budgeted Community Service Coordinator position was never brought to fruition.
8. The Customer Service Representative position held at the Transit Center has been dissolved due to an overlap in duties and responsibilities with the other dispatch roles. An additional dispatch position is being held in the budget to expand Saturday hours at the T-CC.
9. One FTE Driver position is being reduced plus an adjustment to reflect the two on-call drivers that equates to .83 of an FTE.
10. The Transit Center will no longer have a separate manager, but will have a building superintendent. The superintendent will be responsible for maintaining the premises and working with tenants to address any building concerns, along with event contracting and coordination. The T-CC Assistant/Custodian position will remain.

Wages and benefits by team are as follows:

	Salary	Holiday	Personal Leave	PERS	FICA	L&I	Benefits	Total
Admin	163,043	6,603	2,025	21,802	13,133	1,171	43,680	251,456
Board	4,320	-	-	-	330	-	-	4,650
Comm Center	349,067	14,230	2,846	46,988	28,010	3,480	125,807	570,430
Drivers	1,701,598	67,195	14,318	221,991	136,408	167,701	670,298	2,979,510
Administrative Services	199,440	8,066	2,203	26,633	16,043	5,311	73,806	331,502
Maintenance/Facilities	383,561	15,491	3,708	51,151	30,811	32,052	135,286	652,060
Operations	350,327	14,228	3,566	46,751	28,161	19,228	98,206	560,468
T-CC	76,339	3,078	616	10,164	6,123	4,457	32,466	133,243
Vanpool	4,002	-	-	-	306	45	-	4,353
Volunteer Driver	12,361	505	101	1,667	992	134	4,531	20,291
Worker/Driver	84,559	3,132	4,186	8,822	7,029	9,193	-	116,921
Total	3,328,619	132,528	33,569	435,969	267,346	242,773	1,184,081	5,624,885
	↓	↓	↓	↓	↓	↓	↓	
2018 Budgeted Amounts	3,328,619	132,528	33,569	435,969	267,346	242,773	1,184,081	5,624,885
2017 Budgeted Amounts	3,239,321	128,713	25,694	378,761	259,620	249,192	1,244,097	5,525,399
Change (\$)	89,298	3,815	7,875	57,208	7,726	(6,419)	(60,016)	99,486
Increase %	2.76%	2.96%	30.65%	15.10%	2.98%	-2.58%	-4.82%	1.80%



The 2018 Compensation Plan for Salaries and Wages includes the following assumptions:

- Wages are set for each of the Collective Bargaining Units (CBU's), and budgeted according to each of the CBU's wage matrices. As of January 1, 2018, there will be a wage increase for all represented employees varying between 1-2%. In addition,

depending on longevity and which department they are associated with, they will receive an additional "step" raise, per their union agreement.

- Non-represented employees in management positions will receive a general wage increase (GWI) of 1.75%, along with two additional personal days; all other non-represented employees will receive a GWI of 1.90% based upon the prior twelve-month average of the West – Size Class B/C All Urban Consumers Consumer Price Index (CPI) as of August 2017.
- Worker/Drivers will now receive 25 hours of personal leave a year.
- Worker Drivers and On-Call Drivers will receive paid sick leave according to the new Washington State Paid Sick Leave law.

CAPITAL BUDGET

Mason Transit Authority 2018 Capital Budget

2018 CAPITAL PROJECT BUDGET						
Project	Budget	Grants	MTA Funding		Project Costs to Date	Purpose
IT Items	15,000		15,000			Server upgrades @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500			Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000		1,159,153	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000				CAD/AVL, Tablet, Scheduling Software, Automatic Stop
HVAC Units	50,000		50,000			Replace units Buildings 1 & 2
Rear Destination Signs Low Floor Buses	8,000		8,000			Ridership amenity - See route from rear of bus
4 New Wheel End Hoist	45,000		45,000			Maintenance shop
Passenger Amenities & Signage at Stops	80,000	69,200	10,800		42,419	Balance of 2015 TAP Grant. Initial spend T-CC start up.
Alder St./N. Olympic Hwy Project	100,000		100,000			Bus stop enhancements in coordination of City project. Contingent on City grant success.
Accounting Software	35,000		35,000			Pending updated pricing. RFP to follow.
T-CC Roof Repair	-		5,000			To repair T-CC's roof due to leaks
TOTAL CAPITAL PROJECTS	\$ 7,406,634	\$ 6,336,200	\$ 1,271,300		\$ 1,201,572	

VEHICLE REPLACEMENT						
Vehicle	Budget	Grants	MTA Funding			Purpose
2 Worker Driver Coaches	550,000		550,000			Replacement inventory. New \$485K, used \$250-300K.
5 Cutaways	504,930	378,679	126,251			Replacement inventory.
Staff Vehicles	30,000		30,000			to replace staff car and maintenance pickup
TOTAL VEHICLE REPLACEMENT	\$ 1,084,930	\$ 378,679	\$ 706,251			

PROPOSED 2018 CAPITAL PROJECTS

\$ 8,491,564 \$ 6,714,879 \$ 1,977,551 \$ 1,201,572

Cash encumbered for MTA Funding portion - \$1,239,551.

Capital Project Reserves - \$215,560 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

TRANSIT – COMMUNITY CENTER

The on-going operating costs for the T-CC are allocated between Transit-related functions and Community Center-related functions based upon the square footage associated with each, except for salaries and benefits. The T-CC's operating costs projected for 2018 are as follows:

	2018 Community Center Budget	2018 Transit Budget	2018 Total Budget	2017 Community Center Budget	2017 Transit Budget	2017 Total Budget	% Change
T-CC Event Rental	\$ 30,000	\$ -	\$ 30,000	\$ 11,000	\$ -	\$ 11,000	173%
T-CC Tenant Rental	135,821	-	135,821	137,463	-	137,463	-1%
Total Projected Revenues	165,821	-	165,821	148,463	-	148,463	
Salaries and Benefits	133,483	-	133,483	116,696	39,316	156,011	-14%
Repair/Maintenance by Other	1,420	580	2,000	710	290	1,000	100%
Professional and Technical Services	3,900	-	3,900	2,964	1,006	3,970	-2%
Contract Services	2,100	-	2,100	1,448	592	2,040	3%
Printing	500	-	500	320	131	450	11%
Security Services	-	-	-	71	29	100	-100%
Facility Repair/Maintenance	2,059	841	2,900	1,988	812	2,800	4%
Office Supplies	150	75	225	178	73	250	-10%
Cleaning/Sanitation Supplies	1,420	580	2,000	2,000	2,000	4,000	-50%
Water and Sewer	3,900	1,550	5,450	6,390	2,610	9,000	-39%
Garbage	2,000	900	2,900	2,130	870	3,000	-3%
Gas	2,100	800	2,900	1,593	651	2,244	29%
Electric	24,000	9,500	33,500	23,288	9,512	32,800	2%
Telephone Service	1,190	500	1,690	1,136	464	1,600	6%
Insurance Premium	15,409	-	15,409	23,734	-	23,734	-35%
Dues, Memberships, Subscriptions	643	-	643	391	160	550	17%
Travel & Meeting Expense MTA	355	-	355	355	145	500	-29%
Conference Registration	355	-	355	355	145	500	-29%
Training / Seminars	150	-	150	142	58	200	-25%
Advertising/Promotion Media	2,500	-	2,500	1,065	435	1,500	67%
Other Misc Expenses	900	200	1,100	1,434	586	2,020	-46%
Office Equipment Lease	1,260	700	1,960	1,011	1,011	2,021	-3%
Total Projected Expenses	199,794	16,226	216,020	189,397	60,893	250,290	
	\$ (33,973)	\$ (16,226)	\$ (50,199)	\$ (40,934)	\$ (60,893)	\$ (101,827)	



TEAM GOALS FOR 2018

Administrative Services Team Mission Statement

Provide financial support to all MTA teams, ensure internal controls and compliance, and keep agency financially stable and sustainable.

Administrative Services Goals for 2018

- Prepare a Financial Policy Manual.
- Update Procurement Policy.
- Update Employee Handbook to be in line with union contracts.
- Prepare a long-term projection of MTA's financial sustainability and align with strategic plan.
- Continue streamlining processes to promote efficiency and keep costs down.
- Begin process of reviewing accounting software for potential change.

Revenue Sources and Cost Drivers

- No revenue sources
- Wages/benefits
- Audit costs

Budget Changes from 2017 to 2018

- Finance and Human Resource departments have been combined to create the Administrative Services Department

Information Technology (IT) Team Mission Statement

Provide excellent customer service through prompt and efficient response to technology needs. Keep MTA safe from cyber vulnerabilities.

IT Team Goals for 2018

- Implement bus technology into MTA system
- Review current network structure and ensure stabilization
- Incorporate records management system for naming convention and network structure.

Revenue Sources and Cost Drivers

- Scheduled computer replacement.
- Incorporate bus technology into MTA system.

Budget Changes from 2017 to 2018

- Increase cost for annual technology implementation.

Maintenance Team Mission Statement

The Maintenance Team's mission is to effectively and efficiently provide safe, clean, reliable and comfortable vehicles, facilities and amenities for use by its customers and to ensure that such resources are available to deliver on the agency vision of Driving our Community Forward.

Maintenance Team Goals for 2018

- Continue to explore maintenance processes & parts purchasing to increase cost savings without sacrificing quality.
- Partnering with other transit systems and the training coalition to looking for low-cost or no-cost training opportunities.
- Sharing resources with the City of Shelton and Mason County Maintenance Departments to reduce costs and better utilize our equipment.
- Continue with bus stop and shelter installation and amenities.
- Perform in depth vehicle maintenance program analysis for cost savings to include fuel mileage, oil consumption and prolonged tire life.
- Complete procurement for 5 cutaways place them in service.
- Work with Administrative Services division too develop inventory processes that meet all agency needs and to streamline the procurement, receiving and return activities.

Revenue & Cost Drivers

- We project receiving \$5,000 for sales of contracted maintenance services in 2018
- Significant cost issues for both vehicle and facility maintenance remain the same. They include labor, fuel, parts and tires. Facility expenses include electricity and gas.

Significant Changes from 2017 to 2018

- None.
- Following are challenges facing Maintenance:
 - With the coach bus fleet currently averaging 285,000 miles and cutaways 186,000 miles, we are experiencing major component failures that significantly increase parts costs. Examples of these components include: starters, alternators, air-compressors, injectors and diesel emission systems. It is anticipated that at least 50 percent (8) of the coach bus fleet will require some or all of these components requiring replacement within the next year. Repair and maintenance costs continue to rise.

With an emphasis on improved fleet appearance and more accurate body damage reporting, we have experienced an increase in body shop repairs. When possible we repair in-house; however, we are not equipped to repair or paint body panels.

- Facility repair and maintenance is stabilizing. With continued predictive maintenance the Johns Prairie Facility is beginning to become less labor and material intensive. Items of continued concern are plumbing issues, especially waste. Electrical systems are another; we are not equipped or certified to repair high voltage circuitry.

Operations Team Mission Statement

- The mission of the Operations team is to provide a range of safe, courteous and on-time transit services to best meet the needs of the riding public in Mason County.

Goals for 2018

- Conduct review of MTA services with the assistance of a consultant.
- Research/purchase technology for our fleet to improve fleet operations and customer accessibility.
- Provide refresher training to all regular drivers and dispatcher/schedulers.
- Hire and train new drivers as needed (3 classes).
- Reduce overall preventable accidents rate to 1.25 per 100,000 miles, annualized.
- Provide nearly 70,000 hours of directly operated service in 2018, including fixed route, dial-a-ride, and regional express.

Major Revenue and Cost Drivers

- Fare box recovery: Out-of-county fixed route fares, vanpool and worker/driver programs
- Labor, uniforms

Significant Budget Changes from 2017 to 2018:

Impact on wages and benefits as a result of the:

- Creating a new Organizational structure to facilitate implementation of our scheduled improvements. This will be accomplished by adding a Technical Support Analyst and Outreach/Transit Planner, and eliminating the following positions: Operations Coordinator, Operations Compliance Coordinator and the Customer Service Representative.

Transit-Community Center (T-CC) Team Mission Statement

The T-CC team works to continually go beyond expectations to serve our customers through ridership support and information, as well as finding innovative ways to professionally meet the needs of our community center users and tenants.

T-CC Team Goals for 2018

- Maximize at T-CC event space usage
- Maintain 100% occupancy of lease spaces at the T-CC
- Continue to reinforce transit code of conduct culture at the T-CC

Major Expenses

- No capital expenses for the T-CC facility planned/expected for 2018

Major Revenue

- Tenant leases
- Event fees
- Users fees

Budget Changes from 2017 to 2018

- Elimination of T-CC Manager, replaced by Building Superintendent
- Income from space use agreements will remain consistent in 2018
- Income from event rentals is expected to increase in 2018

2018 Work Items	Completed as of	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Review and update Employee Handbook based on union contracts		Δ			
Create Financial Management Manual and update Procurement Policy		Δ			
Install Bus Technology and new scheduling software		Δ	Δ	Δ	
Develop a work plan for parking lot upgrades		Δ			
Accounting Software		Δ			
Incorporate Remix into service planning		Δ			
Finalize implementation of Performance Measures		Δ	Δ	Δ	Δ
Develop a route deviation policy			Δ		
Consolidated Grant Application preparation for 2019-2021			Δ	Δ	
Install rear destination signs on low floor buses				Δ	
Purchase refurbished buses for Worker/Driver program				Δ	
Re-train all drivers on a regular basis in order to provide consistent service and safety		Δ	Δ	Δ	Δ
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ
T-CC parking lot construction		Δ	Δ	Δ	Δ

RESOLUTION NO. 2017-37

**A RESOLUTION ADOPTING A BUDGET FOR THE MASON COUNTY
PUBLIC TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR
BEGINNING JANUARY 1, 2018.**

WHEREAS, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2018 calendar year; and

WHEREAS, the Governing Authority of Mason County Public Transportation Benefit Area did hold pursuant to law, two duly advertised public hearings on the preliminary budget; and

WHEREAS, management has recommended the 2018 Budget, a copy of which is attached hereto and incorporated by this reference.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT PUBLIC TRANSPORTATION AREA AUTHORITY BOARD that the attached budget for Mason Transit for the year 2018 is hereby adopted.

Adopted this 19th day of December, 2017.

Terri Jeffreys, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*

Subject: Surplus Equipment

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: December 19, 2017

Summary for Discussion Purposes:

Attached is a list of items no longer in use or useful. It is recommended that we surplus the assets listed.

Fiscal Impact:

Revenue to be determined.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-38 regarding the disposal of the assets as set forth in Exhibit A to that resolution.

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LIST OF ITEMS FOR SURPLUS

Description	Property Tag	Serial Number
HP Copier/Printer/Fax 6110 XI	1611	MY455J32F9
HP LaserJet M1522NF	1531	CND892R083
Sharp FO DC600 Printer	1251	4710028X
Brother MFC-J5520DW	1600	U64006M4F255366
HP LaserJet 1022N	1195	VNB3M24841
HP LaserJet 1022N	1296	VNB3D17672
HP LaserJet M1522NF	540	CND88DD018
HP StorageWorksUltrium 460	N/A	HUL5B07206
SonicwaLL TZ105 Access Point	N/A	COEAE41EDBFO
Cisco Catalyst 3560	503	FOC1112U2FQ
HP Procurve Switch	N/A	CN0402SO7B
Misc Keyboards and Mice	N/A	N/A
Misc Cords	N/A	N/A
Sony CyberShot Camera	1484	N/A
Minota Freedom Camera	N/A	N/A
Cannon Powershot A560	N/A	N/A
22 Very Old Cel Phones	N/A	N/A
Cell Phone Amp	N/A	N/A
APC Battery Backups	1450	N/A
APC Battery Backups	1444	N/A
APC Battery Backups	N/A	N/A
APC Battery Backups	N/A	N/A
APC Battery Backups	1256	N/A
APC Battery Backups	1234	N/A
APC Battery Backups	1090	N/A
APC Battery Backups	1387	N/A
APC Battery Backups	N/A	WS9831019449
APC Battery Backups	N/A	N/A
APC Battery Backups	1495	3B0735X42757
APC Battery Backups	1481	3B0735X42756
Dell Vostro Desktop	1635	6F6MFX1
Dell Vostro Desktop	1466	8RAZCX1
Dell Vostro Desktop	1310	BQ96VR1
Dell Vostro Desktop	1340	BRPCXR1
HP Compaq Desktop	1210	2UB44004WH
Dell Optiplex 330 Desktop	1750	HXVGDF1
Dell Optiplex 380 Desktop	1263	4FDMNN1
Compaq Desktop	1589	2VA2480PXJ
Linksys Switch	N/A	C2125109639
Belkin Switch	N/A	C400102772
Babble Switch	N/A	N/A
SOHO Switch	N/A	DB0205044133
Sonicwall Switch	N/A	0017C529DFF8
Belkin Switch	1025	2993313670
Psion Barcode Scanner	N/A	N/A
Dell Optiplex 380 Desktop	N/A	H3V8GA01

LIST OF ITEMS FOR SURPLUS

Description	Property Tag	Serial Number
Dell Optiplex 380 Desktop	2377	DFS6CPI
SonicPoint WIFI Access Point	N/A	0017C5BFC597
SonicPoint WIFI Access Point	N/A	0017C5A4B443
Misc UPS Batteries	N/A	N/A
Sanyo VHS Player	N/A	30335919
Hannus G 15" Monitor	1069	3B0735X42756
HP 15" Monitor	1161	CNB42209FT
Accer 15" Monitor	N/A	61603007840
Compaq 15" Monitor	1055	TW240PA135
HP 2335 23" Monitor	1280/1451	CNP51820WX
Compaq 15" Monitor	1061	TW241PB645
Hannus G 15" Monitor	1756	651GT3JY13177
HP Color LaserJet 5500DN	1044	JPCY001064
Hannus G 15" Monitor	1694	706GJ3JY02669
Compaq 15" Monitor	1086	TW241PB665
Compaq 15" Monitor		TW241PB507
Compaq 15" Monitor	1289	HU246PA124
Dell 15" Monitor	1476	CNOYGP397287246GCEDPL
Hannus G 15" Monitor	1383	651GT3JY09324
HP Procurve Switch 2524		SG340NV219
3 Com Switch		02007YBV107D1F00
HP Procurve Switch 2610-24		CN031ZR0GK
Sonic Wall 2400		0017C5C16760
HP Procurve 2524	1031	SG24061464
HP Server		USE801N4M5
Dell Poweredge 1950		GC2FLK1
Dell Poweredge R410		CNOK03GJ42940
ShoreTel IP Phone 265	1216	00104916CAA8FSHR106
Three (3) Crescore Stainless Steel food rack warmers		

RESOLUTION NO. 2017-38

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS EQUIPMENT.**

WHEREAS, Mason Transit Authority has adopted policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest possible value for such items; and

WHEREAS, certain equipment as set forth in Exhibit A attached hereto have been deemed no longer useful; and

WHEREAS, there is value to these items and by the disposal of such assets, MTA will be able to use the funds for other current needs of MTA;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the items identified on Exhibit A attached hereto be deemed surplus and that the items be sold pursuant to MTA's disposition of surplus property policy.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

EXHIBIT A TO RESOLUTION NO. 2017-38**LIST OF ITEMS FOR SURPLUS**

Description	Property Tag	Serial Number
HP Copier/Printer/Fax 6110 XI	1611	MY455J32F9
HP LaserJet M1522NF	1531	CND892R083
Sharp FO DC600 Printer	1251	4710028X
Brother MFC-J5520DW	1600	U64006M4F255366
HP LaserJet 1022N	1195	VNB3M24841
HP LaserJet 1022N	1296	VNB3D17672
HP LaserJet M1522NF	540	CND88DD018
HP StorageWorksUltrium 460	N/A	HUL5B07206
SonicwaLL TZ105 Access Point	N/A	COEAE41EDBFO
Cisco Catalyst 3560	503	FOC1112U2FQ
HP Procurve Switch	N/A	CN0402SO7B
Misc Keyboards and Mice	N/A	N/A
Misc Cords	N/A	N/A
Sony CyberShot Camera	1484	N/A
Minota Freedom Camera	N/A	N/A
Cannon Powershot A560	N/A	N/A
22 Very Old Cel Phones	N/A	N/A
Cell Phone Amp	N/A	N/A
APC Battery Backups	1450	N/A
APC Battery Backups	1444	N/A
APC Battery Backups	N/A	N/A
APC Battery Backups	N/A	N/A
APC Battery Backups	1256	N/A
APC Battery Backups	1234	N/A
APC Battery Backups	1090	N/A
APC Battery Backups	1387	N/A
APC Battery Backups	N/A	WS9831019449
APC Battery Backups	N/A	N/A
APC Battery Backups	1495	3B0735X42757
APC Battery Backups	1481	3B0735X42756
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Dell Vostro Desktop	1466	8RAZCX1
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Dell Vostro Desktop	1340	BRPCXR1
HP Compaq Desktop	1210	2UB44004WH
Dell Optiplex 330 Desktop	1750	HXVGDF1
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Compaq Desktop	1589	2VA2480PXJ
Linksys Switch	N/A	C2125109639
Belkin Switch	N/A	C400102772
Babble Switch	N/A	N/A
SOHO Switch	N/A	DB0205044133
Sonicwall Switch	N/A	0017C529DFF8
Belkin Switch	1025	2993313670
Psion Barcode Scanner	N/A	N/A

EXHIBIT A TO RESOLUTION NO. 2017-38**LIST OF ITEMS FOR SURPLUS**

Description	Property Tag	Serial Number
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Dell Optiplex 380 Desktop	2377	DFS6CPI
SonicPoint WIFI Access Point	N/A	0017C5BFC597
SonicPoint WIFI Access Point	N/A	0017C5A4B443
Misc UPS Batteries	N/A	N/A
Sanyo VHS Player	N/A	30335919
Hannus G 15" Monitor	1069	3B0735X42756
HP 15" Monitor	1161	CNB42209FT
Accer 15" Monitor	N/A	61603007840
Compaq 15" Monitor	1055	TW240PA135
HP 2335 23" Monitor	1280/1451	CNP51820WX
Compaq 15" Monitor	1061	TW241PB645
Hannus G 15" Monitor	1756	651GT3JY13177
HP Color LaserJet 5500DN	1044	JPCY001064
Hannus G 15" Monitor	1694	706GJ3JY02669
Compaq 15" Monitor	1086	TW241PB665
Compaq 15" Monitor		TW241PB507
Compaq 15" Monitor	1289	HU246PA124
Dell 15" Monitor	1476	CNOYGP397287246GCEDPL
Hannus G 15" Monitor	1383	651GT3JY09324
HP Procurve Switch 2524		SG340NV219
3 Com Switch		02007YBV107D1F00
HP Procurve Switch 2610-24		CN031ZR0GK
Sonic Wall 2400		0017C5C16760
HP Procurve 2524	1031	SG24061464
HP Server		USE801N4M5
Dell Poweredge 1950		GC2FLK1
Dell Poweredge R410		CN0K03GJ42940
ShoreTel IP Phone 265	1216	00104916CAA8FSHR106
Three (3) Crescore Stainless Steel food rack warmers		

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Amendment to ByLaws
Prepared by: Tracy Becht, Clerk of the Authority Board
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

Following the recent changes recommended by the Board Composition Review Committee and resulting resolution approvals by Mason County and the City of Shelton, it is now necessary to make appropriate changes to the MTA ByLaws.

In summary, the changes relate to the following sections: Background; Authority Board Composition; Quorum; and Terms of the Officers – Chair and Vice Chair. The quorum section has been amended to provide for an adjustment should the MTA Board find itself with a number of vacancies. The Terms section has been amended to provide for the ability to delay the election of officers in one month increments to provide for special circumstances, such as the Board Composition review process, which is the case this year.

A track changes version is included for ease in determining where the changes have been made.

Legal Counsel has reviewed and approved the amendments.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason County Public Transportation Area Authority Board approve Resolution No. 2017-39 and the attached ByLaws, as amended.

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**MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
DOING BUSINESS AS MASON TRANSIT AUTHORITY
BYLAWS**

- I. BACKGROUND
- II. NAME/OFFICES
- III. POWERS, RIGHTS, RESPONSIBILITIES
- IV. AUTHORITY COMPOSITION
 - 4.1 Board Composition
 - 4.2 Non-Voting Labor Representative
- V. MEETINGS
 - 5.1 Regular Meetings
 - 5.2 Special Meetings
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- IX. GENERAL PROVISIONS
 - 9.1 Checks
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- IX. GENERAL PROVISIONS *(cont'd)*
 - 9.4 Deposits
 - 9.5 Gifts
 - 9.6 Travel
 - 9.7 Repealer

- X. AMENDMENTS

- I. **BACKGROUND**

The Mason County Public Transportation Benefit Area is the public transportation agency which serves the citizens of Mason County including the only incorporated city, Shelton, Washington.

In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

In February, 2008 representatives from the jurisdictions of Mason County and the City of Shelton met in a Public Transportation Improvement Conference (PTIC) to review the composition of the Board, and adopted a resolution changing the composition to a nine member Board.

In November, 2017, representatives from the jurisdictions of Mason County and the City of Shelton met in a Public Transportation Improvement Conference (PTIC) to review the composition of the Board, and put forth recommendations to the County and City Commissioners that the Board composition be as follows:

Three (3) Mason County Commissioners;

One (1) City of Shelton Councilmember; and

Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioners Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively.

II. **NAME/OFFICES**

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The name of the public transportation benefit area shall be Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority. The governing board of which shall be called the Mason Transit Authority Board hereinafter referred to as "Authority Board". The principal address of Mason Transit Authority shall be 790 East Johns Prairie Road, Shelton, Washington. The Mason Transit Authority may have such other offices, within Mason County, as the Authority Board may determine from time to time.

III. **POWERS**

The Authority shall be responsible for establishing and monitoring the policies of the Mason Transit Authority, its budget and its service levels. The Authority Board shall also oversee the performance of the General Manager of Mason Transit Authority. Nothing in these bylaws is intended to limit the general powers of the Authority Board; the Authority Board retains all powers granted to it under the laws of the State of Washington.

IV. **AUTHORITY BOARD COMPOSITION**

4.1 Board Composition. ~~Effective January 1, 2018, the~~ Authority Board will consist of a governing board of nine (9) voting members and one (1) who is a non-voting labor organization representative, set forth as follows:

- Three (3) elected members representing Mason County Commissioners,
- ~~One (1) elected member representing the City of Shelton Commissioners Council,~~
- ~~Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioners Districts; and~~
- ~~One (1) elected member representing the Hood Canal School District,~~
- ~~One (1) elected member representing the Shelton School District,~~
- ~~One (1) elected member representing the Mary M. Knight School District or Southside School District serving alternating two year terms, starting with Mary M. Knight School District in 2014-2015,~~
- ~~One (1) elected member representing the Grapeview School District or Pioneer School District serving alternating two year terms, starting with Pioneer School District in 2014-2015,~~
- ~~One (1) elected representing the North Mason School District,~~
- One (1) *ex officio* non-voting labor union representative pursuant to Section 4.2 below.

The members of the Authority Board shall serve four year terms ~~consistent with their terms in the city, county or district positions.~~ Vacancies through resignation or disqualification shall be filled by the County Commission to fill the unexpired term. Mason County shall provide to the Clerk of the Board minutes of the County Commissioner meeting documenting the motion or adoption of a resolution of the elected official selected by the County Commissioners to serve on the Authority Board.

4.2 Non-Voting Labor Representative. In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees. The non-voting member shall comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board will exclude the non-voting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chair or Vice Chair shall also have the ability to exclude the non-voting member from attending any other executive session.

V. **MEETINGS**

5.1 Regular Meetings. All meetings of the Authority Board shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority Board will be held once each month at designated locations at a time and date established by resolution.

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority Board, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

5.3 Attendance at Meetings. Board members may participate electronically in all or part of a board meeting, including voting if:

- 1) All persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker-phone or computer internet conferencing technology; and
- 2) The board member participating electronically shall have reviewed all of the applicable material and participated in the relevant portion of the board meeting regarding the topic to which the board member is voting on.

5.4 Public Hearings. Public hearings may be scheduled by the Authority Board at such time and at such place as the Authority Board determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

Public notice shall be given at least ten (10) days in advance unless otherwise required by Federal or State regulations.

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten (10) days in advance of public hearings, unless otherwise required.

The Shelton-Mason County Journal is designated as the official newspaper of the Authority Board for the purpose of publication of legal notices and dissemination of public information announcements.

5.6 Quorum. At all meetings of the Authority Board, five (5) voting members of the Authority Board shall constitute a quorum for the transaction of business, unless there are position vacancies, in which case a majority of the filled positions shall constitute a quorum.

5.7 Chair. The Chair shall open and preside at all meetings of the Authority Board. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority Board; provided, however, if the Chair is to be permanently unable to preside, the Authority Board shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority Board the longest shall serve as acting Chair.

5.8 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority Board resolution, Roberts Rules of Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

5.9 Order of Business and Agenda. An order of business at regular and special Authority Board meetings shall be established on a meeting-by-

meeting basis according to the issues requiring discussion in any particular month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

5.10 Voting/Authority Decisions. Every voting member of the Authority Board shall be entitled to one vote on all issues before the Authority Board. All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority Board, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

5.11 Meeting Minutes. The proceedings of all Authority Board meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority Board's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority Board member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority Board and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

5.12 Resolutions. The Authority Board may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

5.13 Compensation. Members of the Authority Board and non-voting labor representative shall be paid compensation for attendance at regular and special Authority Board meetings and at any official Authority Board Committee meetings, not to exceed 36 such meetings per year, unless authorized by the Board and in no event more than 75. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority Board.

VI. **OFFICERS – CHAIR AND VICE CHAIR**

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6.1 Election. The Chair and Vice Chair shall be members of the Authority Board elected by the members by majority vote at a regular or special meeting of the Authority.

6.2 Term. The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year, unless it is determined by the Authority Board that it is in the best interest of the Authority Board the election should be extended in one month increments. In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

6.3 Duties. In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority Board.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

VII. **COMMITTEES**

7.1 Authority Board Committees. In order to better facilitate the work of the Authority Board, the Authority Board may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than three (3) Authority members; one member representing the City of Shelton, one member representing Mason County, and one member representing a District. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority Board. To the extent possible, committee reports to the full Authority Board shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority Board officers (which recommence annually in December) at which time the Authority Board will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority Board officers are elected, the incumbent committee members shall serve until replacements are appointed.

7.2 Special Appointments. The Chairman may appoint Authority Board members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority Board officers and the review of Authority Board committees.

VIII. **APPOINTED POSITIONS**

8.1 General Manager. The Authority Board shall appoint a General Manager who shall be responsible for the administrative functions of the Mason Transit Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority Board.

8.2 Clerk of the Authority Board. The Authority shall appoint a Clerk of the Authority Board who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority Board. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

8.3 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority Board.

IX. **GENERAL PROVISIONS**

9.1 Checks. All disbursements of the Mason Transit Authority shall be by check drawn by the appropriate Audit Officer as per Washington State law or as otherwise directed by Authority resolution.

9.2 Notes. All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason Transit Authority shall be signed by such officer, member, agent or employee of the Mason Transit Authority and in such manner as shall from time to time to be determined by Authority Board resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of the Mason Transit Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason Transit Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason Transit Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

9.4 Deposits. All funds of the Mason Transit Authority shall be deposited in the appropriate accounts established by resolution. The County Treasurer shall be the custodian of the funds, until such time as the Authority Board appropriates its own administrative director, and is, subject to approval by

Authority Board resolution, authorized to invest such funds in the manner provided by law.

9.5 Gifts. The Authority Board may accept on behalf of Mason Transit Authority any contribution, gift or bequest (as long as conditions are consistent with state law), for any purpose of the Mason Transit Authority.

9.6 Travel. Members of the Authority Board, in order to properly and fully conduct official Mason Transit Authority business, may travel and incur expenses. Authority Board members will receive reimbursement for reasonable expenses incurred while engaged in official business in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason Transit Authority employees. Out-of-state travel by Authority Board members will be authorized by the Chair subject to annual budget restraints.

9.7 Repealer. The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

X. **AMENDMENTS**

These bylaws may be amended by a majority vote at any meeting of the Authority Board, provided that copies of the proposed revisions or amendments shall have been made available to each Authority Board member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority Board resolution; therefore, any amendments hereto shall be by that same instrument.

ADOPTED:	12/09/91	AMENDED:	04/17/2012
AMENDED:	11/20/07	AMENDED:	12/17/2013
AMENDED:	02/28/08	AMENDED:	09/20/2016
AMENDED:	07/13/10		[AMENDED: 12/19/2017]

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IX. GENERAL PROVISIONS *(cont'd)*

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X. AMENDMENTS

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In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

In February, 2008 representatives from the jurisdictions of Mason County and the City of Shelton met in a Public Transportation Improvement Conference (PTIC) to review the composition of the Board, and adopted a resolution changing the composition to a nine member Board.

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Three (3) Mason County Commissioners;

One (1) City of Shelton Councilmember; and

Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively.

II. NAME/OFFICES

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III. POWERS

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- One (1) elected member representing the City of Shelton Council,
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- One (1) *ex officio* non-voting labor union representative pursuant to Section 4.2 below.

The members of the Authority Board shall serve four year terms.. Vacancies through resignation or disqualification shall be filled by the County Commission to fill the unexpired term. Mason County shall provide to the Clerk of the Board minutes of the County Commissioner meeting documenting the motion or adoption of a resolution of the elected official selected by the County Commissioners to serve on the Authority Board.

4.2 Non-Voting Labor Representative. In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees. The non-voting member shall comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board will exclude the non-voting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chair or Vice Chair shall also have the ability to exclude the non-voting member from attending any other executive session.

V. **MEETINGS**

5.1 Regular Meetings. All meetings of the Authority Board shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority Board will be held once each month at designated locations at a time and date established by resolution.

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority Board, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

5.3 Attendance at Meetings. Board members may participate electronically in all or part of a board meeting, including voting if:

- 1) All persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker-phone or computer internet conferencing technology; and
- 2) The board member participating electronically shall have reviewed all of the applicable material and participated in the relevant portion of the board meeting regarding the topic to which the board member is voting on.

5.4 Public Hearings. Public hearings may be scheduled by the Authority Board at such time and at such place as the Authority Board determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

Public notice shall be given at least ten (10) days in advance unless otherwise required by Federal or State regulations.

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten (10) days in advance of public hearings, unless otherwise required.

The Shelton-Mason County Journal is designated as the official newspaper of the Authority Board for the purpose of publication of legal notices and dissemination of public information announcements.

5.6 Quorum. At all meetings of the Authority Board, five (5) voting members of the Authority Board shall constitute a quorum for the transaction of business, unless there are position vacancies, in which case a majority of the filled positions shall constitute a quorum.

5.7 Chair. The Chair shall open and preside at all meetings of the Authority Board. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority Board; provided, however, if the Chair is to be permanently unable to preside, the Authority Board shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority Board the longest shall serve as acting Chair.

5.8 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority Board resolution, Roberts Rules of Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

5.9 Order of Business and Agenda. An order of business at regular and special Authority Board meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

5.10 Voting/Authority Decisions. Every voting member of the Authority Board shall be entitled to one vote on all issues before the Authority Board.

All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority Board, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

5.11 Meeting Minutes. The proceedings of all Authority Board meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority Board's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority Board member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority Board and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

5.12 Resolutions. The Authority Board may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

5.13 Compensation. Members of the Authority Board and non-voting labor representative shall be paid compensation for attendance at regular and special Authority Board meetings and at any official Authority Board Committee meetings, not to exceed 36 such meetings per year, unless authorized by the Board and in no event more than 75. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority Board.

VI. **OFFICERS – CHAIR AND VICE CHAIR**

6.1 Election. The Chair and Vice Chair shall be members of the Authority Board elected by the members by majority vote at a regular or special meeting of the Authority.

6.2 Term. The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year, unless it is determined by the Authority Board that it is in the best interest of the Authority Board the election should be extended in one month increments.

In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

6.3 Duties. In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority Board.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

VII. COMMITTEES

7.1 Authority Board Committees. In order to better facilitate the work of the Authority Board, the Authority Board may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than three (3) Authority members; one member representing the City of Shelton, one member representing Mason County, and one member representing a District. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority Board. To the extent possible, committee reports to the full Authority Board shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority Board officers (which recommence annually in December) at which time the Authority Board will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority Board officers are elected, the incumbent committee members shall serve until replacements are appointed.

7.2 Special Appointments. The Chairman may appoint Authority Board members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority Board officers and the review of Authority Board committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority Board shall appoint a General Manager who shall be responsible for the administrative functions of the

Mason Transit Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority Board.

8.2 Clerk of the Authority Board. The Authority shall appoint a Clerk of the Authority Board who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority Board. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

8.3 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority Board.

IX. **GENERAL PROVISIONS**

9.1 Checks. All disbursements of the Mason Transit Authority shall be by check drawn by the appropriate Audit Officer as per Washington State law or as otherwise directed by Authority resolution.

9.2 Notes. All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason Transit Authority shall be signed by such officer, member, agent or employee of the Mason Transit Authority and in such manner as shall from time to time to be determined by Authority Board resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of the Mason Transit Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason Transit Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason Transit Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

9.4 Deposits. All funds of the Mason Transit Authority shall be deposited in the appropriate accounts established by resolution. The County Treasurer shall be the custodian of the funds, until such time as the Authority Board appropriates its own administrative director, and is, subject to approval by Authority Board resolution, authorized to invest such funds in the manner provided by law.

9.5 Gifts. The Authority Board may accept on behalf of Mason Transit Authority any contribution, gift or bequest (as long as conditions are consistent with state law), for any purpose of the Mason Transit Authority.

9.6 Travel. Members of the Authority Board, in order to properly and fully conduct official Mason Transit Authority business, may travel and incur

expenses. Authority Board members will receive reimbursement for reasonable expenses incurred while engaged in official business in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason Transit Authority employees. Out-of-state travel by Authority Board members will be authorized by the Chair subject to annual budget restraints.

9.7 Repealer. The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

X. **AMENDMENTS**

These bylaws may be amended by a majority vote at any meeting of the Authority Board, provided that copies of the proposed revisions or amendments shall have been made available to each Authority Board member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority Board resolution; therefore, any amendments hereto shall be by that same instrument.

ADOPTED: 12/09/91
AMENDED: 11/20/07
AMENDED: 02/28/08
AMENDED: 07/13/10

AMENDED: 04/17/2012
AMENDED: 12/17/2013
AMENDED: 09/20/2016
[AMENDED: 12/19/2017]

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RESOLUTION NO. 2017-39

A RESOLUTION OF THE MASON COUNTY PUBLIC TRANSPORTATION AREA AUTHORITY BOARD APPROVING AMENDMENTS TO THE BYLAWS OF MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA DOING BUSINESS AS MASON TRANSIT AUTHORITY.

WHEREAS, the Mason County Public Transportation Benefit Area Authority first adopted its ByLaws on December 9, 1991, and amended those ByLaws on November 20, 2007, February 28, 2008, July 13, 2010, June 14, 2011, April 17, 2012, December 17, 2013 and September 20, 2016; and

WHEREAS, the Bylaws should now be amended to: (a) update the background to include the recent Authority Board Composition changes as approved by Mason County and the City of Shelton; (b) update the Authority Board composition; (c) make additional provisions as to establishing a quorum; and (d) make provisions in the event it serves the Authority Board to extend the term of the officers;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY PUBLIC TRANSPORTATION AREA AUTHORITY BOARD that its ByLaws are hereby amended attached hereto and incorporated herein by this reference.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*
Subject: Drug and Alcohol Policy Update
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

Mason Transit Authority performs a vital public service for our community. To ensure this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol free working environment in compliance with the Drug-Free Workplace Act of 1988. Employees who perform safety-sensitive functions will be subject to the specific requirements of federal regulations 49 CFR Part 40, published December 11, 2000, and as amended thereafter, and 49 CFR Part 655, published August 9, 2001, and as amended thereafter, issued pursuant to the Omnibus Transportation Employees Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

Attached is a track changes version of the policy reflecting the expanded definition of prohibited drugs as set forth in the citations above.

Legal Counsel and a member of the Board have reviewed and approved this form of the updated policy.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-40 and the attached Policy for Drug and Alcohol for the purposes of MTA business.

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Title: Drug and Alcohol Policy
Number: 301
Effective: ~~August~~ January 1, 2018
Cancel: ~~August 1, 2014,~~ September 14, 2010
Prepared by: ~~Rikki Johnson, Human Resources Manager~~ LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2014-16, Resolution No. 2017-40

POL-301 DRUG AND ALCOHOL POLICY

This policy applies in general to all Mason Transit Authority (MTA) employees: full-time, part-time, seasonal, worker/driver, contract employees and contractors when they are on MTA property or when performing MTA-related business off property. Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for MTA will be subject to the specific requirements of federal regulations 49 CFR Part 40, published December 11, 2000, and as amended thereafter, and 49 CFR Part 655, published August 9, 2001 and as amended thereafter, issued pursuant to the Omnibus Transportation Employee Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions. This policy also applies to individuals who apply for employment with MTA.

(Underlined text represents locally adopted language that is above the minimums established by the FTA.)

1.0 POLICY STATEMENT

MTA performs a vital public service for our community. To ensure this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol free working environment in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employees Testing Act of 1991. It is MTA's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug abuse and alcohol misuse;
- Prohibit the unlawful distribution, possession or use of controlled substances.

MTA cares about the health and well-being of its employees. We urge anyone who believes they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment is endangered.

1.1 Purpose

The purpose of this policy is to assure employee fitness for duty and to protect our employees, passengers and the public from risks posed by worker's misuse of alcohol and abuse of drugs. This policy is intended to comply with all



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applicable federal regulations governing workplace alcohol and drug abuse in the transit industry. Regulations issued by the U.S. Department of Transportation and the Federal Transit Administration mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions. This policy sets forth the MTA substance abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations. This policy also sets forth additional guidelines based on MTA's independent authority for all employees. See Appendix D for a list of abbreviations referenced in this policy.

Copies of this policy will be given to safety-sensitive and non-safety sensitive employees during new employee orientation. Employees will be kept apprised of changes and clarifications through periodic memos. Revised policies will be distributed and receipt certified by safety-sensitive employees. Copies of this Drug and Alcohol Policy will be available in the Human Resources Department.

1.2 Effects of Drug Use and Alcohol Misuse

The cost of substance misuse/abuse is devastating to society, the workplace, the family, and individuals. Two-thirds of all homicides are committed by people who used drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetime.

The medical costs of illness related to substance misuse/abuse are staggering. Each year 30,000 people die due to alcohol-caused liver disease. Another 10,000 die due to alcohol induced brain disease or suicide.

Symptoms of substance abuse problems include: tardiness, alcohol odor on breath, overreaction to real or imagined criticism, complaints from clients or co-workers, avoidance of associates, lowered job efficiency, confusion, difficulty in concentration, accidents on the job, absenteeism, leaving work early, excessive sick leave, frequent unscheduled short-term absences, and higher absentee rate compared to other workers.

Besides the human costs described above, substance-abusing employees create business costs and legal liabilities for their employers. These costs include:

- Direct and measurable costs, such as the additional health care benefits claimed by substance abusers.



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- Less tangible and difficult to measure costs, such as the negative impact on employee morale or the diminished creativity of substance abusing individuals.
- Potential costs or “liabilities” such as a lawsuit filed by an injured party after an accident caused by the impaired employee.

These costs arise because of the effects of substance abuse in many areas including:

• Employee Health	• Community Relations
• Intoxication	• Neurologic and Liver Damage
• Productivity	• Fetal Alcohol Syndrome
• Sensory Alteration	• Employee Morale
• Decision-Making	• Dependence
• Anxiety Reduction	• Safety
• Security	• Toxic Psychosis

This Drug and Alcohol Policy includes several components for prevention and intervention. To promote a drug free workplace and comply with FTA regulations, MTA provides supervisory and employee education and contracts with EAP (Employee Assistance Program) and SAP (Substance Abuse Professional) services that provide employees access to professionals in addressing substance abuse.

1.3 Applicability

Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for MTA, will be subject to the specific requirements of federal regulations and subsequent amendments to 49 CFR Part 40, published December 11, 2000 and as amended thereafter, and 49 CFR Part 655 published August 9, 2001 and as amended thereafter, issued pursuant to the Omnibus Transportation Employee Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

See Also: Employee Handbook, APP-301A-D, FLO-301A-C, FRM-301A-C
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Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager (DAPM) whenever he/she observes or has knowledge of an employee who poses a hazard to the safety and welfare of others. Failure to report may result in discipline.

Supervisory level staff is required to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

A safety-sensitive function is any duty related to the safe operation of public transit service as defined in 49 CFR Part 655, including:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- Controlling the dispatch or movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle, or equipment used in revenue service including times when not in revenue service;
- Carrying a firearm for security purposes.

A list of safety-sensitive positions can be found in Appendix B.



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1.4 Prohibited Substances

“Prohibited drugs” include cocaine, marijuana, amphetamines (amphetamine, methamphetamine, MDMA, MDA), opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone~~opiates~~, phencyclidine (PCP), and any other substance recognized as a controlled substance in 49 CFR Part 40 or 49 CFR Part 655 as amended. “Prohibited drugs” includes use of or impairment by any illegal drug, misuse of legally prescribed or over-the-counter drugs, and illegally obtained prescription drugs.

“Alcohol” includes the intoxicating agent in alcohol beverage, ethyl alcohol, and other low molecular weight alcohol including methyl and isopropyl alcohol. The use of any beverage or mixture, including any medication, containing alcohol during or prior to performing a safety-sensitive function is prohibited.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance which carries a warning label indicating that mental functioning, motor skills, or judgment will be adversely affected MUST be reported to their department head prior to performing safety-sensitive duties. It is the responsibility of employees to remove themselves from service if they are experiencing any adverse effects from medication that could impair their performance of essential job functions. Legally prescribed drugs must include documentation of the patient’s name, the substance name, the quantity to be taken and the period of authorization.

1.5 Prohibited Conduct

In compliance with the Drug Free Workplace Act of 1988, employees are absolutely prohibited from using, manufacturing, dispensing, or distributing prohibited drugs in the workplace or while on duty. Employees are also absolutely prohibited from possessing or being impaired by alcohol or prohibited drugs when reporting for duty, while on duty or when on MTA’s premises. Such behavior constitutes a threat to the health, safety and security of themselves, their fellow employees, passengers and other members of the public. Therefore, employees must not report for work or continue working under these circumstances.

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Employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be suspended from job duties with pay pending an investigation. Employees who fail to pass a drug or alcohol test shall be removed from duty immediately and subject to disciplinary action, up to and including discharge.

Drug Use: Reporting to work with any of the drugs identified in Section 1.4 in their system is prohibited at all times for safety-sensitive employees.

Alcohol Use: No safety-sensitive employee shall report for duty within four hours of using alcohol, just before, during or just after performing safety-sensitive duties, or use alcohol while subject to being on call. In addition, unless the employee's contribution to the accident can be completely discounted, non-safety-sensitive and safety-sensitive employees involved in an accident in a revenue or non-revenue vehicle as defined by the FTA regulations shall abstain from alcohol consumption until he or she has been tested or until eight hours has elapsed, whichever occurs first. A positive alcohol test under Mason Transit Authority is defined under this policy as a blood alcohol concentration of 0.02 and above on an evidentiary breath-testing device. A positive test under FTA authority is defined under this policy as a blood alcohol concentration greater than 0.04 on an evidentiary breath testing device.

1.6 Compliance with Testing

Safety-sensitive employees who refuse to comply with a request for drug and/or alcohol testing under the circumstances defined in Section 2.3 Types of Testing, shall be removed from duty immediately under FTA authority. Non-safety-sensitive employees under the same circumstances will be removed from duty immediately under MTA authority. Refusal to comply with a request for testing includes:

- Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the Employer;
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a breath sample or urine specimen for any required

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breath or drug test;

- Failure to permit the observation or monitoring of the specimen collection when required to do so;
- Failure to provide a sufficient amount of urine when directed and there is no adequate medical explanation for the failure;
- Failure to take a second test when directed to do so by the Employer or collector;
- Failure to undergo within five days a medical examination by a licensed physician acceptable to the Medical Review Officer (MRO), who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen when directed to do so by the MRO or employer;
- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector, or refusal to sign the test);
- Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
- Admit to the collector or MRO that you adulterated or substituted the specimen;
- The MRO reports that you have a verified adulterated or substituted test result;
- Failure to sign step 2 of the alcohol test form;

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- Failure to remain at the scene of an accident without just cause prior to submitting to a test.

Such refusals will be treated as a positive test, with the employee subject to discharge. The employee will be referred to a Substance Abuse Professional for evaluation. Referrals do not preclude the employee from being subject to discharge.

2.0 TESTING FOR PROHIBITED SUBSTANCES

Under FTA authority, all safety-sensitive employees and applicants for safety-sensitive positions with MTA will be subject to testing under the following circumstances; (1) prior to employment, (2) reasonable suspicion, (3) on a random, unannounced basis, and (4) following an accident as defined in Section 2.3(c).

2.1 Confidentiality

MTA will carry out this policy in a manner that respects the dignity and confidentiality of those involved. Confidentiality is maintained throughout the drug/alcohol testing process from notification of the request to test, to collection of the required specimens, to notification of results.

A. Maintenance of Records

The Human Resources Department will maintain records of results in the strictest of confidence in a locked file cabinet separate from the official personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those in a supervisory capacity directly involved in the disciplinary decisions related to the test result.



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B. Release of Records

Testing records and results will be released only to those authorized by the FTA rules to receive such information or as required by law. This includes:

- a) The employee, if requested in writing.
- b) The National Traffic Safety Board (NTSB), if they are investigating an accident.
- c) Certain legal proceedings on behalf of the employee and arising from the result of a drug or alcohol test administered under FTA rules, including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
- d) A court of competent jurisdiction or the decision-maker in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, if the court determines that the drug or alcohol test information is relevant to the case and issues an order directing the employer to produce the information. In such a proceeding, the information will be released only with a binding stipulation that the decision-maker to whom it is released will make it available only to parties to the proceeding.
- e) DOT agency or State Oversight Agency authorized by the DOT.
- f) Other DOT employers when a current or former employee is an applicant for a safety-sensitive position within two years of their MTA employment.
- g) Subsequent employers, if requested in writing by the employee.
- h) Other identified persons as requested in writing by the employee.

C. Reporting to Washington State Department of Licensing (RCW 46.25)

In accordance with the provisions of RCW 46.25, MTA shall report positive drug test results and refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing under the following circumstances:



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- a) An employee is terminated or resigns.
- b) An employee has not been cleared to return to performing safety sensitive functions.

Also in accordance with this regulatory requirement, MTA’s MRO shall report all positive pre-employment drug test results or refusals to test for current CDL holders to DOL after consultation with MTA’s Drug and Alcohol Program Manager to confirm applicability of the regulation.

Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the RCW 46.25.

2.2 Methodology

Testing will be conducted in accordance with 49 CFR, Part 40, as amended, and in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services as called for in the federal regulations. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy as described in 49 CFR Parts 40 or 49 CFR Part 655 as amended.

Specimen collection for urine drug testing will occur at a collection site designated by MTA. Collection will be conducted according to procedures outlined in 49 CFR Part 40 and 49 CFR Part 655 as amended.

- A. Analytical urine testing will be conducted at a DHHS certified laboratory for marijuana, cocaine, opiates, amphetamines, phencyclidine and any other substance recognized as a controlled substance in 49 CFR Part 40 or 49 CFR Part 655 as amended. An initial drug screen will be conducted on each specimen after a split sample is provided to the laboratory. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry will be performed. A positive test result, at or above the minimum thresholds set forth by federal regulations in 49 CFR Part 40 or 49 CFR Part 655 as amended and verified by the MRO, will be considered a violation of this policy and will constitute a failure to pass a drug test. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT

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authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Tests for alcohol concentration will be conducted using National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing devices operated by breath alcohol technicians trained to proficiency on the particular EBT they are using. Equipment will be maintained according to the quality assurance plan developed for the particular piece of equipment. The collection process will be conducted according to procedures set forth in 49 CFR Part 40 Subpart J-N. A US Department of Transportation Breath Alcohol Testing Form will be completed with each collection. In accordance with the regulations an employee who tests at 0.02 or above will be retested within 15 to 30 minutes of the first test. This second test is considered a confirmatory test. A confirmed alcohol concentration of 0.02 or greater will be considered a positive alcohol test, a violation of this policy, and will constitute a failure to pass an alcohol test. In the event an employee is unable to provide an adequate breath sample, within five days, the employee must seek an evaluation from a licensed physician acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient breath sample to determine if there is a reasonable explanation for the employee's inability to provide an adequate amount of breath. If the physician determines there is no reasonable explanation, the employee's inability will be recorded as a refusal to take the test and a violation of this policy.

- B. An employee who tests positive for drugs or alcohol will be removed immediately from safety-sensitive job duties and informed about educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP). The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with substance abuse. The SAP must make a

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recommendation for education or treatment for every referred individual who has violated a DOT drug and alcohol regulation. Assessment by a SAP does not protect an employee from disciplinary action or guarantee employment. A positive drug or alcohol test will result in disciplinary action up to and including discharge as outlined in Discipline 5.0 of this policy.

2.3 TYPES OF TESTING

A. Pre-employment/Pre-Transfer Testing (49 CFR Part 655.41)

Applicants for all safety-sensitive positions shall undergo urine drug testing prior to employment. Receipt by the agency of verified negative test results is required prior to performance of safety-sensitive functions and failure to pass will disqualify an applicant.

Employees transferring from a non-safety-sensitive to a safety-sensitive position shall undergo urine drug testing prior to appointment to the new position. Test results must be negative in order for the appointment to take place.

If a pre-employment drug test is cancelled or the results are negative dilute, the applicant will be required to complete another DOT test with a verified negative result in order for the appointment to a safety-sensitive position to occur. Applicants, who have failed a DOT drug and/or alcohol test for a previous DOT covered employer, must provide proof of a referral to an SAP, a substance abuse evaluation, and successful completion of the prescribed rehabilitation program prior to appointment to the safety-sensitive position.

Covered employees who have not performed safety-sensitive functions for 90 consecutive calendar days, regardless of the reason, and have not been in the random pool, shall undergo pre-employment drug testing prior to returning to performing safety-sensitive work. The results must be verified negative.

B. Reasonable Suspicion Testing (49 CFR Part 655.43)

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Under FTA authority, safety-sensitive employees are subject to a fitness-for-duty evaluation including a drug and/or alcohol test when there is a reason to suspect they are under the influence of any of the prohibited drugs while on duty, or have used alcohol immediately prior to, or during, or immediately after performing safety-sensitive duties or while on the property, in agency vehicles or in agency uniform. Non-safety sensitive employees are also subject to a fitness-for-duty evaluation including drug and/or alcohol testing in these same circumstances under MTA authority.

A referral for testing will be made on the basis of documented objective facts and circumstances. Supervisory personnel who are trained to detect signs and symptoms of drug and alcohol use will make such referrals. Employees in safety-sensitive positions will be tested for on or off-duty drug or alcohol use when there is reasonable suspicion of on-duty impairment supported by (1) evidence of specific personal observations concerning job performance, appearance, behavior, speech or bodily odors of the employee or direct observation of drug or alcohol use; (2) a pattern of abnormal conduct or erratic behavior; (3) arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; (4) information provided either by reliable and creditable sources or independently corroborated; or (5) newly discovered evidence that the employee has tampered with a previous drug test. Safety-sensitive employees will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 5.0 Discipline of this policy.

Non-safety-sensitive employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be suspended from job duties with pay pending the outcome of an investigation. Such employees who fail to pass a drug or alcohol test shall also be subject to disciplinary action, up to and including discharge.

C. Post-Accident Testing (49 CFR 655.44)

a) Accident:



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The occurrence associated with the operation of a vehicle, if as a result:

1. An individual dies; or;
2. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. With respect to an occurrence in which the public transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or

b) Fatal Accident:

As soon as practicable following an accident involving the loss of human life, and regardless of fault, each surviving employee performing safety-sensitive functions in the transit vehicle at the time of the accident, and any other covered employee whose performance could have contributed to the accident (as determined by MTA using the best information available at the time of the decision), shall be tested for alcohol and prohibited drugs.

c) Non-Fatal Accidents:

As soon as practicable following an accident not involving the loss of human life in which a transit vehicle is involved, each employee performing safety-sensitive functions in the transit vehicle at the time of the accident shall be tested for alcohol and prohibited substances unless MTA determines using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any other employee whose performance



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could have contributed to the accident (as determined by MTA using the best information available at the time of the decision) shall also be tested for alcohol and prohibited substances. If an alcohol test required by this section is not administered within two (2) hours following the accident, MTA shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test and shall maintain records on why the test was not performed. Likewise, if a drug test has not been performed within 32 hours, the employer must cease attempts to conduct the drug test and document why the test was not administered.

D. Random Testing (49 CFR Part 655.45)

Employees in safety-sensitive positions will be subject to random, unannounced testing. Selection of employees for random testing shall be made by a scientifically valid, computer based, random number generator that is matched to the employee's social security number. All covered employees will have an equal chance of being tested each time a selection is made. Testing will be continuous throughout the year and conducted on all days and hours during which MTA is in operation. Each year MTA will conduct the number of tests required to meet the established federal minimum rates for drug and alcohol. These percentage rates are subject to change by direction of the Federal Transit Administration.

Random drug and alcohol testing will be unannounced and unpredictable. Employees selected for testing will receive a Letter of Notification and will report immediately to the appropriate testing site. Alcohol testing will only occur while the employee is performing safety-sensitive functions, just prior to performing such functions or just after an employee has completed performing such functions. Drug testing will occur anytime while that employee is on duty.



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E. Return to Duty Testing (49 CFR Part 655.46)

Under FTA authority safety-sensitive employees who previously tested positive on a drug or alcohol test or who refused to submit to a test and who, under the discipline policy are allowed to return to work, will be subject to testing for either drugs or alcohol or both prior to being released for duty by a Substance Abuse Professional. Test results must be negative. This same provision holds true for non-safety-sensitive employees under MTA authority.

F. Follow-up Testing (49 CFR Part 655.47)

Employees who are allowed to return to work following a violation of this policy will be required to undergo frequent random drug and/or alcohol testing during the period of their re-entry with a minimum of six (6) randomly scheduled tests during the first twelve (12) months following their return. The Substance Abuse Professional will recommend the frequency and duration of the testing. (See Section 5.0 Discipline.)

2.4 Retests and Observed Tests

Employees who have a verified positive drug test result or a test refusal due to adulteration or substitution may request a test of their split specimen within 72 hours of notification, as all specimens are split and the non-tested portion is stored for a period of time. The procedure for requesting this test may be obtained from the Human Resources Manager. Employees do not have access to a test of their split specimen following an invalid result.

There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, i.e., when insufficient volume or breath provides an inadequate sample, or the technician has reason to suspect tampering with the specimen. Under the latter circumstances, a second collection may be under observed conditions.

Under DOT authority (49 CFR Part 40.67 & 40.197) when MTA receives a report from its Medical Review Officer that the lab has reported a negative dilute test result with a creatinine level of 2 mg/dL or above but less than or equal to 5 mg/dL, that employee will be directed to undergo a recollection under direct



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observation. If the employee is on duty at the time of the report, they will be removed immediately from performing safety-sensitive functions and directed to report to the collection site for the observed recollection. If the employee is not on duty when the report is received, they will be directed to report immediately to MTA's collection site for the recollection when they next report for duty. The result of this recollection test will be the result of record for reporting and disciplinary purposes. When MTA receives an MRO determination reporting a negative test result with a dilute specimen outside those parameters requiring retesting, the test will be treated as a negative test and no retesting will be required.

Observed collections are required pursuant to 49 CFR Part 40.67 in the following circumstances:

- A. Return-to-Duty tests;
- B. Follow-up tests;
- C. Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- D. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- E. Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- F. Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- G. Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.

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The employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around that they do not have a prosthetic device. The observation must be made by an individual of the same gender as the donor. The observer must view urine stream from the donor to collection container.

2.5 Medical Review Officer (MRO)

MTA will establish a contractual relationship with a qualified Medical Review Officer who is a licensed physician with knowledge of substance abuse disorders and who has met the qualification training requirements outlined in 49 CFR Part 40 Subpart G. The MRO or authorized staff will personally review at least 5% of all custody/control forms quarterly. In addition, the MRO will review and interpret confirmed positive test results, examining alternative medical explanations for these results. Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results and provide an opportunity to offer a legitimate medical reason for the test results. If the MRO determines the test is a verified positive, the MRO will contact both the MTA Program Manager and the employee with that determination. MTA's MRO will fully comply with the role and responsibilities prescribed in Subpart G of 49 CFR Part 40.

2.6 Substance Abuse Professional (SAP)

MTA will contract with a qualified Substance Abuse Professional (SAP) to evaluate employees who have violated this policy to determine whether they need help in resolving problems associated with drug abuse and/or alcohol misuse. The SAP shall be a licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, or employee assistance professional; or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse). The SAP shall have knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substance-related disorders.

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MTA's SAP will recommend education or treatment for all employees referred for violation of DOT drug and alcohol regulations.

3.0 DRUG-FREE WORKPLACE ACT OF 1988

In compliance with the Drug-Free Workplace Act of 1988 the distribution, dispensing, possession or use of a controlled substance is prohibited at MTA. Employees violating this prohibition will be disciplined up to and including discharge. Also, all employees are required to notify MTA of any conviction under a criminal drug statute for violations occurring on or off MTA property within five days of conviction and any moving violation involving drugs or alcohol causing the suspension or revocation of the employee's driver's license. Failure to report such a conviction will result in discipline, up to and including discharge. MTA will notify FTA within ten days after receiving notice of such conviction. MTA will conduct a drug-free awareness program informing employees about the dangers of drug abuse in the workplace and available substance abuse counseling, rehabilitation and employee assistance programs.

4.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

MTA supports employees who volunteer for treatment of alcohol misuse or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. Indications of alcohol misuse and drug abuse can include extreme changes in personality, problems with other employees, interrupted or changing sleep patterns, attendance problems, concealment of social habits involving drugs and alcohol, and family problems. Continued alcohol and drug dependency can lead to deteriorating health.

MTA encourages employees to seek treatment voluntarily and makes available the Employee Assistance Program. Any employee, who comes forth and notifies the agency of alcohol or chemical abuse problems prior to violating any of the prohibited conduct rules, will be given the assistance extended to employees with any other illness. Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses, and insurance coverage for treatment will be provided to the extent of similarly benefited individual coverage.

While MTA is anxious to assist employees with alcohol or chemical dependency problems, employees are expected to remember that safety is our first priority.

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Therefore, employees must not report for work or continue working if they are under the influence of, or impaired by, alcohol or any controlled substance. Violations of this policy will result in disciplinary action (see Discipline section) regardless of whether or not an employee is participating in a treatment program. Such employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.

5.0 DISCIPLINE – CONSEQUENCES OF POLICY VIOLATIONS

Under FTA regulations, discipline for program violations is determined at the local level. The MTA discipline policy for prohibited conduct is as follows. Individual circumstances involving a positive test may merit action, up to and including discharge:

- 5.1 Any employee who tests positive for alcohol at a 0.02 alcohol level or higher will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and discharged.
- 5.2 An employee who has volunteered for treatment and has a positive result under any testing circumstances will be discharged.
- 5.3 Any safety-sensitive employee who tests positive from reasonable suspicion or post-accident testing for the presence of drugs will be subject to discharge.
- 5.4 Any employee who tests for alcohol at a level above 0.00 but below 0.02 will be provided information about the EAP.
- 5.5 Any safety-sensitive employee who refuses to comply with a request for testing will be subject to discipline for insubordination and discharged.

6.0 EDUCATION AND TRAINING

The effects of controlled substance abuse and alcohol misuse negatively impact an individual's personal and work experience. If you believe you have a substance abuse or alcohol misuse problem, please contact the following agencies in Mason County:

- Crisis Clinic of Mason/Thurston Counties (360) 586-2800
- Mason County Drug Abuse Prevention (360) 427-1686

It is the policy of MTA to make training and education programs available to all agency employees. All safety-sensitive employees will receive 60 minutes of training on the



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effects of drugs and alcohol on the body, the major elements of the DOT drug testing regulations, and MTA’s Drug and Alcohol Policy, and resources for dealing with a substance abuse problem. The training will also provide detailed information on alcohol misuse, specifically as it impacts an individual’s biological, emotional, and psychosocial well-being. The effects of misuse can be seen in an individual’s work performance, attitude and social interaction.

Supervisors, managers, and union officials will receive a minimum of two (2) hours of instruction on how to identify the signs of drug and/or alcohol use or impairment and MTA’s reasonable suspicion investigation process.

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ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY

I, _____, hereby acknowledge that I have received a copy of the MTA Drug & Alcohol Policy mandated by the U.S. Department of Transportation, Federal Transit Administration, for all covered personnel who perform a safety-sensitive function.

I understand this policy is required by and conforms to 49 CFR PART 655, as amended, and has been duly adopted by the governing body of MTA. Any provisions contained herein which are not required by either 49 CFR Part 655 or 49 CFR Part 40, as amended, and have been imposed solely on the authority of MTA designated as such in the policy.

I also affirm my understanding that compliance with all provisions contained in this policy is a condition of my initial and continued employment. By accepting employment or continuing to be employed by MTA in a safety-sensitive position, I am giving my consent to submit to testing for alcohol and drugs as specified in this policy and the regulations upon which it is based.

I hereby agree to comply with all requirements of MTA policy and USDOT regulations 49 CFR 655 and 49 CFR 40 with regard to implementation and execution of their substance abuse programs.

I further understand that the information contained in the approved policy is subject to change, and that any change or addendum to this policy shall be provided to me in a manner consistent with the provisions of 49 CFR Part 655, as amended.

Please sign and date this certification and return it to the Human Resources Manager.

Employee Name (Print)

Witness Name (Print)

Employee Signature

Witness Signature

Date

Date

See Also: Employee Handbook, APP-301A-D, FLO-301A-C, FRM-301A-C
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RESOLUTION NO. 2017-40

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED DRUG AND ALCOHOL POLICY.**

WHEREAS, the Mason Transit Authority Board approved and adopted Mason Transit Authority's Drug and Alcohol Policy on February 6, 1996; and subsequently revised the policy on July 12, 2005, February 13, 2007, April 8, 2008, February 9, 2010, May 11, 2010, September 14, 2010, and July 15, 2014; and

WHEREAS, from time to time, revisions are necessary to be consistent and in compliance with drug and alcohol testing as mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Policy for Drug and Alcohol which is attached hereto and incorporated herein be established and adopted.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member


Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

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POL-301 DRUG AND ALCOHOL POLICY

This policy applies in general to all Mason Transit Authority (MTA) employees: full-time, part-time, seasonal, worker/driver, contract employees and contractors when they are on MTA property or when performing MTA-related business off property. Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for MTA will be subject to the specific requirements of federal regulations 49 CFR Part 40, published December 11, 2000, and as amended thereafter, and 49 CFR Part 655, published August 9, 2001 and as amended thereafter, issued pursuant to the Omnibus Transportation Employee Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions. This policy also applies to individuals who apply for employment with MTA.

(Underlined text represents locally adopted language that is above the minimums established by the FTA.)

1.0 POLICY STATEMENT

MTA performs a vital public service for our community. To ensure this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol free working environment in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employees Testing Act of 1991. It is MTA’s policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug abuse and alcohol misuse;
- Prohibit the unlawful distribution, possession or use of controlled substances.

MTA cares about the health and well-being of its employees. We urge anyone who believes they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment is endangered.

1.1 Purpose

The purpose of this policy is to assure employee fitness for duty and to protect our employees, passengers and the public from risks posed by worker’s misuse of alcohol and abuse of drugs. This policy is intended to comply with all applicable federal regulations governing workplace alcohol and drug abuse in the transit industry. Regulations issued by the U.S. Department of Transportation



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and the Federal Transit Administration mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions. This policy sets forth the MTA substance abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations. This policy also sets forth additional guidelines based on MTA’s independent authority for all employees. See Appendix D for a list of abbreviations referenced in this policy.

Copies of this policy will be given to safety-sensitive and non-safety sensitive employees during new employee orientation. Employees will be kept apprised of changes and clarifications through periodic memos. Revised policies will be distributed and receipt certified by safety-sensitive employees. Copies of this Drug and Alcohol Policy will be available in the Human Resources Department.

1.2 Effects of Drug Use and Alcohol Misuse


The cost of substance misuse/abuse is devastating to society, the workplace, the family, and individuals. Two-thirds of all homicides are committed by people who used drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetime.

The medical costs of illness related to substance misuse/abuse are staggering. Each year 30,000 people die due to alcohol-caused liver disease. Another 10,000 die due to alcohol induced brain disease or suicide.

Symptoms of substance abuse problems include: tardiness, alcohol odor on breath, overreaction to real or imagined criticism, complaints from clients or co-workers, avoidance of associates, lowered job efficiency, confusion, difficulty in concentration, accidents on the job, absenteeism, leaving work early, excessive sick leave, frequent unscheduled short-term absences, and higher absentee rate compared to other workers.

Besides the human costs described above, substance-abusing employees create business costs and legal liabilities for their employers. These costs include:

- Direct and measurable costs, such as the additional health care benefits claimed by substance abusers.
- Less tangible and difficult to measure costs, such as the negative impact on employee morale or the diminished creativity of substance abusing individuals.

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- Potential costs or “liabilities” such as a lawsuit filed by an injured party after an accident caused by the impaired employee.

These costs arise because of the effects of substance abuse in many areas including:

• Employee Health	• Community Relations
• Intoxication	• Neurologic and Liver Damage
• Productivity	• Fetal Alcohol Syndrome
• Sensory Alteration	• Employee Morale
• Decision-Making	• Dependence
• Anxiety Reduction	• Safety
• Security	• Toxic Psychosis

This Drug and Alcohol Policy includes several components for prevention and intervention. To promote a drug free workplace and comply with FTA regulations, MTA provides supervisory and employee education and contracts with EAP (Employee Assistance Program) and SAP (Substance Abuse Professional) services that provide employees access to professionals in addressing substance abuse.

1.3 Applicability

Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for MTA, will be subject to the specific requirements of federal regulations and subsequent amendments to 49 CFR Part 40, published December 11, 2000 and as amended thereafter, and 49 CFR Part 655 published August 9, 2001 and as amended thereafter, issued pursuant to the Omnibus Transportation Employee Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager (DAPM) whenever he/she observes or has knowledge of an employee who poses a hazard to the safety and welfare of others. Failure to report may result in discipline.



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Supervisory level staff is required to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

A safety-sensitive function is any duty related to the safe operation of public transit service as defined in 49 CFR Part 655, including:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver’s License;
- Controlling the dispatch or movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle, or equipment used in revenue service including times when not in revenue service;
- Carrying a firearm for security purposes.

A list of safety-sensitive positions can be found in Appendix B.

1.4 Prohibited Substances

“Prohibited drugs” include cocaine, marijuana, amphetamines (amphetamine, methamphetamine, MDMA, MDA), opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone, phencyclidine (PCP), and any other substance recognized as a controlled substance in 49 CFR Part 40 or 49 CFR Part 655 as amended. “Prohibited drugs” includes use of or impairment by any illegal drug, misuse of legally prescribed or over-the-counter drugs, and illegally obtained prescription drugs.

“Alcohol” includes the intoxicating agent in alcohol beverage, ethyl alcohol, and other low molecular weight alcohol including methyl and isopropyl alcohol. The use of any beverage or mixture, including any medication, containing alcohol during or prior to performing a safety-sensitive function is prohibited.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance which carries a warning



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label indicating that mental functioning, motor skills, or judgment will be adversely affected MUST be reported to their department head prior to performing safety-sensitive duties. It is the responsibility of employees to remove themselves from service if they are experiencing any adverse effects from medication that could impair their performance of essential job functions. Legally prescribed drugs must include documentation of the patient's name, the substance name, the quantity to be taken and the period of authorization.

1.5 Prohibited Conduct

In compliance with the Drug Free Workplace Act of 1988, employees are absolutely prohibited from using, manufacturing, dispensing, or distributing prohibited drugs in the workplace or while on duty. Employees are also absolutely prohibited from possessing or being impaired by alcohol or prohibited drugs when reporting for duty, while on duty or when on MTA's premises. Such behavior constitutes a threat to the health, safety and security of themselves, their fellow employees, passengers and other members of the public. Therefore, employees must not report for work or continue working under these circumstances.

Employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be suspended from job duties with pay pending an investigation. Employees who fail to pass a drug or alcohol test shall be removed from duty immediately and subject to disciplinary action, up to and including discharge.

Drug Use: Reporting to work with any of the drugs identified in Section 1.4 in their system is prohibited at all times for safety-sensitive employees.

Alcohol Use: No safety-sensitive employee shall report for duty within four hours of using alcohol, just before, during or just after performing safety-sensitive duties, or use alcohol while subject to being on call. In addition, unless the employee's contribution to the accident can be completely discounted, non-safety-sensitive and safety-sensitive employees involved in an accident in a revenue or non-revenue vehicle as defined by the FTA regulations shall abstain from alcohol consumption until he or she has been tested or until eight hours has elapsed, whichever occurs first. A positive alcohol test under Mason Transit Authority is defined under this policy as a blood alcohol concentration of 0.02



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and above on an evidentiary breath-testing device. A positive test under FTA authority is defined under this policy as a blood alcohol concentration greater than 0.04 on an evidentiary breath testing device.

1.6 Compliance with Testing

Safety-sensitive employees who refuse to comply with a request for drug and/or alcohol testing under the circumstances defined in Section 2.3 Types of Testing, shall be removed from duty immediately under FTA authority. Non-safety-sensitive employees under the same circumstances will be removed from duty immediately under MTA authority. Refusal to comply with a request for testing includes:

- Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the Employer;
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a breath sample or urine specimen for any required breath or drug test;
- Failure to permit the observation or monitoring of the specimen collection when required to do so;
- Failure to provide a sufficient amount of urine when directed and there is no adequate medical explanation for the failure;
- Failure to take a second test when directed to do so by the Employer or collector;
- Failure to undergo within five days a medical examination by a licensed physician acceptable to the Medical Review Officer (MRO), who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen when directed to do so by the MRO or employer;
- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector, or refusal to sign the test);



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- Failure to follow the observer’s instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
- Admit to the collector or MRO that you adulterated or substituted the specimen;
- The MRO reports that you have a verified adulterated or substituted test result;
- Failure to sign step 2 of the alcohol test form;
- Failure to remain at the scene of an accident without just cause prior to submitting to a test.

Such refusals will be treated as a positive test, with the employee subject to discharge. The employee will be referred to a Substance Abuse Professional for evaluation. Referrals do not preclude the employee from being subject to discharge.

2.0 TESTING FOR PROHIBITED SUBSTANCES

Under FTA authority, all safety-sensitive employees and applicants for safety-sensitive positions with MTA will be subject to testing under the following circumstances; (1) prior to employment, (2) reasonable suspicion, (3) on a random, unannounced basis, and (4) following an accident as defined in Section 2.3(c).

2.1 Confidentiality

MTA will carry out this policy in a manner that respects the dignity and confidentiality of those involved. Confidentiality is maintained throughout the drug/alcohol testing process from notification of the request to test, to collection of the required specimens, to notification of results.

A. Maintenance of Records

The Human Resources Department will maintain records of results in the strictest of confidence in a locked file cabinet separate from the official



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personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those in a supervisory capacity directly involved in the disciplinary decisions related to the test result.

B. Release of Records

Testing records and results will be released only to those authorized by the FTA rules to receive such information or as required by law. This includes:

- a) The employee, if requested in writing.
- b) The National Traffic Safety Board (NTSB), if they are investigating an accident.
- c) Certain legal proceedings on behalf of the employee and arising from the result of a drug or alcohol test administered under FTA rules, including, but not limited to, a worker’s compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
- d) A court of competent jurisdiction or the decision-maker in a criminal or civil action resulting from an employee’s performance of safety-sensitive duties, if the court determines that the drug or alcohol test information is relevant to the case and issues an order directing the employer to produce the information. In such a proceeding, the information will be released only with a binding stipulation that the decision-maker to whom it is released will make it available only to parties to the proceeding.
- e) DOT agency or State Oversight Agency authorized by the DOT.
- f) Other DOT employers when a current or former employee is an applicant for a safety-sensitive position within two years of their MTA employment.
- g) Subsequent employers, if requested in writing by the employee.
- h) Other identified persons as requested in writing by the employee.



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C. Reporting to Washington State Department of Licensing (RCW 46.25)

In accordance with the provisions of RCW 46.25, MTA shall report positive drug test results and refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing under the following circumstances:

- a) An employee is terminated or resigns.
- b) An employee has not been cleared to return to performing safety sensitive functions.

Also in accordance with this regulatory requirement, MTA’s MRO shall report all positive pre-employment drug test results or refusals to test for current CDL holders to DOL after consultation with MTA’s Drug and Alcohol Program Manager to confirm applicability of the regulation.

Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the RCW 46.25.

2.2 Methodology

Testing will be conducted in accordance with 49 CFR, Part 40, as amended, and in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services as called for in the federal regulations. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy as described in 49 CFR Parts 40 or 49 CFR Part 655 as amended.

Specimen collection for urine drug testing will occur at a collection site designated by MTA. Collection will be conducted according to procedures outlined in 49 CFR Part 40 and 49 CFR Part 655 as amended.

- A. Analytical urine testing will be conducted at a DHHS certified laboratory for marijuana, cocaine, opiates, amphetamines, phencyclidine and any other substance recognized as a controlled substance in 49 CFR Part 40 or 49 CFR Part 655 as amended. An initial drug screen will be conducted on each specimen after a split sample is provided to the laboratory. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry will be performed. A positive test



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result, at or above the minimum thresholds set forth by federal regulations in 49 CFR Part 40 or 49 CFR Part 655 as amended and verified by the MRO, will be considered a violation of this policy and will constitute a failure to pass a drug test. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Tests for alcohol concentration will be conducted using National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing devices operated by breath alcohol technicians trained to proficiency on the particular EBT they are using. Equipment will be maintained according to the quality assurance plan developed for the particular piece of equipment. The collection process will be conducted according to procedures set forth in 49 CFR Part 40 Subpart J-N. A US Department of Transportation Breath Alcohol Testing Form will be completed with each collection. In accordance with the regulations an employee who tests at 0.02 or above will be retested within 15 to 30 minutes of the first test. This second test is considered a confirmatory test. A confirmed alcohol concentration of 0.02 or greater will be considered a positive alcohol test, a violation of this policy, and will constitute a failure to pass an alcohol test. In the event an employee is unable to provide an adequate breath sample, within five days, the employee must seek an evaluation from a licensed physician acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient breath sample to determine if there is a reasonable explanation for the employee's inability to provide an adequate amount of breath. If the physician determines there is no reasonable explanation, the employee's inability will be recorded as a refusal to take the test and a violation of this policy.

- B. An employee who tests positive for drugs or alcohol will be removed immediately from safety-sensitive job duties and informed about educational and rehabilitation programs available, and referred to a



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Substance Abuse Professional (SAP). The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with substance abuse. The SAP must make a recommendation for education or treatment for every referred individual who has violated a DOT drug and alcohol regulation. Assessment by a SAP does not protect an employee from disciplinary action or guarantee employment. A positive drug or alcohol test will result in disciplinary action up to and including discharge as outlined in Discipline 5.0 of this policy.

2.3 TYPES OF TESTING

A. Pre-employment/Pre-Transfer Testing (49 CFR Part 655.41)

Applicants for all safety-sensitive positions shall undergo urine drug testing prior to employment. Receipt by the agency of verified negative test results is required prior to performance of safety-sensitive functions and failure to pass will disqualify an applicant.

Employees transferring from a non-safety-sensitive to a safety-sensitive position shall undergo urine drug testing prior to appointment to the new position. Test results must be negative in order for the appointment to take place.

If a pre-employment drug test is cancelled or the results are negative dilute, the applicant will be required to complete another DOT test with a verified negative result in order for the appointment to a safety-sensitive position to occur. Applicants, who have failed a DOT drug and/or alcohol test for a previous DOT covered employer, must provide proof of a referral to an SAP, a substance abuse evaluation, and successful completion of the prescribed rehabilitation program prior to appointment to the safety-sensitive position.

Covered employees who have not performed safety-sensitive functions for 90 consecutive calendar days, regardless of the reason, and have not been in the random pool, shall undergo pre-employment drug testing prior to returning to performing safety-sensitive work. The results must be verified negative.



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B. Reasonable Suspicion Testing (49 CFR Part 655.43)

Under FTA authority, safety-sensitive employees are subject to a fitness-for-duty evaluation including a drug and/or alcohol test when there is a reason to suspect they are under the influence of any of the prohibited drugs while on duty, or have used alcohol immediately prior to, or during, or immediately after performing safety-sensitive duties or while on the property, in agency vehicles or in agency uniform. Non-safety sensitive employees are also subject to a fitness-for-duty evaluation including drug and/or alcohol testing in these same circumstances under MTA authority.

A referral for testing will be made on the basis of documented objective facts and circumstances. Supervisory personnel who are trained to detect signs and symptoms of drug and alcohol use will make such referrals. Employees in safety-sensitive positions will be tested for on or off-duty drug or alcohol use when there is reasonable suspicion of on-duty impairment supported by (1) evidence of specific personal observations concerning job performance, appearance, behavior, speech or bodily odors of the employee or direct observation of drug or alcohol use; (2) a pattern of abnormal conduct or erratic behavior; (3) arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; (4) information provided either by reliable and creditable sources or independently corroborated; or (5) newly discovered evidence that the employee has tampered with a previous drug test. Safety-sensitive employees will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 5.0 Discipline of this policy.

Non-safety-sensitive employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be suspended from job duties with pay pending the outcome of an investigation. Such employees who fail to pass a drug or alcohol test shall also be subject to disciplinary action, up to and including discharge.



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C. Post-Accident Testing (49 CFR 655.44)

a) Accident:

The occurrence associated with the operation of a vehicle, if as a result:

1. An individual dies; or;
2. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. With respect to an occurrence in which the public transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or

b) Fatal Accident:

As soon as practicable following an accident involving the loss of human life, and regardless of fault, each surviving employee performing safety-sensitive functions in the transit vehicle at the time of the accident, and any other covered employee whose performance could have contributed to the accident (as determined by MTA using the best information available at the time of the decision), shall be tested for alcohol and prohibited drugs.

c) Non-Fatal Accidents:

As soon as practicable following an accident not involving the loss of human life in which a transit vehicle is involved, each employee performing safety-sensitive functions in the transit vehicle at the time of the accident shall be tested for alcohol and prohibited substances unless MTA determines using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any other employee whose performance could have contributed to the accident (as determined by MTA



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using the best information available at the time of the decision) shall also be tested for alcohol and prohibited substances. If an alcohol test required by this section is not administered within two (2) hours following the accident, MTA shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test and shall maintain records on why the test was not performed. Likewise, if a drug test has not been performed within 32 hours, the employer must cease attempts to conduct the drug test and document why the test was not administered.

D. Random Testing (49 CFR Part 655.45)

Employees in safety-sensitive positions will be subject to random, unannounced testing. Selection of employees for random testing shall be made by a scientifically valid, computer based, random number generator that is matched to the employee's social security number. All covered employees will have an equal chance of being tested each time a selection is made. Testing will be continuous throughout the year and conducted on all days and hours during which MTA is in operation. Each year MTA will conduct the number of tests required to meet the established federal minimum rates for drug and alcohol. These percentage rates are subject to change by direction of the Federal Transit Administration.

Random drug and alcohol testing will be unannounced and unpredictable. Employees selected for testing will receive a Letter of Notification and will report immediately to the appropriate testing site. Alcohol testing will only occur while the employee is performing safety-sensitive functions, just prior to performing such functions or just after an employee has completed performing such functions. Drug testing will occur anytime while that employee is on duty.

E. Return to Duty Testing (49 CFR Part 655.46)

Under FTA authority safety-sensitive employees who previously tested positive on a drug or alcohol test or who refused to submit to a test and



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who, under the discipline policy are allowed to return to work, will be subject to testing for either drugs or alcohol or both prior to being released for duty by a Substance Abuse Professional. Test results must be negative. This same provision holds true for non-safety-sensitive employees under MTA authority.

F. Follow-up Testing (49 CFR Part 655.47)

Employees who are allowed to return to work following a violation of this policy will be required to undergo frequent random drug and/or alcohol testing during the period of their re-entry with a minimum of six (6) randomly scheduled tests during the first twelve (12) months following their return. The Substance Abuse Professional will recommend the frequency and duration of the testing. (See Section 5.0 Discipline.)

2.4 Retests and Observed Tests

Employees who have a verified positive drug test result or a test refusal due to adulteration or substitution may request a test of their split specimen within 72 hours of notification, as all specimens are split and the non-tested portion is stored for a period of time. The procedure for requesting this test may be obtained from the Human Resources Manager. Employees do not have access to a test of their split specimen following an invalid result.

There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, i.e., when insufficient volume or breath provides an inadequate sample, or the technician has reason to suspect tampering with the specimen. Under the latter circumstances, a second collection may be under observed conditions.

Under DOT authority (49 CFR Part 40.67 & 40.197) when MTA receives a report from its Medical Review Officer that the lab has reported a negative dilute test result with a creatinine level of 2 mg/dL or above but less than or equal to 5 mg/dL, that employee will be directed to undergo a recollection under direct observation. If the employee is on duty at the time of the report, they will be removed immediately from performing safety-sensitive functions and directed to report to the collection site for the observed recollection. If the employee is not on duty when the report is received, they will be directed to report immediately to MTA's collection site for the recollection when they next report for duty. The result of this recollection test will be the result of record for reporting and



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disciplinary purposes. When MTA receives an MRO determination reporting a negative test result with a dilute specimen outside those parameters requiring retesting, the test will be treated as a negative test and no retesting will be required.

Observed collections are required pursuant to 49 CFR Part 40.67 in the following circumstances:

- A. Return-to-Duty tests;
- B. Follow-up tests;
- C. Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- D. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- E. Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- F. Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- G. Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.

The employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around that they do not have a prosthetic device. The observation must be made by an individual of the same gender as the donor. The observer must view urine stream from the donor to collection container.



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2.5 Medical Review Officer (MRO)

MTA will establish a contractual relationship with a qualified Medical Review Officer who is a licensed physician with knowledge of substance abuse disorders and who has met the qualification training requirements outlined in 49 CFR Part 40 Subpart G. The MRO or authorized staff will personally review at least 5% of all custody/control forms quarterly. In addition, the MRO will review and interpret confirmed positive test results, examining alternative medical explanations for these results. Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results and provide an opportunity to offer a legitimate medical reason for the test results. If the MRO determines the test is a verified positive, the MRO will contact both the MTA Program Manager and the employee with that determination. MTA's MRO will fully comply with the role and responsibilities prescribed in Subpart G of 49 CFR Part 40.

2.6 Substance Abuse Professional (SAP)

MTA will contract with a qualified Substance Abuse Professional (SAP) to evaluate employees who have violated this policy to determine whether they need help in resolving problems associated with drug abuse and/or alcohol misuse. The SAP shall be a licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, or employee assistance professional; or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse). The SAP shall have knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substance-related disorders. MTA's SAP will recommend education or treatment for all employees referred for violation of DOT drug and alcohol regulations.

3.0 DRUG-FREE WORKPLACE ACT OF 1988

In compliance with the Drug-Free Workplace Act of 1988 the distribution, dispensing, possession or use of a controlled substance is prohibited at MTA. Employees violating this prohibition will be disciplined up to and including discharge. Also, all employees are required to notify MTA of any conviction under a criminal drug statute for violations occurring on or off MTA property within five days of conviction and any moving violation involving drugs or alcohol causing the suspension or revocation of the employee's



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driver's license. Failure to report such a conviction will result in discipline, up to and including discharge. MTA will notify FTA within ten days after receiving notice of such conviction. MTA will conduct a drug-free awareness program informing employees about the dangers of drug abuse in the workplace and available substance abuse counseling, rehabilitation and employee assistance programs.

4.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

MTA supports employees who volunteer for treatment of alcohol misuse or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. Indications of alcohol misuse and drug abuse can include extreme changes in personality, problems with other employees, interrupted or changing sleep patterns, attendance problems, concealment of social habits involving drugs and alcohol, and family problems. Continued alcohol and drug dependency can lead to deteriorating health.

MTA encourages employees to seek treatment voluntarily and makes available the Employee Assistance Program. Any employee, who comes forth and notifies the agency of alcohol or chemical abuse problems prior to violating any of the prohibited conduct rules, will be given the assistance extended to employees with any other illness. Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses, and insurance coverage for treatment will be provided to the extent of similarly benefited individual coverage.

While MTA is anxious to assist employees with alcohol or chemical dependency problems, employees are expected to remember that safety is our first priority. Therefore, employees must not report for work or continue working if they are under the influence of, or impaired by, alcohol or any controlled substance. Violations of this policy will result in disciplinary action (see Discipline section) regardless of whether or not an employee is participating in a treatment program. Such employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.

5.0 DISCIPLINE – CONSEQUENCES OF POLICY VIOLATIONS

Under FTA regulations, discipline for program violations is determined at the local level. The MTA discipline policy for prohibited conduct is as follows. Individual circumstances involving a positive test may merit action, up to and including discharge:



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- 5.1 Any employee who tests positive for alcohol at a 0.02 alcohol level or higher will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and discharged.
- 5.2 An employee who has volunteered for treatment and has a positive result under any testing circumstances will be discharged.
- 5.3 Any safety-sensitive employee who tests positive from reasonable suspicion or post-accident testing for the presence of drugs will be subject to discharge.
- 5.4 Any employee who tests for alcohol at a level above 0.00 but below 0.02 will be provided information about the EAP.
- 5.5 Any safety-sensitive employee who refuses to comply with a request for testing will be subject to discipline for insubordination and discharged.

6.0 EDUCATION AND TRAINING

The effects of controlled substance abuse and alcohol misuse negatively impact an individual's personal and work experience. If you believe you have a substance abuse or alcohol misuse problem, please contact the following agencies in Mason County:

- Crisis Clinic of Mason/Thurston Counties (360) 586-2800
- Mason County Drug Abuse Prevention (360) 427-1686


It is the policy of MTA to make training and education programs available to all agency employees. All safety-sensitive employees will receive 60 minutes of training on the effects of drugs and alcohol on the body, the major elements of the DOT drug testing regulations, and MTA's Drug and Alcohol Policy, and resources for dealing with a substance abuse problem. The training will also provide detailed information on alcohol misuse, specifically as it impacts an individual's biological, emotional, and psychosocial well-being. The effects of misuse can be seen in an individual's work performance, attitude and social interaction.

Supervisors, managers, and union officials will receive a minimum of two (2) hours of instruction on how to identify the signs of drug and/or alcohol use or impairment and MTA's reasonable suspicion investigation process.



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ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY

I, _____, hereby acknowledge that I have received a copy of the MTA Drug & Alcohol Policy mandated by the U.S. Department of Transportation, Federal Transit Administration, for all covered personnel who perform a safety-sensitive function.

I understand this policy is required by and conforms to 49 CFR PART 655, as amended, and has been duly adopted by the governing body of MTA. Any provisions contained herein which are not required by either 49 CFR Part 655 or 49 CFR Part 40, as amended, and have been imposed solely on the authority of MTA designated as such in the policy.

I also affirm my understanding that compliance with all provisions contained in this policy is a condition of my initial and continued employment. By accepting employment or continuing to be employed by MTA in a safety-sensitive position, I am giving my consent to submit to testing for alcohol and drugs as specified in this policy and the regulations upon which it is based.

I hereby agree to comply with all requirements of MTA policy and USDOT regulations 49 CFR 655 and 49 CFR 40 with regard to implementation and execution of their substance abuse programs.

I further understand that the information contained in the approved policy is subject to change, and that any change or addendum to this policy shall be provided to me in a manner consistent with the provisions of 49 CFR Part 655, as amended.

Please sign and date this certification and return it to the Human Resources Manager.

Employee Name (Print)

Witness Name (Print)

Employee Signature

Witness Signature

Date

Date

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Actionable*
Subject: Employee Recognition Policy Update
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

MTA has an employee that has approached 25 years of service and in consulting our Employee Recognition Policy, there was no guidance since at the time of initial drafting of the policy, MTA had not existed for that amount of time. Revisions have been made to make the policy more flexible for years of service changes. A track changes version of the policy is included for ease in reviewing the amendments.

Fiscal Impact:

Employee recognition is included in the annual budget.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-41 and the attached Employee Recognition Policy.

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Title: Employee Recognition Program
Number: 302
Effective: ~~November-December 19, 2017~~
Cancel: ~~April-November 17, 4, 2015~~
Prepared by: ~~Rikki Johnson, Human Resources Manager~~
~~LeeAnn McNulty, Administrative Services Manager~~
Approved by: Authority Board
Resolution No. ~~2015-04A12017-41~~

POL-302 EMPLOYEE RECOGNITION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees

1.0 Purpose

- 1.1 Employee recognition means any award, token of appreciation, prize, meal, entertainment, or event that is intended to specifically promote good will; foster a sense of pride in affiliation with MTA, promote safety, productivity, reliability, efficiency, dedication, commitment to the community, and/or cost savings for MTA.

2.0 Policy

- 2.1 MTA or its individual departments, subject to budgetary authority and in accordance with RCW 41.60.150, expend funds for the purpose of employee recognition. ~~Recognition will be of de minimis value.~~ In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service. The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance, and may not exceed for per-employee cost of meals covered under MTA's Travel and Expense Policy governing travel-status meals. The General Manager must approve the expenditures of funds for use of facilities, entertainment, or similar costs for the purposes of employee recognition in advance.
- 2.2 At the direction of the General Manager, ~~Human Resources~~~~Administrative Services~~ department will coordinate employee events and awards. Departments will manage the department level employee recognition events and awards. Recognition events and awards must follow a reasonable standard. MTA encourages recognition activities that provide employees and volunteers a meaningful experience, but not considered extravagant by community standards, and in accordance with standards outlined in RCW 41.60.150, Recognition Awards.

3.0 Annual Recognition Event

- 3.1 This event will be coordinated by the General Manager and ~~Human Resources~~~~Administrative Services~~ department, based on input from the Leadership Team. Funding for the program will be maintained centrally within the ~~Human Resources~~~~Administrative Services~~ department.

See Also: N/A
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Title: Employee Recognition Program
Number: 302
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Cancel: ~~April-November 17, 4, 2015~~
Prepared by: ~~Rikki Johnson, Human Resources Manager~~
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Approved by: Authority Board
Resolution No. ~~2015-04A12017-41~~

- 3.1.1 **Years of Service:** Employees will be recognized annually for years of service. ~~At five year increments, an award may be given to an official or employee who has completed aggregate Mason Transit Authority years of service. For five and 10 years of service, the employee will receive an engraved key chain. For 15 years of service, the employee will receive an engraved pen. For 20 years of service, the employee will receive an embroidered fleece jacket.~~
- 3.1.2 **Safety Awards:** Employees will be recognized annually for zero preventable accidents.
- 3.1.3 **General Manager Recognition Award:** This award will be used in extreme areas of exceptional performance or career achievement. For example, inspires and provides opportunities to motivate, lead and/or develop others; develops crucial process, product or technology over a sustained period of time with significant impact; or produces significant cost savings.

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4.0 Star Award

- 4.1 The Star Award is recognition given from one employee to other employees for day-to-day good deeds which could include help on a project, exemplary customer service, an innovative idea, or overall positive attitude and performance.

5.0 Retirement Awards

- 5.1 ~~Human Resources~~Administrative Services department and department heads will work together to honor retirees by providing cake, card and beverages.

6.0 MTA Employee Appreciation Day

- 6.1 During the Spring National Transportation week, exempt employees will honor all non-exempt employees for their service.

7.0 Employee Recognition Awards

- 7.1 To assist managers in recognizing outstanding performance and excellence through items of de minimis value in a manner that fits the needs of the department.

RESOLUTION NO. 2017-41

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED EMPLOYEE RECOGNITION POLICY.**

WHEREAS, the existing Employee Recognition Policy is out of date relating to years of service and needs to be updated;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Employee Recognition Policy which is attached hereto and incorporated herein be established and adopted.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member


Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

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	<p>Title: Employee Recognition Program</p> <p>Number: 302</p> <p>Effective: December 19, 2017</p> <p>Cancels: November 17, 2015</p> <p>Prepared by: LeeAnn McNulty Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-41</p>
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POL-302 EMPLOYEE RECOGNITION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees

1.0 Purpose

1.1 Employee recognition means any award, token of appreciation, prize, meal, entertainment, or event that is intended to specifically promote good will; foster a sense of pride in affiliation with MTA, promote safety, productivity, reliability, efficiency, dedication, commitment to the community, and/or cost savings for MTA.

2.0 Policy

2.1 MTA or its individual departments, subject to budgetary authority and in accordance with RCW 41.60.150, expend funds for the purpose of employee recognition. Recognition will be of de minimis value. In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service. The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance, and may not exceed for per-employee cost of meals covered under MTA’s Travel and Expense Policy governing travel-status meals. The General Manager must approve the expenditures of funds for use of facilities, entertainment, or similar costs for the purposes of employee recognition in advance.

2.2 At the direction of the General Manager, Administrative Services department will coordinate employee events and awards. Departments will manage the department level employee recognition events and awards. Recognition events and awards must follow a reasonable standard. MTA encourages recognition activities that provide employees and volunteers a meaningful experience, but not considered extravagant by community standards, and in accordance with standards outlined in RCW 41.60.150, Recognition Awards.

3.0 Annual Recognition Event

3.1 This event will be coordinated by the General Manager and Administrative Services department, based on input from the Leadership Team. Funding for the program will be maintained centrally within the Administrative Services department.



Title:	Employee Recognition Program
Number:	302
Effective:	December 19, 2017
Cancels:	November 17, 2015
Prepared by:	LeeAnn McNulty Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-41

3.1.1 **Years of Service:** Employees will be recognized annually for years of service. At five year increments, an award may be given to an official or employee who has completed aggregate Mason Transit Authority years of service.

3.1.2 **Safety Awards:** Employees will be recognized annually for zero preventable accidents.

3.1.3 **General Manager Recognition Award:** This award will be used in extreme areas of exceptional performance or career achievement. For example, inspires and provides opportunities to motivate, lead and/or develop others; develops crucial process, product or technology over a sustained period of time with significant impact; or produces significant cost savings.

4.0 Star Award

4.1 The Star Award is recognition given from one employee to other employees for day-to-day good deeds which could include help on a project, exemplary customer service, an innovative idea, or overall positive attitude and performance.

5.0 Retirement Awards

5.1 Administrative Services department and department heads will work together to honor retirees by providing cake, card and beverages.

6.0 MTA Employee Appreciation Day

6.1 During the Spring National Transportation week, exempt employees will honor all non-exempt employees for their service.

7.0 Employee Recognition Awards

7.1 To assist managers in recognizing outstanding performance and excellence through items of de minimis value in a manner that fits the needs of the department.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Actionable*

Subject: Customer Comment/Complaint Policy

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: December 19, 2017

Summary for Discussion Purposes:

This policy was developed from a standard WSDOT document and required for receiving grant money.

This form of policy replaces an out-of-date earlier version.

Legal Counsel and a member of the Board have reviewed and approved this form of the updated policy.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that Mason Transit Authority Board approve Resolution No. 2017-42 and the attached Customer Comment/Complaint Policy.

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Title:	Customer Comment/Complaint Policy
Number:	505
Effective:	December 19, 2017
Cancel:	Pol-2000.05 Submitting Comments to MTA
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2017-42

POL-505 Customer Complaint Policy

This policy applies to all Mason Transit Authority (MTA) officers, employees, board members or agents.

1.0 Purpose

The purpose of the Customer Complaint Policy is to establish a policy that ensures riders of the system have an easy and accessible way to provide feedback to the agency. Mason Transit Authority is open to hearing any customer feedback including complaints, comments, suggestions, or concerns.

2.0 Policy

Mason Transit Authority shall seek to continuously improve its services by encouraging comments and feedback from riders of Mason Transit Authority services, employees, and members of the community at large. Mason Transit Authority shall provide a variety of ways to receive input and shall ensure that persons making comments receive an acknowledgement of their comments and a report on the outcomes of any investigations or changes that may result if requested.

Mason Transit Authority shall maintain a comprehensive education and outreach program to ensure that persons with special needs and the general public are aware of the methods by which the comment process can be accessed.

3.0 Contacting MTA

Riders can contact MTA in the following ways:

- 1. US Mail:** Riders can mail their feedback to the Mason Transit Authority office at 790 E Johns Prairie Rd, Shelton, WA 98584. A pre-addressed comment card is available on buses and at the Transit-Community Center.
- 2. Feedback Line:** Riders can contact MTA 360-427-5033 or toll free at 800-374-3747. This line is available 24 hour a day, seven days a week. **Add information for Spanish speaking assistance.**
- 3. E-mail:** Riders can contact MTA by e-mail at mta@masontransit.org.
- 4. Fax:** Riders can send written feedback by fax to 360-426-1152.
- 5. TTY/TTD Line:** 711 or 800-833-6388.
- 6. Website:** Riders can offer feedback on the MTA Website at www.masontransit.org.



Title:	Customer Comment/Complaint Policy
Number:	505
Effective:	December 19, 2017
Cancels:	Pol-2000.05 Submitting Comments to MTA
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2017-42

4.0 Feedback Review Process

All feedback from customers is valued and will be reviewed by the Operations Manager or designee. After review, the Operations Manager or designee will distribute the customer communication to the appropriate agency representative(s).

- Customer concerns, complaints, or employee commendations will be forwarded to the appropriate supervisor.
- Recommendations for service or system modification will be sent to the Outreach/Transit Planner and Service Review Committee.
- Questions regarding discrimination or bias will be sent to the agency Equal Opportunity Officer.
- All compliments will be entered into the tracking system before being forwarded to supervisor(s) or manager. Compliments regarding individuals shall be forwarded to the employee and his/her supervisor for acknowledgement. Compliments for the agency shall be forwarded to the General Manager or his/her designee.

5.0 Tracking

Mason Transit Authority shall maintain a tracking system for all comments received which provides a unique identification of each comment and allows ready access to information on the status of the comment at any time.

The comment process, i.e. data entry, assignment, tracking, follow-up, response, reporting, shall be managed by the Operations Manager or designee.

6.0 Investigation and Follow-up

Complaints or concerns shall be assigned by the Operations Manager or designee to an appropriate Mason Transit Authority employee for investigation and follow-up. Comments and/or suggestions about MTA services will be assigned to staff responsible for service development or another appropriate department for investigation and follow-up.

7.0 Acknowledgement

Anyone who submits a comment, complaint, or service suggestion to MTA shall receive a response provided they give legible contact information.



Title:	Customer Comment/Complaint Policy
Number:	505
Effective:	December 19, 2017
Cancels:	Pol-2000.05 Submitting Comments to MTA
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2017-42

- Feedback sent via mail or fax will receive with an initial response within seven (7) business days.
- E-mail, phone, or web originated messages will be returned with 72 hours.

Should the period of time needed for response exceed the above time, the person making the comment shall be advised of the status within the time frame, in addition to receiving a final response.

8.0 Customer Appeals Process

Any person who is dissatisfied with the response they receive from MTA is welcome to appeal the decision by contacting the General Manager or Outreach/Transit Planner. A review team consisting of the General Manager, Operations Manager, a Mason County Transportation Advisory Board (MCTAB) representative and one other staff member will review customer appeals.

9.0 Information About Policy

Information about the Customer Complaint Policy, including how to submit a complaint, will be made available to riders:

- On comment cards available on all transportation vehicles
- At the T-CC and Johns Prairie Facilities
- Letters to Dial-a-Ride users upon initial registration
- In Schedules and Guides
- On Mason Transit Authority website
- Presentations to community organizations and groups

10.0 Reporting

A summary of the status of all comments shall be provided to the Board, staff and employees on a periodic basis for use in reviewing and evaluating service and planning.

11.0 Protection from Retribution/Non-Discrimination

Mason Transit Authority shall ensure that the quality of service delivered to persons submitting comments to the agency will not, in any way, be negatively impacted by that submission. Customers of MTA should be able to submit



Title:	Customer Comment/Complaint Policy
Number:	505
Effective:	December 19, 2017
Cancels:	Pol-2000.05 Submitting Comments to MTA
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2017-42

feedback without fear of retribution from the agency. If a rider feels like they are being treated unfairly in response to the feedback that they provided, they should contact the MTA Outreach/Transit Planner or General Manager. MTA will appropriately discipline any employee that retaliates against a customer.

DRAFT

RESOLUTION NO. 2017-42

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
RESCINDING RESOLUTION NO. 2014-08 AND ADOPTING A NEW
CUSTOMER COMMENT/COMPLAINT POLICY.**

WHEREAS, the Mason Transit Authority Board approved and adopted a Public Comment Policy (POL-2000.05); and

WHEREAS, as a requirement for receiving grant money, Washington State Department of Transportation requires that the attached policy replace any other earlier policies used by Mason Transit Authority;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Resolution No. 2014-08 be rescinded in its entirety; and

BE IT FURTHER RESOLVED that the Customer Comment/Complaint Policy which is attached hereto and incorporated herein be established and adopted.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6 – *Actionable*
Subject: Paid Sick Leave Policy
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: December 19, 2017

Summary for Discussion Purposes:

This proposed policy is prepared in accordance with Washington State's new paid sick leave law. The law provides for 1 hour of paid sick leave for every 40 hours worked to most employees to care for themselves or their family members. For a full-time non-exempt employee, the law would provide 52 hours of paid sick time. MTA currently offers a more generous sick leave policy. In an effort to minimize the administrative burden of managing two banks of sick leave, MTA has chosen to incorporate the new law's requirements to the existing 96 hours full-time employees currently receive each year.

Legal Counsel and a member of the Board have reviewed and approved this form of the policy.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-43 and the attached Paid Sick Leave Policy.

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Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

POL-309 PAID SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Purpose

- 1.1** Paid sick leave is available for employees to care for their health and the health of their family members per Washington state law.

2.0 Policy

2.1 Authorized Uses of Paid Sick Leave

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

2.2 Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

2.3 Accrual of Paid Sick Leave

Sick leave is accumulated at the rate of 3.69 hours per pay period for full-time employees, never to exceed a balance of 960 hours. For example, 3.69 hours per pay period x 26 pay periods = 96 hours sick leave per year. Part time, On-Call, Worker Driver and Temporary employees will earn sick leave at a rate of .025 per hour for each hour worked. MTA's accrual year is based on the calendar year.

Sick leave accruals begin to accumulate at the commencement of employment. Employees will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding: authorized use of paid sick leave, MTA's paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about retaliation.

2.4 Eligibility to Use Accrued Paid Sick Leave

Employees are eligible to use accrued paid sick leave 90 days after starting their employment.

Sick leave accrued during a pay period may not be taken until the following period.

2.5 Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for yourself or a family member. Please provide such reasonable notice to your team. Any information provided will be kept confidential.



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee's absence is foreseeable, the employee must provide notice to his or her team manager at least 10 days, or as early as possible, before the first day paid sick leave is used.

- Employees are required to submit an Employee Notice for Use of Paid Sick Leave form.
- If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee's absence is unforeseeable, the employee must contact his or her team manager as soon as possible.

- If the need for paid sick leave is unforeseeable, and arises before the required start of the employee's shift, notice should be provided no later than one (1) hour before the employee's required start time.
- In the event it is not possible to provide notice of an unforeseeable absence, a person, on the employee's behalf, may provide such notice.
- If possible, the notification should include the expected duration of the absence.
- Employees are required to complete an Employee Notice for Use of Paid Sick Leave form on the day following the employee's return from paid sick leave. Please note:
 - Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

Reasonable Notice for Foreseeable Use of Paid Sick Leave

An employee must give advance oral or written notice to his or her team manager as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking., the employee or a designee must give oral or written notice to his or her team manager no later than the end of the first day that the employee takes such leave.

2.6 Verification for Absences Exceeding Three Days

If an employee is seeking to use or has used paid sick leave for authorized purposes for more than three (3) consecutive days during which the employee is/was required to work, the employee may be required to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

When an employee or the employee's family member is sick for more than three (3) consecutive days for which the employee is required to work, acceptable verification may include:

- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or an employee's family member; or
- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to take care of themselves or a family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault or stalking, the employee's choice of any of the following documents, or any combination thereof, satisfy this verification requirement: • A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues. • A police report indicating that the employee or the employee's family member was a victim of domestic violence; • Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; • A court order of protection; • Documentation from any of the following persons



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Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim: • An advocate for victims of domestic violence, sexual assault, or stalking; o An attorney; • A member of the clergy; or • A medical professional.

When an employee is absent due to the closure of the employee's child's school or place of care by a public official due to health-related reasons:

- Notice of closure by a public official that the employee received regarding employee's child's school or place of care.

Verification must be provided to no less than 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

2.7 Increments of Use for Paid Sick Leave

Employees are allowed to use paid sick leave in increments of one (1) hour.

2.8 Payroll

Employees will be notified of their paid sick leave balances each pay period on a direct deposit statement and/or Paylocity's Time-Off section of the Self Service Portal, including:

- o Accrued paid sick leave since the last notification
- o Used paid sick leave since the last notification
- o Current balance of paid sick leave available for use
- o *If applicable* – donations via an optional shared leave program

2.9 Rate of pay when using paid sick leave

Paid sick leave hours will be compensated at an employee's regular rate of pay, excluding tips, service charges and overtime rates, where applicable. Paid sick leave hours will not count towards the calculation of overtime.

2.10 Carryover of Paid Sick Leave Hours

At the end of the paid sick leave accrual year, unused paid sick leave balances will carry over to the following year with a cap of 960 hours.



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

2.11 Separation from Employment

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

2.12 Reinstatement of Employment

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Mason Transit Authority will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

2.13 Retaliation Prohibited

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact the General Manager.

If an employee is not satisfied with the company's response, the employee may contact the Washington State Department of Labor & Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

3.0 Definitions

- "Family member" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.



Title: Paid Sick Leave Policy
Number: 309
Effective: January 1, 2018
Cancels: N/A
Prepared by: LeeAnn McNulty,
Administrative Services Manager
Approved by: Authority Board
Resolution No. 2017-43

- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Absences exceeding three days" means absences exceeding three consecutive days an employee is required to work. For example, assume an employee is required to work on Mondays, Wednesdays, and Fridays, and then the employee uses paid sick leave for any portion of those three work days in a row. If the employee uses paid sick leave again on the following Monday, the employee would have absences exceeding three days.
- "Commencement of his or her employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Verification" means evidence that establishes or confirms that an employee's use of paid sick leave is for an authorized purpose under RCW [49.46.210](#) (1)(b) and (c).

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RESOLUTION NO. 2017-43

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A PAID SICK LEAVE POLICY.**

WHEREAS, Initiative 1433, Washington State’s new paid sick leave law, necessitates that MTA adopt a new policy that sets forth when non-exempt employees of MTA accrue and use paid sick leave;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Paid Sick Leave Policy which is attached hereto and incorporated herein be established and adopted.

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member


Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

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	<p>Title: Paid Sick Leave Policy</p> <p>Number: 309</p> <p>Effective: January 1, 2018</p> <p>Cancels: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-43</p>
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POL-309 PAID SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Purpose

- 1.1** Paid sick leave is available for employees to care for their health and the health of their family members per Washington state law.

2.0 Policy

2.1 Authorized Uses of Paid Sick Leave

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

2.2 Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.



Title:	Paid Sick Leave Policy
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Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

2.3 Accrual of Paid Sick Leave

Sick leave is accumulated at the rate of 3.69 hours per pay period for full-time employees, never to exceed a balance of 960 hours. For example, 3.69 hours per pay period x 26 pay periods = 96 hours sick leave per year. Part time, On-Call, Worker Driver and Temporary employees will earn sick leave at a rate of .025 per hour for each hour worked. MTA's accrual year is based on the calendar year.

Sick leave accruals begin to accumulate at the commencement of employment. Employees will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding: authorized use of paid sick leave, MTA's paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about retaliation.


2.4 Eligibility to Use Accrued Paid Sick Leave

Employees are eligible to use accrued paid sick leave 90 days after starting their employment.

Sick leave accrued during a pay period may not be taken until the following period.

2.5 Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for yourself or a family member. Please provide such reasonable notice to your team. Any information provided will be kept confidential.

	<p>Title: Paid Sick Leave Policy</p> <p>Number: 309</p> <p>Effective: January 1, 2018</p> <p>Cancels: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-43</p>
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Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee’s absence is foreseeable, the employee must provide notice to his or her team manager at least 10 days, or as early as possible, before the first day paid sick leave is used.

- Employees are required to submit an Employee Notice for Use of Paid Sick Leave form.
- If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee’s absence is unforeseeable, the employee must contact his or her team manager as soon as possible.

- If the need for paid sick leave is unforeseeable, and arises before the required start of the employee’s shift, notice should be provided no later than one (1) hour before the employee’s required start time.
- In the event it is not possible to provide notice of an unforeseeable absence, a person, on the employee’s behalf, may provide such notice.
- If possible, the notification should include the expected duration of the absence.
- Employees are required to complete an Employee Notice for Use of Paid Sick Leave form on the day following the employee’s return from paid sick leave. Please note:
 - Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

Reasonable Notice for Foreseeable Use of Paid Sick Leave

An employee must give advance oral or written notice to his or her team manager as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee’s family member being a victim of domestic violence, sexual assault or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking., the employee or a designee must give oral or written notice to his or her team manager no later than the end of the first day that the employee takes such leave.

2.6 Verification for Absences Exceeding Three Days

If an employee is seeking to use or has used paid sick leave for authorized purposes for more than three (3) consecutive days during which the employee is/was required to work, the employee may be required to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

When an employee or the employee's family member is sick for more than three (3) consecutive days for which the employee is required to work, acceptable verification may include:

- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or an employee's family member; or
- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to take care of themselves or a family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault or stalking, the employee's choice of any of the following documents, or any combination thereof, satisfy this verification requirement: • A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues. • A police report indicating that the employee or the employee's family member was a victim of domestic violence; • Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; • A court order of protection; • Documentation from any of the following persons



Title:	Paid Sick Leave Policy
Number:	309
Effective:	January 1, 2018
Cancels:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43

from whom an employee or an employee’s family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee’s family member is a victim: • An advocate for victims of domestic violence, sexual assault, or stalking; o An attorney; • A member of the clergy; or • A medical professional.

When an employee is absent due to the closure of the employee’s child’s school or place of care by a public official due to health-related reasons:

- Notice of closure by a public official that the employee received regarding employee’s child’s school or place of care.

Verification must be provided to no less than 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

2.7 Increments of Use for Paid Sick Leave

Employees are allowed to use paid sick leave in increments of one (1) hour.

2.8 Payroll

Employees will be notified of their paid sick leave balances each pay period on a direct deposit statement and/or Paylocity’s Time-Off section of the Self Service Portal, including:


- o Accrued paid sick leave since the last notification
- o Used paid sick leave since the last notification
- o Current balance of paid sick leave available for use
- o *If applicable* – donations via an optional shared leave program

2.9 Rate of pay when using paid sick leave

Paid sick leave hours will be compensated at an employee’s regular rate of pay, excluding tips, service charges and overtime rates, where applicable. Paid sick leave hours will not count towards the calculation of overtime.

2.10 Carryover of Paid Sick Leave Hours

At the end of the paid sick leave accrual year, unused paid sick leave balances will carry over to the following year with a cap of 960 hours.

	<p>Title: Paid Sick Leave Policy</p> <p>Number: 309</p> <p>Effective: January 1, 2018</p> <p>Cancels: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-43</p>
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2.11 Separation from Employment

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

2.12 Reinstatement of Employment

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Mason Transit Authority will count towards the 90 days for purposes of determining the employee’s eligibility to use paid sick leave.

2.13 Retaliation Prohibited

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact the General Manager.

If an employee is not satisfied with the company’s response, the employee may contact the Washington State Department of Labor & Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

3.0 Definitions

- “Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse’s parent, grandparent, grandchild or sibling.



Title: Paid Sick Leave Policy
Number: 309
Effective: January 1, 2018
Cancels: N/A
Prepared by: LeeAnn McNulty,
Administrative Services Manager
Approved by: Authority Board
Resolution No. 2017-43

- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Absences exceeding three days" means absences exceeding three consecutive days an employee is required to work. For example, assume an employee is required to work on Mondays, Wednesdays, and Fridays, and then the employee uses paid sick leave for any portion of those three work days in a row. If the employee uses paid sick leave again on the following Monday, the employee would have absences exceeding three days.
- "Commencement of his or her employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Verification" means evidence that establishes or confirms that an employee's use of paid sick leave is for an authorized purpose under RCW [49.46.210](#) (1)(b) and (c).

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7 – *Actionable*

Subject: Rescinding Attendance Policy

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: December 19, 2017

Summary for Discussion Purposes:

On January 17, 2017, the Board approved Resolution No. 2017-01 approving Attendance Policy (POL-306). Due to the recently adopted Initiative 1433 (the new paid sick leave law) it is appropriate to rescind Resolution No. 2017-01 and Attendance Policy (POL-306).

Legal Counsel has reviewed and approved the attached rescinding resolution.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that Mason Transit Authority Board approve Resolution No. 2017-44, rescinding Resolution No. 2017-01 and the Attendance Policy (POL-306).

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RESOLUTION NO. 2017-44

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
RESCINDING RESOLUTION NO. 2017-01 APPROVING ATTENDANCE
POLICY (POL-306).**

WHEREAS, pursuant to Resolution No. 2017-01, the Mason Transit Authority Board approved an Attendance Policy (POL-306); and

WHEREAS, it is now necessary to rescind the Attendance Policy (POL-306) and its approving resolution as it would be out of compliance with Initiative 1433 (the new paid sick leave law);

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Resolution No. 2017-01 be rescinded, and accordingly, the Attendance Policy (POL-306).

Adopted this 19th day of December, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 1 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Patrick Holm, SCJ Alliance
Approved by: Danette Brannin, General Manager
Date: November 21, 2017

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress. An updated project schedule has been prepared.

Permitting: Pickering Road and Cole Road permit plans have been submitted to Mason County, including SEPA checklists. Pear Orchard permit plans will be submitted this month.

Design Development: Illumination, security, and utility plans are being coordinated with CenturyLink, Hood Canal Communications, and PUD 3.

Belfair Park and Ride: Comments regarding the building layout were given to the Architect. Team met with A-RT (Architects) on conceptual layouts for exterior. Drainage and grading design is in progress. Access road design to the park and ride from SR3/Log Yard Road is in progress. Intersection Control Analysis work has begun and will be submitted to WSDOT in 1st Quarter. Public meetings regarding the traffic control at SR3/Log Yard Road will occur in late January.

Other progress: Submitted a Public Records Request for the contract between WSDOT and Scarcella/Parsons on the fish passage project at Shelton-Matlock interchange. The language in the contract addresses the need for the design-build to ensure MTA has a comparable Park & Ride location. The project team is seeking options for the Park & Ride upgrades MTA plans for that location to happen in conjunction with other construction to save money.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: December 20, 2017

Summary for Discussion Purposes:

The monthly MTA Management Reports are attached for your information.

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 19, 2017

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 19, 2017

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

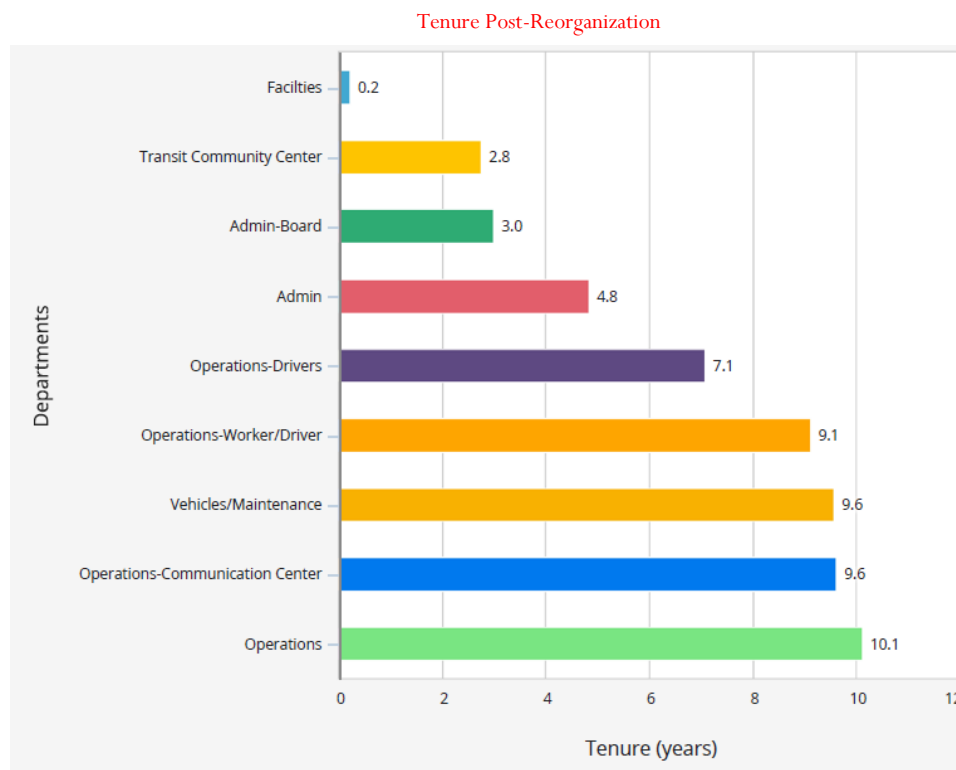
- Presentations to new driver class.
- Attended EDC Monthly Leadership Breakfast.
- Met with Kitsap Transit's CEO and Jefferson Transit's GM for quarterly meeting. Two main topics were discussed. The first was preparing a presentation on the State of Good Repair for each transit's vehicle life to meet and discuss with Kilmer and Heck. The other was whether Kitsap would come down to the Bremerton Airport or MTA's Park & Ride which at this time is not in their discussion of service. However, it was discussed partnering with Kitsap to present Olympic College with a transit pass that would be built into student tuition like other colleges do. This would benefit Mason County students who travel to the Bremerton campus. Kitsap Transit is willing to allow MTA to continue our route to the ferry then over to the college. This is something we will look at in our service review as well as work with Kitsap Transit to launch the program.
- Finalized 2018 Organizational Chart with Roles and Responsibilities.
- Participated in the Christmas Parade.
- Reviewed and approved final budget.
- Met with our consultant on the Park & Ride. Met with architect on building design.
- Attended WSDOT's Innovations and Partnerships in Transportation seminar.
- Met with City regarding progress on T-CC parking lot. Working on application to the Volunteer Cleanup Program. Also discussed Alder Street project.
- Sent Mike Oliver off. He has been hired at Clallam Transit as their Maintenance Manager. This is a great opportunity for him.
- Attended WSTIP Executive Committee meeting and Annual Meeting. Have been elected again as the Member At-Large on the Executive Committee.
- Finalized policies at the Policy Meeting to present to the Board on December 19.
- Attended EDC Board Retreat.
- Various meetings with staff re: roof issue at T-CC, window leakage at JP, staff responsibilities, bus ad program, and volunteer driver program to name a few.

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TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Dashboard** - 69 FTE's, plus 7 Worker Drivers, not including compensated board members. Employee headcount is 6.8% less than one year ago, with total turnover 24.5% over the past 12 months. Hired YTD - 13, Termed YTD - 21. Two terminations this year have been due to poor performance, three the result of the organizational restructure, the balance have been voluntary: made up of 4 retirements, 11 for personal reasons, and 1 for better pay. Median employee drive time to work - 17 minutes. Tenure across the organization post-re-organization declined from 12.1 to 10.1 years.



- **HR Support** – Conducted orientation for a new driver class of 3. Conducted one-hour courses for Anti-Harassment and Drug and Alcohol training for newly hired employees. Provided one-on-one onboarding meetings with our new Custodian/Detailer and Technical Support Analyst. Working with Mike Ringgenberg, Lisa Davis and Marshall Krier to refine MTA's Safety and Health Manual. Produced necessary HR policy updates for Employee Recognition, Paid Sick Leave and Drug and Alcohol reflecting changes taking effect January 2018. These policies are part of the December board packet. Provide general HR support to staff with FMLA and other concerns as they come up.
- **Recruiting** – Produced an internal job posting for the newly created position of T-CC Building Superintendent; resulting from Kathy Geist's movement to Outreach/Transit Planner. Steve Weisenbach, the existing T-CC Assistant/Custodian, was the only internal applicant. We are pleased to offer the Building Superintendent position to Steve as he is well qualified for this promotion. Steve's current position will be back filled shortly with an internal/external recruitment for a new T-CC Assistant/Custodian currently in progress.
- **Forecasting** –Wages and benefit estimations for 2018 are finalized. The final draft of the 2018 budget is included in the December board packet for approval.

- **Building Knowledge** – Attended the WSTIP 4th Quarter Annual Meeting. These quarterly meetings provide insight for me to better understand the risks transit agencies face and how WSTIP helps in covering and mitigating them.
- **Finance** – The Finance team alongside members of the Maintenance team have done an excellent job of establishing clear procedures for the handling of vehicle maintenance parts that provide the necessary internal financial controls.

MAINTENANCE/FACILITIES – Marshall Krier

- **Fleet Availability** – Our fleet availability for the month of November was 96.17%. This is a great achievement for the Maintenance team as our goal is 95%. We also had no late vehicle preventive maintenance inspections.
- **Bus Washer** - The new Bitimec bus washer has been delivered and is working great. The bus exteriors are cleaner and the time spent washing is greatly reduced.
- **Inventory** - The Maintenance team, specifically the mechanics, have been doing an amazing job of taking over parts ordering, receiving and inventory control.
- **WSTA Spring Maintenance Forum Planning** - Marshall and the WSTA Maintenance Team recently met and started planning for the Spring Maintenance forum to be held March 26-28 at Sea-Tac. This forum includes our Spring Maintenance Committee meetings to discuss what is new in Washington State transit. Also, a vendor show offering informational presentations about their products.

OPERATIONS – Mike Ringgenberg

- **CDL Training** – Completed 1 class and graduated Facilities Tech Steve Kellum on Dec 4. Interviewed and hired 3 new drivers that started new drivers training on Nov 30.- Please welcome Gene Lanman and Ray Peabody to the MTA team!!
- **Drivers Reviews** – Operations supervisors have started the semi-annual review of all drivers.
- **Inclement Weather Plan** – The 2017-2018 Inclement Weather Plan has been reviewed and published. Meetings were held with the City of Shelton to develop a plan for snow removal at the T-CC.
- **Public Hearings** – We have scheduled public hearings on January 3, 2018 at 5 pm at the North Mason Timberland Library in Belfair and one on January 4, 2018 at 5 pm at the T-CC to discuss proposed changes for the February 5, 2018 shake up.
- **RFP 2017-01** – Comprehensive Service Analysis Kick Off meeting was held to discuss expectations and timelines. Passengers and drivers will see individuals on each route tracking passenger counts and conducting surveys. The final report from Nelson/Nygaard is scheduled to be accomplished in December of 2018.
- **RFP 2017-02** – CAD/AVL System and Scheduling Software was released on Nov 16, 2017 with proposals due by 2pm on December 29, 2017. Operations is excited for this RFP as it is one step closer to getting technology on the buses.
- **Service Review** – The Service Review Committee has completed the Feb 5, 2018 shake up draft of the routes and blocks of work. Drivers' feedback and public hearings will be scheduled.
- **Shelton Christmas Parade** – The Elves at MTA came together to decorate a bus for the parade with Santa Claus Dennis driving the sleigh and a few elves and reign- dogs helped deliver the holiday spirit!! Thank You to everyone who volunteered their time on a cold and damp festive night!!
- **Travel Training** – Two individuals trained on how to ride the bus.

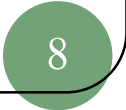
- **Vacant Positions**
 - Outreach & Transit Planner – Interviewed and hired Kathy Geist to be our new Outreach/Transit Planner, she started transitioning on Nov 27.
 - Technical Support Analyst - Interviewed/hired David Gjerstad for our new Technical Support Analyst position. Please welcome Dave to the MTA team!!
- - **Vanpool** – Usage rate is 56%, 9 of 16 vans are on the road, one vanpool disbanded.

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2017 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS



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2017 Work Items	Completed as of 12/15/2017	Progress
1st Quarter		
Complete shelter replacement and upgrade project	✓	Shelter for Bill Hunter Park has been installed; other shelters have arrived and staff are working towards installing the them at the planned locations. We have been granted an amendment to our shelter contract with WSDOT so we can purchase expansion shelters instead of just replacement. Bringing amendment and request to purchase 8 shelters to the February Board meeting. New larger shelter has been installed at Wallace-Kneeland. New shelter has been installed on Professional Way (previously no shelter at this location.) Eight more shelters have been ordered. Installed more replacement shelters. Shelters should be shipped soon and installments occurring throughout summer. Shelters have been received and are being installed.
Review personal protection equipment requirements. Purchase highly visible safety vest with MTA logo	✓	Research has been done. Working with Correctional Industries to design safety vests to our specifications and will order once we agree on the style and price. We have received our annual \$2,500 safety grant from WSTIP which we will use to pay for the vests. Correctional Industries has done some redesign for us. Awaiting final sizing then will be placing the order. Order has been placed. Vest received and distributed.
Complete LED headlamp replacement on buses	✓	LED headlamps have been ordered and the installed on all coaches. Will install on cutaways as needed. Task is considered complete.
Research automated fueling	✓	Maintenance has reached out to Gasboy and awaiting an estimate of the cost to update the system. Research done and price quote received. Anticipate installing in the next two months depending on cash flow to purchase. Cost is appx. \$25k.
Research to determine feasibility of bus wash	✓	It has been determined installing a bus wash is cost prohibited at this time. Moving forward with purchasing a bus washer this year as funds are available. For now, this task is considered complete.
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓	Operations completed Defensive Driver and Passenger Safety Training; HR completed anti-harassment training to all staff. Training for this quarter has been completed.
Negotiate remaining union contracts	✓	Union negotiations for the drivers has began. There were six meetings total to reach a tentative agreement. Drivers ratified May 7. Contract before Board on May 16. That leaves one contract left to negotiate for the Comm Center. Had first meeting with Comm Center steward and Union Rep. Were able to tentatively agree to 25 of 27 articles. Next meeting scheduled for July 19. The goal is to have contract ready for Board review and approval in August. Contract negotiations have been completed.
Communicate expectations to staff through Employee Appraisals and Coaching/Counseling; establish consistent practices.	✓	Forms have been updated and are ready for use. Managers are expected to complete annual employee appraisals by March 31. Reviews are almost done. Operations still has some drivers to meet with and plan to have all completed by April 30. Annual reviews completed.
Review and update Employee Handbook based on union contracts		HR is working on updating employee handbook with a completion goal date of April 30. Rikki worked on updates until she retired. LeeAnn will complete. Waiting for the last contract to be negotiated before finalizing the handbook. Finance has been working on comparing Employee Handbook against union contracts. Will begin update in November with completion by end of 2017.
Review benefit package and medical insurance options in preparation for 2018 changes due to Affordable Care Act Cadillac Tax	✓	One meeting has occurred with an Association of Washington Cities representative to look at plan options. Information was presented to staff for a first glance at the All Staff meeting. LeeAnn has attended a workshop with AWC to determine next steps for implementing new plans. We have scheduled AWC to be on sight in November to respond to staff questions.
Prepare for retirement of HR Manager. Look at other key positions to begin establishing succession planning and establishing an internal process for promoting within first	✓	Have been working on merging of HR and Finance Manager positions. Will be reviewing all manager's tasks and job responsibilities as well as other key positions. Have incorporated Lead Drivers to help with the process of promoting within. Will be looking at other departments for similar training plans. Succession for HR Manager has been completed. Rikki's last day was April 14. Will continue in the 2nd quarter with organizational structure and efficiency.
Implement a review plan for exempt and non-represented staff salaries and benefits	✓	Initial meeting with Board Members Pogreba and Petersen to discuss compensation plan and get direction; follow-up meeting scheduled for March 20 to review initial plan. Compensation Plan to the full board is tentatively planned for April. Had final meeting on April 10. Compensation Plan is in April Board Packet for Board approval.
Explore technological advances that can streamline our scheduling process	✓	A team has been established to work on a bus and scheduling technology. Have had three Webex presentations and an on-site visit. Goal is to put together a technology plan and then explore grant opportunities. Continued to view products. Team will be meeting in April to review information and determine next steps. Meetings and research continues with the goal of having a list of technology needs and desires, a cost and implementation schedule. Another site demonstration is planned for May 19. We will be using some of our Sales Tax Equalization money to implement technology on the buses.
Schedule MCTAB meeting	✓	MCTAB meetings continue.

2nd Quarter	
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓ This quarter the training focus will be the new buses and the passive restraints installed on each. CPR refresher training will be done for those needing to renew the CPR card. Conducted Active Shooter Training.
Evaluate available options and pilot implementation of driver tablet use	✓ This is part of the exploring technological advances to streamline our scheduling and dispatch process. Plan to issue an RFP in October. Committee has been formed and there have been several meetings to prioritize needs. First meeting occurred October 10. Committee was scheduled to meet Nov 14 but had to cancel. The committee is discussing various ideas including how incidents are handled.
Establish Driver Awareness and Training Program to encourage reporting of near misses	✓ Mike Ringgenberg attended training in July on transit emergencies and has implemented plans for emergency preparedness.
NIMS training and preparedness; create procedures and training for lockdown situations	✓ Currently working on job description review. Have reviewed other transits' organizational structure to compare with MTA's. Anticipate the review of job descriptions will be done by end of May. Continuing to work through this process along with projections to help support the organizational structure. Overall task is complete with a few outstanding position review to be completed by end of July but will also be on-going as needs of the agency change.
Continue to explore new options in hiring practices, positions, organizational structure and retention by looking at other transit agencies' practices and structure as well as working towards efficiency through job description review	✓ New buses arriving approx. April that will be ready for alternative fuel. Preparation for change is on schedule. Marshall and Ruben visiting the Gillig factory March 20-24 for final production and inspection of buses. New buses arrived and B-5 biodiesel will be delivered in April when tank is filled.
Prepare for the 2018 alternative fuel mandate	✓ EMC sponsored a baseball Opening Day event with hot dogs, popcorn and other food. National Transportation Week is May 13-19. Management will be handing out lunch bags and spending time in the "field" with employees. Continue to look for opportunities. This will be on-going but there is much more awareness to the task.
Increase face-to-face time between staff	✓ Meetings have been conducted.
Establish Joint Labor Management Committees for each bargaining unit; establish a meeting schedule	✓ Drivers training scheduled for September 10. Meeting was cancelled due.
3rd Quarter	
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓ Rider's Guide and Schedule Book is being designed and reviewed now for October 2. It will include Spanish translation.
Improve current rider materials, specifically the schedule book; translate rider materials into Spanish	✓ Moving this to 2018. Not a high priority and determined that focusing on electronic record management is more important.
Create learning and resource library	✓ We have hired an internal candidate to focus on outreach - Kathy Geist will be transferring into this position.
Invest in technical training for staff specific to route planning and development	✓ Moving this to 2018 due to training of new staff and Jeri's retirement plus budget process, etc.
Create Financial Management Manual	✓ This is currently being evaluated through the process of long-range financial planning as related to Operating Margin as well as overall financial health.
Evaluate the facilities infrastructure with regard to MTA's ability to maintain obligations for current and planned facilities	✓ Received the RFP and Finance Team submitted application by deadline of July 14, 2017. Awaiting to hear back on acceptance. MTA has been awarded the funding. Contract to follow.
Respond to LMTAAA RFQ to secure funding for volunteer driver program	✓
4th Quarter	
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓ Move to 2018 after service analysis is completed.
Begin to formalize shift from flag-stop to fixed-stop service in Shelton's urban area	✓ Move to 2018 after service analysis is completed.
Install bus stop signs through Mason County	✓ Move to 2018 as part of the service analysis.
Develop a route deviation policy	✓ Maintenance has begun to work on this and should have completed by end of year.
Develop a work plan for parking lot upgrades	✓
Develop bridging activities, such as a job shadow program and internships, to create career pathways between youth (high school & college) and MTA	✓ Staff has participated in several activities in this area and are established with different programs at the HS and College.

Operations Report November 2017

Service Statistics

The following table shows the ridership, hours and mileage statistics for each mode of service. It compares November 2016 to November 2017 data.

MTA provided 24 days of service.

Totals		Nov-17	Nov-16	2017 YTD	2016 YTD	YTD % (+ -)
Fixed Route	Ridership	31,519	32,020	355,304	317,628	12%
	Total Hours	2,554	2,697	30,706	28,408	8%
	Mileage	52,183	55,711	637,053	569,253	12%
Worker/Driver	Ridership	3,938	3,979	45,270	42,965	5%
	Total Hours	189	198	2,288	2,148	6%
	Mileage	4,621	4,830	55,716	51,369	8%
Dial-A-Ride	Ridership	3,674	3,604	40,563	39,086	4%
	Total Hours	2,067	2,203	24,417	23,906	2%
	Mileage	25,699	27,736	297,916	272,366	9%
Vanpool	Ridership	1,879	2,449	24,208	25,252	-4%
	Mileage	10,425	17,192	143,225	157,980	-9%
Special Events	Ridership	0	0	1,500	1,398	7%
	Total Hours	0	0	18	44	-59%
	Mileage	0	0	108	217	-50%
Volunteer	Ridership	144	113	1,453	1,172	24%
	Total Hours	277	217	2,647	1,923	38%
	Mileage	6,263	4,669	60,591	45,569	33%
All Modes Total	Ridership	41,154	42,165	468,298	427,501	9.54%