



AGENDA

Mason Transit Authority Board
Regular Meeting
June 18, 2019, 4:00 p.m.
Mason Transit Authority
to be held at the following location:
*Transit-Community Center
601 West Franklin Street
Shelton*

OPENING PROTOCOL

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

PUBLIC COMMENT

CONSENT AGENDA – ACTION

1. Pg. 03: Approval of Minutes: Approval of the minutes of the May 21, 2019 MTA regular Board meeting
2. Pg. 07: Financial Reports: May, 2019
3. Pg. 14: Check Approval: May 15-June 11, 2019

REGULAR AGENDA

UNFINISHED BUSINESS: [None]

NEW BUSINESS:

1. Pg. 22: POL-600 Accident Reporting and Investigation Policy – Resolution No. 2019-14 – *ACTIONABLE* (LeeAnn)
2. Pg. 31: POL-603 Accident Prevention Program Policy – Resolution No. 2019-15 – *ACTIONABLE* (LeeAnn)
3. Pg. 44: POL 301 Drug and Alcohol Policy – Resolution No. 2019-16 – *ACTIONABLE* (LeeAnn)
4. Pg. 69: POL-506 Stroller Policy - Resolution No. 2019-17 – *ACTIONABLE* (Trina)
5. Pg. 74: POL 1002 Social Media Communications Policy – Resolution No. 2019-18 – *ACTIONABLE* (Danette)
6. Pg. 90: Draft of Transportation Development Plan (TDP) – *DISCUSSION* (Danette)

INFORMATIONAL

Presentation

1. Pg. 114: Ridership Analysis (Danette)

Reports

2. Pg. 117: Park and Ride Update
3. Pg. 119: Management Reports

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETING:

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 10:00 a.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 1:00 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 2, 2019 at 5:30 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 10, 2019 at 5:30 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Mason Transit Authority
Regular Meeting
July 16, 2019 at 4:00 p.m.
Transit-Community Center
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.



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Randy Neatherlin, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Deb Petersen, Kevin Shutty, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: Don Pogreba

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

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rob Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; and Mike Ringgenberg, Operations Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the May 21, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Trask. Motion carried.**

PUBLIC COMMENT – None in attendance.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of April 16, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for April, 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of April 11, 2019 through May 15, 2019 financial obligations on checks #32645 through #32774, as presented for a total of \$792,334.08.

LeeAnn McNulty, Administrative Services manager, informed the Board that there were some changes from the initial draft version of the Cash and Investments Report posted on the website

to the version presented today. In particular, the changes were with expenses having been paid with capital dollars out of reserves.

Shutty/Trask. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

[None]

NEW BUSINESS

1. **2019 Certifications and Assurances** – Danette Brannin, General Manager, informed the Board that the forms are required annually by the Federal Transit Administration to receive either capital or operating federal grant assistance. **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2019 Certifications and Assurances to acknowledge compliance as required. **Campbell/Trask. Motion carried.**
2. **Interlocal Agreement with the City of Shelton** – Ms. Brannin spoke to the Board of recent developments that led to the discovery of contaminants at the Pear Orchard Park and Ride site. More testing is necessary to determine the extent of the contaminants and what the volunteer clean-up requirements will be. At this time, MTA's legal counsel advises not to move forward with the interlocal agreement. **No motion was made.**
3. **Interlocal Agreement with PRTPO** – Ms. Brannin shared with the Board that the Peninsula Regional Transportation Planning Organization (PRTPO) was established through an interlocal agreement in 1990. The PRTPO recently updated the interlocal agreement to reflect statutory and regulatory changes; state a clearer operating structure; provide voting membership to every public agency that signs the updated interlocal agreement and reflect the change of the lead planning agency as WSDOT will no longer be serving in that role. Moved that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and other public agencies comprising the Peninsula Regional Transportation Planning Organization for the purpose of updating the existing Interlocal Agreement and approve Resolution No. 2019-12 authorizing the General Manager to sign the Interlocal Agreement. **Moved** that the Mason Transit Authority Board approve the Scope of Services Contract between Mason Transit Authority and Landau Associates, Inc. for the purpose of providing environmental services and approve Resolution No. 2019-13 authorizing the General Manager to sign the Scope of Services contract. **Shutty/Petersen. Motion carried.**
4. **Agreement with Landau Associates for T-CC Parking Lot Environmental Services** – Ms. Brannin conveyed to the Board the need for an experienced environmental compliance professional to perform the additional soil testing of the T-CC parking lot and to carry out the necessary testing and seek a no further action opinion from the Department of Ecology so that completion of the construction may be completed while the weather is favorable. **Petersen/Trask. Motion carried.**

INFORMATIONAL PRESENTATION – Ms. McNulty presented information to the Board relating to MTA's sustainability projections, operating margin and other related financial information.

INFORMATIONAL UPDATES – Ms. McNulty briefly described to the Board the information presented relating to ridership statistics, noting in particular the impact of the snow event earlier this year on those numbers.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated to the Board that the maintenance union contract will be up for review and negotiation this year and asked the Board Chair as to whether or not he wanted to appoint a Board member to be a part of that negotiation team. The Board Chair appointed Vice Chair, Wes Martin, to be the Board member of the negotiation team and Vice Chair Martin accepted. Ms. Brannin indicated to the Board that the other two union contracts would be up for negotiation next year. Ms. Brannin also advised the Board that there would be an informational presentation on ridership at the June Board meeting, followed by an informational presentation on public records requests at the July Board meeting.

COMMENTS BY BOARD MEMBERS – The Board Chair shared that he has noticed a marked drop in being contacted by employees since Ms. Brannin became General Manager. Board member Bobby Joe Murray shared that he will be retiring at the end of May and that he has enjoyed working with MTA staff and Ms. Brannin.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:42 p.m.

UPCOMING MEETINGS

**Public Hearing on Fare Increases
Mason Transit Authority
June 4, 2019 at 5:30 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Mason Transit Authority
Regular Meeting
June 18, 2019 at 4:00 p.m.
Transit-Community Center
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DRAFT

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – May 2019
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Summary for Discussion Purposes:

Included is the May 2019 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 March 2019 (received May 31, 2019) was \$459,822 – which was approximately 42% higher than budgeted, and 17% higher than March 2018 actual.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 41.67% (5/12) of the budget through the end of April. Total YTD Revenue is over budget at 48.61%. Total YTD Operating Expenses is slightly over-budget at 44.39% after setting aside an additional \$135,422 to capital reserves and excluding operating expenses covered by capital grants.

Fiscal Impact:

May's fiscal impact reflects total revenues of \$762,316 and operating expenses of \$856,618 for a net loss of \$94,302. The net loss is from May having three payrolls to process rather than the regular two.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of May 2019 as presented.

Mason Transit Authority Statement of Financial Activities

June 2019 Board Report

% through the year: 41.67%

May Statement of Financial Activities

	May Actual	2019 YTD Actual	2019 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 9,084	\$ 40,921	\$ 103,500		39.54%
PSNS Worker/Driver & Vanpool Fares	20,119	101,249	265,000		38.21%
Total Operating Revenue (Fares)	29,203	142,170	368,500		38.58%
Sales Tax	328,114	1,828,669	3,936,179	(1)	46.46%
Operating Grants	349,075	1,570,796	3,189,554	(2)	49.25%
Rental Income	14,595	73,258	143,227		51.15%
Investment Income	15,333	71,014	45,000		157.81%
Other Non-operating Revenue	25,996	145,516	199,233	(3)	73.04%
Total Revenue	762,316	3,831,423	7,881,693		48.61%
Expenses					
Wages and Benefits	588,385	2,177,433	5,919,743		36.78%
Contracted services	14,037	75,572	208,223		36.29%
Fuel	36,119	152,160	400,250	(4)	38.02%
Vehicle/Facility Repair & Maintenance	26,932	149,749	351,750	(5)	42.57%
Insurance	19,623	98,115	235,477		41.67%
Intergovernmental - Audit Fees	-	-	31,000		0.00%
Rent - Facilities and Park & Ride	2,440	12,200	32,000		38.13%
Utilities	10,814	55,316	139,781		39.57%
Supplies - Equipment	20,717	177,886	131,720	(5)	135.05%
Training & Meetings	3,430	19,370	74,705		25.93%
Other operating expenses	7,284	66,593	174,863	(6)	38.08%
Pooled Reserves	135,422	581,962	120,000	(7)	484.97%
(Less Operating Expenses Covered by Capital Grants)	(8,585)	(95,443)		(5)	
Total Operating Expenses	856,618	3,470,913	7,819,512		44.39%
Net Income (Deficit) from Operations	\$ (94,302)	\$ 360,510	\$ 62,181	(8)	

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 Q1 2019's actuals as well April and May's accrual.
- (3) Includes Q1 2019's RMG grant actual + April and May's accrual - \$94,166 LMTAAA Volunteer program revenue - \$14,397, Volunteer Donations - \$275, Sale of Maintenance Services \$2,683, Sale of Bus ads \$16,415, Community Van - \$1,487.
- (4) Average diesel price per gallon year to date is \$2.37. Average gasoline price per gallon year to date is \$3.03.
- (5) \$95,443 of operating expenses will be recovered by capital revenue: \$38,389 relate to the JP Roof Replacement Grant for repairing JP building roofs, purchasing cooling fans, and solar lights for shelter; \$895 relates to purchases for the TCC TAP Grant to setup cell phone chargers at the TCC; \$47,965 relates to tech purchases such as new desktops, software, monitors for all users; \$2,802 relates to record retention purchases funded by an OSOS Grant; \$5,392 relates to the purchase of a compressor and plow funded by the Vehicle Replacement Grant.
- (6) Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion, Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through the year include: Unemployment Insurance \$6,347, Volunteer Driver Program reimbursements \$14,702, Advertising \$9,763, Merchant/credit card fees \$2,729, Office Equipment Lease \$1,825, Dues, Memberships, Subscriptions \$24,921, plus other misc. expenses.
- (7) Pooled Reserves is the amount of actual sales tax money received for 2019 in excess of the 2019 budgeted amount. The 2019 YTD Actual amount is not an expenditure and represents the amount put to cash
- (8) May is reporting a net loss due to the timing of payrolls; three payrolls were processed in the month rather than the regular two.

Mason Transit Authority Statement of Financial Activities - TCC

June 2019 Board Report

% through the year: 41.67%

	2019 May Actual	2019 YTD Actual	2019 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 13,171	\$ 64,904	\$ 125,630		51.66%	\$ 64,904	\$ -
Other Revenue	25	94	-			94	-
Total Revenue	13,196	64,998	125,630		51.74%	64,998	-
Expenses							
Wages and Benefits	14,488	53,904	132,383		40.72%	53,904	-
Contracted services	90	2,972	11,200	(1)	26.54%	2,476	496
Repair & Maintenance	1,061	5,664	14,500		39.06%	4,357	1,307
Insurance	1,306	6,530	15,673		41.66%	6,530	-
Utilities	3,549	20,754	48,370		42.91%	14,736	6,018
Supplies & Small Equipment	454	3,722	14,295		26.04%	2,336	1,386
Training & Meetings	-	-	450		0.00%	-	-
Other Operating Expenses	399	1,108	3,400	(2)	32.59%	1,074	34
Total Operating Expenses	21,347	94,654	240,271		39.39%	85,413	9,241
Net Income (Deficit) from Operations	\$ (8,151)	\$ (29,656)	\$ (114,641)			\$ (20,415)	\$ (9,241)

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$1,261 Alarm services \$1021; IT services \$450.

(2) Other operating expenses includes Dues & subscriptions \$589 for beginning of the year license renewals.

Mason Transit Authority Cash and Investments

June 2019 Board Report

Cash Balances

	4/30/2019	5/31/2019	Change
Cash - MC Treasurer	1,104,288.10	1,694,668.61	590,380.51
Investments - MC Treasurer	7,369,104.63	7,369,104.63	-
Payroll - ACH Columbia Bank	177,393.14	179,857.95	2,464.81
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 8,651,285.87	\$ 9,244,131.19	\$ 592,845.32

Cash Encumbrances

Grant Related:

Two (2) Hybrid Coaches for Worker/Driver Program 20% Match	296,538
Two (2) Diesel 40' Coaches 25% Match	242,645
Nine (9) Cutaway Replacement Vehicles 25% Match	233,039
Two (2) Hybrid Coaches for Worker/Driver Program 25% Match	378,500
TAP Grant - T-CC & Shelter Replacement	10,800
Park & Ride Development Project RMG 2015-2019 Match (2015-2017 - \$450,000; 2017 - 2019 - \$500,000)	950,000
Parking Lot (DOE Grant)	102,500
Potential Environmental Clean-up T-CC Parking Lot	100,000
Total Grant Match	2,314,022

Reserves:

Total Grant Match	2,314,022
General Leave Liability	170,568
Operating Reserves	2,800,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Capital Project Reserves ¹	130,734
Fuel Reserves	120,000
IT Investments	20,000
Total Encumbered	5,805,324

Total of Cash	\$ 9,244,131.19
Less Encumbrances	\$ 5,805,324.00
Undesignated Cash Balance Total (Including Reserves)	\$ 3,438,807.19

Investments - MC Treasurer (Reserves)	\$ 7,369,104.63
Less Encumbrances	\$ 5,805,324.00
Undesignated Cash Reserves	\$ 1,563,780.63

1. Capital Project Reserves: Sales Tax Revenue received in excess of the budgeted amount. Reserves have been applied to two hybrid coaches, two diesel coaches, and nine cutaway replacements.

Mason Transit Authority Capital Budget

June 2019 Board Report

As of May 31, 2019

Capital Projects	Budget	Grants	MTA Funding	YTD	Project Costs to Date	Purpose
IT Items	\$ 125,000	\$ 125,000	\$ -	\$ 137,011	\$ 137,011	Server/Desktop Replacements
T-CC Parking Lot	302,500	250,000	52,500	-	3,284	Parking lot behind TCC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	130,020	1,752,935	Construct Belfair P&R; upgrade other P&Rs
Scissor Lift - TCC	15,000	-	15,000	-	-	Lift for atrium and gymnasium maintenance
TCC Sound System	10,000	-	10,000	-	-	Improve sound system in gym
HVAC Units	50,000	-	50,000	-	-	Replace units Buildings 1 and 2
Brake Caliper Tool	20,000	-	20,000	-	-	Support tool for coaches
Roof Replacement	250,000	250,000	-	187,709	187,709	Replace roofs on buildings 3 and 4 at JP
Paint Exterior - JP Buildings	120,000	120,000	-	-	-	Paint JP Buildings - contingent on sales tax equalization
TCC Transit Office Remodel	150,000	150,000	-	-	-	Reconfigure Operations Transit Office - contingent on sales tax equalization
Passenger Amenities and Signage at Stops	80,000	69,200	10,800	12,555	73,466	Amenities and Signage for Bus Shelters. Expendable until June 30, 2019
Video Storage Upgrade	68,000	-	68,000	50,181	50,181	Upgrade Angeltrax - contingent on sales tax equalization
Total Miscellaneous Capital Projects	7,561,634	6,581,200	1,176,300	517,476	2,204,585	
2 Worker Driver Coaches	1,779,228	1,482,690	296,538	-	-	Replace low SGR ranking coaches
2 40' Coaches, 9 Cutaways	1,902,736	1,427,052	475,684	-	-	Replace low SGR ranking coaches and Cutaways
Staff Vehicles	105,000	105,000	-	60,563	60,563	To replace staff car and maintenance pickup
Total Vehicle Replacements	3,786,964	3,014,742	772,222	60,563	60,563	
Total Capital Projects	\$ 11,348,598	\$ 9,595,942	\$ 1,948,522	\$ 578,039	\$ 2,265,148	

Cash encumbered for MTA Funding portion - \$2,314,022.

Capital Project Reserves - 130,734 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority Sales Tax Receipts

June 2019 Board Report

Sales Tax Collected as of 5/31/2019 for 3/31/2019

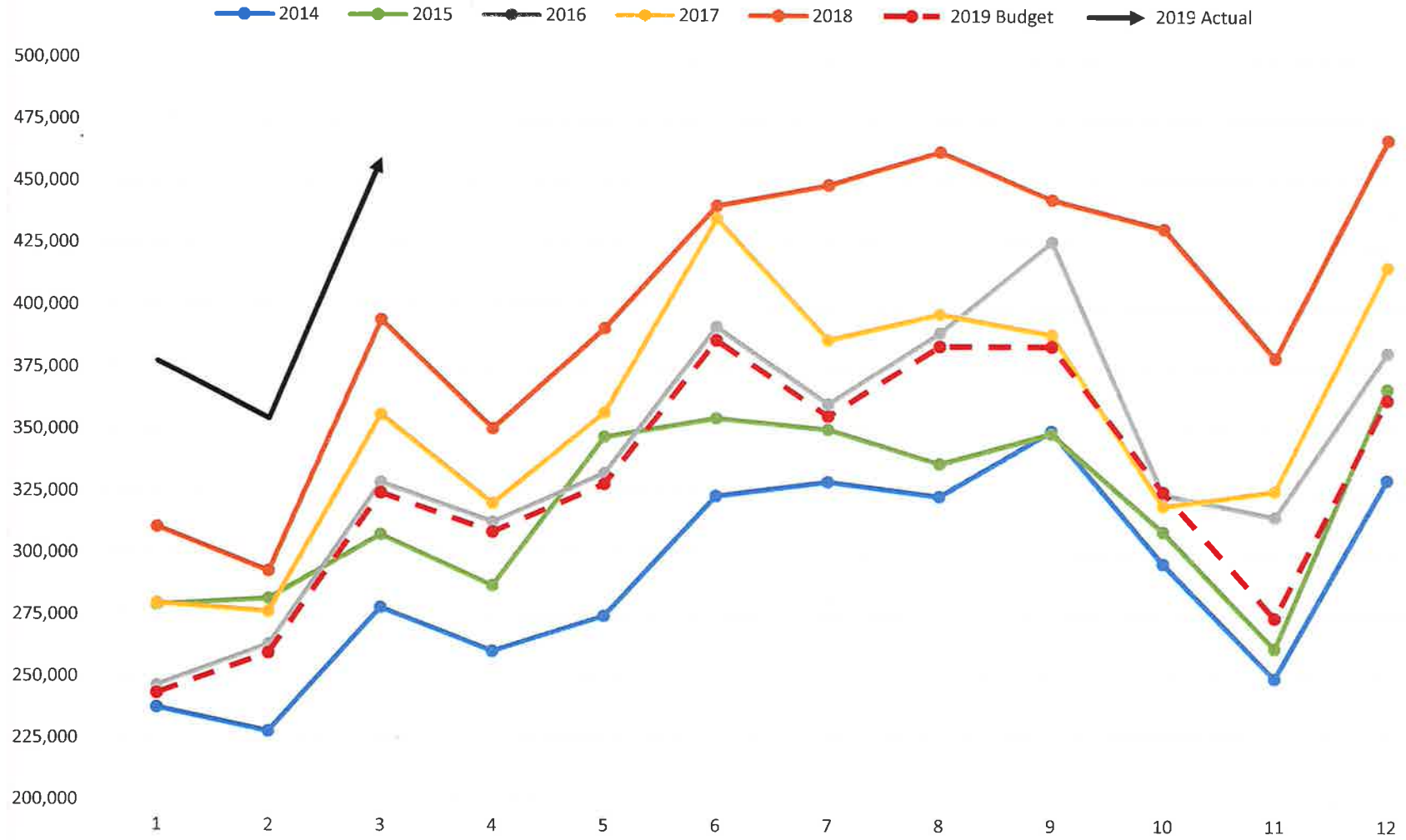
Monthly Cash-Flow Trend (January - December)

	2014	2015	2016	2017	2018	2019 Budget	2019 Actual	2019 Budget Variance	% Change 2018 - 2019 Actual
January	237,528	279,122	246,415	279,777	310,547	243,216	377,689	55%	22%
February	227,815	281,559	262,925	276,310	292,604	259,512	354,467	37%	21%
March	278,053	307,482	328,665	356,214	394,293	324,400	459,822	42%	17%
April	260,396	286,903	312,635	320,241	350,586	308,577			
May	274,641	347,236	332,428	357,049	391,052	328,114			
June	323,498	354,920	391,485	435,445	440,606	386,405			
July	329,201	350,290	360,375	386,531	449,080	355,698			
August	323,336	336,522	389,222	397,061	462,622	384,171			
September	349,872	348,805	426,039	388,845	443,327	384,146			
October	296,170	309,042	324,125	319,477	431,530	325,183			
November	249,648	261,713	314,996	325,586	379,605	274,104			
December	330,297	367,053	381,623	416,254	467,960	362,654			
	3,480,456	3,830,645	4,070,933	4,258,790	4,813,813	3,936,179	1,191,978		

Budget Variance Average - YTD 45%

% Change 2018 vs 2019 Actual Average - YTD 20%

Monthly Sales Tax Trend



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: June 18, 2019

Summary for Discussion Purposes:

Disbursements:

- *Bud Clary
 - Check #32784 – \$37,708.02 – New Facilities Vehicle Chevrolet Silverado
- *IVS, Inc. dba AngelTrax
 - Check #32793 – \$50,180.96 – Video Recording System Replacements
- *Dell Marketing L.P.
 - Check #32833 – \$13,570.71 – Server Replacement
- *SCJ Alliance
 - Check #32853 – \$19,840.27 – Park & Ride Project
- *CHG Building Systems
 - Check #32828 – \$82,769.23 – JP BLDG 3 & 4 Roof Replacement

* Disbursement grant eligible.

April Purchases Fuel Prices: Diesel \$2.37 Unleaded \$3.03

General Manager Travel Expenditures:

- WSTA 2nd Quarter Board Meeting

Check Disbursement Fiscal Impact:

\$735,432.10

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of May 15, 2019 through June 11, 2019 financial obligations on checks #32775 through #32864, as presented for a total of \$735,432.10.

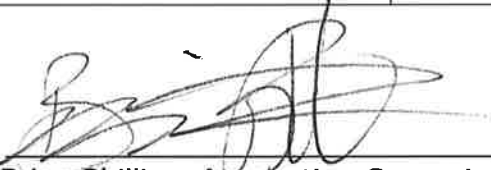


Mason Transit Authority
June 18, 2019 Disbursement Approval

The following checks for the period of May 15, 2019 through June 11, 2019 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 Accounts Payable Checks	Check Numbers 32775-32864	Total Amount \$735,432.10
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 05/17/2019	32775	166,944.24
Payroll & DRS – 05/31/2019	32821	167,640.75
Bud Clary	32784	37,708.02
IVS, Inc. dba AngelTrax	32793	50,180.96
Dell Marketing	32833	13,570.71
SCJ Alliance	32853	19,840.27

Submitted by:  Date: 6/13/19
 Brian Phillips, Accounting Supervisor

Approved by:  Date: 6-13-19
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority Check Register

June 2019 Board Report

Activity From 5/15/2019 Through 6/11/2019

Document Date	Check #	Vendor Name	Amount
5/15/2019	32775	Mason Transit Authority - ACH Account	166,944.24
5/17/2019	32776	U.S. Bank	7,075.12
5/22/2019	32777	Advance Glass	437.92
5/22/2019	32778	Aflac	715.98
5/22/2019	32779	AIG Retirement	307.23
5/22/2019	32780	Associated Petroleum Products, Inc.	22,812.78
5/22/2019	32781	Aramark	307.82
5/22/2019	32782	Bridge Church	90.00
5/22/2019	32783	Danette Brannin	3,675.67
5/22/2019	32784	Bud Clary	37,708.02
5/22/2019	32785	City of Shelton	30.00
5/22/2019	32786	Cascade Natural Gas	1,577.90
5/22/2019	32787	Commercial Brake & Clutch, Inc.	320.73
5/22/2019	32788	Cummins Northwest, LLC	6,291.07
5/22/2019	32789	EMC - Mason Transit	126.80
5/22/2019	32790	Northwest Cascade Inc. DBA FloHawks	4,989.61
5/22/2019	32791	Gillig, LLC	1,896.53
5/22/2019	32792	Gillis Auto Center, Inc.	208.72
5/22/2019	32793	IVS, Inc. dba AngelTrax	50,180.96
5/22/2019	32794	Kitsap Transit	2,339.19
5/22/2019	32795	LegalShield	125.55
5/22/2019	32796	Les Schwab	734.31
5/22/2019	32797	Mason County Garbage, Inc.	775.30
5/22/2019	32798	Mason County PUD #3	88.26
5/22/2019	32799	Mason County Utilities/Waste Management	96.00
5/22/2019	32800	Mountain Mist Water	54.10
5/22/2019	32801	North Mason Rotary Club	100.00
5/22/2019	32802	Northridge Properties, LLC	1,500.00
5/22/2019	32803	Office Depot, inc.	6.99
5/22/2019	32804	Pacific Office Automation	369.23
5/22/2019	32805	Paul's Electric NW, Inc.	504.53
5/22/2019	32806	Seattle Automotive Distributing	87.53
5/22/2019	32807	Lonita J Larson dba Sew Now Studio	25.02
5/22/2019	32808	Shelton Mason County Chamber of Commerce	5.00
5/22/2019	32809	Mason County Journal	160.00
5/22/2019	32810	The Shoppers Weekly	112.45
5/22/2019	32811	South Sound Investment Properties, LLC	300.00
5/22/2019	32812	Staples Business Advantage	196.95

Mason Transit Authority Check Register

June 2019 Board Report

Activity From 5/15/2019 Through 6/11/2019

Document Date	Check #	Vendor Name	Amount
5/22/2019	32813	Titus-Will	87.26
5/22/2019	32814	Total Battery & Automotive Supply	6.61
5/22/2019	32815	Tozier Brothers, Inc.	101.90
5/22/2019	32816	Union City Festival	25.00
5/22/2019	32817	United Way of Mason County	45.00
5/22/2019	32818	Westbay Auto Parts	568.89
5/22/2019	32819	Washington State Transit Association	100.00
5/24/2019	32820	Northwest Administrators	90,485.56
5/29/2019	32821	Mason Transit Authority - ACH Account	167,640.75
6/5/2019	32822	Advance Glass	1,136.96
6/5/2019	32823	AIG Retirement	149.85
6/5/2019	32824	Ecolube Recovery, LLC dba American Petroleum E	203.17
6/5/2019	32825	Associated Petroleum Products, Inc.	20,797.28
6/5/2019	32826	Aramark	308.11
6/5/2019	32827	Black Star	1,204.36
6/5/2019	32828	CHG Building Systems, Inc	82,769.23
6/5/2019	32829	City of Shelton	581.54
6/5/2019	32830	Cascade Natural Gas	74.80
6/5/2019	32831	Comcast	192.37
6/5/2019	32832	Cummins Northwest, LLC	469.29
6/5/2019	32833	Dell Marketing L.P.	13,570.71
6/5/2019	32834	Department of Transportation	3,203.45
6/5/2019	32835	EMC - Mason Transit	121.80
6/5/2019	32836	Extreme Auto, LLC	273.96
6/5/2019	32837	Northwest Cascade Inc. DBA FloHawks	2,319.35
6/5/2019	32838	Genothen	822.53
6/5/2019	32839	Gillig, LLC	3,203.18
6/5/2019	32840	Hood Canal Communications	1,825.54
6/5/2019	32841	Intercity Transit	18.69
6/5/2019	32842	Island Superior Air Filter	200.40
6/5/2019	32843	IVS, Inc. dba AngelTrax	70.24
6/5/2019	32844	Kitsap County MRW Fund	263.04
6/5/2019	32845	Knight Fire Protection, Inc.	203.44
6/5/2019	32846	Mason County GIS	245.21
6/5/2019	32847	Mason County PUD #3	2,339.17
6/5/2019	32848	Mountain Mist Water	166.03
6/5/2019	32849	Mood Media	108.36
6/5/2019	32850	Office Depot, inc.	691.58

Mason Transit Authority Check Register

June 2019 Board Report

Activity From 5/15/2019 Through 6/11/2019

Document Date	Check #	Vendor Name	Amount
6/5/2019	32851	Pacific Office Automation	231.63
6/5/2019	32852	Builders FirstSource	45.09
6/5/2019	32853	SCJ Alliance	19,840.27
6/5/2019	32854	Seattle Automotive Distributing	850.94
6/5/2019	32855	Mason County Journal	110.00
6/5/2019	32856	The Shoppers Weekly	1,693.37
6/5/2019	32857	Staples Business Advantage	422.43
6/5/2019	32858	Tags Awards & Specialties	8.71
6/5/2019	32859	Tozier Brothers, Inc.	105.30
6/5/2019	32860	United Way of Mason County	84.40
6/5/2019	32861	<i>Spoiled Check</i>	0.00
6/5/2019	32862	Westbay Auto Parts	639.49
6/5/2019	32863	ZEP Manufacturing Company	225.63
6/10/2019	32864	District 160	1,302.72
			<u>\$ 735,432.10</u>

Mason Transit Authority Credit Card Activity

June 2019 Board Report

May Activity

GL Title	Transaction Description	Expenses	
Parts Inventory	Richards - Repair Seat Cover	\$ 32.79	
Construction in Progress P&R	City of Shelton - Pear Orchard Water Permit	117.00	GM
Publication Fees	Craigslist - Driver Recruitment	10.00	
Repair/Maintenance by Other	Amazon - L & I Bolier Invoice	15.20	
Repair/Maintenance by Other	Amazon - L & I Bolier Invoice	37.21	
Contract Services	SMARSH - Email Archiving	424.00	GM
Contract Services	SMARSH - Social Media Archiving	50.00	GM
Contract Services	SMARSH - Verizon Archiving	140.00	GM
Postage	Shelton Mail and Ship - Return Door Controller	35.38	
Fuel and Lubricants	Skipworths - Oil for Blower	4.41	
Fuel and Lubricants	Skipworths - Oil for Blower	10.81	
Facility Repair/Maintenance	Amazon - Ballast for United Way Bldg	17.95	
Facility Repair/Maintenance	Amazon - Hose Cart	43.49	
Facility Repair/Maintenance	Amazon - Hose Cart	106.49	
Facility Repair/Maintenance	Amazon - Intertube for Pressure Washer	4.10	
Facility Repair/Maintenance	Amazon - Intertube for Pressure Washer	10.03	
Facility Repair/Maintenance	Amazon - Mounting Hardware	13.87	
Facility Repair/Maintenance	FlagDesk - Winch	123.25	
Facility Repair/Maintenance	FlagDesk - Winch	301.75	
Facility Repair/Maintenance	Invoice	7,075.12	
Facility Repair/Maintenance	Lew Rents - Lawn Project BLDG 1	43.72	
Facility Repair/Maintenance	New HydroSeeding - JP Hydroseeding	695.48	
Facility Repair/Maintenance	Walmart - Cleaning Supplies	32.86	
Facility Repair/Maintenance	Walmart - Cleaning Supplies	80.44	
Operating Supplies	Uline - Coffee Pots	48.09	
Shop Supplies	Fastenal - Parts	7.65	
IT Equipment	Walmart - Ops Video Review	21.63	
IT Equipment	Walmart - TCC Charging Station	32.64	
Small Tools & Equipment	Auto Anything - Shop Truck Hitch	135.99	
Small Tools & Equipment	Home Depot - Shop Truck Compressor	2,886.95	
Small Tools & Equipment	Home Depot - Shop Truck Plow	2,504.76	
Small Tools & Equipment	Tractor Supply - New Lawn Mower	2,929.49	
Small Equipment & Furniture	Office Depot - Rolling Case for Transporting	81.36	
Small Equipment & Furniture	Office Depot - Rolling Case for Transporting, incorrec item	81.36	
Veh License/Registration Fee	DOL - Licensing Silverado	55.00	
Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26	GM
Travel & Meeting Expense MTA	Best Western - WAPRO Travel	96.53	
Travel & Meeting Expense MTA	Dollar Store - Signs for Events	2.17	
Travel & Meeting Expense MTA	Ferry - WSTIP Trainer Showcase	14.80	
Travel & Meeting Expense MTA	Fox Rental Car - Gillig Visit	80.80	GM
Travel & Meeting Expense MTA	Fred Meyer - National Transportation Week	148.03	
Travel & Meeting Expense MTA	Fred Meyer - Water for Board Meeting	7.59	
Travel & Meeting Expense MTA	Fred Meyer - Water for Meeting	4.31	
Travel & Meeting Expense MTA	Pioneer Square Parking - JTC Meeting	9.00	
Travel & Meeting Expense MTA	Red Lion - Labor Relations	241.86	GM
Travel & Meeting Expense MTA	Red Lion - Labor Relations	241.86	
Travel & Meeting Expense MTA	Red Lion - Labor Relations	241.86	
Travel & Meeting Expense MTA	Red Lion Hotal - Labor Relations Institute	241.86	
Travel & Meeting Expense MTA	Red Lion Hotel - Labor Relations Institute	241.86	

Mason Transit Authority Credit Card Activity

June 2019 Board Report

May Activity

<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
Travel & Meeting Expense MTA	State WA- Parking in Meeting	4.00 GM
Passenger Parking Facilities	Glacier - Parking	550.00
		<u>\$ 20,353.06</u>

MASON TRANSIT AUTHORITY TRAVEL FORM (FRM-402B)

B1

I. Pretrip Authorization

1. Name: Danette Branigan Event: WSTA 2nd Board Meeting
 2. Destination: Blaine, WA Departure Date: 5/29/19 Return Date: 5/31/19
 3. Estimated Total Cost of Travel (registration, airfare, lodging, meals, car etc.) Total: _____
 4. Advance Travel Request Amount \$ 0 **-- Event Agenda must be Attached--**
 5. Mode(s) of travel to be used: Car 6. Using a Staff Car? Y / **(N)**
 7. Approved by: _____ Team Manager or designee Ineligible
 8. Advance Travel Granted is: Check # _____ Initial: _____ Date: _____

II. Travel Expenses: All EXPENSES MUST HAVE matching Receipts/Documents attached (EXCEPT MEALS).

SECTION A	ESTIMATED EXPENSES	ACTUAL EXPENSES (complete upon return)		
		MTA PAID THRU A/P	MTA CREDIT CARD	EMPLOYEE EXPENSE
Meals from IV. Meal Calculation worksheet	\$ <u>51</u>			\$ <u>38</u>
Airline Travel:	\$		\$	\$
Rental Car	\$		\$	\$
Lodging: <u>tax included</u>	\$ <u>251.60</u>		\$ <u>251.60</u>	\$
Registration fees:	\$ <u>165.00</u>	\$ <u>165.00</u>	\$	\$
Mileage: _____ miles X .58 per mile*	\$			\$
Mileage (Pers Veh): <u>350</u> miles X .29 mile*	\$ <u>103.24</u>			\$ <u>103.24</u>
Airport Parking/Parking Lot	\$			\$
Shuttle / Taxi	\$			\$
Bridge Toll / Ferry	\$			\$
	\$			\$
	\$			\$
TOTAL	\$ <u>570.84</u>	\$ <u>165.00</u>	\$ <u>251.60</u>	\$ <u>141.24</u>

• Attach a copy of MapQuest to verify mileage. Starting point is 790 E Johns Prairie Rd or your home, whichever is closer to your destination. Miles to the Airport from MTA is 153 miles round trip (no MapQuest needed)

SECTION B

	PAID WITH A/P	PURCHASE LOG	EMPLOYEE
1. Total Actual Expenses:	\$ <u>165.00</u>	\$ <u>251.60</u>	\$ <u>141.24</u>
1. Less total cash advances			\$ <u>0</u>
2. Total reimbursement due			\$ <u>141.24</u>
3. Or total due to MTA			\$

TOTAL TRAVEL EXPENSES (add totals in the Total Expenses line Section B) \$ 557.84

III. Certification

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no other payment has been received by me as reimbursement for these expenses.

1. Employee Signature: <u>[Signature]</u>	2. Date: <u>6/4/19</u>	3. Team Leader Signature: _____	4. Date: _____
Finance Use Only			
5. Travel General Ledger Account #: _____	7. Audited By: <u>[Signature]</u>	8. Date: <u>6/5/19</u>	

COPY

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Accident Reporting and Investigation Policy (POL-600)
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Summary for Discussion Purposes:

It has been five years since this policy was created. In that time, there have been changes in the management structure that needed to be brought current, additional documents to be referenced, and minor updates relating to the documentation of the accident reporting and investigation process.

Legal Counsel and two members of the Board have reviewed and approved this form of the policy.

Summary: Amend existing Accident Reporting and Investigation Policy (POL-600).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-14 and the attached Accident Reporting and Investigation Policy (POL-600).



Title: Accident Reporting and Investigation
Number: 600
Effective: June 18, 2019~~14~~
Cancel: ~~N/A June 1, 2014~~
Prepared by: ~~Rikki Johnson~~ LeeAnn McNulty, Human Resources Manager
Approved by: Authority Board
Resolution No. 2019-~~XX144-04~~

POL-600 ACCIDENT REPORTING AND INVESTIGATION

This policy applies to all Mason Transit Authority (MTA) employees. This policy does not apply to vehicle accidents.

1.0 Purpose

This policy provides guidelines for accident reporting resulting from workplace injuries, and in the investigation of all such accidents, including corrective measures to prevent reoccurrences.

All employees of MTA share the responsibility for maintaining safety by practicing good safety habits and by avoiding carelessness. Any real or potential safety hazard for environmental health hazard should be reported immediately to the employee's Supervisor who, in turn, will contact the ~~Human Resources~~ Administrative Services Manager.

The Supervisor, Team Manager and ~~Human Resources~~ Administrative Services Manager will investigate all work-related accidents involving employees or company property to develop preventative measures and implement corrective actions.

2.0 Insurance Coverage

MTA employees are covered by Workers' Compensation insurance. Under Workers' Compensation laws, employees receive payment on their behalf for required medical expenses and lost time due to injuries that occur on the job. Failure to submit an On-the-Job Injury Form promptly may result in loss of payment, or delayed payment, of Workers' Compensation benefits.

3.0 Employee's Responsibility

First and foremost, notify a Supervisor or Manager and determine if medical attention is necessary beyond first aid. If medical attention is necessary, ~~the Supervisor or Manager will~~ call 9-911. - Employee will inform the physician or medical personnel that the injury is work related and requests a Return-to-Work Authorization from the attending physician or medical personnel. When able, complete the Employee On-the-Job Injury Form and forward to immediate Supervisor or Manager.

4.0 Supervisor's or Manager's Responsibility



Title: Accident Reporting and Investigation
Number: 600
Effective: June 18, 2019~~14~~
Cancel: ~~N/A June 1, 2014~~
Prepared by: ~~Rikki Johnson~~ LeeAnn McNulty, ~~Human Resources Manager~~ Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX144-04~~

All Supervisors or Managers are required to complete the Supervisor On-the-job Injury Form and forward all On-the-Job Injury Forms to the ~~Human Resources~~ Administrative Services Manager.

5.0 ~~Human Resources~~ Administrative Services Reporting

- ~~Human Resources~~ Administrative Services Manager will promptly complete an Employer's Report of Accident to Labor & Industries.
- ~~Human Resources~~ Administrative Services Manager will determine if employee is suitable for a Transitional Work Assignment.
- ~~Human Resources~~ Administrative Services Manager will report to Labor & Industries within eight (8) hours a death, probable death, or in-patient hospitalization (within 24 hours) and within twenty four (24 hours) for any non-hospitalized amputation or loss of eye due to an on-the-job workplace injury by calling 1-800-4~~2332~~-7233.

6.0 Physician's Responsibility

The physician is responsible for:

- Determining a treatment plan;
- Filing the claim with the Department of Labor & Industries;
- Working with the employee and ~~Human Resources~~ Administrative Services Manager to determine if employee is suitable for a Transitional Work Assignment.

7.0 Accident Investigation

The Supervisor, ~~Team~~ Manager and ~~Human Resources~~ Administrative Services Manager will be responsible for conducting investigations of accidents that occur in their areas or that affect employees under their supervision. Upon notification of an accident, the responsible Supervisor(s) or Manager will begin investigation to determine the following:

- How the accident or incident occurred;
- Special circumstances involved;
- Underlying, indirect, or associated causes; and
- Corrective actions or preventative measures and controls.

See Also: PRO-600, FRM-600A, FRM-600B



Title:	Accident Reporting and Investigation
Number:	600
Effective:	June 18, 2019 14
Cancels:	N/A June 1, 2014
Prepared by:	Rikki Johnson LeeAnn McNulty, Human Resources Manager Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019- XX144-04

Accidents and incidents involving situations where multiple Supervisors or Managers are affected (an employee of one team injured in another) will be investigated jointly. The Supervisor or Manager of the area where the incident occurred will be in charge of, and be held accountable for, the investigation.

8.0 Documentation

All activities and findings of the investigations will be documented and recorded for review. Utilizing the Employee/Supervisor On-the-Job Injury Reports, Worker Report of Accident Report of Accident, and Employer Report of Accident the investigation documentation will record at a minimum the following as required by the Department of Labor & Industries:

- The name, address, date of birth, sex, wage, length of service, social security number, and occupation of the employee;
- The reported cause and nature of the injury, the part of the body affected, and a description of any equipment involved;
- The date, time, and location where the injury occurred;
- The name of the ~~employee's responding immediate~~ Supervisor;
- The names of any witnesses (if known);
- The name and address of the treating health care provider, if known; and
- Any voluntary benefits paid by the employer.

RESOLUTION NO. 2019-14

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED ACCIDENT REPORTING AND INVESTIGATION
POLICY.**

WHEREAS, pursuant to Resolution No. 2014-04, Mason Transit Authority Board adopted an Accident Reporting and Investigation Policy (POL-600); and

WHEREAS, it is necessary to revise the Accident Reporting and Investigation Policy to update for the MTA management structure changes since 2014, as well as other minor updates relating to the documentation of the accident reporting and investigation process;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Accident Reporting and Investigation Policy (POL-600), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 18th day of June, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, 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



Title:	Accident Reporting and Investigation
Number:	600
Effective:	June 18, 2019
Cancel:	June 1, 2014
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-14

POL-600 ACCIDENT REPORTING AND INVESTIGATION

This policy applies to all Mason Transit Authority (MTA) employees. This policy does not apply to vehicle accidents.

1.0 Purpose

This policy provides guidelines for accident reporting resulting from workplace injuries, and in the investigation of all such accidents, including corrective measures to prevent reoccurrences.

All employees of MTA share the responsibility for maintaining safety by practicing good safety habits and by avoiding carelessness. Any real or potential safety hazard for environmental health hazard should be reported immediately to the employee's Supervisor who, in turn, will contact the Administrative Services Manager.

The Supervisor, Team Manager and Administrative Services Manager will investigate all work-related accidents involving employees or company property to develop preventative measures and implement corrective actions.

2.0 Insurance Coverage

MTA employees are covered by Workers' Compensation insurance. Under Workers' Compensation laws, employees receive payment on their behalf for required medical expenses and lost time due to injuries that occur on the job. Failure to submit an On-the-Job Injury Form promptly may result in loss of payment, or delayed payment, of Workers' Compensation benefits.

3.0 Employee's Responsibility

First and foremost, notify a Supervisor or Manager and determine if medical attention is necessary beyond first aid. If medical attention is necessary, call 9-911. Employee will inform the physician or medical personnel that the injury is work related and request a Return-to-Work Authorization from the attending physician or medical personnel. When able, complete the Employee On-the-Job Injury Form and forward to immediate Supervisor or Manager.

4.0 Supervisor's or Manager's Responsibility

Supervisors or Managers are required to complete the Supervisor On-the-job Injury Form and forward all On-the-Job Injury Forms to the Administrative Services Manager.

See Also: PRO-600, FRM-600A, FRM-600B

Page 1 of 3



Title:	Accident Reporting and Investigation
Number:	600
Effective:	June 18, 2019
Cancels:	June 1, 2014
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-14

5.0 Administrative Services Reporting

- Administrative Services Manager will promptly complete an Employer's Report of Accident to Labor & Industries.
- Administrative Services Manager will determine if employee is suitable for a Transitional Work Assignment.
- Administrative Services Manager will report to Labor & Industries within eight (8) hours a death, probable death, or in-patient hospitalization and within twenty-four (24 hours) for any non-hospitalized amputation or loss of eye due to an on-the-job injury by calling 1-800-423-7233.

6.0 Physician's Responsibility

The physician is responsible for:

- Determining a treatment plan;
- Filing the claim with the Department of Labor & Industries;
- Working with the employee and Administrative Services Manager to determine if employee is suitable for a Transitional Work Assignment.

7.0 Accident Investigation

The Supervisor, Team Manager and Administrative Services Manager will be responsible for conducting investigations of accidents that occur in their areas or that affect employees under their supervision. Upon notification of an accident, the responsible Supervisor(s) or Manager will begin investigation to determine the following:

- How the accident or incident occurred;
- Special circumstances involved;
- Underlying, indirect, or associated causes; and
- Corrective actions or preventative measures and controls.

Accidents and incidents involving situations where multiple Supervisors or Managers are affected (an employee of one team injured in another) will be investigated jointly. The Supervisor or Manager of the area where the incident occurred will be in charge of, and be held accountable for, the investigation.

8.0 Documentation

See Also: PRO-600, FRM-600A, FRM-600B
Page 2 of 3



Title:	Accident Reporting and Investigation
Number:	600
Effective:	June 18, 2019
Cancels:	June 1, 2014
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-14

All activities and findings of the investigations will be documented and recorded for review. Utilizing the Employee/Supervisor On-the-Job Injury Reports, Worker Report of Accident Report of Accident, and Employer Report of Accident the investigation documentation will record at a minimum the following as required by the Department of Labor & Industries:

- The name, address, date of birth, sex, wage, length of service, social security number, and occupation of the employee;
- The reported cause and nature of the injury, the part of the body affected, and a description of any equipment involved;
- The date, time, and location where the injury occurred;
- The name of the responding Supervisor;
- The names of any witnesses (if known);
- The name and address of the treating health care provider, if known; and
- Any voluntary benefits paid by the employer.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Accident Prevention Program Policy (POL-603)
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Summary for Discussion Purposes:

It has been four years since this policy was created. In that time safety practices have been updated based on the revisions made to the Health and Safety Manual and the incorporation of new forms to report unsafe facility conditions and document remedies taken. Other minor updates relating to the readability of the policy as well as additional safety steps are included.

Legal Counsel and two members of the Board have reviewed and approved this form of the policy.

Summary: Amend existing Accident Prevention Program Policy (POL-603).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-15 and the attached Accident Prevention Program Policy (POL-603).



Title: Accident Prevention Program
Number: 603
Effective: June 18, 2019
Cancel: January 1, 2015
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX154-35~~

POL-603 ACCIDENT PREVENTION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees: full-time, part-time, contract employees and contractors when they are on MTA property or when performing MTA-related business off property.

1.0 Safety Orientation

Each employee will be given a safety orientation by the Safety & Training Supervisor, Manager or designee. The orientation will cover the following items:

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1.1 A description of the accident prevention program:

- MTA has a formal written accident prevention program, [Health and Safety Manual](#), as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a [Safety Committee](#) that is described in 2.0 below.
- We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use your personal protective equipment whenever it is required.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Do not bring firearms or explosives onto company property.
 - Smoking is only permitted outside the building at the designated smoking area.
 - Horseplay, running and fighting are prohibited.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, [FRM-600C](#), [FRM-600D](#)
Page 1 of 5



Title: Accident Prevention Program
Number: 603
Effective: June 18, 2019
Cancel: January 1, 2015
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX154-35~~

- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

1.2 ~~Injuries~~ ~~How and when to report injuries.~~ ~~Where first aid facilities are located.~~

- If you are injured or become ill on the job, report this to your immediate supervisor or team manager.
- First aid kits are located in all work areas and vehicles. These will be identified during orientation.
- We require all ~~Operations/Maintenance p~~Personnel to have first-aid/CPR/AED training.
- We have also posted emergency phone numbers next to evacuation signs.

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1.3 ~~How to r~~Reporting unsafe conditions and practices.

- If you see something that is unsafe, document the condition on FRM-600C Report of Unsafe Facility Condition or Hazard and submit to a supervisor or manager immediately.
- If you see or someone working unsafely, stop the person, and immediately report it to a sSupervisor or Manager, or MTA facility help desk.

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1.4 Responding to a Report of Unsafe Facility Condition or Hazard.

- Utilizing FRM-600D Safety Hazard Correction Report, a Supervisor/Safety Coordinator ~~the Safety & Trainer Supervisor, manager or designee is responsible for documenting the steps taken to rectify the unsafe condition.~~
- Completed forms FRM-600C and FRM-600D are to be forwarded to the Safety Committee and retained for a minimum of one year.

1.5 ~~What to do in an e~~Emergency ~~Procedures including how to exit the workplace.~~

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, [FRM-600C](#), [FRM-600D](#)
Page 2 of 5



Title: Accident Prevention Program
Number: 603
Effective: June 18, 2019
Cancel: January 1, 2015
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX154-35~~

- An evacuation map for the building is posted beside each exit door. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.
- Fire Emergency
 - You will be trained on how to use a fire extinguisher as part of your orientation.
 - If you discover a fire, tell another person immediately. Call or have them call 911 and a supervisor.
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers).
 - If the fire grows or there is thick smoke, do not continue to fight the fire.
 - Tell other employees in the area to evacuate.
 - Go to the designated assembly point outside the building.
 - In the case of a vehicle fire, use the fire extinguisher to extinguish flames at exits.
- Earthquake Emergency
 - During an earthquake, if you are inside a building:
 - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
 - When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
 - Evacuation should proceed as quickly as possible since there may be aftershocks.

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See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, [FRM-600C](#), [FRM-600D](#)
Page 3 of 5



Title: Accident Prevention Program
Number: 603
Effective: June 18, 2019
Cancel: January 1, 2015
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX154-35~~

- Supervisors must account for each employee in their work group as quickly as possible.
 - First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
 - If a gas odor is in the building, call 911, evacuate the building, and contact maintenance staff.
 - Employees must not re-enter the building once evacuation is complete.
 - Do not approach or touch downed power lines or objects touched by downed power lines.
 - Do not use the phone except for emergency use.
 - Turn on a radio and listen for public safety instructions.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
 - If you are on the road: ~~Drive~~ Stay away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle. Stay off soft shoulders. Keep away from ditches or abrupt road shoulder edge.

1.6 Identification of ~~H~~azardous ~~C~~hemicals ~~used at this location~~.

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

1.7 ~~Use and care of required P~~ersonal ~~P~~rotective ~~E~~quipment (PPE).

- Some tasks in our agency require an employee to wear PPE to protect against injury.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, [FRM-600C](#), [FRM-600D](#)
Page 4 of 5



Title: Accident Prevention Program
Number: 603
Effective: June 18, 2019
Cancel: January 1, 2015
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-~~XX154-35~~

- You will be instructed by your supervisor or use the manufacturer’s instructions on how to use and care for PPE.
- 1.8 On-the-job ~~t~~Training before for Performing Job Safely, ~~about what you need to know to perform the job safely.~~
- Before you are first assigned a task, your supervisor or designee will show you what to do along with safety instructions and required PPE.
 - We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
 - Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

2.0 Safety Committee

- 2.1 Our committee will consist of volunteers representing management, drivers, maintenance, operations and facilities.
- 2.2 The safety committee members will elect a chairperson, vice chairperson and secretary.
- 2.3 The safety committee will hold scheduled meetings a minimum of once quarterly.

3.0 Non-employees

The Team Manager or designee will perform a safety orientation for contractors or contract employees.

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RESOLUTION NO. 2019-15

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED ACCIDENT PREVENTION PROGRAM POLICY.**

WHEREAS, pursuant to Resolution No. 2014-35, Mason Transit Authority Board adopted an Accident Prevention Program Policy (POL-603); and

WHEREAS, it is necessary to revise the Accident Prevention Program Policy to bring current the following:

- Update to include the MTA management structure changes since 2014;
- Include updated safety practices based on revisions made to the Health and Safety manual;
- Include additional safety steps and
- Other minor updates relating to the readability of the policy;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Accident Prevention Program Policy (POL-603), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 18th day of June, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shuttly, Authority Member


Sandy Tarzwell, Authority Member

Sharon Trask, 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

	<p>Title: Accident Prevention Program</p> <p>Number: 603</p> <p>Effective: June 18, 2019</p> <p>Cancels: January 1, 2015</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-15</p>
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POL-603 ACCIDENT PREVENTION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees: full-time, part-time, contract employees and contractors when they are on MTA property or when performing MTA-related business off property.

1.0 Safety Orientation

Each employee will be given a safety orientation by the Safety & Training Supervisor, Manager or designee. The orientation will cover the following items:

1.1 A description of the accident prevention program:

- MTA has a formal written accident prevention program, Health and Safety Manual, as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a Safety Committee that is described in 2.0 below.
- We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use your personal protective equipment whenever it is required.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Do not bring firearms or explosives onto company property.
 - Smoking is only permitted outside the building at the designated smoking area.
 - Horseplay, running and fighting are prohibited.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, FRM-600C, FRM-600D



Title:	Accident Prevention Program
Number:	603
Effective:	June 18, 2019
Cancels:	January 1, 2015
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-15

- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

1.2 Injuries.

- If you are injured or become ill on the job, report this to your immediate supervisor or team manager.
- First aid kits are located in all work areas and vehicles. These will be identified during orientation.
- We require all Operations/Maintenance personnel to have first-aid/CPR/AED training.
- We have also posted emergency phone numbers next to evacuation signs.

1.3 Reporting unsafe conditions and practices.

- If you see something that is unsafe, document the condition on FRM-600C Report of Unsafe Facility Condition or Hazard and submit to a supervisor or manager immediately.
- If you see someone working unsafely, stop the person and immediately report it to a Supervisor or Manager.

1.4 Responding to a Report of Unsafe Facility Condition or Hazard.

- Utilizing FRM-600D Safety Hazard Correction Report, the Safety & Trainer Supervisor, manager or designee is responsible for documenting the steps taken to rectify the unsafe condition.
- Completed forms FRM-600C and FRM-600D are to be forwarded to the Safety Committee and retained for a minimum of one year.

1.5 Emergency Procedures.

- An evacuation map for the building is posted beside each exit door. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.
- Fire Emergency

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, FRM-600C, FRM-600D



Title:	Accident Prevention Program
Number:	603
Effective:	June 18, 2019
Cancels:	January 1, 2015
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-15

- You will be trained on how to use a fire extinguisher as part of your orientation.
- If you discover a fire, tell another person immediately. Call or have them call 911 and a supervisor.
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers).
 - If the fire grows or there is thick smoke, do not continue to fight the fire.
 - Tell other employees in the area to evacuate.
 - Go to the designated assembly point outside the building.
 - In the case of a vehicle fire, use the fire extinguisher to extinguish flames at exits.
- Earthquake Emergency
 - During an earthquake, if you are inside a building:
 - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
 - When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
 - Evacuation should proceed as quickly as possible since there may be aftershocks.
 - Supervisors must account for each employee in their work group as quickly as possible.
 - First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, FRM-600C, FRM-600D



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move seriously injured persons unless they are in immediate danger of further injury.

- If a gas odor is in the building, call 911, evacuate the building, and contact maintenance staff.
 - Employees must not re-enter the building once evacuation is complete.
 - Do not approach or touch downed power lines or objects touched by downed power lines.
 - Do not use the phone except for emergency use.
 - Turn on a radio and listen for public safety instructions.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
 - If you are on the road: Stay away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle. Stay off soft shoulders. Keep away from ditches or abrupt road shoulder edge.

1.6 Identification of Hazardous Chemicals.

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

1.7 Personal Protective Equipment (PPE).

- Some tasks in our agency require an employee to wear PPE to protect against injury.
- You will be instructed by your supervisor or use the manufacturer's instructions on how to use and care for PPE.

1.8 On-the-job Training before Performing Job Safely.

- Before you are first assigned a task, your supervisor or designee will show you what to do along with safety instructions and required PPE.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide, FRM-600C, FRM-600D



Title:	Accident Prevention Program
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- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

2.0 Safety Committee

- 2.1 Our committee will consist of volunteers representing management, drivers, maintenance, operations and facilities.
- 2.2 The safety committee members will elect a chairperson, vice chairperson and secretary.
- 2.3 The safety committee will hold scheduled meetings a minimum of once quarterly.

3.0 Non-employees

The Team Manager or designee will perform a safety orientation for contractors or contract employees.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*
Subject: Drug and Alcohol Policy (POL-301)
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Summary for Discussion Purposes:

This policy has been developed using the USDOT/FTA Policy Builder in compliance with 49 CFR Part 40 and Part 655. This update contains two additional provisions under Mason Transit Authority’s discretion providing clarity in the case of Reasonable Suspicion and Post Accident testing scenarios, and the workers’ status pending test results.

Legal Counsel and two members of the Board have reviewed and approved this form of the policy.

Summary: Amend existing Drug and Alcohol Policy (POL-301).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-16 and the attached Drug and Alcohol Policy (POL-301).



Title: Drug and Alcohol Policy
Number: 301
Effective: July 17, 2018
 Cancels: March 20, 2018
Prepared by: LeeAnn McNulty
Administrative Services Manager
Approved by: Authority Board
Resolution No. 20189-XX16

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1.0 Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but mandated but reflect Mason Transit Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Mason Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the DAPM/DER, see Attachment B, no later than five days after such conviction.

2.0 Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes



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See Attachment A for a list of covered positions by job title.

3.0 Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4.0 Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.



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Zero Tolerance

Per Mason Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5.0 Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar ~~days, and days and~~ has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Mason Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. Following a reasonable suspicion test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.



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Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. Following a post-accident test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.



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Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least 30 minutes before the end of the shift.

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6.0 -Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.



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Dilute Urine Specimen

If there is a negative dilute test result, Mason Transit Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Mason Transit Authority guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Mason Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Mason Transit Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Mason Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).



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(13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

7.0 -Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DAPM/DER, see Attachment B, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

8.0 -Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the DAPM/DER, see Attachment B. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

9.0 Contact Person

For questions about Mason Transit Authority's anti-drug and alcohol misuse program, contact the DAPM/DER, see Attachment B.



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Attachment A: Covered Positions

The following list includes safety-sensitive job titles of MTA employees or contractors who meet FTA safety-sensitive criteria:

- Cleaner/Fueler
- CommCenter Supervisor
- Custodian/Detailer
- Customer Service Representative
- Drivers
- Facilities Technician
- Mechanic
- Maintenance Manager
- Maintenance Support Technician
- Operations Manager
- Operations Supervisor
- Operations Safety & Training Supervisor
- Scheduler/Dispatcher
- Service Mechanic
- Worker/Driver

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Attachment B: List of Program Contacts

Drug and Alcohol Program Manager (DAPM) & Designated Employer Representative (DER)

LeeAnn McNulty, Administrative Services Manager
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 138
Secure Fax: (360) 426-9143
Agency Cell: (360) 545-7969
Email: lmcnulty@masontransit.org

Alternate Designated Employer Representative (DER)

Haley Dorian, Accounting Assistant
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 123
Fax: (360) 426-9143
Email: hdorian@masontransit.org

Second Alternate Designated Employer Representative (DER)

Christina Haugan, Accounting Assistant
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 152
Fax: (360) 426-9143
Email: chaugan@masontransit.org

Testing Coordinator

Mason General Hospital Lab	AWorkSAFE Service, Inc.
901 Mountain View Drive	1696 Capital St. NE
Shelton, WA 98584	Salem, OR 97301
Phone: (360) 427-9565	Phone: (503) 391-9363
Hours: Mon-Fri 8 am to 3 pm	Hours: 24 hr./day
24 hr. Post-Accident/Reasonable Suspicion	

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Medical Review Officer

Drug Free Business
Dr. Dee McGonigle, MD, MRO
11511 N.E. 195th Street, Suite 102
Bothell, WA 98011
Phone: 866-448-0651
Phone: 425-489-0832

Employee Assistance Program

ComPsych
1-800-570-9315
www.guidanceresources.com

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Substance Abuse Professionals

ComPsych

1-800-570-9315
www.guidanceresources.com

Alfreda Haines, NAADAC, SAP

F.H. Counseling & Associates, PLLC
917 Pacific Ave., Suite #214
Tacoma, WA 98402
Phone: (253) 777-4772 Ext. 31

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David Pearlman, NCAC II, SAP

20102 Cedar Valley Road
Suite 103 (Main Office)
Lynnwood, WA 98036
(425) 478-0152



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ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY

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I, _____, hereby acknowledge that I have received a copy of the revised 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 Administrative Services Manager.

Employee Name (Print)

Witness Name (Print)

Employee Signature

Witness Signature

Date

Date

RESOLUTION NO. 2019-16

**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 (POL-301) on February 6, 1996; 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;

WHEREAS, this revised policy provides clarity under Mason Transit Authority's discretion in the case of Reasonable Suspicion and Post Accident testing scenarios, and the workers' status pending test results;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Drug and Alcohol Policy (POL-301), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 18th day of June, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shutt, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, 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



Title:	Drug and Alcohol Policy
Number:	301
Effective:	July 17, 2018
Cancel:	March 20, 2018
Prepared by:	LeeAnn McNulty Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-16

I.0 Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Mason Transit Authority’s policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Mason Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.


The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the DAPM/DER, see Attachment B, no later than five days after such conviction.

2.0 Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

	<p>Title: Drug and Alcohol Policy</p> <p>Number: 301</p> <p>Effective: July 17, 2018</p> <p> Cancels: March 20, 2018</p> <p>Prepared by: LeeAnn McNulty Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-16</p>
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See Attachment A for a list of covered positions by job title.

3.0 Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4.0 Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee’s alcohol concentration being less than 0.02.



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Zero Tolerance

Per Mason Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5.0 Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Mason Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. **Following a reasonable suspicion test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.**



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Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. **Following a post-accident test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.**



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Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least 30 minutes before the end of the shift.

6.0 Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.



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Dilute Urine Specimen

If there is a negative dilute test result, Mason Transit Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Mason Transit Authority guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Mason Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Mason Transit Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Mason Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).



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(13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

7.0 Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DAPM/DER, see Attachment B, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

8.0 Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the DAPM/DER, see Attachment B. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

9.0 Contact Person

For questions about Mason Transit Authority's anti-drug and alcohol misuse program, contact the DAPM/DER, see Attachment B.



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Number:	301
Effective:	July 17, 2018
Cancels:	March 20, 2018
Prepared by:	LeeAnn McNulty Administrative Services Manager
Approved by:	Authority Board Resolution No. 2019-16

Attachment A: Covered Positions

The following list includes safety-sensitive job titles of MTA employees or contractors who meet FTA safety-sensitive criteria:

- Cleaner/Fueler
- CommCenter Supervisor
- Custodian/Detailer
- Customer Service Representative
- Drivers
- Facilities Technician
- Mechanic
- Maintenance Manager
- Maintenance Support Technician
- Operations Manager
- Operations Supervisor
- Operations Safety & Training Supervisor
- Scheduler/Dispatcher
- Service Mechanic
- Worker/Driver



Title: Drug and Alcohol Policy
Number: 301
Effective: July 17, 2018
Cancel: March 20, 2018
Prepared by: LeeAnn McNulty
Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-16

Attachment B: List of Program Contacts

Drug and Alcohol Program Manager (DAPM) & Designated Employer Representative (DER)

LeeAnn McNulty, Administrative Services Manager
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 138
Secure Fax: 360) 426-9143
Agency Cell: (360) 545-7969
Email: lmcnulty@masontransit.org

Alternate Designated Employer Representative (DER)

Haley Dorian, Accounting Assistant
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 123
Fax: (360) 426-9143
Email: hdorian@masontransit.org

Second Alternate Designated Employer Representative (DER)

Christina Haugan, Accounting Assistant
790 E Johns Prairie Road, Shelton, WA 98584
Office: (360) 426-9434 or 1-800-281-9434 ext. 152
Fax: (360) 426-9143
Email: chaugan@masontransit.org

Testing Coordinator

Mason General Hospital Lab
901 Mountain View Drive
Shelton, WA 98584
Phone: (360) 427-9565
Hours: Mon-Fri 8 am to 3 pm
24 hr. Post-Accident/Reasonable Suspicion

AWorkSAFE Service, Inc.
1696 Capital St. NE
Salem, OR 97301
Phone: (503) 391-9363
Hours: 24 hr./day



Title: Drug and Alcohol Policy
Number: 301
Effective: July 17, 2018
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Prepared by: LeeAnn McNulty
Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-16

Medical Review Officer

Drug Free Business
Dr. Dee McGonigle, MD, MRO
11511 N.E. 195th Street, Suite 102
Bothell, WA 98011
Phone: 866-448-0651
Phone: 425-489-0832

Employee Assistance Program

ComPsych
1-800-570-9315
www.guidanceresources.com

Substance Abuse Professionals

ComPsych

1-800-570-9315
www.guidanceresources.com

Alfreda Haines, NAADAC, SAP

F.H. Counseling & Associates, PLLC
917 Pacific Ave., Suite #214
Tacoma, WA 98402
Phone: (253) 777-4772 Ext. 31

David Pearlman, NCAC II, SAP

20102 Cedar Valley Road
Suite 103 (Main Office)
Lynnwood, WA 98036
(425) 478-0152



Title: Drug and Alcohol Policy
Number: 301
Effective: July 17, 2018
Cancel: March 20, 2018
Prepared by: LeeAnn McNulty
Administrative Services Manager
Approved by: Authority Board
Resolution No. 2019-16

ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY

I, _____, hereby acknowledge that I have received a copy of the revised 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 Administrative Services Manager.

Employee Name (Print)

Witness Name (Print)

Employee Signature

Witness Signature

Date

Date

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Actionable*

Subject: Stroller Policy (POL-506)

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: June 18, 2019

Summary for Discussion Purposes:

This policy was created for the safety of our riders and to give guidance for our operators when encountering the use of strollers on MTA buses and cutaways.

Legal Counsel and two members of the Board have reviewed and approved this form of the policy.

Summary: Approve Stroller Policy (POL-506).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-17 and the attached Stroller Policy (POL-506).



Title:	Stroller Policy
Number:	506
Effective:	June 19, 2019
Cancels:	N/A
Prepared by:	Mike Ringgenberg, Operations Manager
Approved by:	Authority Board Resolution No. 2019-17

POL-506 STROLLER POLICY

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

1.0 Purpose:

The purpose of this policy is to establish guidelines and requirements for passengers using a stroller to transport a child or children while riding in an MTA service vehicle.

2.0 Definitions:

“Strollers” shall mean a light carriage for transporting a small child or children.

“Operator” shall mean any employee of MTA driving a vehicle owned, licensed and operated by MTA.

3.0 Policy:

A caregiver may choose to remove a child or children from the stroller and fold the stroller to board the bus.

A child or children may remain in the stroller while on the bus if:

- the stroller is equipped with brakes, which must be locked;
- the stroller does NOT block the aisles, door, steps, emergency exits or accessible areas;
- the caregiver is always in control of the stroller; and
- the stroller is in a space designated for mobility devices.

A child or children may not remain in the stroller if space is not available in the ADA assessible area. The caregiver MUST remove a child or children and fold the stroller.

A stroller may not be used to transport items such as groceries. It must be used for the intended purpose of transporting a child or children.



Title:	Stroller Policy
Number:	506
Effective:	June 19, 2019
Cancels:	N/A
Prepared by:	Mike Ringgenberg, Operations Manager
Approved by:	Authority Board Resolution No. 2019-17

4.0 ADA Accessible Stroller

A caregiver using an accessible stroller for transportation of a child with special needs receives equal priority as a passenger using a mobility device in the ADA accessible area. The child in the accessible stroller may remain in the mobility device accessible space. The accessible stroller must be secured to the floor in the ADA accessible securement area with a 7-point securement.

5.0 Ramp or Lift

Upon request, Operators will deploy the ramp on low-floor buses and the lift on standard-floor buses. The caregiver must remain on the lift and in control of the child-occupied stroller.

DRAFT

RESOLUTION NO. 2019-17

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A STROLLER POLICY.**

WHEREAS, it is the responsibility of Mason Transit Authority to ensure its operators and the public are safe while its vehicles are in use; and

WHEREAS, this policy provides guidance to the operators of Mason Transit Authority when encountering the use of strollers on its buses and cutaways;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Stroller Policy (POL-506), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 18th day of June, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, 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 5 – *Actionable*
Subject: Social Media Communications Policy (POL-1002)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Summary for Discussion Purposes:

This policy is being amended to incorporate necessary changes since it was approved four years ago and as a result of the evolution of social media. The policy sets forth parameters relating to the use of social media in connection with MTA by an employee, MTA officials, board members and agents.

Legal Counsel, Summit Law and two members of the Board have reviewed and approved this form of the policy.

Summary: Approve amendment to Social Media Communications Policy (POL-1002).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-18 and the attached amended Social Media Communications Policy (POL-1002).



Title: Social Media Communications Policy
Number: 1002
Effective: June 18, 2019
 Cancels: August 18, 2015
Prepared by: Danette Brannin, General Manager
Approved by: Authority Board
Resolution No. 2019-~~XX~~18

POL-1002

This policy applies to social media content and activities maintained by Mason Transit Authority (MTA or the "Authority") and all Mason Transit Authority MTA officials, employees, board members, and agents.~~representatives.~~

1.0 Purpose

1.1 Recognizing that Internet-based social media ~~tools~~ platforms can provide opportunities for enhanced communication with the general public, customers, employees, and other stakeholders, ~~Mason Transit Authority (MTA)~~ supports the ~~the~~ use of social media by authorized personnel to support its mission in an ongoing and proactive manner. ~~MTA~~ Mason Transit Authority has an interest in ensuring that content subject to this policy is accurate and authorized by MTA. This policy establishes guidelines and requirements for using ~~the use of such~~ social media and websites on behalf of the MTA ~~tools and sites~~. This policy is not intended to restrict communications or actions protected or required by law.

2.0 Definitions

For the purpose of this policy, the following definitions apply:

- 2.1 ~~Social mMedia or social networking~~: Social media is broadly defined as all means of communicating or posting information or content of any sort on the Internet, including to usage-based communications technology that provides immediacy, interactivity, and the sharing of information across multiple platforms, such as, Facebook, Twitter, Nixel, blogs, YouTube, Flickr, Instagram, Vine, chat room, affinity websites, and other forms of electronic communication ~~web tools~~.
- 2.2 **Content:** Any text, metadata, Quick Response (QR) codes, digital recordings, videos, graphics, images, photos, depictions, and links ~~on approved sites~~.
- ~~2.3~~ **Comment:** A response to an article or social media content submitted by a commenter.
- ~~2.3~~ **2.4 MTA Representative:** An employee, board member, agent, volunteer, contractor, or vendor that is identifiable as working for or on behalf of MTA.
- ~~2.4~~ **Social Media Coordinator (SMC):** The SMC Social Media Coordinator that is the authorized designated team representative responsible for managing the social media content created or of the social media sites used by a particular MTA that team. The SMCA coordinator must be identified before a team can post/publish content on social media.



Title: Social Media Communications Policy
Number: 1002
Effective: June 18, 2019
 Cancels: August 18, 2015
Prepared by: Danette Brannin, General Manager
Approved by: Authority Board
Resolution No. 2019-~~XX~~18

2.5 **Public Service Announcement (PSA):** A ~~PSA is a public service announcement (PSA) or public service ad, are~~ messages in the public interest disseminated without charge, with the objective of raising awareness and educating the public.

3.0 Policy

3.1 ~~It is the policy of MTA to allow~~ uses of social media in a manner that is consistent with ~~its the policies governing the use of MTA's~~ other communications and technological resources, ~~and in compliance with its policies.~~ MTA ~~Representatives employees, board members, volunteers, vendors and contractors~~ are accountable for the content, form, and substance of all information they post, publish, or ~~share otherwise relay on social media on behalf of~~ MTA purposes using these forms of media. All employees, volunteers, and contractors ~~u~~Using of social media for MTA purposes must maintain the highest standards of propriety, ~~and~~ professionalism, ~~and respect in their postings.~~

4.0 Guidelines & Responsibilities

4.1 **Authorization for Use:** ~~Prior to posting MTA-related information or creating content on behalf of the MTA on social media or websites, MTA Representatives must receive approval from~~ Internet websites other than MTA's official website, including social media sites, shall not be created or used by MTA employees or teams to post MTA-related information or content without review and/or prior approval of the General Manager ~~and/or Outreach Manager~~ the SMC, or his/her ~~their~~ designee(s).

4.1.1 The ~~Outreach-General~~ Manager, ~~and/or his/her~~ ~~their~~ designee(s) ~~or a team's SMC~~ ~~must~~ ~~will~~ review ~~read~~ this policy and have a signed copy of this policy on file.

4.1.2 The ~~Outreach-General~~ Manager, ~~and/or his/her~~ ~~their~~ designee(s) ~~or a team's SMC~~ shall ~~be~~ ~~are~~ responsible for the content, approval of, posting/publishing, and maintenance of MTA's social media content ~~proposed for posting, and upkeep of MTA social media sites.~~

4.2 Approval of Social Media Content ~~Sites~~ and Revocation of Approval

4.2.1 Before social media content is ~~created or~~ used or posted/published, MTA's legal counsel or designee(s) shall review the "Terms of Service" for that ~~site~~ social media platform. Authority Board approval of these Terms of Service may be required.



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- 4.2.2 ~~Authorization for MTA Representatives Approval for use~~ may be revoked if ~~an individual~~ ~~whomever is designated as responsible to maintain and monitor social media~~ (1) fails to ~~maintain and actively engage in the social media platform~~ ~~keep the site current~~; (2) fails to comply with ~~MTA policies~~ ~~the posting approval process~~; (3) fails to comply with other requirements specified by the ~~Outreach-General~~ Manager, ~~or his/her designee(s)~~; or (4) violates MTA's standards of propriety, ~~or professionalism, and respect~~, as determined by the General Manager ~~or Outreach Manager~~, or ~~their his/her~~ designee.
- 4.2.3 In compliance with sections 4.0, 5.0, and 6.0 of this policy, ~~MTA Representatives~~ ~~whomever is designated as are~~ responsible ~~for~~ ~~the~~ maintaining and monitoring ~~MTA's~~ social media ~~activities~~. ~~These is~~ responsibilities ~~le include for~~ regularly ~~and timely~~ posting information, monitoring comments, removing ~~any~~ prohibited content as set ~~forth in this policy~~ ~~forth in section 6.0~~, and ~~preserving~~ ~~saving~~ content ~~consistent required under with the Washington State records retention schedule~~ ~~the Public Records Act as described in section 7.0~~.

4.3 **MTA Website is its Primary Internet Presence:** MTA's website is its primary internet presence. A link to www.masontransit.org shall be included on the first page of each MTA social media ~~site~~ ~~platform~~. Where applicable, content posted on MTA social media ~~sites~~ ~~platforms~~ shall include hyperlinks to the MTA website, which shall be the primary record for social media postings.

4.4 **General Purpose:** MTA's use of social media shall be for the general purposes of ~~promoting~~ ~~creating~~ community ~~engagement~~ and trust through the following:

- 4.4.1 Quick dissemination of emergency information.
- 4.4.2 Promotion of MTA sponsored events, or events in which MTA is a participant.
- 4.4.3 Communication of marketing or promotional messages to enhance MTA programs ~~and services~~.
- 4.4.4 Employee recruitment and recognition.
- 4.4.5 Referring ~~followers~~ ~~the general public~~ to ~~the~~ information posted on MTA's website at www.masontransit.org.
- 4.4.6 Promotion of transit-related PSAs that are generated by federal, state, or local governments and ~~non-profit~~ ~~community organizations~~ or other



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content directly related to public transit.

- 4.5 ~~State-Open Public Meetings Act:~~ Authority Board Members and other officials should not comment or otherwise communicate on ~~MTA's~~ social media ~~site~~ with information related to their official MTA duties; participating in online discussions may constitute a meeting under the Washington State Open Public Meetings Act, Chapter 42.30 RCW.

5.0 Content Posted by MTA ~~Representatives~~ Employees, Volunteers, and Contractors

- 5.1 **Style:** ~~All Departments content must contain~~ will use proper grammar and punctuation. ~~Although~~ social media is more casual than ~~most other forms of communication tools, but should demonstrate~~ MTA's a professional presence must be maintained ~~of MTA to its customers~~.
- 5.2 **Frequency:** ~~As a general rule~~ As a rule, social media ~~sites~~ platforms should be monitored at least daily, and at least updated once a week.
- 5.3 **Disclaimer for Non-MTA Advertisements on Commercial Social Media Platforms** ~~Sites:~~ Ads may appear on social media ~~platforms~~ websites that are outside of beyond the MTA's control. Therefore, the following ~~statement~~ text should be included when if possible: "Reference to any specific commercial products, processes or services, or the use of any trade, firm, or corporation name does not constitute endorsement or recommendation by MTA or its employees."
- 5.4 **Acceptable Use:** Information that is ~~Proprietary~~, confidential, sensitive, or unauthorized for dissemination by MTA ~~information for MTA may~~ shall not be posted ~~/published or released~~ on social media or websites.

Acceptable use guidelines shall be available via hyperlink. MTA reserves the right to restrict or remove any content that violates its ~~deemed in violation of this social media policies~~ or any applicable law. The ~~guidelines shall forbid the~~ following ~~forms of~~ content is prohibited:

- 5.4.1 Comments not topically related to the particular social medium article being commented upon;
- 5.4.2 Comments in support of or opposition to political campaigns or ballot measures;
- 5.4.3 Obscene or Propane language or content;



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5.4.4 Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation or any other legally protected class; or

~~5.4.5~~ Sexual content or links to sexual content;

~~5-4-55.4.6~~ Embedded images from external sources;

~~5-4-65.4.7~~ Solicitations of commerce or spam, with exception of solicitations of MTA's own business needs;

~~5-4-75.4.8~~ Conduct or encouragement of illegal activity;

~~5-4-85.4.9~~ Information that may tend to compromise the safety or security of the general public, customers, or the MTA public systems;~~or~~

~~5.4.10~~ Content that violates a legal ownership interest of any other party;~~-~~

~~5.4.11~~ Defamatory statements, images, photographs, or other depictions;

~~5.4.12~~ Hateful or mean-spirited comments;

~~5.4.13~~ Private, personal information published without consent; or

~~5-4-95.4.14~~ Personal attacks, insults, or threatening language.

5.5 Facebook & Twitter Restrictions & Disclaimer

5.5.1 If comments are enabled, the Facebook page should include a link to a Comment Policy tab with the following disclaimer: "Comments posted to this page will be monitored. Through ~~its policies~~the Mason Transit Authority social media policy, MTA reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot ~~propositions~~measures, promote illegal activity, promote commercial services or products, ~~or are not topically-~~related to the particular posting or otherwise fail to comply with MTA's ~~Social Media Communications Policy~~ policies, as ~~now existing or as~~ subsequently amended."

5.5.2 The MTA Twitter bio will read: "MTA comments and list of followers subject to public disclosure (~~Chapter RCW~~ 42.56 RCW). This site is not monitored 24/7."



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6.0 Information Posted by the Public

Formatted: Keep with next

- 6.1 For all MTA social media ~~sites~~ platforms that allow posts or public participation, those ~~platforms~~ sites are limited public forums, moderated by MTA staff to ensure content posted by ~~others~~ outsiders is appropriate and conforms to MTA's policies.
- 6.2 Posted content, including comments, images, photographs, ~~and~~ links, and other depictions must be related to the topic posted by MTA to be considered appropriate.
- 6.3 Inappropriate and prohibited content subject to immediate removal from the site /platform, and deletion/blocking of a user includes content that:
- 6.3.1 Is not typically -related to the particular content being commented upon;
 - 6.3.2 Promotes or advertises commercial service, entities, or products;
 - 6.3.3 Supports or opposes political candidates or ballot ~~propositions~~ measures.
 - 6.3.4 Is ~~P~~ profane or obscene language or content;
 - 6.3.5 Discusses or encourages illegal activity;
 - 6.3.6 Promotes, fosters, or perpetuates discrimination on the basis of ~~creed~~ race, ethnicity ~~color~~, age, religion, gender, marital status, statistics with regard to public assistance, national origin, physical or mental disability, ~~or~~ sexual orientation, or any other legally protected class;
 - 6.3.7 Contains ~~S~~ sexual content or links to sexual content;
 - 6.3.8 Makes ~~S~~ solicitations of commerce;
 - 6.3.9 Contains ~~I~~ information that may ~~tend to~~ compromise the safety or security of the general public, customers, MTA Representatives, or MTA's public systems; ~~or~~
 - 6.3.10 Contains ~~C~~ content that violates a legal ownership interest of any other party;
 - 6.3.11 Hateful or mean-spirited comments;
 - 6.3.12 Private, personal information published without consent;
 - ~~6.3.10~~ 6.3.13 Personal attacks, insults, or threatening language;
 - ~~6.3.11~~ 6.3.14 Is defamatory ~~libelous or slanderous~~; or ~~and~~
 - ~~6.3.12~~ 6.3.15 Violates an individual's right to privacy.
- 6.4 Any content removed based on these restrictions must be ~~retained~~ preserved, including the time and date of the posting and the identity of the person /entity that ~~who~~ posted it (if available).



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7.0 Records Retention and Public Disclosure

- 7.1 ~~MTA's~~The use of social media ~~tools by Mason Transit Authority~~ is subject to the Washington State Public Records Act, Chapter 42.56 RCW~~laws of Washington State.~~
- 7.2 All social media content published and received by ~~MTA~~Mason Transit Authority in the use of social media in connection with the transaction of arising from or related to the MTA's public business and operations are considered public records for the purposes of Chapter 40.14 RCW (Preservation and destruction of public records).
- 7.3 MTA is responsible for capturing-preserving electronic copies of its public records made or received using social media, including those records made or received using third-party websites and platforms.
- 7.4 MTA shall establish mechanisms/procedures to capture-preserve and retain public records made or received using social media.
- 7.5 MTA shall retain social media public records and dispose of (destroys or transfers to Washington State Archives) social media public records ~~only~~ in accordance with records retention schedules approved by the State Records Committee under Chapter RCW 40.14 RCW-050.
- 7.6 MTA applies records retention schedules to social media public records consistent with the application to non-social-~~media~~ public records, based on the function and content of the public record. For example, comments received via social media are retained for the same period as they would have been if they had been received by MTA via email or non-electronic means.

RESOLUTION NO. 2019-18

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED SOCIAL MEDIA COMMUNICATIONS POLICY.**

WHEREAS, the Mason Transit Authority (“MTA”) Board approved and adopted MTA’s Social Media Communications Policy (POL-1002) on August 15, 2015; and

WHEREAS, social media tools can provide opportunities for enhanced communication with customers, employees and other stakeholders;

WHEREAS, the use of social media tools has evolved since the policy was approved and MTA desires to continue to ensure that content and subject are accurate and authorized by MTA;

WHEREAS, this revised policy provides parameters relating to the use of social media in connection with MTA by an employee, MTA officials, board members and agents;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Social Media Communications Policy (POL-1002), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 18th day of June, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

Sharon Trask, 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



Title:	Social Media Communications Policy
Number:	1002
Effective:	June 18, 2019
Cancels:	August 18, 2015
Prepared by:	Danette Brannin, General Manager
Approved by:	Authority Board Resolution No. 2019-18

POL-1002

This policy applies to social media content and activities maintained by Mason Transit Authority (MTA or the “Authority”) and all MTA officials, employees, board members, and agents.

1.0 Purpose

1.1 Recognizing that Internet-based social media platforms can provide opportunities for enhanced communication with the general public, customers, employees, and other stakeholders, MTA supports the use of social media by authorized personnel to support its mission in an ongoing and proactive manner. MTA has an interest in ensuring that content subject to this policy is accurate and authorized by MTA. This policy establishes guidelines and requirements for using social media and websites on behalf of the MTA. This policy is not intended to restrict communications or actions protected or required by law.

2.0 Definitions

For the purpose of this policy, the following definitions apply:

- 2.1 **Social media:** Social media is broadly defined as all means of communicating or posting information or content of any sort on the Internet, including to usage across multiple platforms, such as, Facebook, Twitter, Nixel, blogs, YouTube, Flickr, Instagram, Vine, chat room, affinity websites, and other forms of electronic communication.
- 2.2 **Content:** Any text, metadata, Quick Response (QR) codes, digital recordings, videos, graphics, images, photos, depictions, and links.
- 2.3 **Comment:** A response to an article or social media content submitted by a commenter.
- 2.4 **MTA Representative:** An employee, board member, agent, volunteer, contractor, or vendor that is identifiable as working for or on behalf of MTA.
- 2.5 **Public Service Announcement (PSA):** A PSA is a message in the public interest disseminated without charge, with the objective of raising awareness and educating the public.

3.0 Policy

3.1 MTA uses social media in a manner that is consistent with its other communication and technological resources, and in compliance with its policies. MTA



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Representatives are accountable for the content, form, and substance of all information they post, publish, or share on social media on behalf of MTA. Use of social media for MTA purposes must maintain the highest standards of propriety, professionalism, and respect.

4.0 Guidelines & Responsibilities

4.1 **Authorization for Use:** Prior to posting MTA-related information or creating content on behalf of the MTA on social media or websites, MTA Representatives must receive approval from the General Manager or his/her designee(s).

- 4.1.1 The General Manager and his/her designee(s) must review this policy and have a signed copy of this policy on file.
- 4.1.2 The General Manager and his/her designee(s) are responsible for the approval of, posting/publishing, and maintenance of MTA's social media content.

4.2 Approval of Social Media Content and Revocation of Approval

- 4.2.1 Before social media content is used or posted/published, MTA's legal counsel or designee(s) shall review the "Terms of Service" for that social media platform. Authority Board approval of these Terms of Service may be required.
- 4.2.2 Authorization for MTA Representatives may be revoked if an individual (1) fails to maintain and actively engage in the social media platform; (2) fails to comply with MTA policies; (3) fails to comply with other requirements specified by the General Manager, or his/her designee(s); or (4) violates MTA's standards of propriety, professionalism, and respect, as determined by the General Manager or his/her designee.
- 4.2.3 In compliance with sections 4.0, 5.0, and 6.0 of this policy, MTA Representatives are responsible for maintaining and monitoring MTA's social media activities. These responsibilities include regularly and timely posting information, monitoring comments, removing prohibited content as set forth in this policy, and preserving content consistent with the Washington State records retention schedule.

4.3 **MTA Website is its Primary Internet Presence:** MTA's website is its primary internet presence. A link to www.masontransit.org shall be included on the first page of each MTA social media platform. Where applicable, content posted on MTA social media



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platforms shall include hyperlinks to the MTA website, which shall be the primary record for social media postings.

4.4 **General Purpose:** MTA’s use of social media shall be for the general purposes of promoting community engagement and trust through the following:

- 4.4.1 Quick dissemination of emergency information.
- 4.4.2 Promotion of MTA sponsored events, or events in which MTA is a participant.
- 4.4.3 Communication of marketing or promotional messages to enhance MTA programs and services.
- 4.4.4 Employee recruitment and recognition.
- 4.4.5 Refer the general public to the information posted on MTA’s website at www.masontransit.org
- 4.4.6 Promotion of transit-related PSAs that are generated by federal, state, or local governments and community organizations or other content directly related to public transit.

4.5 **Open Public Meetings Act:** Authority Board Members and other officials should not comment or otherwise communicate on social media with information related to their official MTA duties; participating in online discussions may constitute a meeting under the Washington State Open Public Meetings Act, Chapter 42.30 RCW.

5.0 Content Posted by MTA Representatives

- 5.1 **Style:** All content must contain proper grammar and punctuation. Although social media is more casual than other forms of communication, MTA’s professional presence must be maintained.
- 5.2 **Frequency:** As a rule, social media platforms should be monitored at least daily, and at least updated once a week.
- 5.3 **Disclaimer for Non-MTA Advertisements on Commercial Social Media Platforms:** Ads may appear on social media platforms that are outside of MTA’s control. Therefore, the following statement should be included when possible: “Reference to any specific commercial products, processes or services, or the use of any trade, firm, or corporation name does not constitute endorsement or recommendation by



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MTA or its employees.”

- 5.4 **Acceptable Use:** Information that is proprietary, confidential, sensitive, or unauthorized for dissemination by MTA shall not be posted/published on social media or websites.

Acceptable use guidelines shall be available via hyperlink. MTA reserves the right to restrict or remove any content that violates its policies or applicable law. The following content is prohibited:

- 5.4.1 Comments not topically related to the particular social medium article being commented upon;
- 5.4.2 Comments in support of or opposition to political campaigns or ballot measures;
- 5.4.3 Obscene or profane language or content;
- 5.4.4 Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation or any other legally protected class; or
- 5.4.5 Sexual content or links to sexual content;
- 5.4.6 Embedded images from external sources;
- 5.4.7 Solicitations of commerce or spam, with exception of solicitations of MTA’s own business needs;
- 5.4.8 Conduct or encouragement of illegal activity;
- 5.4.9 Information that may tend to compromise the safety or security of the general public, customers, or the MTA system;
- 5.4.10 Content that violates a legal ownership interest of any other party;
- 5.4.11 Defamatory statements, images, photographs, or other depictions;
- 5.4.12 Hateful or mean-spirited comments;
- 5.4.13 Private, personal information published without consent; or
- 5.4.14 Personal attacks, insults, or threatening language.

5.5 Facebook & Twitter Restrictions & Disclaimer

- 5.5.1 If comments are enabled, the Facebook page should include a link to a Comment Policy tab with the following disclaimer: “Comments posted to this page will be monitored. Through its policies, MTA reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or



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organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot measures, promote illegal activity, promote commercial services or products, or are not topically-related to the particular posting or otherwise fail to comply with MTA policies, as amended.”

- 5.5.2 The MTA Twitter bio will read: “MTA comments and list of followers subject to public disclosure (Chapter 42.56 RCW). This site is not monitored 24/7.”

6.0 Information Posted by the Public

6.1 For all MTA social media platforms that allow posts or public participation, those platforms are limited public forums, moderated by MTA staff to ensure content posted by others is appropriate and conforms to MTA’s policies.

6.2 Posted content, including comments, images, photographs, links, and other depictions must be related to the topic posted by MTA to be considered appropriate.

6.3 Inappropriate and prohibited content subject to immediate removal from the site/platform, and deletion/blocking of a user includes content that:

- 6.3.1 Is not topically-related to the particular content being commented upon;
- 6.3.2 Promotes or advertises commercial service, entities, or products;
- 6.3.3 Supports or opposes political candidates or ballot measures.
- 6.3.4 Is profane or obscene language or content;
- 6.3.5 Discusses or encourages illegal activity;
- 6.3.6 Promotes, fosters, or perpetuates discrimination on the basis of race, ethnicity, age, religion, gender, marital status, statistics with regard to public assistance, national origin, physical or mental disability, sexual orientation, or any other legally protected class;
- 6.3.7 Contains sexual content or links to sexual content;
- 6.3.8 Makes solicitations of commerce;
- 6.3.9 Contains information that may compromise the safety or security of the general public, customers, MTA Representatives, or MTA’s system;
- 6.3.10 Contains content that violates a legal ownership interest of any other party;
- 6.3.11 Hateful or mean-spirited comments;
- 6.3.12 Private, personal information published without consent;
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6.3.14 Is defamatory; or

6.3.15 Violates an individual's right to privacy.

6.4 Any content removed based on these restrictions must be preserved, including the time and date of the posting and the identity of the person/entity that posted it (if available).

7.0 Records Retention and Public Disclosure

7.1 MTA's use of social media is subject to the Washington State Public Records Act, Chapter 42.56 RCW.

7.2 All social media content published and received by MTA arising from or related to MTA's business and operations are considered public records for the purposes of Chapter 40.14 RCW (Preservation and destruction of public records).

7.3 MTA is responsible for preserving electronic copies of its public records made or received using social media, including those records made or received using third-party websites and platforms.

7.4 MTA shall establish mechanisms/procedures to preserve and retain public records made or received using social media.

7.5 MTA shall retain social media public records and dispose of (destroys or transfers to Washington State Archives) social media public records in accordance with records retention schedules approved by the State Records Committee under Chapter 40.14 RCW.

7.6 MTA applies records retention schedules to social media public records consistent with the application to non-social media public records, based on the function and content of the public record. For example, comments received via social media are retained for the same period as they would have been if they had been received by MTA via email or non-electronic means.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6 – *Actionable*
Subject: Transit Development Plan (TDP) – First View
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: June 18, 2019

Background:

The attached draft Transit Development Plan (TDP) is Mason Transit Authority’s annual update as required under Washington State RCW Section 35.58.2795, Public Transportation systems – Six-Year Transit Plans. This report provides summary information for 2018 as well as projected changes for 2019-2024. The TDP details MTA’s current service, infrastructure, equipment and financial outlook and provides a five-year forecast of and planned service development, capital investment and budget assumptions.

Public hearings to receive comment will be held on July 2 at the T-CC and July 10 at the Belfair Timberland Library. Additional details relating to those public hearings are on the MTA website, as well as a copy of the TDP. MTA will take written questions and/or comments until 4:00 p.m. on Thursday, July 11, 2019.

The attached draft is the Board’s first view of the TDP. Staff will be seeking final approval of the TDP at the July Board Meeting.

Summary: First view of Transit Development Plan (TDP)

Fiscal Impact:

None.

Staff Recommendation:

None at this time.

Motion for Consideration:

None at this time.



2019-2024

TRANSIT DEVELOPMENT PLAN

and

2018 Annual Report

**Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584**



Date of Public Hearings:

July 2, 2019 and July 10, 2019

Adopted on: 2019

Prepared by Mason Transit Authority Staff

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Section 1: Organization

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton 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 Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- 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.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Randy Neatherlin, Mason County Commissioner (Chair)
- Wes Martin, Grapeview School District (Vice Chair)

- Sharon Trask, Mason County Commissioner
- Kevin Dorcy, City of Shelton Council Member
- Kevin Shutty, Mason County Commissioner
- John Campbell, North Mason School District
- Deborah Petersen, Hood Canal School District
- Sandy Tarzwell, Shelton School District
- Don Pogreba, Southside School District
- Greg Heidel, Bargaining Unit Representative

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

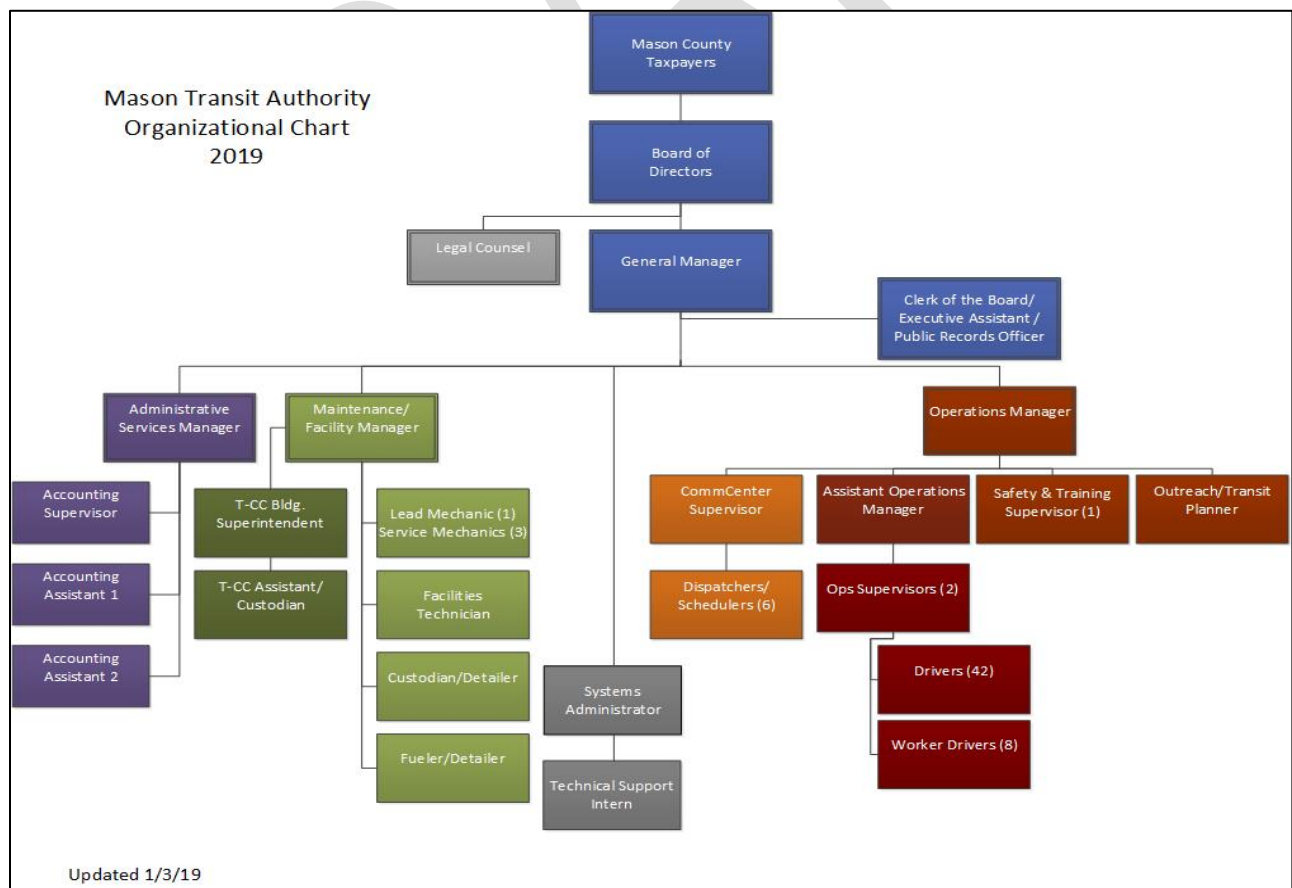
At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Employees:

MTA employs 70 full-time employees, 1 seasonal driver and 8 Worker/Drivers. The International Association of Machinist and Aerospace Workers (IAMAW) Lodge #160 represents 54 employees as denoted in the below table with an asterisk (*). The following charts detail employee count by department and MTA's organizational structure.

Department	Employee Count	Full-Time Equivalent (based on 40 hr. week)
General Manager	1	1.00
Administrative Services	5	5.00
Maintenance – Administration	2	1.50
Maintenance – Facilities *	2	2.00
Maintenance – Vehicle *	6	6.00
Operations – Administration	6	6.00
Operations – Scheduling/Dispatch *	7	7.00
Operations – Operators *	39	38.42
Operations – Worker/Drivers	8	2.5
T-CC – Administration and Facilities	2	2.00
Total	78	71.42



Section 2: Physical Plant

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the Glacier West Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950's to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

A seven-acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen and breakroom. The Park and Ride is slated to open in late summer of 2020.

Section 3: Service Characteristics

MTA provides transportation services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars under the Volunteer Driver Program that serves those over the age of 60 needing out-of-county services.

Hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 8:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates ten (10) Fixed Routes on weekdays and nine (9) routes on Saturdays that allow minimal deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) hours before to two (2) weeks prior to the

preferred pick-up time. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

Fares:

Travel within Mason County and Active Military *Fare Free*

Out of County Travel:

Cash Fares

Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$ 2.50
Children six and under	No Charge

Monthly Pass

Adults	\$ 30.00
Seniors and Persons with Disabilities	\$ 10.00
Youth (ages 7-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 20.00
Transportation Incentive Program (PSNS).....	\$110.00

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP. Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through the funds provided in the Transportation budget.

Coordinated Service

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamaliche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

Volunteer Service

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential services. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2018, the Volunteer Driver Program served 101 clients and covered 1,543 rides, 71,134 miles and 3,077 volunteer hours.

Vanpools

MTA's vanpool program started in 2005. At time of publication, MTA has a fleet of 12 vanpool vans to promote statewide ridesharing goals and benefits to commuters living or working in Mason County. This program complements Mason Transit Authority's network of local and express services, providing commute alternatives to destinations that cannot be effectively served by Fixed Route services. In 2018, Mason Transit Authority Vanpools provided over 19,855 rides, 6% of the agency's fixed route ridership. 2018 ended with 8 active vanpools.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 255 parking spaces are provided at facilities owned and operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 37 percent of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retro-fit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also includes the building of one new Park and Ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but will now be relocated due to the Coffee Creek Fish Passage project. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next biennium budget periods. In April of 2016, MTA selected SCJ Alliance

of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in early 2023.

Section 4: Service Connections

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules can be found on MTA's website at <http://www.masontransit.org/>

Section 5: Activities and Accomplishments in 2018

Activities

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participated in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations

- Website improvements

In 2018, major events included Forest Festival, Allyn Days, Taste of Hood Canal, Business Expos, Career Days, Oysterfest and the Christmas Parade. MTA sponsored events for the Economic Development Council and the Shelton-Mason County Chamber of Commerce. The Outreach/Transit Planner promotes MTA services throughout the community as well as service planning to better meet the needs of riders.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Annually, we review the work plan to create projects to meet the goals of constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

In 2018, Mason Transit Authority accomplished the following, aligning with each goal:

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

- No substantial service changes to system
 - MTA preserved current service levels.
- Received five Champion cutaway buses
 - The replacement of five cutaways was secured through a grant from the Washington State Department of Transportation. This replaced cutaways beyond usual life.
- Received four mini-vans
 - The purchase of four mini-vans through Vanpool Investment Program replaced vans that were beyond useful life.
- Transit Asset Management (TAM) Plan
 - Prepared TAM as required by the Washington State Department of Transportation and the Federal Transit Administration.
- Transit-Community Center (T-CC) Parking Lot
 - Continued work on the design of the T-CC parking lot with partnership with the city of Shelton and the Mason County Conservation District. Project is funded by the Department of Ecology and local funds.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

- Rear Destination Signs
 - Installed rear destination signs on coaches for passenger safety and security improvement.
- Training
 - MTA continues to have a rigorous training program for new drivers. Refresher training and retraining of all drivers occurred throughout 2018 to ensure and improve safety.
- Volunteer Safety Audit
 - Through the Washington State Department of Labor and Industries, MTA schedules a Volunteer Safety Audit annually. MTA facilities, systems and safety management methods are reviewed by an L&I inspector. The inspector gives recommendations that are either incorporated into daily practices, or immediately corrected. This process has proven invaluable to the agency in the prevention of work-related accidents.
- Best Practices
 - MTA continued to implement Best Practices and improve policies and procedures related to safety of staff, customers and the public as part of an annual review by the Washington State Transit Insurance Pool.
- Safety Committee
 - The Safety Committee continued to provide insight and recommendation for the agency on a regular basis by reviewing safety policies and procedures as well as seeking opportunities to improve safety through increased awareness. The Committee recently reviewed and updated the Health and Safety Manual.
- AVL
 - Automatic Vehicle Location is in the process of being installed. This will allow Operations to know where service vehicles are at a given time.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

- CAD/AVL
 - Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) software and equipment is in the process of being installed on coaches and cutaway buses. The ability to track movement of buses will help with predictability for riders and dispatch as well as provide safety awareness.
- Comprehensive Service Review
 - To improve the mobility of Mason County residents, a Comprehensive Service Review was conducted in 2018 with the help of an outside consultant. The review includes an Existing Conditions Report, public

outreach to riders and non-riders, stakeholder interviews and recommendations for service improvements.

- Continued to review current connections, route times and coordination with regional agencies, including Kitsap, Jefferson and Intercity Transit systems.
- Incorporated Token Transit mobile app for purchasing passes (completed early 2019).

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

- Greenhouse Gas Reduction
 - MTA created an intensive Greenhouse Gas Reduction Policy early in 2014 in concurrence with the State and Federal requirements and the Washington State Clean Air Act. The policy provides guidance in all areas including vehicle procurement, use of carbon-based fuels, recycling and construction projects undertaken by the agency. See <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.94> for more information.
- Park & Ride Lots
 - ✓ The design and architecture of the new North Mason Park & Ride, the T-CC Parking Lot and upgrades to existing lots will include green technologies such as impervious paving, low emission systems, energy efficiency, and other environmental, security, lighting and landscape enhancements.
- Alternative Fuel
 - ✓ Bio Diesel (B5) is used for those vehicles using diesel fuel including both small and large revenue vehicles.
 - ✓ MTA applied for and was awarded a grant for two hybrid buses. An additional grant was submitted in May 2019 for two more hybrid buses. We are awaiting results of the second grant at the time of publication.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

- Staff
 - ✓ MTA maintained its comprehensive Driver Recruitment and Training Program. In this highly competitive process, all new drivers must meet the highest standards of the organization and the training they receive is of the highest quality. To this end, MTA continues to have a high safety record and receive compliments and positive feedback from the users of the service.
 - ✓ Providing effective communication to staff through a variety of tools such as Report of Performance Counseling, regular evaluations, memos

and face-to-face communication was a top priority to ensure employees knew expectations, especially in safety and customer service.

- Long-range Planning and Projecting
 - ✓ MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Staff completed performance measurement standards in finance and maintenance with operations still determining measurements as part of the Comprehensive Service Review process. The process will continue with constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.
- Partnerships
 - ✓ MTA continued to participate in transportation planning with local, regional, state and federal transportation planning organizations by maintaining technical and executive appointments. Staff in these various positions provide Transit Oriented Development (TOD) input, long- and short-range planning assistance, assistance with inside and outside comprehensive plan updates and the input regarding the needs of the ridership.
 - ✓ In the process, MTA benefits greatly by maintaining partnership, communications and coordination efforts on all fronts, providing an extremely high level of stewardship. Partnerships with local agencies in Mason County promote beneficial stewardship of resources to serve the citizens and enhance the quality of life in Mason County.

Section 6: Proposed Action Strategies for 2019-2024

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

Implementation of projects and strategies may depend on available funding. Any of the following capital projects to be procured with federal funding assistance are included in the Washington Statewide Transportation Improvement Plan (STIP).

Below describes projects and action strategies planned for 2019 and beyond.

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

2019

- Service Review Results and Implementation
 - Staff will review results of the Comprehensive Service Review and implement changes for ridership improvement and to enhance ridership growth.
- Vehicle Replacement
 - Replace one staff vehicle and two maintenance vehicles.
 - Replace four Worker/Driver buses.
 - Replace nine cutaways.
- Transit-Community Center (T-CC) Parking Lot
 - Construct T-CC parking lot.
- Capital Improvement Projects
 - Roof on Buildings 3 and 4.
 - Johns Prairie bus parking lot reseal and striping.
- Funding Opportunities
 - MTA will explore funding opportunities for vehicle replacement to maintain and preserve service with safe, reliable vehicles.

2020

- Allyn, WA - Transit Center Planning
- Replace one 30' coach (bus)
- Replace six cutaways
- Purchase generator to power Johns Prairie base

2021

- Replace four 35' coaches (buses)
- Purchase generator to power T-CC

2022

- Hoodspert, WA – Transit Center Planning
- Replace four agency Van Pool vehicles
- Preliminary design and feasibility for constructing a bus wash/wet maintenance facility at MTA Operations.
- Roof modifications to the maintenance shop to allow for additional headspace for working on hybrid and/or electric buses.
- Look at electric bus infrastructure and overall electric bus performance.

2023

- ADA Retrofit and Remodel of MTA Operations Base Building or replacement of facility.

- Septic upgrade at Johns Prairie
- Completion of Park and Ride Development project.

2024

- Replace two 35' coaches (buses)
- Construct a satellite shop at the Belfair facility for maintenance.
- Update bus stops and incorporate needed improvements

Strategies

Continue 100 percent adherence to scheduled maintenance requirements for vehicles and facilities per established Asset Management Plan (AMP).

Ensure strategic plans enhance service to the community.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

2019-2024

- Determine current need for safety equipment and apply for Risk Management Grant from WSTIP.
- Operations Policies
 - Develop policies for better safety such as for strollers, carry-on packages and animals (non-service) on board.
- Implement National Incident Management Systems (NIMS) staff training.
- Emergency Preparedness
 - Create procedures and training for lockdown and active shooter situation.

Strategies

Retrain all drivers on a regular basis in order to provide consistent, safe service.

Maintain goal through training and education of zero preventable accidents and zero on-the-job injuries.

Install improvements as needed to vehicles that enhance safety such as Passive Restraint for mobility devices.

Improve shelters and bus stops with lighting and other amenities to improve safety and security for transit users.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

2019-2024

- Construct the Belfair Park and Ride and North Mason County satellite base of operations currently funded by the WSDOT Regional Mobility Program (RMG) and Connecting Washington Transit Project list.
- Install bus stop signs throughout Mason County for designated stops.
- Shift from flag-stop to fixed-stop service in Shelton city limits.
- Enhance all Park and Ride locations within Mason County funded through RMG and Connecting Washington.
- Construct roundabout at Log Yard Road in north Mason County near the new park and ride.

Strategies

Include state of the art systems and ADA improvements in all construction projects, facility improvements and rolling stock procurement undertaken by the agency.

Provide reliable, on-time service to users.

Continue to meet the requirements of the adopted Title VI Plan as required.

Implement service recommendations from the Comprehensive Service Analysis.

Explore partnerships that provide greater opportunities for transporting people in Mason County.

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

2019-2024

- Seek opportunities to convert some of MTA fleet to alternative fuel such as hybrid or electric.
- Continued Compliance
 - Maintain development in strict accordance with adopted policies and procedures and state and federal requirements.

Strategies

Seek opportunities through a NoLo grant to replace one to three diesel vehicles with electric vehicles.

Assess impact to environment and energy conservation on MTA projects so that the project will enhance the quality of life in Mason County and Washington State to the most feasibility possible.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

2019-2024

- Continue to incorporate performance measures for improving effectiveness and efficiency.
- Invest in technical training for staff specific to route planning.
- Create a Financial Management Manual to ensure policies are in place for ensuring long-term stability of the transit system.
- Create needed policies for efficiency and effectiveness of the transit system.
- Create new drivers' lounge and work area at Johns Prairie.
- Expand Operations Team with one Operations Supervisor.
- Recruiting and on-boarding tools for better efficiencies.
- IT network improvements and equipment replacement. Hardware replacement of all desktops.
- Build reserves and prepare 5-year sustainability plan.
- Create an Employee Engagement Plan and a communication expectation plan to better engage employees in MTA's culture.

Strategies

Explore new options in hiring practices, benefits, wages and positions to attract and retain quality employees that desire to serve the public through safety and exceptional customer service.

Improve transit system through collaborative relationships.

Ensure increasing costs in wages, benefits, fuel and other significant costs are accounted for in long-range projections. Control costs to the best of the agency's ability while being mindful of meeting strategic goals as a top priority.

Continue to increase public relation opportunities and involvement on boards of local and non-profits as appropriate to public transportation and overall benefit to the community.

Have a robust public outreach program that includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engage riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seek opportunities to increase ridership amongst riders of choice.

- Visit businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.
- Promote positive public image in the community and build relationships throughout.
- Conduct Community Conversations throughout the year to give the public opportunity to give input, suggestions and ask questions about MTA.

Section 7: Operating Data; 2018 (actual) – 2019-2024 (projected)

Ridership	2018	2019	2020	2021	2022	2023	2024
Fixed Route	346,094	349,555	353,050	356,581	360,147	363,748	367,386
Worker/Driver	48,014	48,494	48,979	49,469	49,964	50,463	50,968
Dial A Ride	42,370	42,794	43,222	43,654	44,090	44,531	44,977
Volunteer Driver	1,544	1,559	1,575	1,591	1,607	1,623	1,639
Vanpool	19,855	20,054	20,254	20,457	20,661	20,868	21,076
Special Events	1,789	1,807	1,825	1,843	1,862	1,880	1,899
Total	459,666	464,263	468,905	473,594	478,330	483,114	487,945

Service Hours	2018	2019	2020	2021	2022	2023	2024
Fixed Route	36,122	36,483	36,848	37,216	37,588	37,964	38,344
Worker/Driver	2,477	2,501	2,526	2,552	2,577	2,603	2,629
Dial A Ride	22,926	23,156	23,387	23,621	23,857	24,096	24,337
Volunteer Driver	3,086	3,117	3,148	3,180	3,212	3,244	3,276
Vanpool (N/A)	0	0	0	0	0	0	0
Special Events	80	80	81	82	83	84	85
Total	64,691	65,337	65,991	66,651	67,317	67,990	68,670

Mileage	2018	2019	2020	2021	2022	2023	2024
Fixed Route	650,427	656,931	663,501	670,136	676,837	683,606	690,442
Worker/Driver	60,073	60,674	61,280	61,893	62,512	63,137	63,769
Dial A Ride	304,356	307,400	310,474	313,578	316,714	319,881	323,080
Volunteer Driver	71,324	72,037	72,758	73,485	74,220	74,962	75,712
Vanpool	128,908	130,197	131,499	132,814	134,142	135,484	136,839
Special Events	1,214	1,226	1,239	1,251	1,264	1,276	1,289
Total	1,216,303	1,228,466	1,240,751	1,253,158	1,265,690	1,278,347	1,291,130

Consumption of fuel for 2018:

Diesel fuel consumed (gal) 143,685
 Gasoline consumed (gal) 9,722

Section 8: Operating Revenue, Expenditures and Capital Budget Plan 2018 (actual) – 2019-2024 (projected)

ANNUAL FINANCIAL INFORMATION

	2018	2019	2020	2021	2022	2023	2024
	Actual	Budgeted	Projected	Projected	Projected	Projected	Projected
Operating							
Revenue							
Local Sales Tax	\$ 4,807,028	\$ 4,807,028	\$ 4,951,239	\$ 5,099,776	\$ 5,252,769	\$ 5,410,352	\$ 5,572,663
Investment Interest	106,978	45,000	45,900	46,818	47,754	48,709	49,683
Operating Grants	3,378,164	3,189,554	3,158,680	3,186,854	3,215,028	3,343,629	3,477,374
Fares	356,544	368,500	375,870	383,387	391,055	398,876	406,854
TCC - Related	162,843	125,630	128,143	130,706	133,320	135,986	138,706
Miscellaneous	367,686	214,507	305,391	301,779	279,370	301,424	300,075
Expended Reserves	-	-	-	-	-	-	-
Total Operating Revenue	9,179,243	8,750,219	8,965,223	9,149,320	9,319,296	9,638,976	9,945,355
Expenses							
Salaries and Benefits	4,841,057	5,520,376	5,695,018	5,979,769	6,278,757	6,592,695	6,922,330
Fuel	389,011	400,250	405,482	425,756	447,044	469,396	492,866
Insurance	238,506	235,477	262,305	273,489	277,975	292,635	307,372
TCC	198,275	240,263	242,661	266,927	293,620	322,982	355,280
Other Goods and Services (Excludes Depreciation)	1,177,698	903,779	939,930	977,527	1,016,628	1,057,293	1,099,585
Reserves Allocation	699,494	120,000	120,000	120,000	120,000	120,000	120,000
Total Operating Expenses	7,544,041	7,420,145	7,665,396	8,043,468	8,434,024	8,855,001	9,297,433
Net Operating Income (Deficit)	\$ 1,635,202	\$ 1,330,074	\$ 1,299,827	\$ 1,105,852	\$ 885,272	\$ 783,975	\$ 647,922
Pooled Reserve	699,494	819,494	939,494	1,059,494	1,179,494	1,299,494	1,419,494
Capital							
Revenue							
Capital Revenue	\$ 3,591,234	\$ 1,059,011	\$ 2,929,508	\$ 3,262,234	\$ 1,942,500	\$ 2,771,250	\$ 375,000
Local Funds	620,184	205,378	637,377	643,845	100,000	500,000	125,000
Total Capital Revenue	4,211,418	1,264,389	3,566,885	3,906,079	2,042,500	3,271,250	500,000
Expenses							
Vehicle Replacement	493,000	-	3,200,385	2,926,579	-	-	500,000
Facilities/Equipment	-	-	50,000	50,000	500,000	2,500,000	-
Park & Ride Development	3,318,418	1,264,389	316,500	929,500	1,542,500	771,250	-
Technology	400,000	-	-	-	-	-	-
Total Capital Expenses	\$ 4,211,418	\$ 1,264,389	\$ 3,566,885	\$ 3,906,079	\$ 2,042,500	\$ 3,271,250	\$ 500,000

Budget Assumptions through 2024

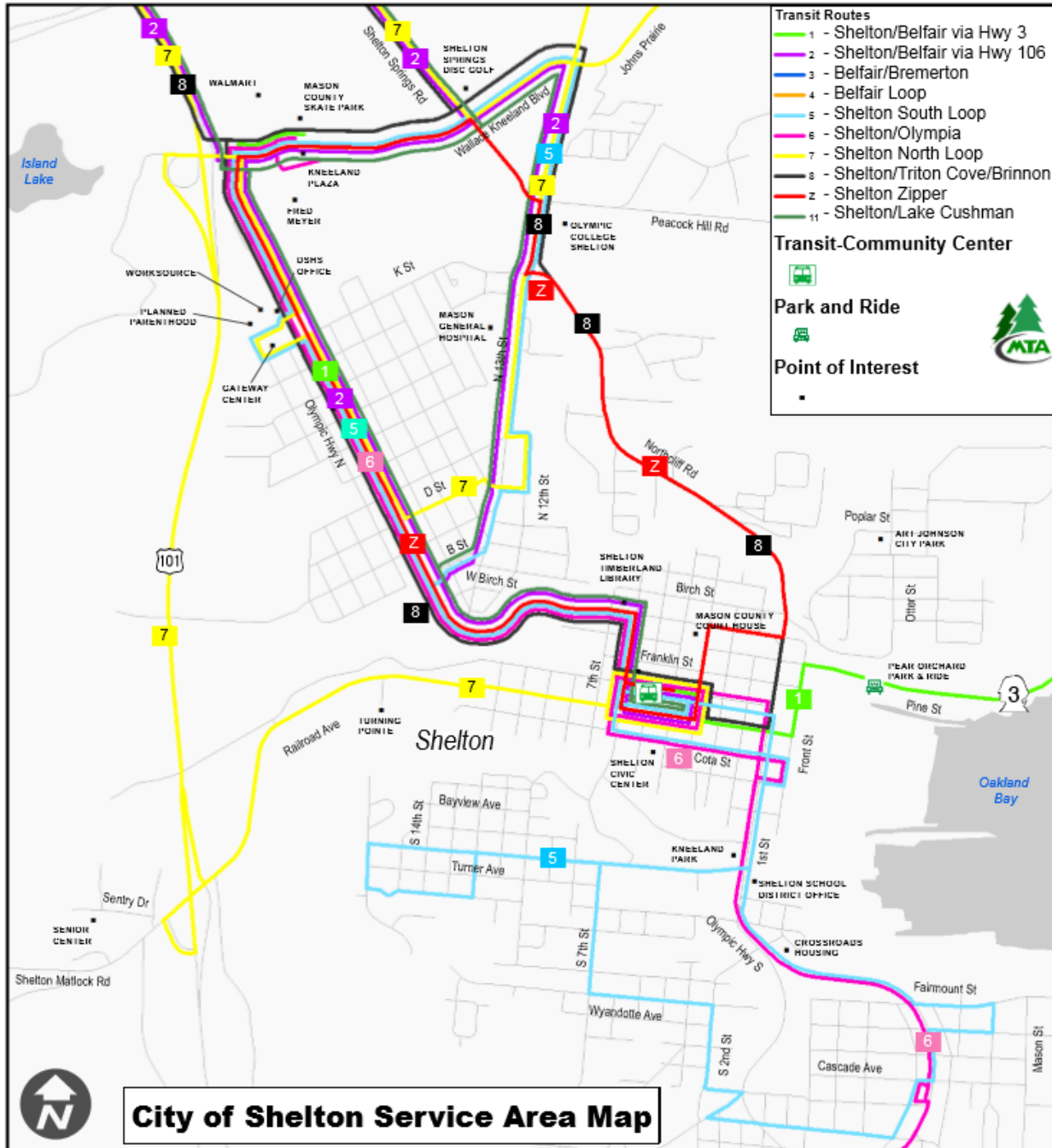
Operating:

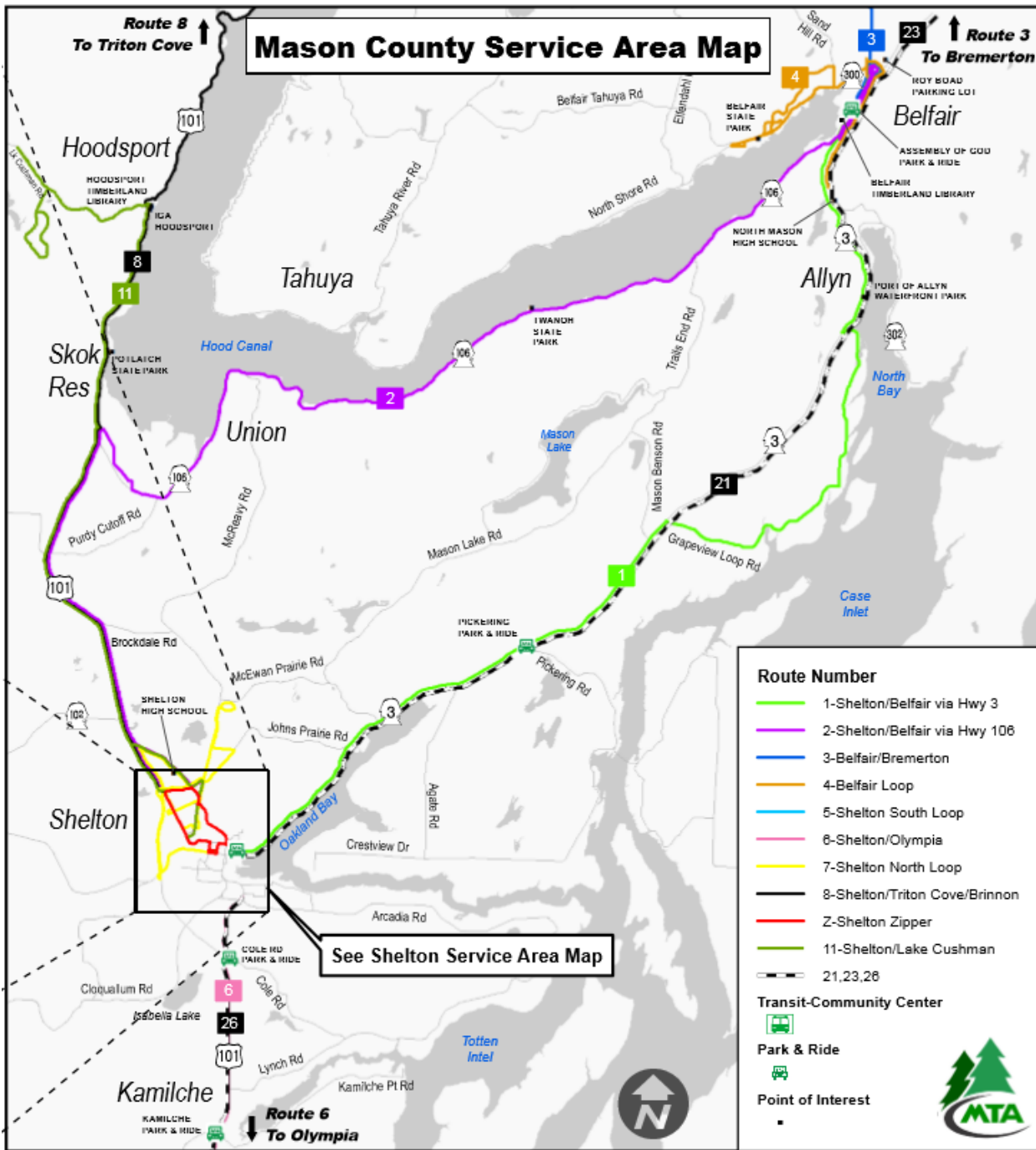
- ❖ Local Sales Tax –While the average growth rate of sales tax revenue has been 8% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2024.
- ❖ Investment Interest – Cash balances should remain stable through 2024, a 2% growth rate was assumed through this period to remain conservative.
- ❖ Operating Grants – Actual operating grant awards have been used as the projections through 2022, thereafter a 4% growth rate was used.
- ❖ Fares – Assumed 2% growth.
- ❖ T-CC – Since the T-CC is at max capacity a growth rate of 2% was assumed to keep up with inflation.
- ❖ Miscellaneous – Based on 3-year prior average plus 2% growth for inflation.
- ❖ Expended Reserves – Based on current projections no expended reserves are deemed necessary.
- ❖ Salaries and Benefits – Based on union contracts through 2020 and non-represented compensation assumptions, then assumed 5% growth (3% for benefits and 2% for wages.)
- ❖ Fuel – Used 10-year average for fuel in 2020, then assumed 5% growth due to uncertainty in fuel prices since overall operations should not have any major changes.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – Used T-CC wages based on actual pay, then 2% growth for all other expenses through 2020, 10% thereafter due to potential repairs and maintenance.
- ❖ Other Goods and Services – Assumed 4% growth.
- ❖ Reserves Allocation – Projected \$120,000 reserve allocation for each year through 2024 to assist with funding capital projects.

Capital:

- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Vehicle replacements include the awards for both the 9 cutaways and 2 hybrid coaches expected to arrive in 2020, as well as 2 more diesel coaches arriving in 2021. Additional vehicle replacements are expected to be funded at 80% with a 20% match from local funds.
- ❖ Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

Section 9: Mason Transit Authority Route Map and Service Area





Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Presentation Item 1 – *Informational*

Subject: Ridership

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: June 18, 2019

Summary for Discussion Purposes:

Ridership has declined over the last five to six years. Management looked at the variations year over year to identify some potential reasons for the decline.

Several factors were noted as follows:

- Gas decrease in 2014.
- After School Activities service with the Shelton School District was cancelled by the School District at the end of 2016.
- Patty Wagon has taken some of the clients that typically used Dial-a-Ride.
- Exclusion of riders that have violated rules of conduct began earnestly in 2016. The impact is estimated to be approximately 3,000 rides annually.
- Decrease in active vanpools.
- 2018 construction impacting many of our routes in downtown Shelton.
- Driver shortage causing blocks of Dial-a-Ride to be canceled.

In 2019, the weather had an impact of approximately 8,000 rides in the eight days of snow. We also anticipate that construction will also have an impact in 2019. The construction impact for 2018 was estimated to be approximately 12,000.

To take an active approach to addressing ridership, staff has diligently worked on service improvements and driver retention and recruitment.

- Conducted a service review and are in the process of implementing changes.
- Looking at pilot routes to try.
- On-boarding tools for better recruitment.
- Driver retention and engagement ideas are currently being worked on.
- Zipper route to address frequency to popular areas.
- Added a fourth time to the HATs link route and looking to add a fifth.
- Lining up route times to large employers.

MTA Operational Statistics 2010-2018

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fixed Route									
Ridership	341,517	398,713	410,053	408,985	404,199	363,936	348,388	349,135	310,591
Mileage	521,588	542,109	534,816	533,461	538,079	562,478	554,886	566,733	549,877
Hours	28,202	28,738	28,322	28,548	28,963	29,268	28,905	28,434	30,295
Express									
						Began in November 2015			
Ridership						4,108	31,902	36,676	35,503
Mileage						19,445	130,219	122,861	100,550
Hours						673	5,149	4,851	5,827
ASA									
Ridership	10,810	11,648	12,469	12,469	10,349	6,853	149		
Mileage	31,934	30,132	29,907	30,232	27,994	24,417	680		
Hours	1,643	1,603	1,660	1,654	1,363	1,245	35		
Skok Pilot									
			Began April 2012			Incorporated into Fixed Route			
Ridership			4,991	7,037	8,677	7,854			
Mileage			25,626	38,174	47,289	43,023			
Hours			1,019	1,489	1,978	1,645			
Worker Driver									
Ridership	52,805	55,935	54,777	57,841	53,854	57,620	50,320	48,801	48,014
Mileage	62,648	65,527	69,197	67,035	67,008	62,431	60,365	59,636	60,073
Hours	12,052	12,002	12,183	2,967	3,034	2,703	2,518	2,447	2,477
Dial-a-Ride									
Ridership	52,296	54,560	51,464	52,072	50,687	49,248	46,262	44,113	42,370
Mileage	327,504	333,327	321,953	315,347	306,332	316,530	325,593	326,764	304,356
Hours	24,665	25,444	24,326	24,022	23,650	25,414	28,419	26,710	22,926

Volunteer									
Ridership	1,318	1,375	1,234	1,510	1,070	1,151	1,394	1,597	1,544
Mileage	48,555	52,454	51,360	62,821	43,273	47,843	54,640	66,122	71,324
Hours	2,128	2,303	2,063	2,259	1,711	1,918	2,322	2,909	3,086
Vanpool									
Ridership	48,255	50,163	44,430	42,956	46,768	34,917	29,579	25,743	19,855
Mileage	289,317	299,650	292,889	280,824	293,437	217,701	187,696	152,542	128,908
Hours									
Special Events									
Ridership	6,942	5,203	4,551	2,599	3,011	1,198	1,398	1,680	1,789
Mileage	559	749	1,614	685	437	90	217	175	1,214
Hours	131	199	355	87	79	48	44	25	80
Total									
Ridership	513,943	577,597	583,969	585,469	578,615	526,885	509,392	507,745	459,666
Mileage	1,282,105	1,323,948	1,327,362	1,328,579	1,323,849	1,293,958	1,314,296	1,294,833	1,216,302
Hours	68,821	70,289	69,928	61,026	60,778	62,914	67,392	65,376	64,691
Ridership Change		63,654	6,372	1,500	(6,854)	(51,730)	(17,493)	(1,647)	(48,079)
% Change		12%	1%	0%	-1%	-9%	-3%	0%	-9%

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 - *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: June 18, 2019

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Permitting: Building permit plans are in progress for the Belfair park and ride. June is the target for complete permit documents.

Site permits (~~septic, grading, forest practices, SEPA Checklist~~) were submitted in October 2018. The SEPA determination was made on 4/12/19. The SEPA determination and comment period ended. The forest practices permit is pending an identified logger and a WSDOT permit. Those will come as part of the roundabout package.

Grading permit/Stormwater comments are still outstanding from Mason County. Mason County staff indicated comments would come by 6/14.

WSDOT provided comments on the Log Yard Road and SR 3 roundabout plans. WSDOT provided hydraulics comments on 6/11. SCJ Alliance is incorporating all comments into the plan

Belfair Park and Ride:

- SCJ submitted site permit plans to Mason County in early October 2018.
- SCJ submitted preliminary roundabout design plans to WSDOT in October 2018.
- SCJ submitted final roundabout plans to WSDOT the first week of April.
- PUD 3 and CenturyLink have provided schematic utility relocation designs.

Pear Orchard Construction: SCJ and MTA met with the City of Shelton to discuss the Pear Orchard site contamination. The City agreed to complete the sampling plan and take on the NPDES Construction Stormwater Permit coverage. The City is working on providing a timeline for sampling and clean-up plan.

Construction Documents: Construction Document/Bid Packages are ready for Pickering Road and Cole Road.

Other progress: Parsons has completed all permits for the Coffee Creek Culvert Replacement Project, which impacts the Shelton-Matlock Park and Ride. They are working on negotiating property acquisition for the replacement property. Parsons will know more information toward the end of June.

Project Timeline: The critical path for design of the park and ride projects remains the Belfair park and ride. WSDOT provided hydraulics comments two months after original submittal date (normal review period is three weeks for a first submittal). SCJ will work with MTA to determine bid timeline based on Mason County grading/stormwater comments and WSDOT hydraulics comments.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 3 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: June 18, 2019

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 18, 2019

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 18, 2019

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Park & Ride Development:**
 - Please see enclosed Park and Ride Update for information.
 - Met with the City Public Works Director and Project Consultant to discuss next steps regarding Pear Orchard. Project will remain on hold until the City determines conditions.
- **T-CC Parking Lot:** Landau Associates are submitting the soil sampling plan to DOE and anticipate performing the soil sampling the week of June 24 if DOE approves the plan. The results will take approximately two weeks and Landau will have the draft report of the results completed by the end of July.
- **WSDOT:** Attended GPAC meetings for Electrification and Consolidated Grants processes. The Consolidated Grant GPAC meetings are complete. The Electrification meetings will continue but the advisory committee is being reformed.
- **WSTIP:** Attended Monthly Executive Committee Meetings.
- **WSTA:** Attended quarterly SMTA meeting and Board meeting
- **Outreach:**
 - Public Hearing on June 4 for monthly pass increase.
 - I am a member of the Shareholder Advisory Group for the SR 3 Freight Corridor project. The advisory group had its first meeting on June 6 in Belfair with WSDOT and the Consultant team. On behalf of MTA, our needs are connection or easy access to the corridor and ensuring the north end connection to SR 3 does not interfere with our park and ride facility.
- **Training:**
 - Webinar on Creating Culture
 - Public Risk Management Association (PRIMA) conference. This conference is on behalf on WSTIP and is covered by WSTIP. The conference agenda included topics in risk management assessment, HR, management, managing a community tragedy and legal issues to list a few.
- **Internal Activities:**
 - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
 - Worked on Public Records Request.
 - Reviewed and edited policies. Worked with Summit Law on the updating of the Social Media Communications policy.
 - First meeting with Maintenance Contract negotiation team.
 - Visited Belfair office.
 - Met with Service Review Committee
 - Ridership analysis.
 - Completed draft of the Transit Development Plan (TDP). The draft is included in the board packet for first review by the board. Public hearings are scheduled for July 2 and 10. Final approval will be sought at the July board meeting.
 - Overseeing completion of many projects. We have completed the sealing of the parking lot, roof for Buildings 3 and 4, roof and door hood repairs, IT upgrades and replacement, waterline cleanout, service gate replacement, front lawn, kiosk and charging station ready for installation at the T-CC and bus cameras. We were able to complete many capital projects and other maintenance or operation tasks with funding from WSDOT.

Board Assistance, Awareness and Support:

- The Community Conversation outreach has been scheduled for June 22. At the same time, we will include the public hearing for the monthly pass increase.
- Graphic Artist Request for Quotes/Proposal will go out the week of June 17 in search of a firm or individual to assist with branding, pamphlets and PR. Further discussion with the Board regarding branding will be presented in July.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Support**
 - Continuing to work on a refreshed/compliant employee handbook.
 - Led the Employee Engagement Committee discussion on communication.
 - Continuing research for the non-rep salary wage analysis, as well as exploring comparables for upcoming Maintenance contract negotiations.
 - Attended the Washington Transit Drug and Alcohol Program Manager quarterly meeting.
 - Demoed Payscale's compensation research and comparison tool.
 - Updated HR policies for board approval.
 - Arranged for Supervisors to attend Summit Law's webinar the Attendance Maze – A Primer on Protected Leave. Training on how to properly navigate FMLA, reasonable accommodations relating to disability, Washington Paid Sick Leave and other state and federal laws.
- **Recruiting**
 - We are currently recruiting for our next Drivers class to begin July 17, 2019.
 - We are currently recruiting for an additional Operations Supervisor.
- **Administrative Functions**
 - Received word from SAO that the 2018 Financial and Accountability audit will take place from June 12 thru August 2, 2019.
 - Responded to WSDOT's 2nd round NTD validation questions.
- **Training.**
 - Attended WSTA HR Committee Meeting.
 - Attended ½ day SHRM Olympia Chapter workshop - Human-Centered Strategies to Influence Change on Your Team!
 - Attended with Danette the webinar Creating Culture: How to Develop an Intentional Company Culture.
 - Attended AWC Benefit Trust Annual Regional Meeting.

MAINTENANCE/FACILITIES – Marshall Krier

Maintenance Shop and Facilities

- **Joint Maintenance Rodeo Team:** The Joint Maintenance Rodeo team had their first competition on June 8 & 9 at Intercity Transit in Olympia. There were three teams consisting of Intercity, Kitsap Transit and our joint team with members from MTA, Twin Transit and C-Tran. Although we took third place, the team did very well considering it was the first time they have competed together. We are continuing to practice for the State competition to be held in Tukwila on August 17-18.
- **Hybrid Buses:** The pre-production meeting for two 40-foot hybrid buses is scheduled for 8:00 a.m. on June 26. We will essentially build the bus at this meeting and select the options that best suit our operational and maintenance needs. The delivery production start date is scheduled for December 30, 2019. This is ahead of our original production start date of March 2020.
- **Cutaways:** We have started the specifications for the nine cutaways. I expect the pre-production meeting to be held soon. Due to Buy America compliance requirements, we will purchase Ford Chassis instead of Chevrolets. The preliminary build schedule is the end of January, 2020 with delivery by the middle of March, 2020.
- **Radich Building:** I have received the engineering specifications for the Radich Building roof assessment and replacement project. We are waiting for cost estimates and then will advertise for bids to replace.

T-CC Facility user traffic report:

- **Gym:** Gym use for May was around 1,334 people. We hosted the Shelton School District's one-year anniversary of the Student and Family Resource Center, the ESD sponsored Community Job Fair and our normal weekly programs of pickle ball and CHOICE P.E.
- **Conference Room:** Nearly 217 people utilized our conference room in May. Users included the F.E.S.S. sponsored "Consider the Children" classes; the Jesus works program hosted by Sam Loomis (1st and 3rd Mondays), and two of the Arc of the Peninsulas programs; "Job Club" and "Healthy Relationships" (2nd and 4th Mondays). Started new weekly program in conference room sponsored by ARC of the Peninsulas – "Healthy Relationships"
- **Kitchen:** kitchen use during May started off with a cooking class sponsored by the Shelton School District as well as the Student and Family Resource evening for their one year anniversary. Olympic College continued their continuing education offerings with a successful cupcake decorating class. May kitchen use totaled 37 people.
- **Operations:** Supported Matt C. and John M., with OPs issues.
- **Events:** Prepared for the Forest Festival on Saturday, June 1. Mike and I will be on the sidewalk for the parade to answer questions etc. Hosted Olympic College cooking class. Hosted WorkSource Job Fair. Huge turnout.

T-CC Building Projects/Purchases/MaintenanceProjects/Purchases

- Assisted Josh J. with HD camera installation.
- Discussed assembly/location/logistics with Marshall Krier, Josh Jacobs and Steve Kellam of information kiosk for passengers
- Assisted Josh Jacobs with assembly of charging station for events.
- Met with Danette B. & Marshall K., regarding Radich roof, pressure washing quotes for T-CC, kitchen hood maintenance quote, and discussed a bill paying kiosk for the atrium.
- Decided on pressure washing company (Zach's PowerWashing – Olympia, WA) to pressure wash T-CC building and windows. Slated for Sunday June 30.
- Marshall and I discussed the scissor lift needed at the T-CC to complete certain projects not feasible on a ladder and will make a decision shortly regarding the purchase of a scissor lift for T-CC.
- Researched and requested quotes for a walk behind snowplow for T-CC.
- Worked with LeeAnn M. on T-CC -Ops' office projects. New cash drawers now installed at the T-CC Operations office. Received quote from Melanie from Genothern. Received drawers and installed.

Maintenance

- Completed monthly fire extinguisher inspections.
- Knight Fire and Security conducted annual fire extinguisher inspections. All good.
- Weeded the rain garden, back alley and did some parking lot pick-up.
- We received the quotes from Ace fire and Security for the 5-year mechanical inspection of the fire suppression system and will budget accordingly for 2020.
- Worked on facility outside lighting issues.
- Inspected bad light troffer in Radich Building.. Replacing bad ballast.
- Deep scrubbed tile floor in kitchen at T-CC with floor machine.
- Repaired failed caulking in the drivers' restroom at the T-CC.
- Repaired leaking urinal in upstairs men's restroom of Leeds building.
- Completed painting of passenger bathrooms.
- Completed monthly Phase I and Phase II elevator testing in Leeds Building.
- Thyssen Krupp completed quarterly elevator inspection. All good.
- Completed monthly Drum Drip maintenance at T-CC.
- Sourcing winches for broken flag pole halyard. Thanks S. Kellam! New winch arriving around June 6.
- Covered janitorial tasks at T-CC while M. Morrison was on vacation.

OPERATIONS – Mike Ringgenberg

Hiring: MTA is recruiting for 3-4 drivers for the new driver class that starts on July 17 and we are also recruiting for a new Operations Supervisor.

Mason Wildland Team Committee: Mike attended two meetings with the Mason County Fire Department to develop a planned and coordinated response to the upcoming wild fire season. John Magerstaedt attended the monthly Emergency Management Planning Team meetings for Mason County.

MTA Drivers manual: The Operations team has started weekly meetings to finish the second review of the Drivers Manual. Once completed we will send out the third draft to drivers for their review and comments.

MTA Tours: In May, Kathy conducted a tour with the Shelton Pre-School with 35 students and 5 adults.

Outreach: Kathy Geist and Priscilla Dolci were on iFIBERONE radio on May 17, 2019 to promote the new Zipper route which started on June 3, as well as our Community Conversations meetings scheduled for June 22.

Outreach Events & Meetings Attended: During May, Kathy conducted outreach events at: Senior Day at the Hub, Hiring Resource Job Fair at the T-CC and the Union City Festival. Kathy attended the following meetings: Moving Mason Forward, TMBHO, TIP CAP, Mason County Opioid Stakeholders meeting.

Shake-ups: CommCenter completed its shift shakeup for May 20 and the Drivers completed their shake up for June 3. The next scheduled CommCenter shake up is September 23 and the next driver shakeup is October 7th.

Training: Trina and Mike attended the Labor Relations Institute Conference. Matt and John attended a WSTIP Legal issues for Supervisors. Trina attended the ADA Issues & Solutions conference. Lisa attended the WSTIP Trainer Showcase and Kathy attended the WAPRO training in Lynnwood. We conducted five Defensive Driver evaluations for Van Pool & Community Van drivers and three individuals were trained for the volunteer driver program. Three new drivers were trained in Defense in the Seated Position and three individuals were CPR/AED/FA trained.

Service Review Committee: SRC completed all preparations for the start of the new ZIPPER route. SRC has also started meeting to discuss suggestions/questions/comments on our system for the October 7 shake up.

Vanpool - Usage rate for May 2019 is 70%--7 of 10 vans were in use.

2019 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2019 Work Items	Completed as of 6/14/19	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan Approved		Δ				Continued work.
Employee Handbook Approved		Δ				Continued work.
Create Financial Management Policy Manual			Δ	Δ		Moving to 3d Quarter.
KPI reporting - dashboard to board beginning 1st quarter		Δ	Δ			Dashboard layout in progress. Almost complete. Dashboard will be included in June board packet.
Develop route deviation, stroller, service animal, no-show policies for Operations		Δ	Δ	Δ		Researching Service Animal policies and new law - Update: Waiting for WSDOT for direction. Stroller Policy completed and awaiting board approval.
Develop a light duty and position transition policies for HR	X	Δ				Light Duty Policy was already completed. The policy for transitioning to a new position will be included in the employee handbook revision.
Develop an Employee Engagement Plan		Δ	Δ	Δ		A committee has been formed to create an employee engagement plan. The committee consists of driving and admin staff - UPDATE: Continued meetings. Danette meeting with each employee instead of a survey. Working on a communication flow chart.
Wage analysis		Δ	Δ			Have begun work on this. Working on Maintenance. This work item will be finished before
Union Negotiations			Δ	Δ		Team has been formed to begin discussing the maintenance contract. First meeting was held June 17.
Quarterly driver training		Δ	Δ	Δ	Δ	PASS and First Aid training completed for 1st Quarter. Operations completed on "Busing on the Lookout" which is a training to help in awareness of sex trafficking.
Prepare a Welcome package for new DAR riders		Δ	Δ			
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ	First and second quarter initiatives have been to review the Nelson/Nygaard suggestions for route changes. The Service Review Committee has been doing outreach to current riders on Route 2, 6 and 26. Changes to Route 9- now called Zipper- will take place beginning June 2. This route will "zip" up and down the hill between the T-CC and Wallace-Kneeland area in reverse to Route 5 and 7 and will provide more frequent service between our two busiest areas. More frequent service is one item that was identified in the survey taken during the service review process.
Community Conversations			Δ		Δ	Scheduled for June 22 in conjunction with the public hearings for pass increase recommendations.
Public Outreach for service changes		Δ	Δ	Δ	Δ	Continued outreach by Service Review Committee and Outreach Planner. Kathy and a driver went on radio to discuss changes.
Service change implementation plan	X	Δ	Δ			Service Review Committee is reviewing Nelson/Nygaard suggestions. A timeline has been prepared. Service changes will be incorporated through Feb 2020.
Bus builds for coaches and cutaways				Δ	Δ	MTA was awarded a capital grant for nine cutaways and two coaches. Maintenance and Ops are working on builds.
Roof replacement on Building 3 and 4	X	Δ	Δ			CHG has begun roof replacement. Expected to be complete by June 1. Had funding for chip sealing parking lot and stripping, catch basin cleanout and new gate. All projects will be complete by June 30, 2019.
Records Management - Network reorganization		Δ	Δ	Δ	Δ	IT is working on a process for moving old electronic records as the first step.
IT infrastructure improvements and computer replacement	X	Δ	Δ			Project is basically complete with all equipment being purchased. IT is working on installation.
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	See Park & Ride informational page for update.
T-CC parking lot construction		Δ	Δ	Δ		See General Manager's report for unupdate.