



## AGENDA

Mason Transit Authority Board  
Regular Meeting  
October 15, 2019, 4:00 p.m.  
Mason Transit Authority  
to be held at the following location:  
*Port of Allyn*  
*18560 E SR 3*  
*Allyn*

### OPENING PROTOCOL

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

### PUBLIC COMMENT

### INFORMATIONAL PRESENTATION

Fire Chief Beau Bakken, North Mason Regional Fire Authority: Follow-up to intergovernmental disposition in October, 2018 of MTA vehicle to North Mason Regional Fire Authority as a mobile response unit.

### CORRESPONDENCE

### RECOGNITION OF DRIVER

### CONSENT AGENDA – ACTION

1. Pg. 04: Approval of Minutes: Approval of the minutes of the September 17, 2019 MTA regular Board meeting and the October 1, 2019 MTA special Board meeting.
2. Pg. 10: Financial Reports: September, 2019
3. Pg. 17: Check Approval: September 13 - October 10, 2019

### REGULAR AGENDA

UNFINISHED BUSINESS: [None]

### NEW BUSINESS:

1. Pg. 026: Lost and Found Policy (POL 507)– Resolution No. 2019-25 – *ACTIONABLE* (Mike)
2. Pg. 035: Surplus Disposal Policy (POL 408) – Resolution No. 2019-26 – *ACTIONABLE* (LeeAnn)
3. Pg. 044: Wellness Program Policy (POL 602) – Resolution No. 2019-27 – *ACTIONABLE* (LeeAnn)
4. Pg. 051: Small and Attractive Assets Policy (POL 405) – Resolution No. 2019-28 – *ACTIONABLE* (LeeAnn)
5. Pg. 058: First View of 2020 Budget – *DISCUSSION* (LeeAnn)
6. Pg. 066: First view of 2020 Regular Meeting Calendar *DISCUSSION* (Tracy)-
7. Pg. 068. Maintenance Collective Bargaining Agreement – Resolution No. 2019-29 – *ACTIONABLE* (Danette)

**EXECUTIVE SESSION** – An executive session may be held pursuant to RCW 42.30.140(4) to discuss any questions relating to the negotiations of the collective bargaining agreement on behalf of the Maintenance collective bargaining unit. Action may follow the executive session.

**INFORMATIONAL**

*Reports*

2. Pg. 109: Park and Ride Update
3. Pg. 111: Management Reports

**GENERAL MANAGER'S REPORT**

**COMMENTS BY BOARD**

**PUBLIC COMMENT**

**ADJOURNMENT**

**UPCOMING MEETING:**

**Mason Transit Authority  
Regular Meeting  
November 19, 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.*

September 2019

Kathy -

Thank you to Mason Transit Authority  
to providing transportation to the  
Pickering Community Club Grant School  
Open House. Your support of the  
Grant School is appreciated.

Kecanne



**OPENING PROTOCOL**

**CALL TO ORDER:** 3:58 p.m.

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

**Authority Voting Board Members Not Present:** [None]

**Authority Non-voting Board Member Not Present:** Greg Heidal, 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; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager and Marshall Krier, Maintenance and Facilities Manager.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the September 17, 2019 Mason Transit Authority (MTA) regular board meeting be approved with one addition requested by the Board Chair to add Informational Item 1A with Michael Siptroth as a presenter. **Shutty/Trask. Motion carried.**

**PUBLIC COMMENT** – None.

**CORRESPONDENCE** – Clerk of the Board read aloud the correspondence received from the Union City Festival Planning team and Becky Frankeberger that was included in the Board packet.

**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 July 16, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for July and August, 2019 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of July 11, 2019 through September 12, 2019 financial obligations on checks #33007 through #33259, as presented for a total of \$1,355,234.70.

**Campbell/Trask. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Employee Social Media Policy (POL-1003)**. Ms. Brannin, General Manager, indicated to the Board that this revised version of the policy was being brought back following direction to staff to make additional changes to Section 5.5.6. MTA's legal counsel also made changes to that same section. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-19 and the attached Employee Social Media Policy (POL-1003). **Shutty/Tarzwell. Motion carried.**

### **NEW BUSINESS**

1. **Extension of Agreement between MTA and SCJ Alliance** – Ms. Brannin informed the Board that the contract between MTA and SCJ Alliance had expired on June 30, 2019 and that it was necessary to extend the term of the contract since the park and ride project was not yet complete. She also shared with the Board that the term was extended to June 30, 2023 to line up with the funding structure from WSDOT of the 2021-2023 biennium. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-20 approving Amendment No. 7 to the agreement between SCJ Alliance and MTA extending the contract to June 30, 2023; and authorize the General Manager to sign the Amendment No. 7. **Trask/Pogreba. Motion carried.**
2. **Agreement for Star Pass Program** – Ms. Brannin stated that MTA will continue the STAR Program and that the term of this new contract is July 1, 2019 through June 30, 2020. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-21 and the attached Agreement between WSDOT and MTA for the operation of the STAR Pass program (Agreement #PTD0012). **Tarzwell/Petersen. Motion carried.**
3. **Amendment to Resolution No. 2017-36 Regarding Public Records Fees** – Tracy Becht, MTA's Public Records Officer shared with the Board that there have been several instances that the fees for responding public records requests have been a few cents to a dollar or two and the cost for MTA to bill those fees outweigh the benefit that MTA receives since the cost to bill and process the payment is approximately \$5. Ms. Becht requested that the Board approve the General Manager or Public Records Officer to waive fees as stated in Resolution No. 2019-22. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-22 relating to waiving statutory default fees under certain circumstances. **Shutty/Trask. Motion carried.**
4. **Sales Tax Equalization Funding Allocation** – Ms. Brannin described to the Board the award of \$1,539,691 of the sales tax equalization funds and that it can be used for operating or capital as determined by MTA. She went on further to say that staff will be allocating \$1,343,191 to operation and the remaining \$196,500 will be used to purchase a smaller cutaway for DAR and repairs to coaches. Ms. Brannin was requesting approval of the

purchase of the Ford Transit Starcraft and to issue a purchase order to NW Bus Sales for its purchase as the price will increase on October 1. **Moved** that the Mason Transit Authority Board approve the purchase of a Ford Transit Starcraft, including issuing a purchase order to NW Bus Sales, replace three engines and transmissions, all to be paid by sales tax equalization funds. **Campbell/Martin. Motion carried.**

5. **Consolidated Grant Agreement PTD0044** – Ms. Brannin described to the Board that MTA was awarded FTA 5311 funds and Special Needs Formula Funds for operating services in the 2019-2021 biennium with projected funds subject to appropriation for the 2021-2023 biennium. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-23 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Operating Agreement (Agreement #PTD0044).

### **INFORMATIONAL PRESENTATIONS**

1. Dr. Kevin Frankeberger: Dr. Frankeberger spoke on the funding that is available in connection with the Accessible Community Act which was created to help communities be more welcoming and inclusive for persons with disabilities and to promote and provide equal access to opportunities within the community. In order to participate, a county must have an Accessible Community Advisory Committee (ACAC). Dr. Frankeberger went on to say that only 11 out of 39 counties are currently participating. There will be a first meeting on October 11 at 10:00 a.m. in the ballot counting room in the County Building. The Chair expressed his hope that MTA will be a part of the ACAC.
- 1A. Michael Siptroth: Mr. Siptroth read aloud his handout relating to environmental concerns, including MTA and its efforts to purchase electric buses. He also shared his efforts to be in contact with governmental officials regarding the need to continue to seek more green solutions.

**INFORMATIONAL UPDATES** – Ms. Brannin commented on the continued success of the new Zipper route.

**GENERAL MANAGER'S REPORT** – Ms. Brannin spoke of the I-976 impacts to the Multimodal Account and that MTA may see up to a 30% reduction in state funds. She also informed the Board that MTA is sustainable through 2020, but after that, MTA could see impacts caused by the reduction in funding. Ms. Brannin also shared of her recent trip to Washington, D.C. and that they met with Senators Murray and Cantwell, as well as several representatives, including Kilmer and Heck to tell the story of rural transit.

**COMMENTS BY BOARD MEMBERS** – Board member Tarzwell thanked Dr. Frankeberger on his accessibility presentation. The Chair expressed his appreciation, faith and trust in MTA staff and that he appreciates everything they have done.

**PUBLIC COMMENT** – Dr. Frankeberger indicated one of the reasons he and his wife settled into Mason County was because of MTA and its transportation options. Mr. Siptroth expressed his desire to see MTA begin to have Sunday service.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:55 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Regular Meeting**  
*October 15, 2019 at 4:00 p.m.*  
**Port of Allyn  
18560 E SR 3  
Allyn**

DRAFT



**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

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

**Authority Voting Board Members Not Present:** John Campbell

**Authority Non-voting Board Member Not Present:** Greg Heidal, 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 October 1, 2019 Mason Transit Authority (MTA) special board meeting be approved. **Shutty/Trask. Motion carried.**

**PUBLIC COMMENT** – [None]

**REGULAR AGENDA**

**UNFINISHED BUSINESS**

[None]

**NEW BUSINESS ITEM 1**

**Approval of Winning Bid on Belfair Roundabout Project and Approving General Manager to Sign Contract** – Ms. Brannin, General Manager, shared with the Board that MTA had received eight bids on the project and that the bid received from Active Construction Inc., was the lowest, responsible bid. The bid was within the engineer's estimate. When questioned about any potential change orders, Ms. Brannin indicated that she would be bringing them to the Board for approval. **Moved** that the Mason Transit Authority Board (1) award the winning bid to Active Construction Inc. for the roundabout project in Belfair in the amount of \$2,422,172; and (2) approve Resolution No. 2019-24 authorizing the General Manager to sign and execute the contract between Active Construction Inc. and Mason Transit Authority. **Shutty/Pogreba. Motion carried.**



**COMMENTS BY BOARD MEMBERS** – The Board Chair commented on the exemplary act of one of the MTA drivers that stopped traffic to allow a member of the public in an electric wheelchair to safely cross the street. Board member Pogreba asked for an update on the Pear Orchard project. Ms. Brannin shared her latest knowledge of the status and Board member Dorcy indicated he would find out and provide an update.

**PUBLIC COMMENT** – None.

**Moved** that the meeting be adjourned.

**ADJOURNED** 4:10 p.m.

**UPCOMING MEETINGS**

*Mason Transit Authority  
Regular Meeting  
October 15, 2019 at 4:00 p.m.  
Port of Allyn  
18560 E SR 3  
Allyn*

DRAFT

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Consent Agenda – Item 2 – *Actionable*  
**Subject:** Financial Reports – September 2019  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

**Summary for Discussion Purposes:**

Included are September’s 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 July 2019 (received September 30, 2019) was \$498,248, 11% higher than July 2018, sales tax revenue is currently 19% higher YTD 2019 over 2018.

*Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 75% (9/12) of the budget through the end of September. Total YTD Revenue is over budget at 91.43% largely due to favorable sales tax. Total YTD Operating Expenses are under budget at 66.81% after excluding \$146,071 of operating expenses covered by capital grants.

**Fiscal Impact:**

September’s fiscal impact reflects total revenues of \$702,076 and operating expenses of \$578,353 for net income of \$123,723.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

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

# Mason Transit Authority Statement of Financial Activities

October 2019 Board Report

% through the year: 75.00%

September Statement of Financial Activities

	September Actual	2019 YTD Actual	2019 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares	\$ 8,004	\$ 73,270	\$ 103,500		70.79%
PSNS Worker/Driver & Vanpool Fares	19,674	182,847	265,000		69.00%
Total Operating Revenue (Fares)	27,678	256,117	368,500		69.50%
Sales Tax	384,146	3,890,790	3,936,179	(1)	98.85%
Operating Grants	254,107	2,571,970	3,189,554	(2)	80.64%
Rental Income	14,912	131,046	143,227		91.50%
Investment Income	16,534	133,719	45,000		297.15%
Other Non-operating Revenue	4,699	222,255	199,233	(3)	111.56%
Total Revenue	702,076	7,205,897	7,881,693		91.43%
<b>Expenses</b>					
Wages and Benefits	429,906	3,875,162	5,919,743		65.46%
Contracted services	41,996	176,125	208,223		84.58%
Fuel	29,118	279,385	400,250	(4)	69.80%
Vehicle/Facility Repair & Maintenance	24,087	273,621	351,750	(5)	77.79%
Insurance	19,623	176,608	235,477		75.00%
Intergovernmental - Audit Fees	1,334	31,649	31,000		102.09%
Rent - Facilities and Park & Ride	2,440	21,960	32,000		68.63%
Utilities	10,532	94,931	139,781		67.91%
Supplies & Small Equipment	7,510	228,417	131,720	(5)	173.41%
Training & Meetings	4,784	29,977	74,705		40.13%
Other operating expenses	7,022	102,283	174,863	(6)	58.49%
(Less Operating Expenses Covered by Capital Grants)	-	(146,071)		(5)	
Total Operating Expenses	578,353	5,144,047	7,699,512		66.81%
Net Income (Deficit) from Operations	\$ 123,723	\$ 2,061,850	\$ 182,181		
Pooled Reserves	142,550	1,133,663	120,000	(7)	944.72%

## 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 and Q2 2019's actuals and accruals for July, August, and September.
- (3) Includes Q1 and Q2 2019's RMG actuals - \$113,000, LMTAAA Volunteer program revenue - \$25,914, Volunteer Donations - \$600, Sale of Maintenance Services \$3,348, Sale of Bus ads \$24,015, Community Van - \$5,577.
- (4) Average diesel price per gallon year to date is \$2.32. Average gasoline price per gallon year to date is \$2.93.
- (5) \$146,071 of operating expenses will be recovered by capital revenue: \$74,159 relate to the JP Roof Replacement Grant for repairing the JP building roofs, purchasing cooling fans, solar lights for shelters, and repaving JP's bus park lot; \$1,301 relates to purchases for the TCC TAP Grant to setup cell phone chargers at the TCC; \$62,417 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 \$8,848, Volunteer Driver Program reimbursements \$26,410, Advertising \$16,813, Merchant/credit card fees \$5,205, Office Equipment Lease \$3,476, Dues, Memberships, Subscriptions \$31,286, 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

## Mason Transit Authority Statement of Financial Activities - TCC

October 2019 Board Report

September Statement of Financial Activities

% through the year: 75.00%

	2019 September Actual	2019 YTD Actual	2019 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
<b>Revenue</b>							
T-CC Rental	\$ 13,488	\$ 116,379	\$ 125,630		92.64%	\$ 116,379	\$ -
Other Revenue	26	168	-			168	-
Total Revenue	<u>13,514</u>	<u>116,547</u>	<u>125,630</u>		92.77%	<u>116,547</u>	<u>-</u>
<b>Expenses</b>							
Wages and Benefits	10,425	95,475	132,383		72.12%	95,475	-
Contracted services	384	4,526	11,200		40.41%	40,611	(36,085)
Repair & Maintenance	2,957	13,492	14,500	(1)	93.05%	11,317	2,175
Insurance	1,306	11,755	15,673		75.00%	11,755	-
Utilities	3,744	33,709	48,370		69.69%	23,933	9,776
Supplies & Small Equipment	813	11,481	14,295	(2)	80.31%	7,332	4,149
Training & Meetings	-	-	450		0.00%	-	-
Other Operating Expenses (Less Operating Expenses Covered by Capital Grants)	(4,216)	(4,216)	3,400	(2)	35.38%	1,131	72
Total Operating Expenses	<u>15,413</u>	<u>167,425</u>	<u>240,271</u>		69.68%	<u>187,338</u>	<u>(19,913)</u>
Net Income (Deficit) from Operations	<u>\$ (1,899)</u>	<u>\$ (50,878)</u>	<u>\$ (114,641)</u>			<u>\$ (70,791)</u>	<u>\$ 19,913</u>

(1) The TCC was powerwashed in June - the expense relating to this was for \$3,966, which brings this line over-budget.

(2) \$4,216 of Supplies & Small Equipment relates to the purchase of a snow plow to clear the platform and bus lane at the TCC, it will be reimbursed through the consolidated operating grant.

# Mason Transit Authority Cash and Investments

October 2019 Board Report

## Cash Balances

	8/31/2019	9/30/2019	Change
Cash - MC Treasurer	1,612,500.62	1,597,080.66	(15,419.96)
Investments - MC Treasurer	8,869,104.63	8,869,104.63	-
Payroll - ACH Columbia Bank	177,760.63	177,972.39	211.76
Petty Cash/Cash Drawers	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 10,659,865.88</b>	<b>\$ 10,644,657.68</b>	<b>\$ (15,208.20)</b>

## Cash Encumbrances

### Grant Related:

Two (2) Hybrid Coaches for Worker/Driver Program 20% Match	296,538
Two (2) Diesel 40' Coaches 25% Match	296,522
Nine (9) Cutaway Replacement Vehicles 25% Match	233,039
Park & Ride Development Project RMG 2015-2019 Match	950,000
Parking Lot (DOE Grant)	102,500
<b>Total Grant Match</b>	<b>1,878,599</b>

### Reserves:

Total Grant Match	1,878,599
General Leave Liability	170,568
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Future Operating Reserves	2,000,000
Potential Environmental Clean-up T-CC Parking Lot	50,000
Capital Project Reserves <sup>1</sup> /Belfair Roundabout	1,129,157
Fuel Reserves	120,000
IT Investments	20,000
<b>Total Encumbered</b>	<b>7,618,324</b>

Total of Cash	\$ 10,644,657.68
Less Encumbrances	\$ 7,618,324.00
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>\$ 3,026,333.68</b>
Investments - MC Treasurer (Reserves)	\$ 8,869,104.63
Less Encumbrances	\$ 7,618,324.00
<b>Undesignated Cash Reserves</b>	<b>\$ 1,250,780.63</b>

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

October 2019 Board Report

As of September 30, 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	344,539	1,967,454	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	-	250,916	250,916	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	16,194	77,105	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
<b>Total Miscellaneous Capital Projects</b>	<b>7,561,634</b>	<b>6,581,200</b>	<b>1,176,300</b>	<b>798,842</b>	<b>2,485,951</b>	
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	-	104,070	104,070	To replace staff car and maintenance pickup
<b>Total Vehicle Replacements</b>	<b>3,786,964</b>	<b>3,014,742</b>	<b>772,222</b>	<b>104,070</b>	<b>104,070</b>	
<b>Total Capital Projects</b>	<b>\$ 11,348,598</b>	<b>\$ 9,595,942</b>	<b>\$ 1,948,522</b>	<b>\$ 902,912</b>	<b>\$ 2,590,021</b>	

Cash encumbered for Granted Related MTA Match Portion - \$1,878,599.

Capital Project Reserves - \$1,129,157 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

# Mason Transit Authority Sales Tax Receipts

October 2019 Board Report

Sales Tax Collected as of 9/30/2019 for 7/31/2019

## Monthly Cash-Flow Trend (January - December)

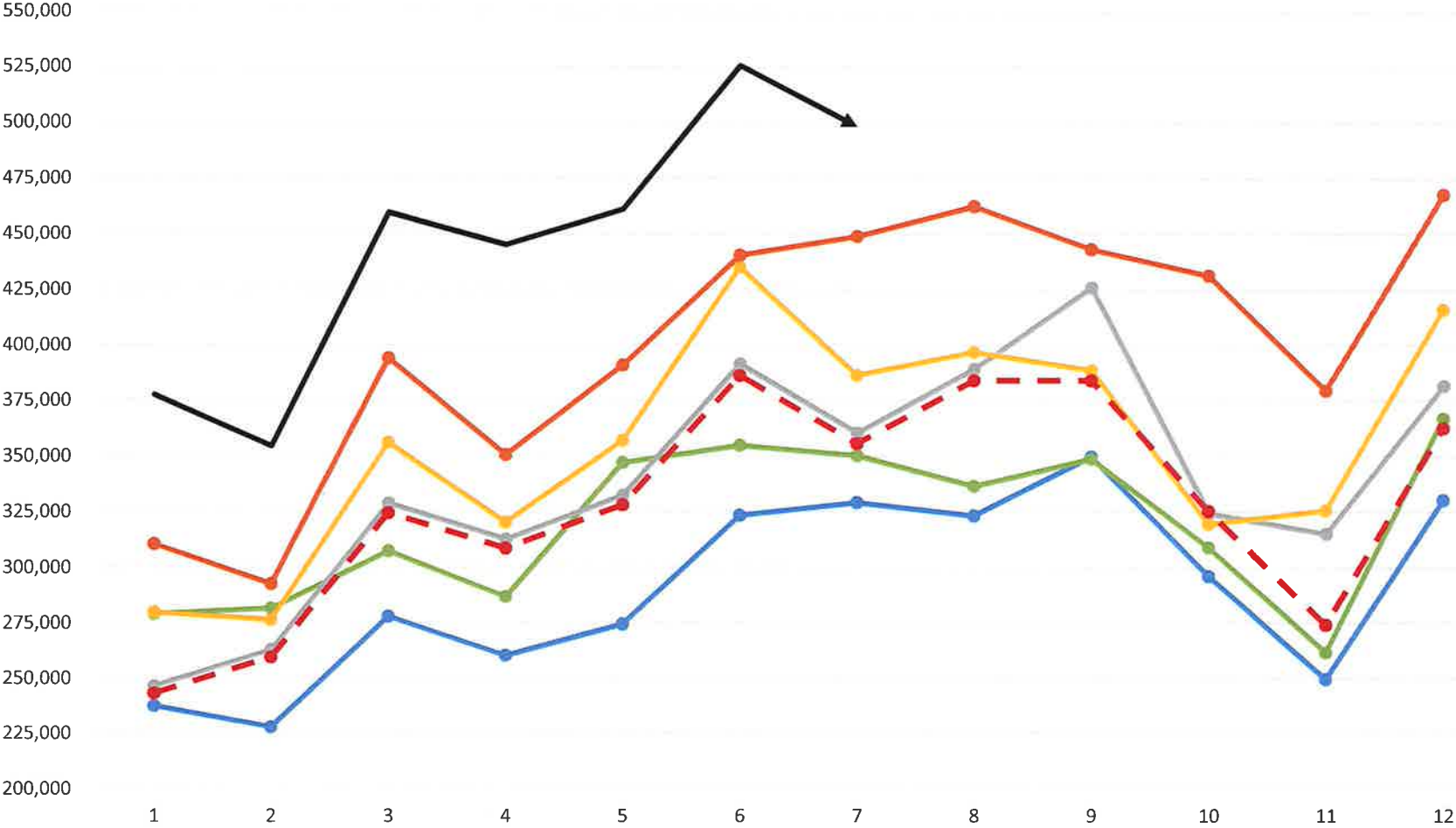
	2014	2015	2016	2017	2018	2019 Budget	2019 Actual	2019 Budget Variance	% Change 2018 - 2019 Actual
January	237,528	279,122	246,415	279,777	310,547	243,216	377,689	55%	22%
February	227,815	281,559	262,925	276,310	292,604	259,512	354,467	37%	21%
March	278,053	307,482	328,665	356,214	394,293	324,400	459,822	42%	17%
April	260,396	286,903	312,635	320,241	350,586	308,577	445,171	44%	27%
May	274,641	347,236	332,428	357,049	391,052	328,114	461,236	41%	18%
June	323,498	354,920	391,485	435,445	440,606	386,405	525,839	36%	19%
July	329,201	350,290	360,375	386,531	449,080	355,698	498,248	40%	11%
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	3,122,473		

Budget Variance Average - YTD 42%

% Change 2018 vs 2019 Actual Average - YTD 19%

# Monthly Sales Tax Trend

● 2014   
 ● 2015   
 ● 2016   
 ● 2017   
 ● 2018   
 - - 2019 Budget   
 ● 2019 Actual





**Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 3 – ***ACTION***  
**Subject:** Check Approval  
**Prepared by:** Brian Phillips, Accounting Supervisor  
**Approved by:** LeeAnn McNulty, Administrative Services Manager  
**Date:** October 15, 2019

**Summary for Discussion Purposes:**

Disbursements:

- \*SCJ Alliance
  - Check #33286 – \$15,014.87 – Park & Ride Project
- Landau Associates Inc
  - Check #33278 – \$23,504.46 – TCC Parking Lot
- State Auditor’s Office
  - Check #33285 – \$1,333.57 – Annual Financial and Accountability Audit
- \*Department of Transportation
  - Check #33321 - \$5,476.67 – Park & Ride Project

\*Disbursements grant eligible.

September Fuel Prices: Diesel \$2.32 Unleaded \$2.81

General Manager Travel Expenditures:

- Federal Fly-In
- Public Transportation Conference

**Check Disbursement Fiscal Impact:**

\$581,936.26

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of September 13, 2019 through October 10, 2019 financial obligations on checks #33260 through #33360, as presented for a total of \$581,936.26.




Mason Transit Authority  
 October 15, 2019 Disbursement Approval

The following checks for the period of September 13, 2019 through October 10, 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 33260 - 33360	Total Amount \$581,936.26
----------------------------------------	--------------------------------	------------------------------

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 09/20/2019	33261	170,350.77
Payroll & DRS – 10/04/2019	33302	178,023.50
Landau Associates Inc	33278	23,504.46
SCJ Alliance	33286	15,014.87
State Auditor’s Office	33285	1,333.57
Department of Transportation	33321	5,476.67

Submitted by:  Date: 10/10/19  
 Brian Phillips, Accounting Supervisor

Approved by:  Date: 10-10-19  
 LeeAnn McNulty, Administrative Services Manager

# Mason Transit Authority Check Register

October 2019 Board Report

Activity From 9/13/2019 Through 10/10/2019

Document Date	Check #	Vendor Name	Amount
9/16/2019	33260	District 160	\$ 2,415.94
9/18/2019	33261	Mason Transit Authority - ACH Account	170,350.77
9/25/2019	33262	Aflac	715.98
9/25/2019	33263	AIG Retirement	240.00
9/25/2019	33264	Alarm Center	297.29
9/25/2019	33265	Aramark	311.69
9/25/2019	33266	ARCH Mechanical, Inc.	437.92
9/25/2019	33267	Association of Washington Cities	25.00
9/25/2019	33268	Bridge Church	90.00
9/25/2019	33269	Berg Marketing Group	1,319.44
9/25/2019	33270	Builders Exchange of Washington Inc	87.75
9/25/2019	33271	CDW Government	1,990.87
9/25/2019	33272	Cummins Northwest, LLC	888.70
9/25/2019	33273	Daily Journal of Commerce	504.00
9/25/2019	33274	EMC - Mason Transit	134.80
9/25/2019	33275	Faith In Action West Sound	150.00
9/25/2019	33276	Gillig, LLC	2,355.15
9/25/2019	33277	Kitsap Transit	2,343.30
9/25/2019	33278	Landau Associates Inc	23,504.46
9/25/2019	33279	LegalShield	141.50
9/25/2019	33280	Mason County PUD #3	101.14
9/25/2019	33281	Mountain Mist Water	201.05
9/25/2019	33282	Mood Media	108.36
9/25/2019	33283	Northridge Properties, LLC	1,500.00
9/25/2019	33284	Pacific Power Group, LLC	242.33
9/25/2019	33285	State Auditor's Office - WA	1,333.57
9/25/2019	33286	SCJ Alliance	15,014.87
9/25/2019	33287	Seattle Automotive Distributing	658.35
9/25/2019	33288	Lonita J Larson dba Sew Now Studio	16.32
9/25/2019	33289	Shelton Mason County Chamber of Commerce	100.00
9/25/2019	33290	Mason County Journal	160.00
9/25/2019	33291	South Sound Investment Properties, LLC	300.00
9/25/2019	33292	Staples Business Advantage	122.41
9/25/2019	33293	Summit Law Group	3,180.70
9/25/2019	33294	Kevin Swann	42.29
9/25/2019	33295	Titus-Will	2,605.22
9/25/2019	33296	Tozier Brothers, Inc.	20.57
9/25/2019	33297	United Way of Mason County	45.00

# Mason Transit Authority Check Register

October 2019 Board Report

Activity From 9/13/2019 Through 10/10/2019

Document Date	Check #	Vendor Name	Amount
9/25/2019	33298	Westbay Auto Parts	67.92
9/25/2019	33299	Westcare Clinic, Inc.	425.00
9/25/2019	33300	Wetherholt and Associates, Inc.	1,300.00
9/25/2019	33301	Northwest Administrators	93,082.26
10/2/2019	33302	Mason Transit Authority - ACH Account	178,023.50
10/10/2019	33303	AAA Septic Tank Pumping	1,127.32
10/10/2019	33304	AIG Retirement	242.18
10/10/2019	33305	Alarm Center	293.76
10/10/2019	33306	Allstream	189.91
10/10/2019	33307	Associated Petroleum Products, Inc.	22,576.02
10/10/2019	33308	Aramark	314.62
10/10/2019	33309	ARCH Mechanical, Inc.	2,489.09
10/10/2019	33310	Judy Arms	402.52
10/10/2019	33311	Mick Baker	331.18
10/10/2019	33312	Belfair Water District #1	232.16
10/10/2019	33313	Fran Cavaille	69.02
10/10/2019	33314	City of Shelton	591.51
10/10/2019	33315	Cascade Natural Gas	15.98
10/10/2019	33316	Comcast	192.37
10/10/2019	33317	Commercial Brake & Clutch, Inc.	50.00
10/10/2019	33318	Walter Cothran	316.68
10/10/2019	33319	Cummins Northwest, LLC	118.53
10/10/2019	33320	Gene Currier	460.52
10/10/2019	33321	Department of Transportation	5,476.67
10/10/2019	33322	EMC - Mason Transit	134.80
10/10/2019	33323	Evergreen Collision - Sequim	1,536.26
10/10/2019	33324	Fastenal Company	20.37
10/10/2019	33325	Gillig, LLC	588.19
10/10/2019	33326	Gillis Auto Center, Inc.	446.01
10/10/2019	33327	Carolyn Gravatt-Bowles	799.20
10/10/2019	33328	Hood Canal Communications	1,834.14
10/10/2019	33329	Robert W. Johnson, PLLC	1,600.00
10/10/2019	33330	Kitsap Transit	2,178.86
10/10/2019	33331	Les Schwab	2,013.35
10/10/2019	33332	Mason County PUD #3	5,126.75
10/10/2019	33333	Cheryl Moore	250.56
10/10/2019	33334	Mountain Mist Water	146.25
10/10/2019	33335	Nancy C. Murphy	114.84

# Mason Transit Authority Check Register

October 2019 Board Report

Activity From 9/13/2019 Through 10/10/2019

Document Date	Check #	Vendor Name	Amount
10/10/2019	33336	Judy Nicholson	50.46
10/10/2019	33337	Office Depot, inc.	620.10
10/10/2019	33338	Olympic Lock & Key	4.35
10/10/2019	33339	Pacific Office Automation	379.64
10/10/2019	33340	Schetky Northwest Sales, Inc.	90.91
10/10/2019	33341	Seattle Automotive Distributing	854.13
10/10/2019	33342	The Shoppers Weekly	1,031.02
10/10/2019	33343	Smarsh	648.00
10/10/2019	33344	Staples Business Advantage	515.76
10/10/2019	33345	Thermo King Northwest, Inc.	802.94
10/10/2019	33346	ThyssenKrupp Elevator Corp.	630.30
10/10/2019	33347	Tozier Brothers, Inc.	79.66
10/10/2019	33348	ULINE	579.32
10/10/2019	33349	United Way of Mason County	45.00
10/10/2019	33350	U.S. Bank	5,321.87
10/10/2019	33351	Verizon Wireless	417.06
10/10/2019	33352	Voyager Fleet Systems, Inc.	5,511.62
10/10/2019	33354	Westbay Auto Parts	1,009.99
10/10/2019	33355	Westcare Clinic, Inc.	170.00
10/10/2019	33356	Whisler Communications	1,746.31
10/10/2019	33357	Robert Williams	264.48
10/10/2019	33358	AWorkSAFE Service, Inc.	362.00
10/10/2019	33359	Washington State Transit Association	1,065.56
10/10/2019	33360	Zumar Industries, Inc.	500.74
			<u>\$ 581,936.26</u>

# Mason Transit Authority Credit Card Activity

October 2019 Board Report

## September Activity

GL Title	Transaction Description	Expenses
Security Services	Checkr - Driver Background Checks	\$ 182.56
Security Services	Checkr - Driver Backgrounds	100.04
Facility Repair/Maintenance	Amazon - Sign for Alley	26.10
Facility Repair/Maintenance	Lowes - Shelter Supplies	93.39
Facility Repair/Maintenance	McLendons - Hardware	3.57
Facility Repair/Maintenance	Senaca - Diesel Safety Breakaway	76.24
Facility Repair/Maintenance	Tractor Supply - Diesel Nozzle & thread sealant	121.50
Facility Repair/Maintenance	Walmart - Batteries	38.55
Facility Repair/Maintenance	Walmart - Flashlights	7.58
Office Supplies	Amazon - Cable Ties	8.67
Shop Supplies	Fastenal - Shop Supply	7.96
Shop Supplies	Lowes - Parts for Air Compressor	107.42
Shop Supplies	Tractor Supply - Bolts for Air Compressor	4.36
Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	23.57
Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	57.70
Safety Training Material & Supply	Evergreen Safety - CPR Mannequins	809.62
Shelter Supplies	Lowes - Hardware for Shelter	35.01
Shelter Supplies	Lowes - Hardware for Shelter	97.16
Shelter Supplies	Lowes - Shelter Supplies	27.17
IT Equipment	Amazon - Headsets	64.86
IT Equipment	Amazon - IT Switch	18.88
IT Equipment	Walmart - DVD Player for Training	62.49
Small Tools & Equipment	Amazon - Snow Shovels	265.72
Small Tools & Equipment	Amazon - Tape Measurers	6.18
Small Tools & Equipment	Amazon - Tape Measurers	15.14
Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26 GM
Dues, Memberships, Subscriptions	Network Solutions - Renew Web Domain	54.23 GM
Dues, Memberships, Subscriptions	Network Solutions - Renew WEb Hosting	145.00 GM
Dues, Memberships, Subscriptions	Network Solutions - Web Forwarding	17.35 GM
Travel & Meeting Expense MTA	76 Gas - Vehicle 121 WSTA FOLC	26.72
Travel & Meeting Expense MTA	Alaska Airlines - Paratransit Management	231.59
Travel & Meeting Expense MTA	Best Western - Training	127.22
Travel & Meeting Expense MTA	Budget Rental Car - Paratransit Management	255.67
Travel & Meeting Expense MTA	Doug Fox - Airport Parking	76.24 GM
Travel & Meeting Expense MTA	Fred Meyer - Additional Eggs for Ops Breakfast Meeting	2.99
Travel & Meeting Expense MTA	Fred Meyer - Supplies for Ops Breakfast Meeting	100.61
Travel & Meeting Expense MTA	Fred Meyer - Water Bottles	9.11
Travel & Meeting Expense MTA	Holiday Inn - WSTA Lodging B Phillips	106.28
Travel & Meeting Expense MTA	Holiday Inn - WSTA Lodging L McNulty	106.28
Travel & Meeting Expense MTA	Jalisco - Food for Ops Breakfast Meeting	59.28
Travel & Meeting Expense MTA	Metrorail - WA DC Federal Meeting	10.00 GM
Travel & Meeting Expense MTA	MRSC - Webinar	35.00
Travel & Meeting Expense MTA	Myplace Hotel - WFOA Conference B Phillips	428.31
Training / Seminars	CTAA - PASS Instructor Recertification	75.00

# Mason Transit Authority Credit Card Activity

October 2019 Board Report

## September Activity

<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
Training / Seminars	GFOA - GAAP Update	135.00
Training / Seminars	WSTIP - Training J Hutchinson	75.00
Training / Seminars	WSTIP - Trainings J Hutchinson & M Coale	150.00
Advertising/Promotion Media	Executive Advertising - Pens	101.06
Advertising/Promotion Media	Personalized Paper - Note Pads	166.23
Passenger Parking Facilities	Glacier - Belfair Parking	550.00
		<u>\$ 5,321.87</u>

**MASON TRANSIT AUTHORITY TRAVEL FORM (FRM-402B)**

B5

**I. Pretrip Authorization**

1. Name: Danette Brannin Event: Federal Fly In  
 2. Destination: Washington Dc Departure Date: 9/8/19 Return Date: 9/12/19  
 3. Estimated Total Cost of Travel (registration, airfare, lodging, meals, car etc.) Total: 1826.43  
 4. Advance Travel Request Amount \$ 0 **-- Event Agenda must be Attached--**  
 5. Mode(s) of travel to be used: plane, car 6. Using a Staff Car? Y / **(N)**  
 7. Approved by: [Signature] 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	\$ 266			\$ 214
Airline Travel:	\$ 569.30		\$ 569.30	\$
Rental Car	\$		\$	\$
Lodging: <u>251 rate</u>	\$ 750+tax	750+tax	\$	\$
Registration fees:	\$	\$	\$	\$
Mileage: <u>113.8</u> miles X .58 per mile*	\$ 61.13			\$ 83.40
Mileage (Pers Veh): _____ miles X .29 mile*	\$			\$
Airport Parking/Parking Lot	\$ 80		73.07	\$
Shuttle / Taxi	\$ 100		10.00	\$ 10.00
Bridge Toll / Ferry	\$			\$
	\$			\$
	\$			\$
<b>TOTAL</b>	\$ 1826.43	\$ 750+tax	\$ 652.37	\$ 307.40

\* 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

<b>1. Total Actual Expenses:</b>	\$ 750+tax	\$ 652.37	\$ 307.40
<b>1. Less total cash advances</b>			\$ 0
<b>2. Total reimbursement due</b>			\$ 307.40 ✓
<b>3. Or total due to MTA</b>			\$

\* Will be billed by WSTA  
 \* Not possible to take agency vehicle

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

**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:	2. Date:	3. Team Leader Signature:	4. Date:
Finance Use Only			
5. Travel General Ledger Account #:	7. Audited By: <u>[Signature]</u>		8. Date: <u>9/13/19</u>





*RF*

## PURCHASE LOG

Name: Danette Brannin Date Submitted: 10/1/19

Department: Admin

Manager's Approval: \_\_\_\_\_

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
9/12/19	Metrorail	WA DC Fed Meetings	10 <sup>00</sup> *	Y	Admin	509021	
9/12/19	Doug Fox	Airport Parking - DC	76 <sup>29</sup> *	Y	Admin	"	
9/11/19	Network Solutions	Renew Web hosting	145 <sup>00</sup> *	Y	Admin-IT	509020	
9/30/19	Network Solutions	Web forwarding	17.35*	Y	Admin-IT	"	
9/30/19	Network Solutions	Renew web domain				"	
R 9/20/19	Adobe	* Protectium	54.23*	Y	Admin-IT	"	
		Acrobat Pro Subscription	16.26*	Y		509020	
<b>TOTAL</b>							

\$ 319.08

Don't forget to attach original receipts

Signature: *[Signature]* Date: 10/1/19

I hereby certify under penalty of perjury that this is a true and correct claim for necessary purchases or expenses on behalf of MTA and that no payment has been received by me on account thereof.

## Mason Transit Authority Regular Board Meeting

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Lost and Found Policy (POL-507)  
**Prepared by:** Mike Ringgenberg, Operations Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

### Background:

Mason Transit Authority wishes to reunite items found on transit vehicles, at MTA facilities or in bus shelters with their rightful owner. In the event the owner cannot be located, this proposed policy sets forth how long the item will be retained by MTA and once that time has passed, how the items will be disposed of.

This policy supersedes the previous policy (8900.15) developed outside of the current format and approval of MTA's policy.

This policy has been reviewed by the Policy Committee and legal counsel.

**Summary: Approve updated Lost and Found Policy (POL-507)**

### Fiscal Impact:

None.

### Staff Recommendation:

Approve.

### Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-25 and the attached Lost and Found Policy (POL-507).



**Title:** Lost and Found Policy  
**Number:** 507  
**Effective:** October 15, 2019  
**Cancels:** 8900.15  
**Prepared by:** Mike Ringgenberg, Operations Manager  
**Approved by:** Authority Board  
Resolution No. 2019-~~25XX~~

## **POL-507 LOST AND FOUND POLICY**

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

### **1.0 Purpose**

The purpose of this policy is to reunite lost items with their rightful owner and to determine policy guidelines for disposing unclaimed Lost and Found items.

### **2.0 Policy**

All items found by MTA employees on transit vehicles, at MTA facilities or in bus shelters shall be turned into an MTA office or designated location, tagged and held for a specific period of time, but no more than 30 days. Items found by others and turned into an MTA location will follow the same process for classifying and disposing of Lost and Found items. Staff will make a reasonable attempt to find the owner but will not be responsible for Lost and Found items that are left and/or unclaimed.

### **3.0 Items Found**

Tags will be provided and available at MTA facilities to attach to found items. Any pertinent information to help identify the owner shall be listed on the tag, such as the route number, vehicle number, date and time the item was found. Once tagged, found items will be placed in an appropriate Lost and Found area or in a locked box.

### **4.0 Lost and Found Log**

Upon delivery of found items, Communication Center staff or designated staff shall enter items in the Lost and Found Log Book kept electronically on the N/Drive.

### **5.0 Valuables and Medications**

Any and all items of personal identification, monetary value (i.e. money, wallets, purses, ID cards, credit cards, jewelry, etc.) and medications shall be turned in to Communication Center staff. If found in Belfair, the Driver will contact Dispatch as quickly as possible by phone to describe the item and coordinate its transfer to the Shelton office or other designated location. During regular business hours, Communication Center staff will immediately notify MTA Administration staff that a personal identification or monetary item has been turned in. Communication Center staff will log the item and secure it in a safe location. Such items found in North Mason will be tagged and placed in a locked or secure



<b>Title:</b>	Lost and Found Policy
<b>Number:</b>	507
<b>Effective:</b>	October 15, 2019
<b>Cancels:</b>	8900.15
<b>Prepared by:</b>	Mike Ringgenberg, Operations Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019- <del>25</del> XX

location at the North Mason office until it is transferred to the appropriate office.

## 6.0 Customer Inquiries

When contacted by a customer regarding a lost item, the Communication Center Representative shall request a detailed description of the item, date when believed lost, contact name and phone number. The Representative will check the Lost and Found Tracking Log. If the item is not found in the log, the information will be added to the Lost and Found Tracking Log for contact, if the item is found. If the call comes in after hours, Communication Center staff will log the inquiry into the Lost and Found Tracking Log and e-mail the Communication Center and Transit-Community Center staff with a notification of the updated log description and contact information. If the person lost the item the same day as calling, staff will request the person call back the next business day to see if the item has been turned in.

All persons trying to claim an item will be informed of the standard claim hours and location of the Lost and Found office for identifying and reclaiming the item.

## 7.0 Locating Owner

Every reasonable effort will be made to contact the owner, if known, of each Lost and Found item. Staff initiating the effort will maintain documentation of the dates and times contact was made or attempted for each item in the Lost and Found Tracking Log. The documentation will be placed with items relinquished to local law enforcement.

## 8.0 Releasing Items

Before an item is relinquished to its owner, the item must be described to the satisfaction of staff. The individual receiving the item must show identification, if possible, and date and sign the attached tag.

## 9.0 Disposal of Unclaimed Property

9.1 Unclaimed item(s) will be reviewed by a designated Communication Center employee and disposed of properly. No item shall remain in Lost and Found for longer than 30 days.

9.2 An unclaimed item is to be tracked in the Lost and Found Tracking log and be disposed as follows:

- Public library books will be returned to the Public Library, and school books will be returned to the appropriate school.



<b>Title:</b>	Lost and Found Policy
<b>Number:</b>	507
<b>Effective:</b>	October 15, 2019
<b>Cancels:</b>	8900.15
<b>Prepared by:</b>	Mike Ringgenberg, Operations Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019- <del>25XX</del>

- Unsealed or open food and drink containers will be discarded immediately upon receipt.
- Soiled, wet, dirty clothing or clothing with an odor will be logged in the Lost and Found Log Book as “Discarded Due to Soiling” and discarded immediately.
- Money will be relinquished immediately upon receipt to appropriate law enforcement agency.
- Weapons/Illegal contraband shall be relinquished immediately upon receipt to local law enforcement.
- Medications (over the counter) will be discarded after 5 days, if not claimed.
- Medications (prescription drugs) not claimed within 30 days after notifying the owner will be deposited in Mason County Drug Drop Boxes located at: Mason County Sheriff’s Office, 322 N. 3rd Street, Shelton, WA and in North Mason, at Fire District No. 2, 460 NE Old Belfair Hwy, Belfair, WA or another location if boxes move.
- Personal identifying items not claimed within 30 days will be relinquished to local law enforcement.
- Wallets, purses, briefcases, luggage, other types of bags and backpacks and their contents will be relinquished to local law enforcement after 30 days.
- All electronic devices, such as cell phones, will be cleaned and donated or turned over to local law enforcement.
- All other items, except damaged bicycles, shall be donated after 30 days.

## 12.0 Retention for Lost and Found Log

Signed tags and printed log sheets will be kept for the retention length of (3) three years. At the time of destruction, the designated Communication Center representative will work with the MTA public records officer to move forward with destruction.

**RESOLUTION NO. 2019-25**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A LOST AND FOUND POLICY (POL-507) WHICH SHALL  
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED OR  
APPROVED LOST AND FOUND POLICY.**

**WHEREAS**, Mason Transit Authority wishes to reunite items found on transit vehicles, at MTA facilities or in bus shelters with their rightful owner and if the owner cannot be located, set forth how long the item will be retained by MTA and how the items will be disposed of;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Lost and Found Policy (POL-507), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED** that this Lost and Found Policy (POL-507) shall supersede and replace in full any previously adopted or approved Lost and Found policy.

Adopted this 15<sup>th</sup> day of October, 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



<b>Title:</b>	Lost and Found Policy
<b>Number:</b>	507
<b>Effective:</b>	October 15, 2019
<b>Cancels:</b>	8900.15
<b>Prepared by:</b>	Mike Ringgenberg, Operations Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019-25

## **POL-507 LOST AND FOUND POLICY**

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

### **1.0 Purpose**

The purpose of this policy is to reunite lost items with their rightful owner and to determine policy guidelines for disposing unclaimed Lost and Found items.

### **2.0 Policy**

All items found by MTA employees on transit vehicles, at MTA facilities or in bus shelters shall be turned into an MTA office or designated location, tagged and held for a specific period of time, but no more than 30 days. Items found by others and turned into an MTA location will follow the same process for classifying and disposing of Lost and Found items. Staff will make a reasonable attempt to find the owner but will not be responsible for Lost and Found items that are left and/or unclaimed.

### **3.0 Items Found**

Tags will be provided and available at MTA facilities to attach to found items. Any pertinent information to help identify the owner shall be listed on the tag, such as the route number, vehicle number, date and time the item was found. Once tagged, found items will be placed in an appropriate Lost and Found area or in a locked box.


### **4.0 Lost and Found Log**

Upon delivery of found items, Communication Center staff or designated staff shall enter items in the Lost and Found Log Book kept electronically on the N/Drive.

### **5.0 Valuables and Medications**

Any and all items of personal identification, monetary value (i.e. money, wallets, purses, ID cards, credit cards, jewelry, etc.) and medications shall be turned in to Communication Center staff. If found in Belfair, the Driver will contact Dispatch as quickly as possible by phone to describe the item and coordinate its transfer to the Shelton office or other designated location. During regular business hours, Communication Center staff will immediately notify MTA Administration staff that a personal identification or monetary item has been turned in. Communication Center staff will log the item and secure it in a safe location. Such items found in North Mason will be tagged and placed in a locked or secure



	<p><b>Title:</b> Lost and Found Policy</p> <p><b>Number:</b> 507</p> <p><b>Effective:</b> October 15, 2019</p> <p><b>Cancel:</b> 8900.15</p> <p><b>Prepared by:</b> Mike Ringgenberg, Operations Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2019-25</p>
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location at the North Mason office until it is transferred to the appropriate office.

**6.0 Customer Inquiries**

When contacted by a customer regarding a lost item, the Communication Center Representative shall request a detailed description of the item, date when believed lost, contact name and phone number. The Representative will check the Lost and Found Tracking Log. If the item is not found in the log, the information will be added to the Lost and Found Tracking Log for contact, if the item is found. If the call comes in after hours, Communication Center staff will log the inquiry into the Lost and Found Tracking Log and e-mail the Communication Center and Transit-Community Center staff with a notification of the updated log description and contact information. If the person lost the item the same day as calling, staff will request the person call back the next business day to see if the item has been turned in.

All persons trying to claim an item will be informed of the standard claim hours and location of the Lost and Found office for identifying and reclaiming the item.

**7.0 Locating Owner**

Every reasonable effort will be made to contact the owner, if known, of each Lost and Found item. Staff initiating the effort will maintain documentation of the dates and times contact was made or attempted for each item in the Lost and Found Tracking Log. The documentation will be placed with items relinquished to local law enforcement.

**8.0 Releasing Items**

Before an item is relinquished to its owner, the item must be described to the satisfaction of staff. The individual receiving the item must show identification, if possible, and date and sign the attached tag.

**9.0 Disposal of Unclaimed Property**

- 9.1 Unclaimed item(s) will be reviewed by a designated Communication Center employee and disposed of properly. No item shall remain in Lost and Found for longer than 30 days.
- 9.2 An unclaimed item is to be tracked in the Lost and Found Tracking log and be disposed as follows:
  - Public library books will be returned to the Public Library, and school books will be returned to the appropriate school.



<b>Title:</b>	Lost and Found Policy
<b>Number:</b>	507
<b>Effective:</b>	October 15, 2019
<b>Cancels:</b>	8900.15
<b>Prepared by:</b>	Mike Ringgenberg, Operations Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019-25

- Unsealed or open food and drink containers will be discarded immediately upon receipt.
- Soiled, wet, dirty clothing or clothing with an odor will be logged in the Lost and Found Log Book as “Discarded Due to Soiling” and discarded immediately.
- Money will be relinquished immediately upon receipt to appropriate law enforcement agency.
- Weapons/Illegal contraband shall be relinquished immediately upon receipt to local law enforcement.
- Medications (over the counter) will be discarded after 5 days, if not claimed.
- Medications (prescription drugs) not claimed within 30 days after notifying the owner will be deposited in Mason County Drug Drop Boxes located at: Mason County Sheriff’s Office, 322 N. 3rd Street, Shelton, WA and in North Mason, at Fire District No. 2, 460 NE Old Belfair Hwy, Belfair, WA or another location if boxes move.
- Personal identifying items not claimed within 30 days will be relinquished to local law enforcement.
- Wallets, purses, briefcases, luggage, other types of bags and backpacks and their contents will be relinquished to local law enforcement after 30 days.
- All electronic devices, such as cell phones, will be cleaned and donated or turned over to local law enforcement.
- All other items, except damaged bicycles, shall be donated after 30 days.

## 12.0 Retention for Lost and Found Log

Signed tags and printed log sheets will be kept for the retention length of (3) three years. At the time of destruction, the designated Communication Center representative will work with the MTA public records officer to move forward with destruction.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 2 – *Actionable*  
**Subject:** Surplus Disposal Policy (POL-408)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

**Background:**

This policy was originally adopted by Resolution No. 2000-04. The text of that resolution has been moved into our current policy format and updates have been made relating to surplus disposal and employee responsibilities.

This policy has been reviewed by the Policy Committee and legal counsel.

**Summary: Approve updated Surplus Policy (POL-408)**

**Fiscal Impact:**


None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2019-26 and the attached Surplus Disposal Policy (POL-408).

	<p><b>Title:</b> Surplus Disposal Policy</p> <p><b>Number:</b> POL-408</p> <p><b>Effective:</b> October 15, 2019</p> <p><b>Cancels:</b> Resolution 2000-04</p> <p><b>Prepared by:</b> LeeAnn McNulty, Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. <del>2000-04</del><a href="#">2019-26</a></p>
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## POL-408 Surplus Disposal Policy

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

### 1.0 Purpose

The purpose is to establish policy for disposition of personal and real property which is surplus to the needs of MTA. The intention of this policy is to define what surplus property is and what actions need to be taken to determine its value and the steps necessary to maintain, track, and dispose of it as well as ensuring the fair, impartial, responsible and practical disposition of surplus property.

### 2.0 Definitions

*Surplus* – Defined as any tangible property owned by MTA, which is not needed at present, or for the foreseeable future, or that is no longer of value or use to MTA.

*Personal property* – Defined as a class of property that is movable; it isn't fixed permanently to a location (vehicles, furniture, computers, phones, etc.).

*Real property* is land and the structures that are directly attached to it (land, buildings, roads, etc.).

*Determination of Value* – The method used to determine a reasonable market value.

*Eligible Purchaser* – Any public entity, non-profit organization, private organization or member of the general public that has capacity to purchase authorized surplus.

*Procurement Department (Procurement)* – The department assigned by the General Manager to be responsible for tracking surplus items.

*Storage media* – Any electronic storage device that stores electronic files. Some examples are hard drives, flash drives, smart phones, CDs, etc.

### 3.0 Policy

#### 3.1 Determination of Value

A department wishing to dispose of a single item or a group of surplus items, shall make an estimate of the reasonable market value in "as is, where is" condition. This can be determined through an estimate, an official appraisal, an offer from another agency, Kelly Blue Book value, [e-bay](#) or other sources available to the responsible department. If the department cannot make the estimate, the manager shall determine the reasonable market value.



**Title:** Surplus Disposal Policy  
**Number:** POL-408  
**Effective:** October 15, 2019  
**Cancels:** Resolution 2000-04  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2000-04~~[2019-26](#)

### 3.2 Methods of Disposal

- Primary methods of disposal to the general public are recognized as sealed bid, trade in, auction or intergovernmental disposition. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the General Manager.
- Individual pieces of personal property valued less than \$10, or items considered scrap that no longer have intrinsic value to the agency or general public, may be designated surplus and authorized for disposal by the department manager of that surplus property and disposed of in the most cost-effective way.
- The General Manager is authorized to dispose of individual personal property deemed to be excess to the future needs of the agency with a value not exceeding \$500.
- For personal property valued over \$500 determined to be surplus, Mason Transit will formally declare as such by resolution and the General Manager shall recommend the method of disposal that will lead to the largest participation and or proceeds.
- If the value of the surplus is greater than \$50,000 a public hearing will be held in accordance with procedures set forth in RCW 39.33.020. When the sale or transfer is to a 501(c)(3) organization the requirements within this paragraph are not required. The requirements of this paragraph are also not required when the sale or transfer is to a state or any municipality outlined in RCW 39.33.010.

### 3.3 Storage Media

- Disposal of storage media will be done in accordance with the Washington State's Office of Chief Information Officer Stand 141 Section 8.3 Media Handling and Disposal in addition to the policy outlined herein. All information related to MTA must be removed prior to surplus of such.

### 3.4 Inventoried Items

- ~~Any~~ inventoried items determined to be scrapped, surplus, or traded in will be ~~signed off by the employee responsible,~~ approved by the department manager and removed from the department asset tracking list.



**Title:** Surplus Disposal Policy  
**Number:** POL-408  
**Effective:** October 15, 2019  
**Cancels:** Resolution 2000-04  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2000-04~~[2019-26](#)

~~—Once a piece of property has been designated as surplus, the department that has stewardship over the property notifies the Administrative Services department and provides the detail of the surplus property (type of item, asset tag number, value determined, location, etc.). The individuals responsible for discarding, scrapping or transferring the item shall sign attesting to the manner of disposition and must obtain the signature of the individual or party receiving the item and forward the documentation to the Administrative Services Department.~~

### 3.5 Final Determination of Value

When disposal is made to the general public through sealed bid or auction, final determination of value shall be the highest responsible bid or offer.

### 3.6 Responsible Party

The Administrative Services Department or assigned department will maintain a surplus property listing and will be responsible for tracking surplus property when its designated as such, when it is disposed, and how it is disposed (sold, transferred, salvaged, donated, etc.)

### 3.7 Employee Responsibility

- Employees and board members of Mason Transit are ineligible to purchase surplus property except at a public auction or publicly advertised sealed bid..
- Employees shall not directly, or indirectly, use, take, or dispose of property outside of their assigned official duties as outlined in RCW 63.21.070.

### 3.8 Real Property

By resolution, real property will be surplus in accordance as set forth in RCW 39.33.020. The General Manager shall disclose the following information:

1. Location and description of the property; and
2. Recommended method of disposition.

**RESOLUTION NO. 2019-26**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A SURPLUS DISPOSAL POLICY (POL-408) WHICH SHALL  
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED  
SURPLUS DISPOSAL POLICY, AND RESCINDING RESOLUTION  
NO. 2000-04.**

**WHEREAS**, by Resolution No. 2000-04, the Mason Transit Authority established a surplus disposal policy; and

**WHEREAS**, it is necessary to update and bring the policy into a current format used by Mason Transit Authority and make additional updates;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Surplus Disposal Policy (POL-408), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED** that this Surplus Disposal Policy (POL-408) shall supersede and replace in full any previously adopted or approved Surplus Disposal Policy, including rescinding Resolution No. 2000-04.

Adopted this 15<sup>th</sup> day of October, 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



	<p><b>Title:</b> Surplus Disposal Policy</p> <p><b>Number:</b> POL-408</p> <p><b>Effective:</b> October 15, 2019</p> <p><b>Cancels:</b> Resolution 2000-04</p> <p><b>Prepared by:</b> LeeAnn McNulty, Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2019-26</p>
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**POL-408 Surplus Disposal Policy**

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

**1.0 Purpose**

The purpose is to establish policy for disposition of personal and real property which is surplus to the needs of MTA. The intention of this policy is to define what surplus property is and what actions need to be taken to determine its value and the steps necessary to maintain, track, and dispose of it as well as ensuring the fair, impartial, responsible and practical disposition of surplus property.

**2.0 Definitions**

*Surplus* – Defined as any tangible property owned by MTA, which is not needed at present, or for the foreseeable future, or that is no longer of value or use to MTA.

*Personal property* – Defined as a class of property that is movable; it isn’t fixed permanently to a location (vehicles, furniture, computers, phones, etc.).

*Real property* is land and the structures that are directly attached to it (land, buildings, roads, etc.).

*Determination of Value* – The method used to determine a reasonable market value.

*Eligible Purchaser* – Any public entity, non-profit organization, private organization or member of the general public that has capacity to purchase authorized surplus.


*Procurement Department (Procurement)* – The department assigned by the General Manager to be responsible for tracking surplus items.

*Storage media* – Any electronic storage device that stores electronic files. Some examples are hard drives, flash drives, smart phones, CDs, etc.

**3.0 Policy**

**3.1 Determination of Value**

A department wishing to dispose of a single item or a group of surplus items, shall make an estimate of the reasonable market value in “as is, where is” condition. This can be determined through an estimate, an official appraisal, an offer from another agency, Kelly Blue Book value, e-bay or other sources available to the responsible department. If the department cannot make the estimate, the manager shall determine the reasonable market value.

	<p><b>Title:</b> Surplus Disposal Policy</p> <p><b>Number:</b> POL-408</p> <p><b>Effective:</b> October 15, 2019</p> <p><b>Cancels:</b> Resolution 2000-04</p> <p><b>Prepared by:</b> LeeAnn McNulty, Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2019-26</p>
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### 3.2 Methods of Disposal


- Primary methods of disposal to the general public are recognized as sealed bid, trade in, auction or intergovernmental disposition. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the General Manager.
- Individual pieces of personal property valued less than \$10, or items considered scrap that no longer have intrinsic value to the agency or general public, may be designated surplus and authorized for disposal by the department manager of that surplus property and disposed of in the most cost-effective way.
- The General Manager is authorized to dispose of individual personal property deemed to be excess to the future needs of the agency with a value not exceeding \$500.
- For personal property valued over \$500 determined to be surplus, Mason Transit will formally declare as such by resolution and the General Manager shall recommend the method of disposal that will lead to the largest participation and/or proceeds.
- If the value of the surplus is greater than \$50,000 a public hearing will be held in accordance with procedures set forth in RCW 39.33.020. When the sale or transfer is to a 501(c)(3) organization the requirements within this paragraph are not required. The requirements of this paragraph are also not required when the sale or transfer is to a state or any municipality outlined in RCW 39.33.010.

### 3.3 Storage Media

- Disposal of storage media will be done in accordance with the Washington State’s Office of Chief Information Officer Stand 141 Section 8.3 Media Handling and Disposal in addition to the policy outlined herein. All information related to MTA must be removed prior to surplus of such.

### 3.4 Inventoried Items

- Inventoried items determined to be scrapped, surplus, or traded in will be approved by the department manager and removed from the department asset tracking list.

	<p><b>Title:</b> Surplus Disposal Policy</p> <p><b>Number:</b> POL-408</p> <p><b>Effective:</b> October 15, 2019</p> <p><b>Cancels:</b> Resolution 2000-04</p> <p><b>Prepared by:</b> LeeAnn McNulty, Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2019-26</p>
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Individuals responsible for discarding, scrapping or transferring the item shall sign attesting to the manner of disposition and must obtain the signature of the individual or party receiving the item and forward the documentation to the Administrative Services Department.

### 3.5 Final Determination of Value

When disposal is made to the general public through sealed bid or auction, final determination of value shall be the highest responsible bid or offer.

### 3.6 Responsible Party

The Administrative Services Department or assigned department will maintain a surplus property listing and will be responsible for tracking surplus property when its designated as such, when it is disposed, and how it is disposed (sold, transferred, salvaged, donated, etc.)

### 3.7 Employee Responsibility

- Employees and board members of Mason Transit are ineligible to purchase surplus property except at a public auction or publicly advertised sealed bid.
- Employees shall not directly, or indirectly, use, take, or dispose of property outside of their assigned official duties as outlined in RCW 63.21.070.

### 3.8 Real Property

By resolution, real property will be surplus in accordance as set forth in RCW 39.33.020. The General Manager shall disclose the following information:

1. Location and description of the property; and
2. Recommended method of disposition.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 3 – *Actionable*  
**Subject:** Wellness Policy (POL-602)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

### **Background:**

This policy was originally approved in 2014. Since then, strides are being taken to create an environment to optimize better health and well-being for MTA employees and realize a more robust participation rate. A healthier workforce has a direct correlation to L & I claim management, reducing unscheduled absences, and the ability for those who maintain a commercial driver license to remain medically qualified.

In addition, MTA is pursuing the AWC WellCity award that would provide MTA with an annual medical premium discount which may provide opportunities for MTA to continue to reduce the agency's medical premium expenditure and provide wellness incentives to employees in the future.

This policy has been reviewed by the Policy Committee and legal counsel.

**Summary: Approve updated Wellness Policy (POL-602)**

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2019-27 and the attached Wellness Policy (POL-602).



**Title:** Wellness Program  
**Number:** 602  
**Effective:** ~~June-October 15~~ 1, 2019~~4~~  
**Cancel:** ~~N/A~~ June 1, 2014  
**Prepared by:** ~~Rikki Johnson, Human Resources Manager~~ LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2014~~9-0627~~

## POL-602 WELLNESS PROGRAM

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

### 1.0 Purpose

To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. A healthy staff results in a more productive workforce with less absenteeism, fewer accidents, lower health care costs and greater overall savings by reducing the incidence of disease and disability.

### 2.0 Goal

- 2.1 To support wellness in the workplace by creating a program that includes voluntary health education and fitness activities that meets the needs and interests of the employees of MTA.
- 2.2 Pursue earning the AWC WellCity award and receiving the 2%a medical premium discount.

### 3.0 Policy

- 3.1 The Wellness Team will be comprised of ~~six to eight members~~ volunteers from the following teams ~~must have at least one member on the Wellness Team:~~ Administrative Services, Operations, Drivers, Maintenance, Finance, CommCenter, and T-CC ~~Outreach and Human Resources.~~
- 3.2 Members of the Wellness Team will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Wellness ~~Team~~ Program.
- 3.3 The Wellness Team will meet at least ~~once a month~~ quarterly during regular business hours and will follow an agenda prepared by the Chairperson of the Wellness Team.
- 3.4 Duties of the Wellness Team include:
  - Provide ~~ing~~ enthusiastic support of the purpose and goal of the Wellness Team.
  - Create ~~ing~~ a sense of employee ownership by participating in the planning and promotion of wellness activities.
  - Perform ~~ing~~ evaluations of ongoing programs and activities.

See Also: Employee Handbook  
Page 1 of 2



**Title:** Wellness Program  
**Number:** 602  
**Effective:** ~~June~~ October 15 1, 2019~~4~~  
**Cancel:** ~~N/A~~ June 1, 2014  
**Prepared by:** ~~Rikki Johnson, Human Resources Manager~~ LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2014~~9~~-06~~2~~7

- Providing peer support and advocacy to boost wellness program participation.
- Sharing responsibilities to lessen the workload impact on the Chairperson.
- ~~Preparing~~ Establish an annual budget for ~~presentation to the General Manager for program support~~ the Wellness Program to be used for:
  - o Special programs and promotions.
  - o Health equipment for wellness rooms.
  - o Other initiatives to promote employee health.

3.5 Offering financial incentives to drive robust participation.

- Wellness participants are eligible for financial Wellness incentives up to \$300 per year.
- The Wellness Team establishes criteria to earn incentives or receive reimbursements, using the following as a general framework.
  - o Fees for organized exercise events (5K walks, marathons, wellness challenges).
  - o Health classes (Weight-Watchers, nutrition education, etc.).
  - o Gym or health club memberships.

**Commented [LM1]:** This amount represents \$25 per month which equates to the cost of gym membership when using Regence Active and Fit benefit. At 60% participation budget would be \$15K

3.6 Any financial incentives paid will be part of the employee's paycheck and are taxable.

3.7 Financial incentives will be predicated on MTA's annual agency budget capacity.

**RESOLUTION NO. 2019-27**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A REVISED WELLNESS POLICY (POL-602) WHICH SHALL  
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED  
WELLNESS POLICY, AND RESCINDING RESOLUTION NO. 2014-06.**

**WHEREAS**, by Resolution No. 2014-06, the Mason Transit Authority established a wellness policy; and

**WHEREAS**, it is necessary to update the policy relating to establishing an annual budget and financial incentives;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Wellness Policy (POL-602), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED** that this Wellness Policy (POL-602) shall supersede and replace in full any previously adopted or approved Wellness Policy, including rescinding Resolution No. 2014-06.

Adopted this 15<sup>th</sup> day of October, 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





<b>Title:</b>	Wellness Program
<b>Number:</b>	602
<b>Effective:</b>	October 15 1, 2019
<b>Cancels:</b>	June 1, 2014
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019-27

## **POL-602 WELLNESS PROGRAM**

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

### **1.0 Purpose**

To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. A healthy staff results in a more productive workforce with less absenteeism, fewer accidents, lower health care costs and greater overall savings by reducing the incidence of disease and disability.

### **2.0 Goal**

- 2.1 To support wellness in the workplace by creating a program that includes voluntary health education and fitness activities that meet the needs and interests of the employees of MTA.
- 2.2 Pursue earning the AWC WellCity award and receiving a medical premium discount.

### **3.0 Policy**

- 3.1 The Wellness Team will be comprised of volunteers from the following teams Administrative Services, Operations, Drivers, Maintenance, , CommCenter, and T-CC.
- 3.2 Members of the Wellness Team will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Wellness Program.
- 3.3 The Wellness Team will meet at least quarterly during regular business hours and will follow an agenda prepared by the Chairperson of the Wellness Team.
- 3.4 Duties of the Wellness Team include:
  - Provide enthusiastic support of the purpose and goal of the Wellness Team.
  - Create a sense of employee ownership by participating in the planning and promotion of wellness activities.
  - Perform evaluations of ongoing programs and activities.
  - Provide peer support and advocacy to boost wellness program participation.
  - Share responsibilities to lessen the workload impact on the Chairperson.



<b>Title:</b>	Wellness Program
<b>Number:</b>	602
<b>Effective:</b>	October 15 1, 2019
<b>Cancels:</b>	June 1, 2014
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019-27

- Establish an annual budget for the Wellness Program to be used for:
    - Special programs and promotions.
    - Health equipment for wellness rooms.
    - Other initiatives to promote employee health.
- 3.5 Offering financial incentives to drive robust participation.
- Wellness participants are eligible for financial Wellness incentives up to \$300 per year.
  - The Wellness Team establishes criteria to earn incentives or receive reimbursements, using the following as a general framework.
    - Fees for organized exercise events (5K walks, marathons, wellness challenges).
    - Health classes (Weight-Watchers, nutrition education, etc.).
    - Gym or health club memberships.
- 3.6 Any financial incentives paid will be part of the employee’s paycheck and are taxable.
- 3.7 Financial incentives will be predicated on MTA’s annual agency budget capacity.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 4 – *Actionable*  
**Subject:** Small and Attractive Assets Policy (POL-405)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

### **Background:**

This policy was originally approved in 2016. The changes to this policy relate to the following:

- Minor format changes;
- Additions that describe items that are not considered attractive assets; and
- Describe the use of asset identification tags.

This policy has been reviewed by the Policy Committee and legal counsel.

**Summary: Approve updated Small and Attractive Assets Policy (POL-405)**

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2019-28 and the attached Small and Attractive Assets Policy (POL-405).



**Title:** Small and Attractive Assets Policy  
**Number:** 405  
**Effective:** October 15, 2019  
 **Cancels:** January 19, 2016  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. ~~2016-0619-28~~

## **POL-405 SMALL AND ATTRACTIVE ASSETS POLICY**

[This policy applies to all MTA employees and board members.](#)

### [1.0 The purposePurpose](#)

[The purpose](#) of this policy is to define small and attractive assets that do not meet Mason Transit Authority's (MTA) criteria of a fixed asset and are particularly at risk or vulnerable to loss; and to provide accountability and control of such.

### [1.02.0 Definition](#)

Small and attractive assets are fixed assets with a life greater than one (1) year; that management has identified as being particularly vulnerable to loss; and that the purchase price (original) is greater than \$300. Items with a value greater than MTA's capitalization level of \$5,000 are not considered small and attractive assets. (See also: Washington State Office of Financial Management's *State Administrative & Accounting Manual (SAAM)* Policy Number 30.40.20)

### [2.03.0 Description](#)

[Department Managers or designees](#) will identify small and attractive assets upon purchase. For illustration purposes the following have been identified as small and attractive assets, but are not limited to: cameras, computer equipment, shop tools, radios, scanners, cell phones, and audio/video equipment. [Attractive assets are not to include items that are very small in nature or of minimal monetary value, like calculators, keyboards, staplers, wrenches, etc. In addition, this policy do not includeexcludes items that are consumed or used up.](#)

### [3.04.0 Responsibility](#)

Each [Team-Department](#) Manager or their designee will be responsible for tracking small and attractive assets and will conduct an inventory at least every other calendar year. [Each department will maintain their list electronically.](#) A copy of ~~the each~~ inventory list will be provided to [the Finance ManagerAdministrative Services](#) for monitoring and consolidation into MTA's Small and Attractive Listing. (SAAM 30.40.10, 30.40.20, and 30.45.10)

See Also: PRO 405; POL 6000

Page 1 of 2



<b>Title:</b>	Small and Attractive Assets Policy
<b>Number:</b>	405
<b>Effective:</b>	October 15, 2019
<b> Cancels:</b>	January 19, 2016
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. <del>2016-06</del> <u>19-28</u>

#### **4.05.0 Asset Identification Tags**

Each asset that is added to a department's Small and Attractive Asset list will contain the serial number, model number, and other key-identifying characteristics. The asset will also be given a unique asset ID by the Administrative Service Department that, if feasible, will be physically placed on the asset whether it be an ID sticker or mark. These stickers or markers will not be tampered with, destroyed, or removed unless authorized by Administrative Services due to transferring departments or designating as surplus. When practical, all small and attractive assets will be tagged upon purchase with a MTA asset identification label. All items will be logged on the Small and Attractive Listing. The listing will contain the item description, the serial or model number, location and custodian of the item.

**RESOLUTION NO. 2019-28**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING AN UPDATED SMALL AND ATTRACTIVE ASSETS POLICY  
(POL-405) WHICH SHALL SUPERSEDE AND REPLACE IN FULL ANY  
PREVIOUSLY ADOPTED SMALL AND ATTRACTIVE ASSETS POLICY, AND  
RESCINDING RESOLUTION NO. 2016-06.**

**WHEREAS**, by Resolution No. 2016-06, the Mason Transit Authority established a Small and Attractive Assets policy; and

**WHEREAS**, it is necessary to update the policy relating to the description of attractive assets and procedures relating to asset identification tags;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Small and Attractive Assets Policy (POL-405), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED** that this Small and Attractive Assets Policy (POL-405) shall supersede and replace in full any previously adopted or approved Small and Attractive Assets Policy, including rescinding Resolution No. 2016-06.

Adopted this 15<sup>th</sup> day of October, 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:** Small and Attractive Assets Policy  
**Number:** 405  
**Effective:** October 15, 2019  
 **Cancels:** January 19, 2016  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board Resolution No. 2019-28

## **POL-405 SMALL AND ATTRACTIVE ASSETS POLICY**

This policy applies to all MTA employees and board members.

### **1.0 Purpose**

The purpose of this policy is to define small and attractive assets that do not meet Mason Transit Authority's (MTA) criteria of a fixed asset and are particularly at risk or vulnerable to loss; and to provide accountability and control of such.

### **2.0 Definition**

Small and attractive assets are fixed assets with a life greater than one (1) year; that management has identified as being particularly vulnerable to loss; and that the purchase price (original) is greater than \$300. Items with a value greater than MTA's capitalization level of \$5,000 are not considered small and attractive assets. (See also: Washington State Office of Financial Management's *State Administrative & Accounting Manual (SAAM)* Policy Number 30.40.20)

### **3.0 Description**

Department Managers or designees will identify small and attractive assets upon purchase. For illustration purposes the following have been identified as small and attractive assets, but are not limited to: cameras, computer equipment, shop tools, radios, scanners, cell phones, and audio/video equipment. Attractive assets are not to include items that are very small in nature or of minimal monetary value, like calculators, keyboards, staplers, wrenches, etc. In addition, this policy excludes items that are consumed or used up.

### **4.0 Responsibility**

Each Department Manager or their designee will be responsible for tracking small and attractive assets and will conduct an inventory at least every other calendar year. Each department will maintain their list electronically. A copy of each inventory list will be provided to Administrative Services for monitoring and consolidation into MTA's Small and Attractive Listing. (SAAM 30.40.10, 30.40.20, and 30.45.10)

See Also: PRO 405; POL 6000

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<b>Title:</b>	Small and Attractive Assets Policy
<b>Number:</b>	405
<b>Effective:</b>	October 15, 2019
<b>Cancels:</b>	January 19, 2016
<b>Prepared by:</b>	LeeAnn McNulty, Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2019-28

## 5.0 Asset Identification Tags

Each asset that is added to a department's Small and Attractive Asset list will contain the serial number, model number, and other key-identifying characteristics. The asset will also be given a unique asset ID by the Administrative Service Department that, if feasible, will be physically placed on the asset whether it be an ID sticker or mark. These stickers or markers will not be tampered with, destroyed, or removed unless authorized by Administrative Services due to transferring departments or designating as surplus.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 5 – *Discussion*  
**Subject:** First View of 2020 Budget (operating only)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

**Background:**

The first draft of the 2020 Budget reflects a conservative revenue forecast, a lean approach to expenses except for wages and benefits which show an increase of 9% after completing a competitive wage analysis and negotiations for the Maintenance CBU.

Highlights of the first draft budget are found in the Notes to the Condensed Profit & Loss Statement included.

Of important note: This first budget draft accomplishes MTA's operating expense goal to contain expense growth to 4% or less year over year.

Staff will be prioritizing expenses that do not relate directly to service, should the budget afford additional purchases or projects, the list will be referenced. Such items like new carpet and building improvements are not in the budget in order to keep expenses down in 2020. Our main focus, after service on the road, is making sure wages are competitive and comparable to other transits and entities in Mason County.

**Summary: First view of 2020 Budget**

**Fiscal Impact:**

None at this time.

**Staff Recommendation:**

None at this time.

**Consolidated 2020 Budget**

	2017 Actual	2018 Actual	2019 Projection	2019 Budget	2020 Budget	Budget % Change YoY	
<b>Operating Revenue (Fares)</b>							
Passenger Fares	98,224	101,791	96,460	103,500	105,000	1%	1
WD/VP	265,129	254,753	249,154	265,000	260,000	-2%	2
Special Contract	-	-	-	-	-		
	363,353	356,544	345,614	368,500	365,000	-1%	
<b>Non-Operating Revenue</b>							
Sales Tax	4,258,175	4,807,028	4,616,144	3,936,179	4,054,264	3%	3
Operating Grants	2,913,315	3,378,164	3,180,526	3,189,554	3,049,288	-4%	4
Rental Income	181,205	180,439	176,512	143,227	172,500	20%	5
Investment Income	44,156	106,978	160,800	45,000	50,000	11%	6
Other income	277,418	350,089	261,389	199,233	61,510	-69%	7
	7,674,269	8,822,698	8,395,371	7,513,193	7,387,562	-2%	
<b>Total Revenue</b>	8,037,622	9,179,242	8,740,985	7,881,693	7,752,562	-2%	
<b>Expenses</b>							
Wages & Benefits	5,127,618	4,975,696	5,316,355	5,919,743	6,424,580	9%	8
Contracted Services	254,849	353,117	228,552	208,223	160,142	-23%	9
Fuel	331,502	389,011	343,411	400,250	377,450	-6%	10
Vehicle/Facility Repair & Maintenance	268,631	319,553	343,131	351,750	311,375	-11%	11
Insurance Premium	238,034	238,506	215,411	235,477	242,000	3%	12
Intergovernmental - Audit Fees	26,604	29,411	43,428	31,000	33,000	6%	13
Facility Rent and Park & Ride	27,662	28,930	31,972	32,000	32,500	2%	14
Utilities	117,810	124,471	125,363	139,781	140,246	0%	15
Supplies	93,803	109,087	313,208	132,220	109,406	-17%	16
Training & Meetings	26,433	29,439	38,895	74,705	47,135	-37%	17
Other Operating Expenses	131,735	253,846	130,278	174,363	155,889	-11%	18
<b>Total Expense</b>	6,644,681	6,851,067	7,130,004	7,699,512	8,033,723	4%	
<b>Net Income (Loss)</b>	1,392,941	2,328,175	1,610,981	182,181	(281,161)	-254%	
Operating Reserves Allocation		699,494		120,000	(281,161)		19
<b>Net Income (Loss) Net Reserves Allocated</b>	1,392,941	1,628,681	1,610,981	62,181	-		

<b>Revenue</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projection</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Budget % Change YoY</b>
Fares: Out of County	65,282	71,682	72,230	70,000	73,000	4%
Fares: Adult Pass	28,544	26,265	20,427	29,000	28,000	-3%
Fares: Reduced Pass	2,394	2,486	2,268	2,500	2,500	0%
Fares: Youth Pass	2,003	1,358	1,534	2,000	1,500	-25%
Fares: Vanpool	73,306	59,174	60,645	70,000	60,000	-14%
Fares: Worker/Driver	191,824	195,579	188,509	195,000	200,000	3%
LMTAAA Volunteer Donations	2,798	2,429	823	2,000	1,000	-50%
Sales of Maintenance Services	5,325	4,167	4,594	5,000	5,000	0%
Rental of Bldgs and Other Property	10,397	17,597	20,126	17,597	21,500	22%
TCC Event Rental	30,895	26,266	23,550	25,000	25,000	0%
TCC Tenant Rental	139,913	136,577	132,836	100,630	126,000	25%
Investment Interest Income	44,156	106,978	160,800	45,000	50,000	11%
Insurance Recoveries	11,104	36,346	20,019	2,500	2,500	0%
Sales Tax Interest Income	3,640	6,785	6,355	2,323	3,000	29%
Other Non-Transportation Revenue	28,561	33,095	39,571	33,000	6,600	-80%
Sales and Use Tax Revenue	4,258,175	4,807,028	4,616,144	3,936,179	4,054,264	3%
WSTIP Safety, Training, Recognition	2,500	2,500	3,430	2,500	4,500	80%
Other State Grants	194,390	226,000	155,056	113,000	-	
Operating Grant	2,913,315	3,378,164	3,180,525	3,189,554	3,049,288	-4%
DSSH TitleIII LMTAAA Volunteer Program	29,100	38,768	31,472	38,910	38,910	0%
	<u>8,037,622</u>	<u>9,179,244</u>	<u>8,740,983</u>	<u>7,881,693</u>	<u>7,752,562</u>	<u>-2%</u>

Expenses							Budget %
	2016 Actual	2017 Actual	2018 Actual	2019 Projection	2019 Budget	2020 Budget	Change YoY
Salaries and Wages	2,760,122	2,749,041	2,814,811	2,832,044	3,036,106	3,411,047	12%
Salaries and Wages Overtime	67,615	53,634	64,833	60,131	60,639	58,809	-3%
Training Wages	1,372	-	-	-	-	-	
Retroactive Wages	364	-	-	-	-	-	
Board Stipends	4,620	3,300	3,480	2,882	4,320	4,320	0%
Other Salaries and Wages	102,058	13,297	7,084	6,563	-	-	
Employer's FICA Expense	261,304	252,638	256,880	254,611	271,128	303,501	12%
PERS Pension Plan	363,409	383,668	417,082	421,213	489,639	518,945	6%
Pension Expense	615	(247,061)	(357,899)	-	-	-	
Medical Insurance	1,017,367	1,081,822	934,487	949,174	1,122,745	1,097,137	-2%
Dental /Vision Insurance	104,079	97,141	88,846	88,140	101,727	105,321	4%
Life Insurance/LTD	17,524	18,524	18,382	19,448	20,677	22,297	8%
Unemployment Insurance	8,624	22,187	40,925	12,141	25,000	15,000	-40%
Labor and Industries Insurance	192,858	208,757	214,311	228,977	270,696	279,480	3%
Vacation Pay	212,473	221,470	227,359	177,590	218,434	246,081	13%
Holiday Pay	114,976	121,595	122,228	104,545	136,149	149,762	10%
Sick Leave Pay	114,122	112,793	105,117	116,733	120,485	135,397	12%
Employer's PFML Expense	-	-	-	-	-	5,815	
Other Paid Absence	27,887	33,962	30,602	30,695	31,118	34,008	9%
Other Fringe Benefits	-	-	-	-	1,500	-	
Wellness Expense	324	73	1,889	1,568	5,000	15,000	200%
Uniform Allowance	14,435	14,385	19,570	14,089	16,800	15,220	-9%
Driver Safety Training	-	-	-	-	100	100	0%
Tuition Reimbursement	-	-	-	-	2,500	2,500	0%
Tool Allowance	3,070	2,975	2,450	1,921	3,000	3,100	3%
Phone Allowance	2,110	1,719	200	-	-	-	
Employee Recognition	2,363	3,884	3,984	6,032	6,980	16,740	140%
Publication Fees	4,544	2,773	3,502	3,189	2,500	2,850	14%
Professional and Technical Services	24,188	25,032	128,731	66,429	6,900	20,300	194%
Legal Services	56,347	55,523	27,526	24,466	50,000	32,000	-36%
Temporary Help	-	-	-	1,475	-	-	
Laundry	3,190	2,982	2,675	2,790	3,300	2,900	-12%
Repair/Maintenance by Other	47,751	56,241	102,166	109,702	69,650	39,900	-43%
Contract Services	138,912	142,916	162,598	103,964	118,630	75,785	-36%
Security Service	1,432	900	2,007	309	1,700	475	-72%
Drug & Alcohol Testing	5,394	4,792	6,025	4,696	5,193	5,832	12%
Printing	29,938	27,339	37,058	19,055	24,325	14,975	-38%
Postage	2,864	1,784	1,702	1,452	2,040	1,390	-32%
CDL Testing/DMV Check	1,539	1,026	1,526	36	3,400	3,400	0%

Expenses							Budget %
	2016 Actual	2017 Actual	2018 Actual	2019 Projection	2019 Budget	2020 Budget	Change YoY
Other Services	4,447	3,938	5,185	4,375	6,240	5,440	-13%
Fuel and Lubricants	279,867	331,502	389,011	343,411	400,250	377,450	-6%
Tires and Tubes	40,127	38,251	33,082	38,320	42,000	40,800	-3%
Incidental Expense	801	6	-	-	350	250	-29%
Facility Repair/Maintenance	11,758	13,907	30,555	38,341	40,100	20,675	-48%
Operating Supplies	1,483	1,049	4,750	1,874	2,350	2,350	0%
Office Supplies	12,036	8,910	10,313	14,351	13,875	12,550	-10%
Shop Supplies	13,308	10,613	11,922	10,925	13,000	12,000	-8%
Cleaning/Sanitation Supplies	9,386	8,933	10,954	10,683	14,100	12,440	-12%
Safety Training Material & Supply	2,398	1,512	2,809	1,252	2,010	9,700	383%
Shelter Supplies	515	978	558	12,958	6,000	2,000	-67%
Vehicle Maintenance Parts	221,708	160,233	153,751	156,768	200,000	210,000	5%
Software	1,660	2,113	3,114	16,231	3,500	3,200	-9%
Communications Equipment	26,089	(342)	1,236	2,581	4,000	4,000	0%
IT Equipment	14,652	17,475	9,526	164,795	18,500	15,125	-18%
Small Tools & Equipment	9,371	7,709	4,713	33,717	13,600	10,500	-23%
Safety Supplies	2,350	2,297	1,634	4,231	1,900	2,600	37%
Small Equipment & Furniture	10,276	3,209	7,463	15,070	12,520	5,576	-55%
Small Tools Replacement/Repair	-	223	1,336	4,034	500	1,000	100%
Water and Sewer	9,184	10,115	10,542	10,095	11,150	11,308	1%
Mobile Radio Service	20,956	19,932	20,052	21,236	20,000	20,000	0%
Garbage	6,274	6,957	8,364	9,192	8,750	9,480	8%
Gas	19,198	18,381	19,933	21,463	23,725	23,917	1%
Electric	65,559	59,717	60,369	59,477	66,500	67,170	1%
Telephone Service	20,308	19,334	21,597	21,344	25,040	23,441	-6%
Internet Services	4,557	3,305	3,667	3,793	4,616	4,930	7%
Insurance Premium	194,978	238,034	238,506	215,411	235,477	242,000	3%
Taxes	3	750	683	381	1,000	250	-75%
Property Tax	54	54	54	98	100	125	25%
Veh License/Registration Fee	63	370	936	452	800	800	0%
Leasehold Tax	-	618	141	-	1,000	-	
Purchased Transportation	1,794	-	-	-	-	-	
Dues, Memberships, Subscriptions	26,887	32,908	32,368	42,611	37,208	32,599	-12%
Travel & Meeting Expense MTA	21,387	18,378	22,039	29,618	39,350	33,505	-15%
Travel Expense - VD Program	29,658	35,653	39,366	32,041	42,000	42,000	0%
Conference Registration	7,330	2,330	5,145	5,501	10,280	7,700	-25%
Training / Seminars	6,233	5,725	2,255	3,775	25,075	5,930	-76%
Travel Tolls	-	-	-	8	-	-	
Advertising/Promotion Media	26,717	18,139	19,970	22,704	41,265	40,588	-2%

<b>Expenses</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projection</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Budget % Change YoY</b>
Intergovernmental Audit Fees	27,468	26,604	29,411	43,428	31,000	33,000	6%
Other Misc Expenses	6,411	1,301	100,072	4,249	4,150	3,500	-16%
Bank Service Charges	711	851	-	-	-	-	
Credit Card Fees	7,047	6,729	6,699	6,920	6,800	6,800	0%
Passenger Parking Facilities	16,545	24,062	25,054	27,732	27,500	28,000	2%
Rent - Equipment	-	-	277	-	-	-	
Rent - Office	3,600	3,600	3,600	4,240	4,500	4,500	0%
Office Equipment Lease	7,408	7,203	5,922	4,263	5,050	5,137	2%
	<u>6,902,350</u>	<u>6,644,679</u>	<u>6,851,069</u>	<u>7,130,004</u>	<u>7,699,512</u>	<u>8,033,723</u>	<u>4%</u>
Net Income	<u>816,505</u>	<u>1,392,943</u>	<u>2,328,175</u>	<u>1,610,979</u>	<u>182,181</u>	<u>(281,161)</u>	
Operating Reserves Allocation					120,000	(281,161)	
Net Income (Loss) Net Reserves Allocated	<u>816,505</u>	<u>1,392,943</u>	<u>2,328,175</u>	<u>1,610,979</u>	<u>62,181</u>	<u>-</u>	



## Notes to the Condensed Profit & Loss Statement

1. Fares are anticipated to remain consistent with 2019, with some minimal growth to be captured from pass price increases that occurred in Q4 of 2019.
2. Vanpool service has declined so we realigned our expectation going into 2020. However, Worker/Driver fares have remained healthy and we expect them to perform at the same level of 2019 with some minimal growth.
3. Sales Tax has shown high levels of growth through the past few years, but to remain conservative we applied a 3% growth rate from 2019's budget. Any excess received over what is budgeted will be set aside in a pool to allocate to assist with operations, if necessary, or additional capital expenditures.
4. Operating grant revenue is based off the 2019-2021 biennium contract award and sales tax equalization dollars allocated to our operating projects in addition to a conservative estimate of further sales tax equalization dollars.
5. The rental income is based upon current fixed leases through the majority of 2020. The increase of 20% over 2019's budget is due to Telecare's intent to renew their lease at the TCC, which was omitted from the 2019 budget due to the uncertainty of them renewing.
6. The treasury pool investment account continues to grow as well as interest rates. Budgeted amount for 2020 remained conservative, as interest rates may fluctuate.
7. The Regional Mobility Grant is no longer in effect resulting in a significant decrease to other income. The expectation is that LMTAAA will remain providing \$38k of funding for 2020 and we will continue to commit an additional \$10k of our funds to support the program and its demand. In addition to the RMG funding halting, we are no longer accepting bus ads on our vehicles, further reducing this revenue line.
8. Salary and wages have been under an agency-wide wage analysis as reflected with the high growth level. Insurance rates had minimal increases. Of the two medical plans offered, only Kaiser had an increase of 1.9% and of the two dental plans offered, only Willamette had an increase in premium of 9%. No other insurance changes were quoted for 2020.
9. No large contracted projects are intended to occur in 2020 so this account remains lean, accommodating for those contracts and services that have already been established and are necessary.
10. Fuel is projected to come in under budget. As such we have adjusted our fuel expectations in 2020 as no major changes in service hours are expected.
11. A small decrease in the budget for Repairs and Maintenance has been made as a lot of major projects on the JP Facility have been completed recently. However, the account remains significant since although those facility projects have been completed, continued repairs and maintenance to the fleet is required as it continues to age.
12. Insurance is quoted to increase by 3% due to premium rate increases.
13. Audit fees have historically increased by roughly 6% annually, as such we have budgeted this increase accordingly.
14. Facility Repair/Maintenance costs will remain budgeted through 2020 as the new Belfair office has not been fully constructed and put into use.
15. Utilities are anticipated to level out as we have recently made upgrades to our information system infrastructure and have now established those recurring costs.
16. The decrease from supplies largely comes from the reduction in spending on IT related items. 2019 was a big year where we replaced all desktop computers along with monitors and made additional IT-related purchases to aid operations and service.



17. Trainings and meetings have decreased from prior year as we are reviewing what meetings and trainings are necessary to maintain an educated staff.
18. Other Operating expenses are anticipated to decrease as we reduce advertisement and dues/subscription spending.
19. An operating reserves fund has been setup to help alleviate some growing pains from increased wages as well as decreased revenue in 2020. This fund is also setup to help combat the large potential loss of funding if I-976 passes. As noted on this line, it is used to offset any net losses anticipated within the budget-year.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 6 – *Discussion*

**Subject:** First View of 2020 Calendar

**Prepared by:** Tracy Becht, Clerk of the Board

**Approved by:** Danette Brannin, General Manager

**Date:** October 15, 2019

**Background:**

The attached proposed 2020 Mason Transit Authority Regular Board meeting calendar is provided for your review. The Port of Allyn has confirmed that the conference room is available for use by Mason Transit Authority at its April and October meetings in 2020.

The continued alternate location for two meetings annually at the Port of Allyn provides the public with a more central Mason County location and continued predictability for the Board and MTA staff in attending the meetings. Additionally, there is no rental fee or charge to hold the meetings at the Port of Allyn.

**Summary: First view of 2020 calendar of MTA Board general meetings**

**Fiscal Impact:**

None.

**Staff Recommendation:**

Direction as to where Board would like to hold meetings in 2020.



## MASON TRANSIT AUTHORITY BOARD 2020 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2019-XX on \_\_\_\_\_, 2019)*

TIME	DATE	MONTH	LOCATION
4:00 P.M.	21	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	April	Port of Allyn, 18560 E SR 3, Allyn, WA98524
4:00 P.M.	19	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	15	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	October	Port of Allyn, 18560 E SR 3, Allyn, WA98524
4:00 P.M.	17	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:  
Phone:  
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

## Mason Transit Authority Regular Board Meeting

**Agenda Item:** New Business – Item 7 – *Actionable*  
**Subject:** Union Contract for the Maintenance Group  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 15, 2019

### Background:

We have completed negotiations with the International Association of Machinists and Aerospace Workers (IAM&AW) and reached a tentative agreement on a contract. Board member Martin participated in the process with staff.

Attached is a copy of the contract for review and approval.

### Highlights to note:

- Article 7: updated language based on the Janus decision and Washington state law concerning union membership and dues.
- Article 8: added language to pay the union member for meetings with MTA management.
- Article 11: changed the language to reflect the other two contracts and MTA Performance Counseling policy. This is more generous to the members in this bargaining unit than what was in their previous contract.
- Article 15: updated language regarding CDL medical exams requiring a DOT certified medical examiner and under what circumstances MTA will pay for exams.
- Article 16: language was moved from Article 17 to mirror the format of the other contracts. In this Article ASE Premium Pay is addressed. The amount of pay mechanics receive for passing and maintaining ASE exams went from .10 to .25. Previously once all seven tests were passed and a mechanic was considered to have master certification, the total received was \$1 per hour, now it is \$2. The union asked for \$3 for master certification and we negotiated to the \$2. We also added a section on Inclement Weather Pay. It is Section 16.9.
- Article 17: had no changes other than moving language to Article 16.
- Article 18: added language about Washington Paid Sick Leave and Washington Paid Family and Medical Leave. Language had to be added to address those new laws that came into effect since the last contract.
- Article 19: added an opening paragraph for clarification.
- Article 20: Personal Tool Allowance went from \$700 to \$775. The union asked for \$850 and we negotiated to \$775. Safety shoe reimbursement went to an allowance. It was a reimbursement up to \$150 (which most quality safety shoes are at least that) now it is an allowance of \$200 given annually on the

employee's anniversary date. The union asked for \$300 and we negotiated to \$200.

- Article 24: updated some language.
- Article 29: updated the effective date of the contract.
- The Wage Matrix was updated with an overall increase of 10%. This is because two classifications (Facility Technician and Fueler/Detailer/Custodian) were underpaid to comparables around the county and within transit. The three mechanics will receive a 5% increase from a slight increase in wages plus ASE and longevity increases. Of the mechanics, one has three ASEs, one has two and the newest has none at this point. The Facility Tech will receive a 25% increase. One Fueler/Detailer/Custodian will receive a 7% increase, the other will receive an 11% due to the wage increase and longevity.
- Longevity was the one item that was bargained the most. The union started at 10 yrs - \$1, 15 yrs - \$2, 20 yrs - \$3 and 25 yrs - \$4. MTA proposed 5 yrs - .20, 10 yrs - .40, 15 yrs - .60, 20 yrs - .80 and 25 yrs - 1.00. We ended up at .30, .55, .80, 1.05, 1.30. The contract did not have longevity before. Instead, it had a wage matrix with 5 steps and once someone was off the matrix, a 2% general wage increase was given each year. There was no cap to someone's wages. Now there is a cap for each classification (Step E) and longevity was added to address those that have been here over 5 years.
- The union accepted MTA's proposal for 1.25% general wage increase to the matrix at the first of each year of the contract. The union originally proposed general wage increases to the matrix based on CPI and twice a year.

A labor attorney from Summit Law participated in negotiations and MTA legal counsel has reviewed the Agreement.

**Summary: Approve the Collective Bargaining Agreement for the Maintenance unit for the term of September 1, 2019 through August 31, 2022**

**Fiscal Impact:**

Approximately 10% increase overall between wages and benefits.

**Staff Recommendation:**

Approve the IAM&AW Contract for the Maintenance group.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the agreement for the Maintenance group between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period of September 1, 2019 through August 31, 2022 and approve Resolution No. 2019-29 authorizing the General Manager to sign the Agreement.

**AGREEMENT**

**Between**

**MASON TRANSIT AUTHORITY**

**of**

**SHELTON, WASHINGTON**

**and**

**INTERNATIONAL ASSOCIATION**

**of**

**MACHINISTS AND AEROSPACE WORKERS**

**DISTRICT LODGE 160**

**for the period**

**September 1, 2019 through August 31, 2022**

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DRAFT

# AGREEMENT

This Agreement is made by and between Mason Transit Authority of Shelton, Washington, or any successors or assignees thereof, and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge No. 160, representing employees of the Employer as described in Article I of this Agreement.

The Employer and the Union agree that they will administer this Agreement in accordance with the true intent of its terms and provisions and will give each other fullest cooperation to the end that harmonious relations may be maintained in the interest of both the Employer and the Union. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent for any further waiver of such breach or condition.

It is understood that the term "employee" as used in this Agreement includes both male and female employees covered by this Agreement. In addition, the term "days" as used in this Agreement shall be defined as calendar days.

## **ARTICLE 1 - RECOGNITION OF BARGAINING UNIT**

Mason Transit Authority of Shelton, Washington (hereinafter referred to as the "Employer") recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge No. 160 (hereinafter referred to as the "Union") as the exclusive collective bargaining agent for all regular full-time and regular part-time Maintenance Workers as certified by PERC.

## **ARTICLE 2 - RIGHTS OF MANAGEMENT**

In accordance with Washington law and RCW 41.56, the Employer and the Union agree to a specific list of management rights. Most notably, the direction of the workforce is vested exclusively with the Employer. This shall include, but is not necessarily limited to, the right to:

1. Direct and manage employees;
2. Hire, promote, transfer, assign, re-assign, and retain employees;
3. Suspend, demote, discharge, or take other disciplinary action against employees;
4. Maintain the efficiency of the Employer's operations;
5. Determine the methods, means and personnel by which the Employer operates and conducts its business;
6. Develop, amend, and enforce reasonable written policies, procedures, rules, or regulations governing the workplace, including those described in the Employer's Handbook, providing that such policies, procedures, rules, and regulations do not conflict with the provisions of the Agreement; and that such policies, rules, and regulations are made available in writing to employees;
7. Take any actions reasonably necessary in conditions of emergency, regardless of prior commitments, to carry out the duties and mission of the Employer; and
8. Relieve employees from duty because of lack of work.

Provided, however, that items (1)-(8) above shall not conflict with any terms and conditions stated in this Agreement or other supplemental agreements with the Union.

## **ARTICLE 3 - JOINT LABOR-MANAGEMENT COMMITTEE**

A labor-management committee shall be established, which shall meet every other month, or more or less frequently as mutually agreed, to communicate and resolve issues of mutual interest in areas including, but not necessarily limited to: general operational issues as raised by either party; health and welfare concerns; apprenticeship program; and safety.

The committee shall consist of the Business Representative, the shop steward, one Union member-at-large, the Maintenance Manager, the Administrative Services Manager, and the General Manager. By mutual agreement, other persons may be invited to participate from time to time in order to provide input on specific issues.

The Joint Labor-Management Committee may propose changes to the Union and the Employer, however, its recommendations are not binding and its actions are not a substitute for formal bargaining.

## **ARTICLE 4 - NON-BARGAINING UNIT EMPLOYEES**

Non-bargaining unit employees shall not take the place of a bargaining unit employee, except:

- (1) for purposes of instruction;
- (2) in cases of emergency or other unanticipated circumstances impacting shift or service coverage that are beyond the control of the Employer, or
- (3) if a bargaining unit employee is on an authorized leave of absence (e.g., medical, military, jury duty) for longer than fourteen (14) days.

To fulfill the need listed in 3 above, the Employer will review internal bargaining unit employee availability prior to requesting assistance from non-bargaining unit employees or from an outside temporary agency. Such non-bargaining unit employees shall not substitute for a worker in the event it deprives an individual of a job. This applies to the regular shift and overtime conditions.

In the event any opening occurs which will last more than thirty (30) days but less than ninety (90) days the Employer may bring in temporary workers provided: there are no bargaining unit members willing and qualified to do the work; any bargaining unit member within classification will have the ability to take the more preferential shift; overtime will be offered to bargaining unit members first, prior to the beginning of each thirty (30) day block. Should the need extend beyond ninety (90) days the Employer and Union shall meet to determine the possible continuation of the situation.

## **ARTICLE 5 - EMPLOYEE EVALUATIONS**

Mason Transit Authority reserves the right to evaluate employees' work performance. Employees shall be presented a copy of their evaluation at a private conference with their immediate Supervisor. If an employee is dissatisfied with their evaluation, the employee may request and shall be granted a meeting to discuss the appraisal with the next level supervisor. The employee may attach a written response to the evaluation within seven (7)

days of the evaluation or meeting, whichever is later.

## **ARTICLE 6 - STRIKES OR LOCKOUT**

During the term of this Agreement, neither the Union nor any employee shall cause, engage in, sanction, encourage, direct, request or assist in a slowdown, work stoppage, interruption of work, strike of any kind, including a sympathy strike, against the Employer. The Union and its representatives will undertake every reasonable measure to prevent and/or terminate all such strikes, slowdowns or stoppage of work. The Employer may discipline or discharge any employee who violates this Article. Discipline or discharge for violation of this Article may be processed through the grievance and arbitration procedure. This remedy shall not be exclusive of any other remedy available to the Employer. During the term of this Agreement, the Employer shall not cause, permit or engage in any lockout of its employees.

## **ARTICLE 7 - UNION MEMBERSHIP AND DUES**

**Section 7.1** Employees in positions in the bargaining unit represented by the Union will have the opportunity to voluntarily become members of the Union. The Union agrees that membership in the Union will not be denied or terminated for any reason other than the failure of an employee covered by this Agreement to tender the periodic dues and initiation fees uniformly required as a condition of acquiring membership in the Union.

**Section 7.2** The Employer agrees to deduct from the paycheck of each employee who has so authorized it, the regular monthly dues or fees. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. may be written, electronic, or by recorded voice, and must be made to the Union. The employer will deduct once it receives the authorization. An authorization remains in effect until revoked in writing, in accordance with the terms and conditions of the authorization.

**Section 7.3** The Employer shall schedule a voluntary meeting between newly hired employees and the designated Union representative. The employer shall provide written notice by email to the designated union representative of the time and place of such meeting. The meeting shall take place during the Employer's orientation process for the new employee; or, if there is not such orientation, within three days after the employee starts work. The union representative shall respond by email confirming the Union's availability to attend the meeting.

**Section 7.4** The Union shall indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

## **ARTICLE 8 - BUSINESS REPRESENTATIVES AND UNION ACTIVITY**

**Section 8.1** Business Representative Access to Work Site and/or Employees. The Business Representative or other full-time representatives of the Union shall be admitted to the facility by the Employer or allowed to talk to employees during working hours, provided advance notification is provided to the General Manager or designee and such visitation does not interfere with normal operations. All such representatives shall comply with the security regulations as required of all other visitors.

**Section 8.2** Union Steward. The Union shall designate one employee as Union Steward and one alternate to investigate complaints or claims of grievance on the part of the employees or the Union. Investigations will not interfere with the normal business of the Employer. Stewards will strive to minimize normal work time spent on complaints or grievances and will inform the Employer if these activities require leaving their work area. If these activities require more than 30 minutes in a day, the Union Steward will meet with the Employer and seek mutual agreement as to the time necessary for these activities. Time spent by Union Stewards representing employees will be paid by the Employer when such time involves meetings with the Employer at the Employer's request or during a JLMC Meeting.

The Union will inform the Employer in writing when a change in Union Steward or alternates takes place.

**Section 8.3** Union Bulletin Boards. The Employer shall provide one bulletin board for the Union's exclusive use. The bulletin board is for the posting of rules, regulations, and notices of meetings and other business affairs of the Union. It shall be the responsibility of the Union and its representatives to assure that information posted on such board is "Union Business". Nothing posted on the bulletin board shall be derogatory in nature towards the Employer, its elected officials, its bargaining representatives, or other personnel.

**Section 8.4** Union Access to Electronic Equipment. The Employer and Union agree the Employer's computer and telecommunication equipment shall be used primarily for conducting the Employer's business. However, employees and Union Stewards may make limited use of the Employer's computers, telephones, fax machines, photocopiers, and similar telecommunication equipment for tasks related to collective bargaining and contract administration. Such use must comply with the Employer's policies, must not interfere with the Employer's daily operations, and must have a *de minimus* cost. The Union and employees understand and accept there is no right to privacy for any communication taking place over the Employer's email and telecommunication equipment, and that any communication is subject to inspection and public disclosure.

**Section 8.5** Union Activity. No employee shall be discharged or discriminated against in any way because of their membership or participation in sanctioned activities in behalf of the Union.

**Section 8.6** Union Leave. Employees accepting full-time positions as elected or appointed representatives shall be granted leaves of absence without pay for the term of office or any renewal thereof; provided, however, that thirty (30) days' notice is given. Employees granted such leave may return to their former classification without loss of seniority rights, provided that they remain qualified, with or without reasonable accommodation, and there is a vacancy in that position.

Employees may also be granted short-term leaves of absence without pay for the purpose of attending Union conventions, meetings, contract negotiations and any other bona fide Union business. Requests for time off must be in writing, signed by the Business Representative, seven (7) days in advance of the time off and addressed to the Manager of Maintenance except in emergency situations, in which event such advance notice shall be given no less

than forty-eight (48) hours in advance.

## **ARTICLE 9 - INFORMATION TO BE FURNISHED TO THE UNION**

**Section 9.1** Memo Posting. Copies of all memos posted will be provided to the designated shop steward at his/her request.

**Section 9.2** Employment/Classification. The Employer agrees to make available to the Union the following information regarding bargaining unit employees:

- a. A list of members and any new members.
- b. Classification of employees.
- c. Rate of pay of employees.
- d. Seniority date.
- e. Employee's loss of seniority for any reason.
- f. Job descriptions (if new or revised).
- g. Employee Handbook and other agency written policies.

## **ARTICLE 10 - NON-DISCRIMINATION**

It is mutually agreed that there shall be no discrimination because of race, color, religion, sex, sexual orientation, age, marital status, national origin or physical, mental or sensory disabilities, honorably discharged veteran or military status, discrimination pursuant to the Americans with Disabilities Act or other basis prohibited by local, State or Federal law. The Union and Employer representatives shall work cooperatively to assure the achievement of equal employment opportunity. Furthermore, employees who feel they have been discriminated against shall be encouraged to use the grievance procedure set up under this Agreement prior to seeking relief through other channels.

## **ARTICLE 11 - DISCHARGE AND DISCIPLINE**

**Section 11.1** Just and Sufficient Cause. No employee shall be discharged, suspended or otherwise disciplined without just cause.

**Section 11.2** Definitions: For purposes of this Article "active for work" is defined as: All paid time being credited towards the specified period of time. Any unpaid leave time beyond **ten (10)** consecutive calendar days will **not** be considered active for work, with the exception of military leave.

For purposes of this Article "active disciplines" are defined as: All disciplines that have not expired.

**Section 11.3** Performance Counseling. Performance issues, unless other addressed in Section 11.4, will be administered through the performance counseling process set forth in



the Employer's Performance Counseling Policy and made part of this agreement. The Performance Counseling Policy is designed to address performance issues through five levels depending on the severity of the issue:

- a. Counseling and Verbal Warning
- b. Written Warning
- c. Decision-Making Leave
- d. Suspension
- e. Discharge

**Section 11.4 Categories "A" & "B".** Most performance problems in the workplace will fall under the Performance Counseling Policy as a means of correcting the performance. However, there are some infractions which, by their severity or seriousness, would warrant more immediate and decisive action and therefore are categorized as A or B offenses.

#### Category "A"

Category A infractions are major infractions having the potential of dismissal on a first (or any) occurrence. These include, but are not limited to:

- Prohibited harassment
- Prohibited discrimination
- Fighting or violence in the workplace
- Theft
- Gross insubordination
- Gross safety violations
- Reckless driving while operating MTA equipment
- Violations applicable to the Drug and Alcohol Policy
- Cell phone use in accordance with Washington State law
- Failure to report an accident
- Falsification of any employment record

#### Category "B"

Category B infractions are serious infractions having the potential of a written warning, a suspension or causing an employee to be placed on decision-making leave. Discipline in this category will be issued in a line of progression, when appropriate. Examples of Category B infractions include, but are not limited to:

- Insubordination
- Responsibility for a serious incident
- Failure to follow accident procedures
- Falsification of or failure to file a report
- Traffic violations while operating MTA equipment

In the event a previous Category A violation is considered by the Employer in determining a subsequent disciplinary sanction and the subsequent discipline is subject to a Step 3 (arbitration) review in the grievance procedure found in Article 12, the impact of the previous Category A discipline on the subsequent discipline may be considered by the arbitrator in the arbitrator's application of the just cause standard.

Category A & B violations will remain in effect for twelve (12) months, to be extended by any periods when the employee is not “active for work.” The period of effect may be extended up to thirty (30) months, commensurate with the seriousness of the violation and/or number of previous violations.

If an Employee is currently at a Written Warning or above level of discipline, a Category B infraction may result in termination of their employment at Mason Transit.

**Section 11.5 Last Chance Agreement.** In lieu of termination, the parties may agree to the terms of a Last Chance Agreement (LCA). The terms of an LCA are subject to the mutual agreement of the parties and unless otherwise agreed set no precedent for other disciplines.

**Section 11.6 Notification of Disciplinary Action.** In all cases of discharge, demotion or other discipline, the employee involved shall be notified, in writing, of the action and the reason for such action. Before imposition of discharge, demotion, or unpaid suspension, the Employer will provide advance notice of the intended disciplinary action.

An employee shall have the right to have a Union Steward present at a disciplinary interview, upon request. When a meeting with an employee has been requested by the Employer, and where discipline may result, it is agreed that it is the responsibility of the affected employee to request representation from their Shop Steward. If a Shop Steward is requested, the meeting will be scheduled for the next day, if necessary. If relief is required, it is the responsibility of the Shop Steward to request time-off.

**Section 11.7 Appealing Discipline.** Should there be any dispute between the Employer and the Union concerning the existence of just cause for discharge, suspension, demotion or discipline resulting in loss of compensation or benefits, such dispute shall be adjusted in accordance with Grievance and Arbitration provisions in this Agreement. Counseling and verbal warnings shall not be subject to the grievance procedure. Written warnings may be appealed through the first two (2) steps of the Grievance Procedure only. The findings of the General Manager shall be attached to the written warning. If the parties fail to agree, the written warning will stand. The Union may attach a statement of their position to the written warning.

An Employee may appeal his/her suspension or dismissal through the grievance procedure. For purposes of this Article, “Decision-Making Leave” is considered a form of suspension.

An employee serving in their initial probationary period may be dismissed within the probationary period with no appeal of the dismissal. It is understood however, that a probationary employee has all rights to the grievance procedure for all other actions. Probationary employees may request union representation at a dismissal hearing.

**Section 11.8 Camera, Video or Audio.** No camera video or audio recording shall be used by any manager against any IAM member for the purpose of finding misconduct or issuing discipline (“fishing” or targeted surveillance), except when there is an initiating event such as a complaint, accident, incident, or the Employer is made aware of a possible infraction. If misconduct is discovered during an appropriate review, corrective action may be taken if consistent with just cause. If discipline is issued, management and the Union Business Representative, or designee, may jointly review and discuss the recording.

**Section 11.9 Reinstatement.** In the event it is found that an employee has been discharged without just cause, such employee shall be reinstated to the employee's former position. In no way shall the period of unjust discharge affect the employee's seniority rights or the employee's rights to the other benefits agreed to herein.

**Section 11.10 Administrative Leave.** The Employer may, at its discretion, place employees on paid administrative leave during an investigation. Employees on such paid administrative leave must remain available during their normal hours of work and are not permitted to accept outside employment. Placement on paid administrative leave is not subject to the grievance procedure and is not considered a part of discipline.

**Section 11.11 Reviewing Disciplines on File.** An employee has the right to review both the personnel file maintained by Human Resources and the working file maintained by his/her Department.

**Section 11.12 Discipline Copies to Union.** The Employer will send copies of any written discipline placed in an employee's personnel file to the Union office.

## **ARTICLE 12 - GRIEVANCE PROCEDURE**

**Section 12.1 Purpose:** The purpose of this procedure is to provide an orderly, effective, and expeditious method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure. However, it is understood that failure of the parties to come to an agreement shall not be looked at disparagingly nor should it have a negative impact on the effectiveness of this procedure. It is further understood that there shall be no suspension of work, slowdown or curtailment of services while any grievance is in the process of adjustment or arbitration pursuant to the terms of this Agreement.

**Section 12.2 Definition:** A "grievance", as used in this Agreement, shall be defined as a claim by an employee that the terms of this Agreement have been violated, or that a dispute exists concerning proper application or interpretation of this Agreement. Grievances shall be processed in accordance with the following procedures within the stated time limits.

**Section 12.3 Prior to Grievance:** Prior to filing a grievance an attempt should be made to settle the dispute by discussing the matter with the immediate supervisor or other appropriate management personnel.

**Section 12.4 Grievance Steps:** Steps in the grievance procedure for disputes involving contract interpretation or disciplinary action shall be handled in the following manner:

### **Step 1: Formal Grievance – Department Manager**

Grievances must be filed within fourteen (14) days of the occurrence of the event which gives rise to the grievance, or within fourteen (14) days of when the employee is informed of the event, by the individual affected or through their Shop Steward, to the employee's department manager, or the manager's designee.

The employee's department manager, or the manager's designee, shall attempt to

satisfactorily settle the grievance within fourteen (14) days from the date of receipt of the employee's Step 1 grievance. Step 1 will include the following:

- a. A statement of the grievance and the facts upon which it is based, including the date of the occurrence and any relevant witnesses.
- b. The Articles or Section in this Agreement claimed to have been violated.
- c. Remedy sought.
- d. The signature of the aggrieved employee(s) and the Union representative (if presenting the grievance).
- e. Date of signatures/presentation.

### Step 2: General Manager

In the event the grievance cannot be settled at the Step 1 level as defined above, it shall be submitted in writing within seven (7) days from the date of the department manager's, or the manager's designee's Step 1 reply, by the Shop Steward to the Employer's General Manager and the Business Representative of the Union.

The written submission of a Step 2 grievance shall include the reasons for dissatisfaction with the department manager's, or the manager's designee's, solution.

The Employer's General Manager shall meet with the grievant, the Shop Steward, and the Business Representative of the Union within fourteen (14) days from the date of receipt of the Step 2 grievance, to attempt to satisfactorily settle the grievance. The General Manager will give a written response within seven (7) days of the meeting. If the Union is not in agreement with the written decision of the General Manager, the General Manager and the Business Representative of the Union will decide whether to submit the grievance to mediation or normal arbitration.

In the event the grievance is submitted to mediation and the recommendations of the mediator are not acceptable to either party, either party may request arbitration in accordance with Step 3 as defined below.

### Step 3: Arbitration

Within seven (7) days of the Step 2 response or the mediation decision, the Union may on behalf of the grievant serve a demand for arbitration upon the other party. Within seven (7) days of the demand, the parties shall jointly submit a request to the Federal Mediation and Conciliation Service for a list of seven (7) names from which the parties shall select their arbitrator. Within seven (7) days after receiving such list, the parties shall each alternately strike one name from the list, with the first strike being determined by the toss of a coin, until one name remains. The person thereafter remaining on the list shall be and become the arbitrator.

The parties will strive to schedule the earliest available dates for the arbitration hearing. Prior

to commencement of the hearing, both parties shall stipulate to the issue(s) that will be presented for the arbitrator's consideration.

The arbitrator shall not add to, subtract from or in any way modify or change any of the terms or provisions of this Agreement nor shall the arbitrator have jurisdiction or authority to consider or decide matters concerning or involving a new or different agreement or requested changes in this Agreement.

The decision of the arbitrator shall become final and binding on both parties when delivered to them in writing.

Each party shall be responsible for half the costs of the arbitrator's fees and any joint expenditures. Each party is responsible for any compensation and expenses relating to presentation of its own case, including any witness and attorney's fees.

**Section 12.5** Time Limits: The time limits may be extended by mutual agreement of the parties. In the absence of an agreed upon extension of the time limits the following sanctions shall apply:

- a. If the Union fails to follow the time frame in progressing to the next step, the issue is forfeited. If the Employer fails to follow the time frame in responding to a grievance, the grievance will automatically advance to the next step.
- b. If the responding party fails to follow the time frame in responding to the moving party, the moving party has the option to move to the next step. "No response" shall be the same as "denying the grievance". Thus, the moving party must so notify the responding party of this action when taken and said notification must conform within the time limits set forth for progressing to the next step.

**Section 12.6** Grievance Investigation/Witnesses: The aggrieved employee and/or the shop steward shall be given full opportunity to investigate the grievance. Should the grievance proceed to Step 3 (Arbitration), each party will bear the salary costs of their own witnesses as follows:

- a. Employees participating in the preparation and conduct of an arbitration at the request of the Union will be paid through MTA's regular payroll process for such attendance; IAM will reimburse MTA for wages, PERS Employer contributions, and the value of all other compensation and benefits related to such attendance.
- b. MTA will submit a monthly billing to IAM for reimbursements due to MTA; billing to be itemized based on hours in attendance, wages, and the value of benefits.
- c. The billing rate will be based on an employee's straight time wage rate. Hours spent by employees participating in the preparation and conduct of an arbitration on behalf of the Union will not count as hours worked for purposes of overtime eligibility.

**Section 12.7** Access to the Grievance Procedure: Notwithstanding the above terminology, either an employee or management shall have the opportunity to access this grievance procedure.

**Section 12.8** Outcome of Grievance: In all cases, the grievant shall receive notification of the outcome of the employee's grievance.

**Section 12.9** No Reprisals: There will be no reprisals against the grievant, the Union, the Employer, or others as a result of their participation in the grievance or arbitration process.

## **ARTICLE 13 - ALTERATION OF AGREEMENT**

No agreement, alteration, understanding, variation, waiver or modification of any of the terms, conditions or covenants contained herein shall be made by any employee or group of employees with the Employer, and in no case shall it be binding upon the parties hereto unless such agreement is made and executed in writing between the parties hereto.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

## **ARTICLE 14 - SAFETY**

**Section 14.1** Mutual Objective: It is the mutual objective of both parties of this Agreement to maintain high standards of safety in order to eliminate as far as possible industrial accidents, illness and injuries. All employees are required to report observed safety hazards and concerns immediately to their supervisor.

**Section 14.2** Safety Committee: A member of the bargaining unit will be elected to the Employer's Safety Committee. The Safety Committee shall meet once every month, or on another schedule mutually agreed upon by Committee members, and Safety Committee meetings shall be conducted on Employer's paid time. The duties of the Safety Committee will be to advise on matters relating to employee safety, review applicable safety laws and regulations, and make recommendations for maintenance of proper safety standards. Minutes of the meetings will be taken. Copies of the minutes will be posted on the Safety Board and on the shared directory. In the event of an OSHA or WISHA walk-around inspection, the Maintenance Department will be notified as soon as possible to allow one bargaining unit member to accompany the inspectors.

**Section 14.3** Safety Training and Equipment: The Employer will provide safety training to all employees and furnish safety and personal protective equipment for all employees, as is appropriate to individual positions. It shall be mandatory for all employees to participate in any required safety training provided by the Employer and to use safety and personal protective equipment when the Employer determines they are necessary.

**Section 14.4** First Aid: The Employer shall establish and maintain an ongoing employee emergency first aid training program. At least one (1) employee per shift shall be required to maintain a valid first aid and CPR certificate.

## **ARTICLE 15 - REQUIREMENT OF MEDICAL EXAMINATION**

It is understood by the Employer and the Union that physical examinations or tests conducted by the physician of the Employer's choice may be required during the term of this Agreement.

Safety and health of the employees and customers of Mason Transit Authority necessitate these requirements.

**Section 15.1** Cost of Exams. The Employer shall pay the full cost of a DOT medical exam when using the Employer's preferred certified medical examiner. The Employer will pay \$85.00 toward the cost of a certified medical exam when the Employee chooses their own DOT medical examiner. Costs incurred to obtain a Job Analysis/Return to Work report from a personal physician as part of a return to work agreement are not covered by the employer. Employees shall receive copies of all medical reports from such required examinations.

**Section 15.2** Employer-Required Exams. Employer-required exams include: Drug and alcohol testing (pre-employment, random, post-accident, reasonable suspicion and return to work agreements), DOT medical exams to ensure an employee is medically qualified to fulfill their job duties. Employer required DOT medical exams must be performed by a provider on the National Registry of Certified Medical Examiners. Employer may exercise the right to choose the Certified Medical Examiner in cases of return to work agreements.

**Section 15.3** Return to Work Exam. An employee returning to work following an injury or illness that causes an absence of more than three consecutive days, may be required to provide a completed Job Analysis/Return to Work form before returning to work. In certain situations, the Employee may be required to provide a Job Analysis/Return to Work form from both a certified medical examiner, and personal physician achieving concurrence before returning to work.

**Section 15.4** Commercial Driver's License Examination. All Commercial Driver License (CDL) holders are required to undergo and successfully pass a DOT certified medical examination within 10 days of expiration throughout their employment. The Employee may choose to use an Employer selected certified medical examiner or may choose to use a certified medical examiner of their choosing for the required examination. Examinations are scheduled on the employee's own time. The employee must always carry the medical examiner's certificate on his/her person while driving a commercial vehicle and provide a copy to the Employer.

Employer Physician: If the employee chooses the Employer-selected certified medical examiner, the cost of the examination will be billed directly to and paid by the Employer, up to one time per year.

Employee Physician: If the employee uses a physician of their choosing, the employee must schedule his/her own examination. Employees using their own physician will provide the Administrative Services Manager with a copy of the completed physical examination, signed by their physician. The employee is eligible to receive reimbursement for the cost of the exam (to include any required co-pay for the office visit), up to one time per year, provided the employee submits satisfactory evidence of the costs he/she incurred. The maximum allowed reimbursement will be up to the same amount the Employer would have paid if the employee chose to use the Employer's physician.

# ARTICLE 16- HOURS OF WORK, OVERTIME, INCLEMENT WEATHER PAY, PREMIUM PAY AND OTHER WORK ASSIGNMENTS

**Section 16.1** The parties recognize that under normal working conditions forty (40) hours equals a normal workweek. It may, however, be necessary to allow, by mutual consent, variations to the hours of work to allow for flexible scheduling. The work week for pay purposes shall commence at 12:00am Sunday and end at 11:59 PM the following Saturday.

Hours of Work. The normal work hours for Maintenance employees will be as scheduling dictates. Due to the nature of their work, certain Maintenance employees will have different schedules. Those schedules shall be determined by the Maintenance Manager or designee. The Employer retains the right to establish and alter work schedules in accordance with the public transportation needs, demand, Employer policies, and all regulations and requirements specified in the United States Fair Labor Standards Act. The Employer's determination in such matters shall be conclusive.

**Section 16.2** An employee shall be deemed to be working in the following shift if the employee starts their shift within the following designated times.

4:30 a.m.	to	1:30 p.m.	Days
12:30 p.m.	to	9:30 p.m.	Swing

Each shift shall include an unpaid sixty (60) minute lunch period. Upon approval of the Employer, variations of the shift to accommodate different lunch periods may be permitted. Each employee shall be given a paid fifteen (15) minute rest period in each half of the shift to which the employee is assigned. Each employee who is assigned to work two (2) hours or more either before or after their scheduled shift shall be granted a fifteen (15) minute paid rest period at either the start or conclusion of their normal shift respectively.

**Section 16.3** Overtime. All hours worked in excess of forty (40) in the work week shall be compensated at a rate of one and one-half (1-1/2) times the straight time hourly rate.

For purposes of this Section, the use of any paid leave (e.g., when an employee is off duty with pay relating to vacation, sick leave, observed holidays, military duty, or jury duty) will not be counted as hours worked for overtime computation, unless the overtime is mandatory in nature. The payment of an observed holiday, if it falls on an employee's regularly scheduled day off, shall not be counted as hours worked for overtime purposes. If an employee is on paid leave status and chooses to work or attend a meeting, they will not be paid for more than their normal scheduled work day. Paid leave will be adjusted to complement time spent working or in attendance at the meeting to equal their normal work day.

The Employer solely will determine the need for overtime and offer overtime accordingly. Employees must receive prior authorization from the employee's immediate supervisor before working overtime in excess of thirty (30) minutes, except in cases of emergency.

Scheduled overtime work shall be based on a voluntary sign-up sheet at the bid, and offered by rotation to the most senior qualified Employee in the classification first and then in descending order of seniority. If all Employees refuse the offered overtime, the lowest seniority employee within the classification shall be required to work. On a case-by-case



basis, overtime may be offered to other Employees outside the classification when mutually agreed upon by the Employer and Union.

Unscheduled overtime work shall first be offered on duty at the time when the need arises. In offering overtime work, the Employer will endeavor to distribute opportunities as evenly as possible. If no Employee volunteers to work overtime, it will be assigned to the least senior available Employee.

Employees shall be required to work overtime or holidays when assigned unless excused by the Employer. When mutually agreed upon between a supervisor and an Employee, a shift can be flexed to cover a shift or partial shift.

**Section 16.4** Report Time. The Employee shall be considered as being on the payroll when he/she reports to work and is unable to perform his/her regular duties due to circumstances beyond their control. The Employer will determine when circumstances are beyond an Employee's control, including, but not limited to, floods, severe weather, natural disasters, public emergencies, etc. When an Employee is required to report to work, he/she shall be guaranteed a minimum of two (2) hours at the applicable rate of pay.

Employees are to be on time and ready to start work, including being in their work clothing prior to the start of their work shift.

**Section 16.5** Call Back to Work Pay. Call back is defined as any time the Employer requires employees to return to work on an unscheduled basis to perform work after they have completed their regular shift and left the facility. Call in is defined as any time the Employer requires an employee to work when an employee has not yet started their regular scheduled shift on the call in day and the work is not connected to the employee's regular work shift.

- a. If called back or called in to work, employees are required to come in to work. Mandatory attendance at a meeting is considered a call back or call in; whereas voluntary regularly scheduled shop and/or committee meetings are not. Employees working prior to a start or continuation of a shift will receive pay for the actual time worked.
- b. An employee called back or called in to work shall be guaranteed two (2) hours work, during which time the Employer may provide and require two (2) hours work of the employee. The employee will receive at a minimum two (2) hours pay their straight time hourly rate starting at the time the employee arrives at the work place.
- c. The same conditions listed above apply for call back or call in on an observed holiday.
- d. No one shall be required to be placed on standby for the life of this Agreement.

**Section 16.6** Temporary Assignments. It is solely a management right to determine when and if an employee shall be assigned to work as a lead or in a higher classification; this Section creates no obligation for any such designations to be made. However, in the event an employee is temporarily assigned by Management or a designee to work as a lead, in a higher paid classification, or to train other employees, the following conditions shall apply:

- a. Employees assigned to temporarily work as a lead for a minimum of two (2) consecutive

hours or more per incident shall receive their mechanic straight time hourly wage rate plus an additional ninety cents (\$0.90) per hour.

- b. Employees, designated to a temporary work assignment in a higher paid classification other than a lead position, shall receive their straight time hourly wage rate plus an additional ninety cents (\$0.90) per hour.
- c. Employees, other than leads, assigned to provide training to other employees in a classroom like setting shall be compensated at the rate of pay of \$.50 per hour for all hours assigned to train. This Section does not apply to any side-by-side training that occurs on the shop floor within the context of sharing knowledge and techniques with each other or instructing apprentices.
- d. In no event shall an employee, while working in a lower paid classification, receive less than his/her straight time hourly rate of pay.

**Section 16.7** ASE Premium Pay. Technicians who successfully pass ASE certification tests listed below will receive an additional .25 per hour for each test passed. An additional .25 for a total of \$2.00 per hour will be given to technicians who successfully pass all ASE tests and obtain Master Certification. When such ASE certified technician is providing shop leadership coverage (serve as Lead Mechanic) there will be no additional pay.

Employees are responsible to keep certification current. Employees will lose the premium pay if certifications are not current.

Probationary employees are not eligible for the ASE premium pay until probation period is completed.

ASE tests to pass:

- H2 – Diesel Engines
- H3 – Drive Train
- H4 – Brakes
- H5 – Suspension and Steering
- H6 – Electrical/Electronic Systems
- H7 – Heating Ventilation and Air Conditioning
- H8 – Preventative Maintenance and Inspection

The Employee will pay up-front registration and testing costs associated with ASE certification. The Employee is required to submit a copy of the certification of completion to the Employer within thirty (30) days of receiving said notification. Upon receipt of the certification of completion, the Employer will reimburse the Employee for the costs of the ASE tests, including registration costs. Reimbursement will be made on the Employee's paycheck within thirty (30) days of payroll receiving the Employee's certificate of completion.

**Section 16.8** Meeting and Training Pay. Employees will receive their regular rate of pay for attendance outside of scheduled work hours at Employer required meetings and for attendance at Employer required or approved training sessions. If Employees are required to complete "homework assignments" outside of scheduled work hours, Employees will be paid

straight time for any hours completing such homework; however, proof of homework assignments must be submitted before receiving such pay.

**Section 16.9 Inclement Weather Pay.** When inclement weather conditions cause the Employer to curtail service, the employee shall receive their scheduled daily pay provided:

- a. The employee reports to work and remains on duty during the period of the scheduled regular work assignment (unless excused by the Employer); and
- b. The employee has not been notified eight (8) hours prior to their scheduled on-duty report time.

If the Employer has notified the employee eight (8), or more, hours prior to their scheduled on-duty report time, the employee shall not be entitled to inclement weather pay for the day or for any curtailed work days following the notice. The employee may use available vacation for the time loss. Any available work on curtailed service days will be assigned by seniority.

## **ARTICLE 17 - RATES OF PAY AND CLASSIFICATIONS**

**Section 17.1 Wage Rate.** The classification and rates of pay of employees are set forth in Appendix A, attached hereto and made part of this Agreement.

**Section 17.2 New Classifications.** In the event that a new job classification is established or there is a substantial change in the duties or requirements of established job, the Employer shall develop an appropriate classification and rate of pay to apply to such job. The Employer shall furnish the Union with the new classification and the rate of pay to apply to such job. If the Union disagrees with the assigned rate of pay within ten (10) days from the date of such submission or within such additional time as may be mutually agreed upon, the Employer may place the new job classifications and rate in effect subject to continued negotiation for rate of pay.

## **ARTICLE 18--PAID AND UNPAID LEAVES**

**Section 18.1 Leave Accruals.** Employees are eligible to accrue paid leave benefits if they work (or are in paid leave status) one half (1/2) or more of a pay period. Employees who work (or are in paid leave status) less than one half (1/2) of a pay period shall receive prorated leave benefits; the proration will be based on the number of hours paid. Leave benefits accrued from the current pay period are available to the employee at the start of the following pay period (applies to all accrued leaves). An employee who exhausts their paid leave will begin earning accrued leave upon their return to work. Leave benefits shall not accrue when an employee is no longer in a paid status.

**Section 18.2 Weather Conditions.** Employees are expected to be at their jobs regardless of weather conditions. During extreme weather conditions, employees who are unavoidably absent due to weather conditions may request the use of paid vacation leave. Paid leave requests are subject to approval of the Maintenance Manager. In such event, an employee is expected to make contact with the Maintenance Manager as soon as reasonably possible, in accordance with the department's established call-in/reporting procedures.

**Section 18.3** Observed Holidays. All eligible employees shall be granted ten (10) observed holidays. The following holidays shall be observed by Mason Transit: New Year's Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day

- a. Dates of Holidays: The Holiday schedule with specific dates is posted each year on employee bulletin boards. When a Holiday falls on a Saturday, it will be observed on the preceding Friday. When the Holiday falls on a Sunday, it will be observed on the following Monday.
- b. Eligibility for Pay: Regular full-time and probationary employees will receive holiday pay for their normally scheduled work hours on observed holidays, up to a maximum of eight (8) hours per holiday. An employee who works a ten (10) hour work shift may supplement two (2) hours of accrued vacation leave. Temporary employees are not eligible for observed holiday leave. Regular part-time employees receive four (4) hours of holiday pay. To be eligible for observed holiday pay, employees must be in a full paid status on the employee's regularly scheduled workday both prior to and following the holiday. If an employee takes a sick day on their scheduled workday before or after the holiday, the employer may require a doctor's certificate prior to paying the holiday pay.
- c. Required to Work: If an employee is required to work on the observed holiday, the employee shall receive eight (8) hours holiday pay as stated above, as well as pay for any hours worked during the holiday.
- d. Scheduled Day Off: When an observed holiday falls on an employee's regularly scheduled day off, a regular full-time employee will receive eight (8) hours holiday pay in addition to their regular pay for that week. Regular part-time employees receive four (4) hours holiday pay.
- e. Observance of Religious Holidays: If an employee's religious beliefs require observance of a holiday not included in the observed holiday schedule, or if the employee desires leave for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the employee may request the day off using paid leave or leave without pay. The employee is entitled to a maximum of two (2) unpaid religious leave days in a calendar year. Requests must be submitted to the Maintenance Manager for approval at least two (2) weeks prior to the requested day. The Maintenance Manager will evaluate whether the employee's absence will cause an undue hardship to Mason Transit.

**Section 18.4** Personal Leave. In addition to company holidays, regular full-time and part-time employees are eligible for two (2) personal leave days per year as detailed below:

Full-time employees	8 Hours x 2 Personal leave days = 16 Hours
Part-time employees	4 Hours x 2 Personal leave days = 8 Hours

Personal leave days must be taken in eight (8) hour increments for full-time employees and four (4) hour increments for part-time employees. Personal leave days must be approved in advance by the employee's supervisor and may not be carried forward to the next year. If an employee starts after July 1<sup>st</sup>, full-time employees will receive one personal leave day (8

hours) and part-time employees will receive one personal leave day (4 hours).

**Section 18.5 Vacation Leave.**

a. Vacation leave entitlement and accrual: After completing six months of employment, eligible employees may take paid vacation leave. Regular full-time employees accrue vacation leave from the first pay period of their employment. Regular part-time employees accrue vacation leave at half the rate of a full-time employee per pay period. Temporary employees are not eligible to accrue vacation leave.

b.

**VACATION ACCRUAL HOURS AND DAYS SCHEDULE**

START OF SERVICE YEAR	ANNUAL HOURS	ACCRUAL RATE PER PAY PERIOD
0-1	96	3.69
Over 1-2	104	4.00
Over 2-5	112	4.31
Over 5-10	144	5.54
Over 10	192	7.38

Employees are encouraged to use their vacation hours. As of December 31 of each year, an employee's total vacation leave balance may not exceed two hundred forty (240) hours.

c. Scheduling Vacation Leave: Use of vacation leave must be approved in advance by the Maintenance Manager or designee. Vacations initially shall be scheduled according to seniority, then on a first-come, first-served basis, as follows:

- i. The Employer shall have the right to establish a vacation schedule establishing the number of employees allowed vacation on given dates and/or shifts.
- ii. The vacation year shall be defined as a twelve (12) month period beginning January 1 and ending December 31.
- iii. A sign-up sheet will be posted in December of the preceding year for the purposes of seniority-based vacation bidding. Bidding will start the first Monday in December and will last a total of four (4) weeks. During the first two (2) weeks, vacation will be bid in weeks at a time. During the last two (2) weeks, single vacation days will be bid. The choice of vacation days shall be determined by seniority of each employee. When an employee selects a vacation week in which one of the fixed holidays fall (e.g., Christmas Day) the employee will receive four (4) days of vacation leave and one day of holiday pay.
- iv. Following the annual bidding, employees may request approval for vacation days following Department procedures.

- v. Vacation leave will only be granted if the employee making the request has a leave balance that, with projected accruals, would be sufficient to cover the entire leave request. The Employer reserves the right to cancel any approved leave request when there is insufficient leave balance to cover the total leave period. In such cases, the Employee will be given written notice of the cancellation.
  - vi. Pre-approved leave must be cancelled no later than two (2) p.m. on Tuesday of the week prior to the approved day(s) off.
- d. Vacation Payout: All accrued, unused vacation up to two hundred forty (240) hours will be paid upon resignation, termination or retirement, when an employee leaves MTA.

**Section 18.6** Washington Paid Sick Leave: Washington Paid Sick Leave (WPSL) is available for all employees to use for qualifying reasons per state law. For a full description of the Employer's policy regarding WPSL, see the Washington Paid Sick Leave Policy, which is considered part of this agreement.

- a. Accrual: All employees begin accruing WPSL at the commencement of employment. All employees accrue WPSL at the rate of one hour for every 40 hours worked (including overtime). All full-time employees accrue WPSL at the rate of one hour for every 40 hours worked, but in no case accrue less than two (2) hours per pay period. (e.g., a full-time employee working 37 hours per week during a two-week pay period will accrue two (2) hours of WPSL.)

Part time, Seasonal, and Temporary employees will accrue WPSL at a rate of .025 per hour for each hour worked.

- b. Eligibility: All employees are eligible to use accrued WPSL beginning on the 90<sup>th</sup> day of employment. WPSL accrued during a pay period may not be used until the following pay period.

**Section 18.7** Employer Paid Sick Leave: In addition to the Washington Paid Sick Leave, Employer paid sick leave is available for all regular, full-time employees to use for qualifying reasons as per the Mason Transit Authority Sick Leave (MTASL) Policy. For a full description of qualifying reasons and details of usage, refer to the policy, which is considered part of this agreement.

- a. Accrual. All eligible employees begin accruing MTASL at the commencement of employment. Regular full-time employees accrue MTASL at the rate of 1.69 hours per pay period. For example, 1.69 hours prepay period x 26 pay periods = 44 (rounded) hours of MTASL per year in addition to the 52 hours accrued (assuming no overtime worked) under the Washington Paid Sick Leave Policy, as required by law, for a total of 96 hours per year. MTASL balance will not exceed 960 hours. Hours above 960 will be forfeited.
- b. Use of MTASL. Regular, full-time employees are eligible to use accrued MTASL upon commencement of their employment. MTASL accrued during a pay period may not be taken until the following pay period.

Employees must provide reasonable notice, as described per the policy, to their team manager or designee regarding use of MTASL whenever possible, along with a Paylocity Time-Off Request. If no advance notice is possible, then the Paylocity Time-Off Request must be submitted on the day following the employee's return to work.

If the absence is foreseeable, the employee must notify his or her team manager at least 10 days, or as early as possible, before the first day MTASL will be used.

If the absence is unforeseeable, the employee, or a person on his or her behalf, must notify his or her team manager as soon as possible, preferably no later than one (1) hour before the employee's scheduled start time.

The employee may be required to provide verification for using MTASL for a qualifying reason, or upon reasonable suspicion of sick leave abuse (e.g., Pattern Absence), as provided in the policy. If verification is requested, the employee must submit a completed verification form to team manager or supervisor no less than 10 calendar days from the first day an employee used MTASL.

Unexcused absences may be subject to the Employer's Performance Counseling Policy.

**Section 18.8** FMLA Leave. Eligible employees those who have worked ,12 months and at least 1,250 hours over the past 12 months, will be granted up to twelve (12) weeks of Family & Medical ("FMLA") leave in a twelve-month period for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one (1) year of the child's birth);
- the placement of a son or daughter for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one (1) year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

Employees may take up to twenty six (26) weeks of FMLA in a single twelve (12) month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as "military caregiver leave").

FMLA leave may be paid, unpaid, or a combination of paid and unpaid, at the employee's discretion. All other aspects of FMLA leave will be administered in accordance with the Family and Medical Leave Act and MTA's FMLA policy.

**Section 18.9** Washington Paid Family and Medical Leave. Eligible employees are covered by Washington's Paid Family and Medical Leave Program (PFML), RCW 50A. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law and is

therefore independent of this Agreement. Premiums for benefits are established by law and for the period ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise adjusted up or down by the State). Each year, consistent with the law, employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.10.030. The Employer shall pay any remaining portion as required by law.

**Section 18.10 Jury/Court Duty.** An employee summoned to jury duty during their scheduled shift shall submit their timecard showing work hours missed due to jury duty and actual work hours, so as to receive a normal workday's pay. A copy of the court notification for required jury duty must be provided to the Maintenance Manager fourteen (14) days prior to the commencement of the jury duty or as soon as is practicable.

MTA is not obligated to pay an employee for jury duty outside of an employee's scheduled work hours. Travel time to and from jury duty is not paid time. If an employee is scheduled to perform jury duty outside their normally scheduled shift, the employee may make arrangements to flex their shift, subject to approval by the Maintenance Manager.

Employees must keep the Maintenance Manager informed as to their status and availability for work. If an employee is able to work part of a shift before or after jury duty hours, the employee must report to work and perform normal work duties.

**Section 18.11 Military Leave.** Military Leave shall be provided in accordance with the Uniformed Services Employment and Reemployment rights Act (USERRA), RCW 38.40.060 and other applicable laws. Written verification supporting the request for Military Leave shall be submitted by the employee in a timely manner. Employees will receive regular pay for the first twenty one (21) days of military leave during the twelve (12) month period January 1 to December 31.

**Section 18.12 Other Non-Medical Leaves.** The Employer may, at its discretion, also grant leaves of absence with or without pay for other reasons the Employer considers valid such as for education purposes or personal non-medical related problems. Leaves will only be granted when they do not interfere with the operations of MTA. Requests for leaves must be made in writing to the Maintenance Manager, and must be approved by the General Manager. Non-medical leaves shall not exceed a period of six (6) months from the first day of the approved leave. Unpaid time off shall not be granted unless the employee has used all available and accrued paid leaves.

At termination of any leave of absence, the employee shall, upon application to the Maintenance Manager, be returned to their former classification. In the event the former classification has been abolished, then the employee shall be subject to the layoff provisions set forth in Article 22.

**Section 18.13 Bereavement Leave.** Employees are entitled to a maximum of three (3) days off with pay, when absent from scheduled workdays to attend to matters resulting from the loss of a member of the employee's immediate family. Immediate family includes spouse, parent, children, siblings, step-parents, step-children, grandparents, grandchildren, parents-in-law, and brothers or sisters-in-law. The employee may be asked to provide documentation, which may be a doctor's statement, newspaper article, death certificate, etc., prior to being



granted the leave.

**Section 18.14 Shared Leave Policy.** MTA allows employees to transfer MTA sick leave or vacation leave to a coworker who has exhausted his/her available paid leave if the receiving employee:

- If the employee has available FMLA hours;
- Has completed the probation period;
- Is unable to work due to a serious health condition, or need to care for a dependent with a serious health condition;
- Provides a Certification of Health Care Provider for Employee/Family Member's Serious Health Condition (FMLA) with the request;
- Is not eligible to receive worker's compensation benefits, unemployment benefits, State retirement pension or long-term disability insurance.
- Has not received more than a total of 600 hours over their term of employment

This MTA sick leave or vacation transfer is strictly voluntary and is based on the following criteria:

- MTA sick leave or vacation hours donated cannot reduce the MTA sick leave or vacation balance to less than forty (40) hours;
- Employee has not donated more than twenty four (24) hours of sick leave within the last twelve (12) months; unless employee receives authorization from the Human Resources Manager;
- Hours donated are on an hour-for-hour basis in one hour increments;
- The hours are donated to a recipient who meets the eligibility requirements;
- The hours donated will be returned on a pro-rata basis if they are not used by the recipient.

The MTA sick leave or vacation transfer is made using the "Shared Leave Donation" form, which can be obtained from the "NDrive\_Update\_Shared\_Policies\_Procedures\_&\_Forms", or from the Administrative Services Team. The Administrative Services Manager will approve requests on a case-by-case basis.

Shared Leave will expire January 1, 2020

## **ARTICLE 19 - PERSONNEL BENEFITS**

Benefits are available for all employees and are adjusted when applicable to an employee's classification. Additional details are available in policy documents, where applicable.

### **Section 19.1 Health Care & Insurance Benefits.**

Healthcare Benefits and Contributions Rates. The Employer provides medical, dental, and vision benefits to all eligible employees and their dependents. The Employer may elect to change carriers during the term of this Agreement. The actual plan provider, as well as the coverage offered, may be revised at the discretion of the Employer. The Employer has

authority to take any action necessary to avoid fee, charge, tax, premium increase, or other monetary penalty attributed to the Affordable Care Act's Excise Tax on High Cost Coverage (the "Cadillac Tax"). However, prior to any changes being instituted, the Employer agrees to convene a committee of a Management Representative, the Union Representative and two (2) employees; one (1) each of represented and non-represented to explore options.

Contribution Rates. The Employer will contribute an amount equal to ninety-five percent (95%) of the total health care premium for each bargaining unit employee eligible for healthcare benefits. Employees are required to pay, through payroll deduction, the employee share of the monthly contribution premium. If the amount of the monthly premium increases by more than 10% during any year, the employees and Employer will split the cost of premium increase.

Insurance Benefits. Employer pays the cost of Life Insurance and Long-term Disability Insurance for eligible employees.

Eligibility. Coverage begins on the first day of the month following start of employment. Specific types of coverage, employee/dependent eligibility definitions and benefit payment schedules are described in Employer's healthcare and insurance plan booklets available to eligible employees through Human Resources.

Self-Pay Due to Leave of Absence. Health care coverage is available to an employee on unpaid, non-medical leave of absence provided the employee continues to pay for the coverage on a self-pay basis. The coverage of employees on a medical leave of absence will be continued; however, employees are responsible for their percentage contribution to the monthly premium.

COBRA Due to Separation of Service. Upon separation from Mason Transit employment or other qualifying event, an employee and/or the employee's eligible dependents may elect to continue health benefits at their own expense to the extent provided by law.

**Section 19.2** State Pension (PERS). The employee and Employer shall be participants of the Washington Public Employees Retirement System (PERS) and subject to the rules and regulations of Washington State Law. Retirement information shall be provided by the Employer at the request of the employees.

**Section 19.3** Deferred Compensation Plan. As part of the retirement savings package, all regular employees may participate in the Washington State Deferred Compensation Plan or AIG/Valic as part of their retirement savings package. Annual limits on the deferred amount, as set by the federal government, will apply.

**Section 19.4** Education Assistance Program. Regular, full-time employees with one or more years of employment are eligible for reimbursement for courses that employees take at a recognized institution. These courses must, in the opinion of Human Resources, realistically increase the employees' competence in their present jobs or prepare them for advancement in the agency.

Maximum reimbursement is \$750 per quarter and \$2,250 per employee per year, approved in one-year increments, with a life-time maximum of \$9,000 per employee. The employee must

receive a “C” grade or better (or “Pass” grade in classes which can only be taken “Pass or Fail”). Reimbursement will be made upon completion of the course and submission of course grades. The employee must submit a copy of the record showing grade achieved with his/her request for reimbursement. Books and materials will be reimbursed. Meals and transportation costs will not be reimbursed. Time off from normal work hours to attend or travel to classes will be allowed with prior authorization from the Maintenance Manager.

**Section 19.5** Employee Assistance Program. Employer provides access to the Employee Assistance Program at no charge to all employees and their dependents. The EAP provides confidential help to resolve a variety of issues, including physical or mental illness, substance use/abuse, legal, financial or other personal problems.

**Section 19.6** Transportation Passes. MTA employee’s immediate family shall be provided transportation passes during the employee’s employment.

For purposes of this benefit, an employee’s dependent is defined as a spouse as evidenced by a marriage license, a domestic partner, or a dependent child of the employee between the ages of 7 and 19 residing with the employee, and a child older than 19 who resides with employee but qualifies as a dependent due to a disability.

**Section 19.7** Employer Sponsored Events or Programs. Employees are eligible to receive prizes, awards, incentives and compensation as the Employer may deem appropriate for their participation in Employer sponsored events or programs.

## **ARTICLE 20 - PERSONAL TOOLS AND WORK CLOTHES**

**Section 20.1** Personal Tool Allowance. The Employer will provide an annual tool allowance to all Mechanics required to provide personal tools as part of their duties of employment in the amount of \$775.00 per year, payable semi-annually (\$387.50 paid the first full pay period in June and \$387.50 paid the first full pay period in December). A Support Specialist will receive half the tool allowance amount.

Eligibility: In order to be eligible for the full tool allowance, employees must be full-time employees who have successfully completed their probationary period and are in an active paid status for each full six-month period. If an employee is not in an active paid status for the entire six-month period, benefits shall be prorated for that portion of the six months actually spent in an active paid status; if the employee is on an unpaid status at the time the tool allowance is due, he shall be paid such prorated benefits upon return to active paid status. New employees shall be considered eligible for a tool allowance after completion of their probationary period; tool allowance benefits shall be prorated from the date of initial eligibility. The allowance will be paid through the payroll process. The amount will be considered part of gross earnings and is subject to all withholdings and required deductions.

- a. Tool Inventory/Insurance: The Employer will provide insurance coverage based on replacement value for job-related tools in the event of loss or damage due to fire, theft or other catastrophic loss. As a condition of this insurance, each employee is required to provide and maintain an accurate inventory of all tools kept on Mason Transit property. It is solely each employee’s responsibility to provide the Employer with an accurate tool inventory. Creation and maintenance of the tool inventory must be done on the employee’s own time. Each individual is responsible for updating their inventory

whenever additional tools are acquired. This list will be reviewed and signed by the employee's supervisor. If a loss occurs, only those tools listed on a signed tool inventory will be replaced.

- b. Repair of Tools: Employees are responsible for all costs associated with the repair or replacement of their own tools. An employee is responsible for providing certification that their torque wrench has been recalibrated at least once every two years.
- c. Special Tools: All special and heavy-duty tools, power tools and tools larger than one-half inch (1/2") drive, as determined to be necessary by the Employer, shall be furnished and maintained by the Employer.

**Section 20.2** Safety Shoe Allowance. Employees are required to wear approved safety shoes at all times when working. Included in the first pay period upon employment, employees will be granted their annual safety shoe allowance of \$200 to purchase required safety shoes. Proof must be provided that the shoes meet the ANSI standard. Employees will be given a safety shoe allowance annually on their anniversary date of hire.

**Section 20.3** Work Clothes. The Employer shall continue to provide work clothing and foul weather gear as currently provided, including, but not limited to, waterproof clothing for the detailer(s).

## **ARTICLE 21 - SENIORITY**

**Section 21.1** Definition of Seniority. For purpose of this Article, seniority shall be used for determining retention of position (after completion of probation period), selection of shift assignments and vacation scheduling. Seniority shall be defined as the length of continuous time of service with the Employer within classifications covered by this Agreement plus the provisions of Section 21.2 and 21.3 listed below. If two or more employees are hired on the same day, seniority preference will first be given to the bargaining unit member and then assigned by date of application.

Seniority as calculated herein shall not be used in determining benefit eligibility/accrual and step adjustments (see applicable articles).

**Section 21.2** Effect of Probation on Seniority. If an employee is laid off during his probationary period and subsequently rehired, any seniority accumulated during the twelve (12) months immediately preceding his rehire date shall be counted toward his probationary period.

**Section 21.3** Additional Accumulation. Seniority shall include in addition to length of continuous time of service defined in Section 21.1 above:

- a. The time lost by reason of industrial injury, industrial illness or jury duty.
- b. The time spent on authorized medical leave of absences, parental and family leaves.
- c. The time spent on leave of absence granted for the purpose of serving in the Armed Services of the United States.

- d. The time spent on authorized Union business or on leave of absence for Union business.
- e. The first thirty (30) days of any other authorized leave of absence.
- f. The time on layoff from the bargaining unit not to exceed in each instance a period of twelve (12) months.

**Section 21.4** Loss of Seniority. An individual shall lose seniority rights for the following reasons:

- a. Voluntary resignation.
- b. Discharge for just cause.
- c. Retirement.

## **ARTICLE 22 - LAYOFF, RECLASSIFICATION, DOWNGRADES & RECALL**

**Section 22.1** Definitions. The meanings of certain terms used in this Article 22 and elsewhere in this Agreement are stated below:

- a. Reduction in Force (RIF) refers to reduction of the number of employees within a classification as listed in Appendix A of this Agreement.
- b. Reclassification refers to placement into a classification of equal pay when a RIF occurs.
- c. Downgrade refers to placement into a classification of lower pay when a RIF occurs.
- d. Recall refers to the process of reinstatement of employees to former jobs held which were lost by reason of a RIF.
- e. Layoff refers to the severance of employment of an employee due to a RIF.

**Section 22.2** Notification of Layoff. The Employer shall inform the Union Steward and the employees affected of date of layoff thirty (30) days or more in advance of such scheduled layoff.

**Section 22.3** Reduction in Force Procedures. Reverse order of seniority within classification, shall determine which employee is affected by the RIF.

**Section 22.4** Reclassification and Downgrade Rights. An employee affected by a RIF shall be granted rights of reclassification or downgrade to any previously held classifications if their seniority is greater than the seniority of another employee in such classification. The Employer shall offer the classification with highest rate of pay first to an employee with these rights, then if refused, shall offer the next lower paid classification held and so forth until all classifications previously held are exhausted. An employee may choose layoff rather than exercise these rights.

**Section 22.5** Recall Rights. If an opening occurs, employees laid off or downgraded shall be recalled to previously held classifications based on the reverse order of the RIF subject

only to the terms listed hereafter in this Agreement:

- a. Employees shall retain recall rights for a period of twelve (12) months from date of the reduction in workforce.
- b. Notice of Recall shall be sent to a laid off employee at the employee's last known address by certified/registered mail. It shall be the responsibility of the employee to keep the Employer informed of their current address. Any employee who fails to report for work within ten (10) days from the date of mailing notice of recall shall be considered resigned and shall have their name removed from the Recall List, unless such laid off employee is temporarily incapacitated preventing the employee from reporting or is employed elsewhere, in which case the employee must notify the Employer in writing within five (5) days after the receipt of the notice to return for work as quickly as the employee's health will permit or to give adequate termination notice to the employee's present employer.
- c. An employee on layoff or downgrade who rejects a recall offer to a classification previously held shall lose recall rights to such classification only.
- d. Mason Transit employees with recall rights shall be notified in writing of recall seven (7) days in advance of such recall. The employee shall be allowed twenty-four (24) hours to accept or decline.

## **ARTICLE 23- PROBATION**

**23.1 New Employees.** All new employees shall serve a probationary period of six (6) months commencing on their date of employment with the Employer. This probationary period shall be extended by any period of unpaid leave. Upon the completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position and shall gain regular employee status. The employee shall be verbally notified of successful completion by their supervisor. Upon mutual agreement of the parties, an employee's probationary period may be extended.

The retention of such employees shall be strictly within the discretion of the Employer. Such employees shall not have recourse through the grievance procedure with regard to disciplinary actions, including discharge. Rejected employees shall be notified of such action in writing by the Department Manager or designee at any time during their probationary period.

On other contractual matters, except as noted below, the probationary employee shall be entitled to the same rights as other employees subject to the terms of this Agreement.

Probationary employees are not eligible to receive vacation leave during their probationary period. Upon satisfactorily completing their probationary period, the employee will receive vacation leave retroactive to their date of hire into the bargaining unit.

## **ARTICLE 24- PROMOTIONS AND TRANSFERS**

**Section 24.1 Job Openings and Posting.** Promotion and transfer within the bargaining unit shall be made pursuant to the following procedures:

- a. The Employer shall post all vacancies, job openings and new classifications and it shall remain posted for five (5) days. The notice shall state the number of jobs to be filled, the work schedule, the shift, the rate of pay for each job to be filled and a description of the work required and minimum qualifications.
- b. The notice shall be posted and applications received from employees prior to initiating public recruiting efforts, unless the vacant position is at the lowest classification level or, on the approval of the General Manager, it is in the best interests of the Employer to concurrently recruit internally and externally where, for example, there is a need to fill the position without delay or the position requires license or certificates, specialized qualifications not known to be possessed by employees.
- c. Human Resources shall be responsible for the initial screening of all employee applications for vacant positions for the purpose of determining which applicants possess the minimum qualifications. Human Resources shall refer the most qualified candidate(s) to the Maintenance Manager, or designee, for interviews and/or testing. If the Maintenance Manager is not satisfied with the candidate(s), additional recruiting may be requested.
- d. An employee who is not selected for the test and/or interview may request a meeting with the Maintenance Manager to learn the reasons why the employee was not selected.
- e. In the selection of an employee to fill a vacancy, the following factors may be considered:
  - Qualifications (experience, training, education, skill, ability and past performance);
  - Efficiency;
  - Disciplinary record; and
  - Length of service.

The Maintenance Manager will have discretion in making the final decision on employee selection.

**Section 24.2** Right to Return to Former Position. Bargaining unit employees who transfer or are promoted to a position with Mason Transit but not covered by this Collective Bargaining Agreement shall have the right to return to their former position for a period not to exceed six (6) months.

Any employee exercising their right to return to their former position shall have the same seniority as of the time they transferred out, but in no case will they accumulate seniority while working outside of the Bargaining Unit.

## **ARTICLE 25- SUBCONTRACTING**

The Employer shall not contract out work performed as of the date of this contract by members of this bargaining unit if the contracting of such work eliminates or reduces the normal workload of the bargaining unit. If a condition arises that necessitates contracting of work normally performed by the bargaining unit, the Union shall be offered an opportunity to be involved in the planning process; provided, however, the Employer shall have the right to make the final decision regarding subcontracting.

If, in order to secure funding for a specific project, the Employer is required to contract all or part of the work to be performed due to the limitations imposed by the funding agreement, such contracting shall not be considered a violation of the Agreement.

In the case of a circumstance which is beyond the control of the Employer at the time action is required and which could not reasonably have been foreseen, or the Employer is not reasonably able to provide the necessary tools, personnel or equipment to timely perform the work, the Employer shall be allowed to enter into subcontracting for this project and not be in violation of the Agreement.

## **ARTICLE 26- SHIFT BIDDING**

The Employer agrees to once-a-year shift bidding. The change is to be effective on the first day of the first full pay period in April. The Employer has the right to establish the number of positions by classification per shift. For purposes of shift bidding, seniority will be determined on the basis of length of employment within classification.

New employees may have their shift assigned for up to three (3) months for the purposes of skill building and training, to include but not limited to, familiarization of equipment, policies, procedures, and staff. This training period will be reviewed every 30 days with the Union, supervisor, and floor staff.

Newly created positions will be bid at the time of opening or as soon as possible.

The exceptions to shift bid will be "normal" training or special scheduling.

The Employer has the right to control the work force in its entirety, including the shifts to be offered; however, any alteration from the shift bid will be submitted to the Union for review and input.

## **ARTICLE 27- WAGES**

Employees covered by this Agreement shall be compensated in accordance with the applicable wage schedule specified in the Appendix of this Agreement. The wage schedule shall be considered part of this Agreement.

## **ARTICLE 28- SAVINGS CLAUSE**

It is the intention of the parties hereto to comply with all applicable provisions of the state and federal law, and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement shall be complied with unless any of such provisions shall be declared invalid or inoperative by a court of final jurisdiction. Should any provision of this Agreement or the application of such provision be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining portions of this Agreement shall remain in full force and effect. Either party may request re-negotiation of invalid provisions for the purpose of adequate and lawful replacement thereof.



## ARTICLE 29 - DURATION OF AGREEMENT

This Agreement, when adopted by the Mason Transit Authority and approved by the Union, shall become effective as of September 1, 2019 and shall remain in effect until August 31, 2022 subject to the following provisions:

Letters of Understanding. In recognition of the possibility that changes may be desired for the mutual benefit of the parties during the life of the Agreement, either party may initiate discussion of modifications by written communication to the other. The party receiving such communication shall arrange to meet with the other party within thirty (30) days of receipt. While neither party is obligated to negotiate changes to the Agreement during the contract term, should agreement be reached, the modification shall be attached as supplemental letter of understanding to this contract and shall remain in effect for the life of this Agreement.

AGREED TO THIS \_\_\_\_ DAY OF \_\_\_\_\_.

MASON TRANSIT AUTHORITY

INTERNATIONAL ASSOCIATION OF  
MACHINISTS & AEROSPACE WORKERS,  
AFL-CIO, DISTRICT LODGE 160

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## APPENDIX A - WAGE SCHEDULES

### WAGE TABLES

The following wage schedule shall be effective September 1, 2019.

Classification	Probation	A	B	C	D	E
Maintenance Support Technician	21.93	22.42	22.91	23.40	23.88	24.37
Mechanic	25.51	26.07	26.64	27.21	27.77	28.34
Service Mechanics	22.13	22.62	23.11	23.61	24.10	24.59
Facility Technician	20.74	21.20	21.66	22.12	22.58	23.04
Fueler/Detailer/Custodian	17.57	17.96	18.35	18.74	19.13	19.52

All new employees start at the probationary rate. After 6-month probation period has been completed, employee moves to Step A. A Step Increase occurs annually on the employee's anniversary date.

Current employees will be placed on the scale according to seniority date.

A one (1.25%) percent GWI will be applied to the scale on January 1, 2020, January 1, 2021, and January 1, 2022.

Longevity is received after year five (5).

Longevity

5-year	.30
10-year	.55
15-year	.80
20-year	1.05
25-year	1.30

**RESOLUTION NO. 2019-29**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING THE AGREEMENT BETWEEN MASON TRANSIT AUTHORITY  
AND THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND  
AEROSPACE WORKERS DISTRICT LODGE 160 FOR THE PERIOD  
SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2022 AND AUTHORIZING  
THE GENERAL MANAGER TO SIGN THE AGREEMENT.**

**WHEREAS**, negotiations between the International Association of Machinists & Aerospace Workers and Mason Transit Authority have been completed and both parties have reached an agreement for the regular full-time and regular part-time Maintenance Workers collective bargaining unit for the period of September 1, 2019 through August 31, 2022; and

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the Mason Transit Authority Board approves the Agreement between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period of September 1, 2019 through August 31, 2022 (the "Agreement"); and

**BE IT FURTHER RESOLVED** that the Mason Transit Authority Board hereby authorizes the General Manager to sign the Agreement.

Adopted this 15<sup>th</sup> day of October, 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:** 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:** October 15, 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. SCJ and A-RT met with Mason County 9/11/19 to clarify questions before permit submittal.

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.

SCJ responded to Grading permit/Stormwater comments from Mason County and re-submitted.

### WSDOT Submittal Timeline

- 10/18/18 – SCJ submitted the Roundabout Plan for Approval (PFA) to WSDOT.\*
- 11/08/18 – WSDOT provided first round comments on the PFA package.
- 11/27/18 – SCJ re-submitted the PFA package with comments addressed.
- 11/30/18 – WSDOT provided additional comments on the PFA package.
- 12/14/18 – SCJ re-submitted the PFA package with comments addressed.
- 01/14/19 – WSDOT indicated there were no further comments on the PFA was ready for signature.
- 01/24/19 – WSDOT came back with additional design comments.
- 01/28/19 – SCJ met with WSDOT to address design comments in person.
- 01/31/19 – SCJ re-submitted PFA package based on WSDOT's direction.
- 02/04/19 – WSDOT provided different design direction than the meeting consensus.
- 02/06/19 – SCJ re-submitted to WSDOT with revised design changes.
- 04/03/19 – WSDOT officially approves PFA package.
- 04/08/19 – SCJ submits Full Package Submittal (FPS) to WSDOT.\*\*
- 05/07/19 – WSDOT provides partial comments on FPS package.
- 06/12/19 – WSDOT provides remaining comments on FPS package.
- 07/26/19 – SCJ submits FPS 2 to WSDOT with revised design changes.
- 08/13/19 – WSDOT provides comments on FPS 2 package.
- 09/06/19 – SCJ submits FPS 3 to WSDOT with revised design changes.
- 09/20/19 – Received comments from WSDOT
- 10/3/19 – Met with WSDOT regarding ROW acquisition and Utility Relocation
- 10/15/19 – *Plan to resubmit WSDOT package*

- 11/13/19 – Obtain ROW Plan Approval from WSDOT

\*WSDOT Plan for Approval – The Plan for Approval package is the process where WSDOT evaluates the design of the roundabout and how it will perform (car speeds through the roundabout, pedestrian access, truck turning movements, sight distance).

\*\*WSDOT Full Package Submittal – The Full Package Submittal includes the full plan set (roadway design, stormwater, pavement markings, illumination, etc), the project specifications, and the Hydraulics report. The Full Package Submittal is submitted after PFA approval.

Log Yard Road/SR 3 Roundabout Project: This project was advertised on 8/29/19. Bids will be opened on 9/20/19. The final items that need to be completed before construction can start are:

- WSDOT Construction Agreement – Pushed to coincide with ROW Plan Approval 11/13/19
- Mason County Grading Permit – Target Approval 10/14/19
- Right of Way Dedication – Target 11/13/19 based on WSDOT ROW plan update.
- NPDES – Construction Stormwater Permit – Target 10/14/19

ACI is under contract. SCJ is facilitating procurement of the county permit documents to allow ACI to get started on the county portion of the project while the WSDOT portion wraps up.

Pear Orchard Construction: MTA is in the process of transferring the NDPES construction stormwater permit to the City. The City is working on providing a timeline for sampling and clean-up plan and have released an RFQ.

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

Other progress: SCJ spoke with WSDOT and Parsons regarding design. Parsons postponed survey of the site but hopes to have topographic survey soon. SCJ can begin design based on this topographic survey. MTA, WSDOT, Parsons, and SCJ will need to determine how to pay for the project based on design and estimate.

**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:** October 15, 2019

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 15, 2019



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## 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.
- The contract for the roundabout has been awarded. Anticipate construction to start by the end of the month, weather permitting.
- Coordination has begun on the Coffee Creek (Shelton-Matlock) Park & Ride.

**T-CC Parking Lot:** It is ready to go out to bid.

**WSTIP:** Attended Monthly Executive Committee Meeting and Quarterly Board Meeting.

**WSDOT:** Met with WSDOT staff regarding Park & Ride project to give an update and gather information on project funding.

**EDC:** Attended monthly EDC Board Meeting.

**Outreach:**

- Met with the Peninsula Regional Transportation Planning Organization to discuss PRTPPO improved value.
- Attended SR3 Freight Corridor Shareholders Advisory Group.
- Worked on marketing materials and informational sheet on I-976.
- Attended North Mason Government Affairs Committee lunch meeting on North Mason Regional Fire District's Emergency Management Campus.
- Attended Accessibility Advisory group meeting.

**Internal Activities:**

- Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
- Reviewed and edited policies. Reviewed and edited event procedures.
- Prepared for and attended Policy Review committee meeting.
- Met with OPs staff regarding driver manifest.
- Continued meeting with committee regarding employee engagement. We are working on updating the Employee Recognition policy.
- Finished meetings with all staff regarding employee engagement.
- Continued conversations with DoubleMap regarding implementation of bus technology.
- Prepared for Special Board Meeting to award contract to Active Construction for the roundabout project.
- Finished union negotiations for the Maintenance CBU.
- Cleaned up Belfair office.
- Attended luncheon to honor our volunteers.

**Board Assistance, Awareness and Support:**

Continued awareness of I-976. Shall this initiative pass, it will have a great impact on public transportation as well as many other areas. For MTA directly, 30% of operating funds came from the multimodal account in the 2017-2019 Biennium. This would also have an impact on capital projects. There are resources and information regarding the Initiative, and I encourage you to read information on I-976.

I am happy to report that MTA reserves are now \$1.2m higher than preconstruction of the T-CC. At the end of 2013, the balance was \$7,669,105 prior to construction beginning in 2014. The balance at the end of 2015 after construction was completed was \$3,594,105. Our reserve balance of 9/30/19 is \$8,869,105. I am very proud of our team for being good financial stewards of public money!

## TEAM UPDATES

### **ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty**

- **HR Support**
  - Assisted several employees with FMLA needs.
  - Participated in Paylocity webinar to prepare for the new W-4 for 2020.
  - Participated in live demo of Paylocity Learning Management System (LMS) and Performance Management modules. The LMS would be a great help to the agency in recording, reporting and providing training easily tracked through each employee's existing HR profile.
- **Recruiting**
  - Opened a temporary recruitment for a Backup Worker Driver position.
  - Otherwise there are currently no open positions.
- **Administrative Functions**
  - Worked with Danette to weigh budget assumptions for the 2020 budgeting process, considering scenarios relating to the potential impacts of I-976 and Maintenance contract negotiations.
  - Participated in the voluntary L & I safety inspection alongside Marshall and our Facilities Technician.
  - Continuing to support WSDOT to modernize the process for the Summary of Public Transportation annual reporting.
  - Reviewed and edited policies.
  - Attended Policy Review committee meeting.
  - Monthly Adult and Reduced Fare increases took effect October 1, 2019.
  - Assisted Steve at the T-CC with Event Application and Procedures document updates.
- **Training.**
  - Brian and I attended the Q3 WSTA Finance Committee meeting. This quarter's meeting had a special focus on the procurement process, public work projects, and prevailing wage requirements. The Finance team is reviewing our processes around all these areas to ensure no gaps in compliance

### **MAINTENANCE/FACILITIES – Marshall Krier**

- **Outreach:** Attended the Centralia College Diesel Advisory meeting on September 25.
    - I will be attending the Shelton School District Career and Technical Advisory event on October 23.
    - Brenton and I attended the Fall WSTA Vehicle and Facility Maintenance meeting in Leavenworth. Discussion topics included:
      1. TAM and SMS updates;
      2. Battery electric bus testing performed by King County Metro;
      3. I-976 updates and impacts; and
      4. Body damage subrogation and proper documentation.
  - **Johns Prairie and Belfair Building Projects/Purchases/Maintenance:**
    - Labor and Industries performed a consultation visit. They sampled air quality and did a comprehensive walk around of the facilities. The inspection also included a review of our safety program.
    - Knight Fire performed the annual backflow valve and fire sprinkler inspection.
    - ACE Fire and Security performed the annual fire alarm and smoke detector inspection.
    - Repaired and replaced septic tank wiring and pump for JP building one.
    - Conducted a meeting for winter weather ensuring we have adequate supplies available for snow and ice removal.
    - Repaired broken watermain at the Belfair facility.
    - Assisted in the coordination of the cleanup of the Belfair office.
  - **Vehicle Projects/Purchases/Maintenance:**
    - Cummins NW completed the first engine replacement on bus 301.
    - Placed a purchase order with Northwest Bus Sales for the Starcraft minivan.
    - Scheduled preproduction meeting with Gillig for the 40' diesel powered worker driver buses.
    - Continuing with the procurement for the nine cutaways.
    - Completed snow plow and air compressor installation on the new shop truck.
    - Conducted meeting with FASTER about maintenance software upgrades and issues.
- T-CC Facility:**
- **Gym:** Fall arrived and school began the 3<sup>rd</sup> week of September. CHOICE PE drew 295 students in September. Pickle ball players numbered 347 for September. Shelton School District's "Back to School Festival" attracted right around 950 over the course of the day. Total gym numbers for September were around 1,594 users.

- **Conference Room:** Conference room use came in at 181 total guests for September. We hosted several MTA sponsored events (training, board meeting, etc.) as well as our monthly F.E.S.S. sponsored "Consider the Children" classes. NW Life Centers service attracted 15 participants this month. Evergreen State College enjoyed using our conference room at the T-CC for their "Student Civic Engagement Institute" rally.
- **Kitchen:** The "Back to School" festival entertained over 50 people in the kitchen who prepared food for the many families who came to the event. Big thanks to Chief Moody and several officers who volunteered their time on Saturday. Great Job! A small catering rental and an MTA sponsored meeting numbered 8 people. Total numbers for the kitchen in September were 58 visitors.
- **Operations:** Supported Matt C., Trina G., Joseph H., and John M., with OP's issues. Worked closely with Jason Rowe on shift coverage in Operations ticket office for schedulers vacations, lunches, etc.
- Beginning discussions with LeeAnn M. and Marshall K. regarding "Pre-vailing wage"

#### Projects/Purchases

- Assisted with set up of various current and upcoming events.
- Assisted ARCH Mechanical with repair of Leeds RTU-6 unit. Big project
- Met with Marshall K., Josh J., Steve K., Brenton S. at JP to discuss "T-CC Bus Shelter Project"
- Worked on 2020 budget revisions and deletions with multiple staff.
- Completed all HVAC filter replacements on armory and Leeds building.
- Assisted in crowd control and cleaning for Back to School Event (over 950 people attended).
- Continue to organize gym and armory storage areas and restrooms for the start of new school year (CHOICE PE Classes)
- Marshall and I continue to discuss the eventual need of a scissor at the T-CC to complete certain projects not feasible on a ladder. We have determined we will rent a lift if an issue arises in 2020 in order to minimize next year's budget.
- Continued discussions with J. Jacobs, including timeline on the new switch installation for T-CC Security cameras.
- Continue to update leases/use agreements, and Certificates of Liability documents for all T-CC Tenants to ensure everything is current.

#### Maintenance

- Scheduled or completed monthly or annual inspections relating to fire prevention, elevator inspections and drum drip.
- Attention to various cleaning, landscaping and other visual appearances of T-CC needed currently as well as winterizing planning.
- Preparing for T-CC Parking lot paving.
- Attention to various maintenance tasks and repair of facilities and furniture.
- Cleaned out and organized several storage rooms at the T-CC.
- Attended Safety Bi-Monthly team meetings with Marshall K. and Mike M.

### OPERATIONS – Mike Ringgenberg

- **New Driver Training:** MTA's 3 new driver candidates PASSED their CDL exam on Oct 3. Congratulations to Windy, Scott, and Dan!!!
- **Operations Meeting:** Operations conducted a training meeting on September 15 with all drivers and dispatchers. The October 7 drivers shake up was completed and we discussed 23 topics to ensure consistency for all drivers/dispatchers. Our next scheduled mandatory Operations meeting will be on January 5, 2020, where we will conduct a driver shake up for the February 3, 2020 shake up.
- **Service Review Committee:** SRC is working on changes to our system that will into effect on February 3, 2020. Riders have requested more times for the Zipper route and we are looking at adding MCRA and PUD 3 to the route 7. We are going to move the Lakeland Village pilot route to the June 1, 2020 shake up.
- **Shake Ups:** CommCenter completed their shake up for September 23 and the Drivers completed their shake up for October 7. The next CommCenter shake up is scheduled for Jan 20, 2020 and the next Driver shake up is scheduled for February 3, 2020.
- **Training:** John attended Verbal SWAT: Strategies with Authority and Tact training.
- **Operations Supervisors:** Conducted 9 ride recovers and performed 17 driver assists.

- **Outreach presentations:** During the month of September, Kathy conducted outreach events at: Travel Training w/CHOICE High School students, Travel Training w/North Mason High School students, Rural Development Institute Discover Mason County, The HUB Health and Wellness Resource Fair and Squaxin Tribe/SPIPA Resource Event. Kathy attended the following meetings: TIP CAP (2), Moving Mason Forward, Mason County Comm. Budget Workshop (TIP CAP), Opiate Stakeholders, Olympic College New Student Welcome week, met w/Mason County Auditor's Office r/e voter registration "Get out the Vote" program, State of the Community Meeting,
- **Vanpool:** Usage rate for September 2019 was 70%; 7 of 10 vans were in use.

## 2019 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2019 Work Items	Completed as of 10/15/19	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan Approved		Δ				Continued work. Goal for completion is October 31.
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			Still working on the dashboard for the board. We have included portions of it in the last few board meetings with the financial information and ridership information.
Develop route deviation, stroller, service animal, no-show policies for Operations		Δ	Δ	Δ		Lost and Found was added and is complete; Service Animal policy was completed but drivers had questions/concerns so it will be coming forth in November.
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		The committee work will be done by the end of October and an updated Employee Recognition Policy will be coming forth in November. We also will complete a communication flow chart and expectations.
Wage analysis	X	Δ	Δ			This has been completed and has been brought to the Board Finance Committee for discussion.
Union Negotiations	X		Δ	Δ		The contract has been tentatively agreed upon.
Quarterly driver training		Δ	Δ	Δ	Δ	3rd Quarter training included passenger counting, ADA call-out requirements for all and CPR/AED/FA (4 drivers). Three new drivers were trained for CDL. Four vanpool drivers took Defensive Driver training.
Prepare a Welcome package for new DAR riders		Δ	Δ			Will be completed by graphic designer/PR firm
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ	The Service Review Committee continues to look at the recommendations by Nelson/Nygaard as well as new pilot routes. We are looking at February 2020 for a big rollout of changes. The Zipper Route is performing well.
Community Conversations			Δ		Δ	Once we have the changes for February 2020 completed, a Community Conversation day will be scheduled. We will do this in conjunction with public meeting on service changes.
Public Outreach for service changes		Δ	Δ	Δ	Δ	As new ideas come from the Service Review Committee, outreach to riders is occurring. We also will do public meetings in the fall once all changes are ready.
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	X			Δ	Δ	Completed.
Roof replacement on Building 3 and 4	X	Δ	Δ			Roof and additional projects have been completed.
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			Completed.
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.