



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, November 15, 2022 at 4:00 p.m.

Remote Meeting via WebEx

To join by phone: 408-418-9388

Meeting access code 2551 922 5764

(Password) cjJ7pGJfn24

In person attendance:

Mason Transit Authority

MTA Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

1. CALL TO ORDER Chair
2. ROLL CALL AND DETERMINATION OF QUORUM Chair
3. PUBLIC COMMENT – *Limit of three (3) minutes per person* Chair

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.

The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.

4. APPROVAL OF AGENDA – ACTION Chair
5. CONSENT AGENDA – ACTION Chair
 - A. Pg. 003: October 18, 2022 Regular Board meeting minutes
 - B. Pg. 007: Check Approval: October 15–November 10, 2022

6. ACTION ITEMS:

Unfinished Business: None

New Business:

- A. Pg. 014: Actionable: Extend Term of Citizen Advisor to the Board, John Piety Amy
- B. Pg. 015: Actionable: Contract with Maintenance and Fleet Facilities Group (Resolution No. 2022-21) Amy

- 7. **EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(b) - to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. *(No action is anticipated to be taken following Executive Session.)* **Amy**

- 8. **DISCUSSION ITEMS:**
 - A. **Pg. 104: Second View of Draft 2023 Budget** **Amy and Jenna**
 - B. **Pg. 111: First View of 2023 MTA General Board Meeting Calendar** **Amy**
- 9. **STAFF REPORTS**
 - A. **Pg. 113: Financial Reports – October 2022**
 - B. **Pg. 119: Management Reports**
 - C. **Pg. 123: Operational Statistics**
 - D. **Pg. 125: Peninsula RTPO Transportation Plan survey results**
 - E. **Pg. 147: Belfair Park and Ride Ribbon Cutting Address by John Campbell**
- 10. **COMMENTS BY BOARD**
- 11. **ADJOURNMENT**
- 12. **UPCOMING MTA BOARD MEETING:**
 - Mason Transit Authority**
 - Regular Meeting**
 - December 18, 2022 at 4:00 PM**
 - MTA Transit-Community Center
 - Conference Room
 - 601 West Franklin Street
 - Shelton

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

Mason Transit Authority
Minutes of the Regular Board Meeting
October 18, 2022
Virtually and at
Belfair Park & Ride Building
Conference Room
25250 State Route 3
Belfair



OPENING PROTOCOL

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

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: Mayor Eric Onisko.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, John Sheridan, Kevin Shutty and Sharon Trask. *Quorum met.*

Authority Voting Board Member Not Present: John Campbell, Vice Chair

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Jenna Reboin, Accounting Coordinator; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present: Robert Johnson, Legal Counsel.

3. PUBLIC COMMENT – *No members of the public attended in person or virtually.*

4. APPROVAL OF AGENDA

Amy Asher, General Manager, requested the following amendments to the agenda:

- *6E – Grant Application to WSDOT for Consolidated Grant for 2023-2025 Biennium*

Moved that the agenda for the October 18, 2022 Mason Transit Authority (MTA) regular board meeting be approved, as amended. **Shutty/Trask. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A through C as follows:

- A. Minutes of the MTA regular Board meeting of September 20, 2022.
- B. Payments of September 15 through October 14, 2022 financial obligations on checks#36788 through 36884, as presented for a total of \$1,185,778.10.
- C. Surplus of Equipment (Resolution No. 2022-17).

Sheridan/Martin. Motion carried.

6. **ACTION ITEMS – UNFINISHED BUSINESS** [None].

ACTION ITEMS - NEW BUSINESS:

A. **First View of Draft 2023 MTA Operating Budget.** Ms. Asher, MTA General Manager, introduced Jenna Reboin, MTA's Accounting Coordinator that had been working with Ms. McNulty in developing the initial draft of the 2023 Budget prior to Ms. McNulty's departure from MTA. Ms. Asher went over several areas of the draft budget such as:

- items budgeted;
- anticipated return on investments;
- anticipated sales revenue from the Maintenance team for the services they will be providing to smaller transit agencies;
- anticipation of grant revenues;
- expenses related to staffing (MTA is currently in contract negotiations and performing a market study to verify salaries are competitive to retain quality staff);
- return to full roster of 42 drivers (we are currently 7 short); and
- fuel prices are expected to go up 4%.

Board members asked questions relating to sales tax revenue, cost of fuel and other possibilities of partnership with other transit agencies.

B. **Contract for Public Relations Firm.** Jason Rowe, MTA's Operations Manager, praised the work that JayRay has done for promoting MTA and that their work was found to have great value. JayRay's contract expires on October 31. Mr. Rowe described for the Board the informal solicitation process, scoring matrix and determinants. Berg Marketing scored highest and at a lesser cost than what MTA is currently paying JayRay. Mr. Rowe also shared that Berg Marketing has worked with MTA as it was rebranding and had previously done the MTA bus wraps and rebranded bus schedules. All the work provided by Berg Marketing has been well done. Mr. Rowe also indicated to the Board that MTA steers what MTA wants promoted. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-18 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of \$84,000 for 24 months between Berg Marketing Group and Mason Transit Authority. **Neatherlin/Martin. Motion carried.**

C. **Fares: Vote to Adopt Fare Free Pilot Program.** Ms. Asher revisited MTA's process of adopting the Pilot Program for youth aged 18 and under. She also indicated that since that pilot program was instituted, staff had received questions from the public asking if there would be fare free for out-of-county travel for seniors and young adults and other members of the public. The Policy Committee met to discuss the expenses to MTA in managing, receiving, counting and tracking the fares received from the buses as well as

the bus pass tracking. She explained that it is costing MTA more to manage and track the fares than MTA receives in fares. In 2021, MTA received \$36,302 from out-of-county fares and it currently costs MTA \$64,833 in materials and staff time related to the fare management. At the Policy Committee, it was moved and seconded that the Mason Transit Authority Board establish a Zero Fare Pilot Program for all services except the Worker Driver program, for the Mason County Public Transportation Benefit Area from January 1, 2023-December 31, 2025.

There was a lengthy discussion of board members with input from Ms. Asher examining benefits and possible drawbacks to instituting the expanded Zero Fare Free Pilot Program. Following the discussion, the motion and second was put to a vote by the Board members. The motion was carried with Mayor Onisko and John Sheridan voting nay and the remaining Board members voting aye. There was no abstention. The approval shall be carried out by Resolution No. 2022-19.

- D. **Department of Ecology Grant Funds to Reimburse Prior Costs.** Ms. Asher described for the Board the steps that MTA has taken over the years relating to the contaminated soils that were removed and delivered to DOE approved treatment facilities. MTA had expended approximately \$251,142 from its local funds in connection with those contaminated soils. Ms. Asher also shared that a grant had been submitted to the Toxics Cleanup Independent Remedial Action Grant Program and MTA had been awarded \$182,389.50 to cover 75% of eligible clean-up costs as were outlined in Agreement No. TCPIRA-2123-MCoTBA-00063. **Moved** that the Mason Transit Authority Board approve Agreement No. TCPIRA-2123-MCoTBA-00063 between Mason Transit Authority and the Washington State Department of Ecology for the purpose of reimbursing MTA for expenditures related to soil contamination clean-up and approve Resolution No. 2022-20 authorizing the General Manager to sign the Agreement. **Trask/Shutty. Motion carried.**
- E. **Grant Application to WSDOT for Consolidated Grant 2023-2025 Biennium.** Ms. Asher indicated to the Board that it is time to submit the Consolidated Grant application to WSDOT for the 2023-2025 Biennium and, when awarded, what those grant proceeds will provide for public transportation service. She described the one operational project request and one capital vehicle replacement request. She also indicated that because MTA is still spending COVID relief funds that require zero match, which funds can only be used for operations and will support fixed route transit operations, it was only necessary to request the two projects, rather than the usual four. The local match for the two requested projects will be paid for by sales tax revenue. **Moved** that the Mason Transit Authority Board authorize the General Manager to finalize, approve, sign and submit the two grant applications for the 2023-2025 Consolidated Grants program. **Sheridan/Martin. Motion carried.**

7. **STAFF REPORTS:**

Financial: Ms. Asher briefly covered the information in the financial reports.

Operations:

- Mr. Rowe described for the Board the outreach MTA has made in upcoming or in the previous months, such as Oysterfest, travel training and upcoming Trunk or Treat.

- Operations is still short of drivers and two new candidates passed their CDLs.

Facilities & Fleet:

- Mr. Bolte indicated that he has been working on the 2023 capital equipment budget requests.
- He indicated that the new tire equipment was delivered and technicians have been trained on how to use it.
- MTA had received its new Gillig bus.

8. COMMENTS BY BOARD:

- Ms. Asher mentioned that the Board packet for the November packet will be distributed on Monday, November 14. Usually the packets are distributed on Friday, however, that day is a holiday.
- Commissioner Trask indicated that she will be out on November 14 and 15 and will not be attending the meeting.

Moved that the meeting be adjourned.

9. ADJOURNED 5:34 PM

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
November 15, 2022 at 4:00 PM**

*On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton*

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval
Prepared by: Jenna Reboin, Accounting Coordinator
Approved by: Amy Asher, General Manager
Date: November 15, 2022

Summary for Discussion Purposes:

Disbursements:

- Titus-Will
 - Check #36923 -\$3,644.78– Transmission
- Betschart Electric Co., Inc.
 - Check #36936 - \$ 2,420.87 – Electric repair for the Belfair Base
- Gillig, LLC
 - Check#36941 - \$642.97 – Windshield tint and touchpad

*Disbursements capital grant eligible.

October Fuel Prices: Diesel \$4.13, Unleaded \$3.14

General Manager Travel Expenditures:
None.

Check Disbursement Fiscal Impact:
\$516,862.53

Staff Recommendation:
Approve.

Motion for Consideration:
Move that the Mason Transit Authority Board approve the payment of October 15, 2022, through November 10, 2022, financial obligations on checks #36885 through #36959 as presented for a total of \$516,862.53



Mason Transit Authority
November 15, 2022, Disbursement Approval

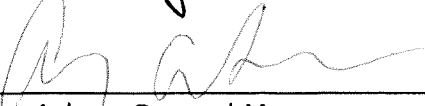
The following checks for the period of October 15, 2022, through November 10, 2022, have been audited and processed for payment by the Accounting Coordinator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Coordinator for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	36885-36959	516,862.53

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 10/26/2022	36902	176,241.53
Payroll & DRS – 11/08/2022	36959	172,948.51
Titus-Will	36923	3,644.78
Betschart Electric Co., Inc.	36936	2,420.87
Gillig, LLC.	36941	642.97

Submitted by: 
Jenna Reboin, Accounting Coordinator

Date: 11/09/22

Approved by: 
Amy Asher, General Manager

Date: 11/10/22

Mason Transit Authority Check Register
November 2022 Board Report

Activity From 10/15/2022 Through 11/10/2022

Document Date	Check #	Vendor Name	Amount
10/19/2022	36885	Aflac	714.11
10/19/2022	36886	AIG Retirement	1,243.84
10/19/2022	36887	Ecolube Recovery, LLC dba American Petroleum Environmental	429.41
10/19/2022	36888	GORDON TRUCK CENTERS, INC.	553.72
10/19/2022	36889	District 160	1,459.25
10/19/2022	36890	LegalShield	168.35
10/19/2022	36891	Les Schwab	570.07
10/19/2022	36892	Mason County PUD #3	29.28
10/19/2022	36893	Olympic Lock & Key	168.64
10/19/2022	36894	O'Reilly Auto Parts	47.83
10/19/2022	36895	Builders FirstSource	28.57
10/19/2022	36896	Right! Systems, Inc.	273.42
10/19/2022	36897	Seattle Automotive Distributing	175.72
10/19/2022	36898	The Shoppers Weekly	67.70
10/19/2022	36899	Tozier Brothers, Inc.	21.79
10/19/2022	36900	United Way of Mason County	24.00
10/19/2022	36901	Westbay Auto Parts	314.82
10/26/2022	36902	Mason Transit Authority - ACH Account	176,241.53
11/1/2022	36701	<i>JayRay Ads & PR, Inc. Reissued</i>	<i>(4,770.71)</i>
11/3/2022	36903	Advance Glass	1,547.14
11/3/2022	36904	AIG Retirement	1,244.40
11/3/2022	36905	World Kinect Energy Services	24,155.90
11/3/2022	36906	Aramark	313.42
11/3/2022	36907	Berg Marketing Group	3,500.00
11/3/2022	36908	Black Star	703.08
11/3/2022	36909	Gillig, LLC	584.13
11/3/2022	36910	GORDON TRUCK CENTERS, INC.	212.76
11/3/2022	36911	JayRay Ads & PR, Inc.	4,770.71
11/3/2022	36912	Kirk's Automotive, Inc.	1,425.00
11/3/2022	36913	Mason County PUD #3	2,466.43
11/3/2022	36914	Purcor	283.31
11/3/2022	36915	MOHAWK MFG. & SUPPLY	160.65
11/3/2022	36916	Mountain Mist Water	81.88
11/3/2022	36917	Northwest Sales Group, Inc.	732.02
11/3/2022	36918	Olympic Lock & Key	8.70
11/3/2022	36919	O'Reilly Auto Parts	11.83
11/3/2022	36920	Builders FirstSource	88.94
11/3/2022	36921	Ricoh USA, Inc	186.34
11/3/2022	36922	Seattle Automotive Distributing	74.58
11/3/2022	36923	Titus-Will	3,644.78
11/3/2022	36924	Total Battery & Automotive Supply	107.44

Mason Transit Authority Check Register
November 2022 Board Report

Activity From 10/15/2022 Through 11/10/2022

Document Date	Check #	Vendor Name	Amount
11/3/2022	36925	Tozier Brothers, Inc.	320.96
11/3/2022	36926	ULINE	273.79
11/3/2022	36927	United Way of Mason County	24.00
11/3/2022	36928	AWC Employee Benefit Trust	86,810.94
11/3/2022	36930	Westbay Auto Parts	1,015.63
11/3/2022	36931	Whisler Communications	1,921.42
11/4/2022	36195	<i>Taylor Shellfish Reissued</i>	<i>(300.00)</i>
11/4/2022	36857	<i>Verizon Wireless Reissued</i>	<i>(945.36)</i>
11/9/2022	36932	Abila	1,543.11
11/9/2022	36933	Stanley Convergent Security Solutions	310.08
11/9/2022	36934	Allstream	114.60
11/9/2022	36935	Aramark	156.71
11/9/2022	36936	Betschart Electric Co., Inc.	2,420.87
11/9/2022	36937	City of Shelton	0.00
11/9/2022	36938	Cascade Natural Gas	2,360.11
11/9/2022	36939	Comcast	238.00
11/9/2022	36940	Employment Security Department - WA State	4,849.05
11/9/2022	36941	Gillig, LLC	642.97
11/9/2022	36942	Hood Canal Communications	2,492.05
11/9/2022	36943	Mountain Mist Water	41.21
11/9/2022	36944	ODP Business Solutions, LLC	511.02
11/9/2022	36945	Schetky Northwest Sales, Inc.	73.13
11/9/2022	36946	Mason County Journal	899.00
11/9/2022	36947	Staples Business Advantage	426.09
11/9/2022	36948	Taylor Shellfish	300.00
11/9/2022	36949	Tozier Brothers, Inc.	39.14
11/9/2022	36950	UniteGPS, LLC	1,053.00
11/9/2022	36951	U.S. Bank	6,709.33
11/9/2022	36952	Verizon Wireless	1,890.40
11/9/2022	36953	Voyager Fleet Systems, Inc.	28.00
11/9/2022	36954	Westbay Auto Parts	9.42
11/9/2022	36955	Westcare Clinic, Inc.	85.00
11/9/2022	36956	Whisler Communications	1,806.53
11/10/2022	36957	City of Shelton	1,669.40
11/10/2022	36958	United Way of Mason County	59.64
11/8/2022	36959	Mason Transit Authority - ACH Account	172,948.51
11/3/2022	36929	<i>Spoilage</i>	<i>0.00</i>

Check Totals \$ 516,862.53

Mason Transit Authority Credit Card Activity
November 2022 Board Report

October 2022 Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Amazon - Parts	\$ 29.22
Parts Inventory	Amazon - Parts	78.68
Employee Recognition	Dollar Tree - Napkins	4.08
Employee Recognition	Dollar Tree - Tablecloth and Cards	4.90
Employee Recognition	Fred Meyer - Beverages	22.84
Employee Recognition	Fred Meyer - Cake	48.99
Publication Fees	Jobtarget - Driver recruitment	349.00
Facility Repair/Maintenance	Amazon - Hardware	23.06
Facility Repair/Maintenance	Chevron - Propane	64.70
Facility Repair/Maintenance	Dornbos - Sign hardware	72.84
Facility Repair/Maintenance	Platt Electric - Flood light	149.89
Facility Repair/Maintenance	Tractor Supply - Caster wheels	60.72
Facility Repair/Maintenance	Walmart - Heater Filter	17.93
Operating Supplies	Amazon - Label tags for lost and found	18.99
Operating Supplies	Amazon - Tire thumper	32.52
Office Supplies	Amazon - Labels for Whiteboard	7.24
Office Supplies	Amazon - Labels for Bus schedules	19.16
Office Supplies	Amazon - Toner	351.47
Shop Supplies	Amazon - Shop supplies- Carb Cleaner	7.58
Shop Supplies	Amazon - Shop supplies- Gloves	74.74
Cleaning/Sanitation Supplies	Amazon - Bus wash supplies	86.79
Cleaning/Sanitation Supplies	Amazon - Cleaner and Trash cans	101.94
Cleaning/Sanitation Supplies	Amazon - Cleaning supplies	109.34
Cleaning/Sanitation Supplies	Home Depot - Shop vac	117.42
Cleaning/Sanitation Supplies	Safeway - Dishsoap	22.87
Cleaning/Sanitation Supplies	Safeway - Kitchen oven cleaner	15.29
Software Expense	GM Co. - Software	48.83
IT Equipment	Amazon - Ethernet cable	18.93
IT Equipment	Amazon - Ethernet surge protector	120.98
IT Equipment	Amazon - External drives	78.02
IT Equipment	Amazon - Replacement batteries	125.84
Small Tools & Equipment	Amazon - Tire spreader	202.30
Small Tools & Equipment	Ebay - USB link	68.33
Safety Supplies	Amazon - Anti-fog wipes, Covid	24.94
Safety Supplies	Amazon - First aid kits	560.48
Safety Supplies	Amazon - Safety barricades	449.96
Safety Supplies	Dornbos - Signage	116.29
Small Equipment & Furniture	Lowes - Blinds	427.27
Dues, Memberships, Subscriptions	Efax - Efax monthly bill	100.87
Travel & Meeting Expense MTA	Best Western - M Coale training, lodging	683.40
Travel & Meeting Expense MTA	Best Western - M Coale training, lodging	683.40
Travel & Meeting Expense MTA	Crowne Hotel - WSTIP training, parking	35.24
Travel & Meeting Expense MTA	Eastside Specialty Cakes - Belfair Ribbon Cutting	302.25
Travel & Meeting Expense MTA	Fred Meyer - Water for Board Meeting	8.40
Travel & Meeting Expense MTA	Icicle Village Resort - Ops Committee meeting	218.54

Mason Transit Authority Credit Card Activity
November 2022 Board Report

October 2022 Activity

<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
Travel & Meeting Expense MTA	Safeway - Ops committee meeting, fuel	63.97
Travel & Meeting Expense MTA	Starbucks - Belfair Ribbon Cutting coffee	43.40
Travel & Meeting Expense MTA	WA Ferries - M Coale training, travel	10.35
Travel & Meeting Expense MTA	WA Ferries - M Coale training, travel	13.35
Training / Seminars	CTAA - PASS	90.00
Training / Seminars	Hotel Murano - WAPRO	168.91
Advertising/Promotion Media	Walmart - Trunk or treat candy	50.94
Advertising/Promotion Media	Walmart - Trunk or treat candy	135.84
Credit Card Fees	Interest charge, late payment	74.00

Total Credit Card Charges -October \$ 6,817.23



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

11/1/2022

Manager's Approval: _____

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
10/30/22	Eastside Specialty Cakes	MTA Cookies for Belfair Ribbon Cutting	\$302.25	Y			
10/14/22	Job Target	Advertising for Bus Driver Position	\$349.00	Y			
TOTAL			\$ 651.25				

Don't forget to attach original receipts

Signature		Date	11/1/22
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 6A – *Actionable*
Subject: Extend Term of Citizen Advisor
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: November 15, 2022

Background:

During 2022 John Piety has continued to demonstrate his commitment to MTA and the importance of public transportation. Last year, the Board extended John Piety's term of Citizen Advisor through 2022.

Mr. Piety has continued to demonstrate his commitment to MTA by consistently attending its public hearings and meetings and other MTA events such as ribbon cuttings. I would like to propose that the Board consider extending his term as current Citizen Advisor to continue for the next two years for the following reasons:

- Mr. Piety has been a long-term resident of Mason County and a proponent of MTA since its inception.
- MTA's ridership has steadily been increasing and with that, we will be continuing to explore other ways to serve Mason County and surrounding communities with our routed service.
- Our recently approved Out-of-County Fare Free Pilot Program affords MTA an opportunity to further explore how to reach more of our community.

MTA's bylaws provide that the Citizen Advisor's term may be extended and accomplished by motion.

Summary: Extend term of current Citizen Advisor to continue through 2024.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety through 2024.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6B – *Actionable*
Subject: Contract with Maintenance and Fleet Facilities Group
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: November 15, 2022

Background:

With the assistance of Cabot Dow and Associates, staff has conducted negotiations with the International Association of Machinists and Aerospace Workers (IAM&AW) District Lodge 160 and reached a tentative agreement on a contract. Board Members Trask and Onisko, who serve on the Finance Committee Meeting met with staff during negotiations and approved the terms discussed. The MTA Board had a special meeting on November 1st to review the tentative agreement. The collective bargaining unit has voted affirmatively on the tentative terms of the contract.

Items of note Tentatively Agreed upon:

- Article 18.3: Added one paid holiday for Juneteenth.
- Article 20: Increased tool allowance by \$25 per eligible staff member and now require reimbursement rather than automatic paid allocation, which will save staff from being taxed on the amount. Shoe allowance increased to \$250 to reflect higher cost of items.
- Appendix A – Wage Schedules:
 - Eliminated Maintenance Support Technician position.
 - Removed the requirement for staff to begin at the probationary rate, which will allow MTA to hire those with more experience in the field.
 - Longevity rates increased 10%.
 - Wage table adjusted to market rate for 2022. A 4% wage increase across all work classifications to take effect August 1, 2023 and 3% general wage increase for all classifications on August 1, 2024.
 - Changes to the service mechanic job description to *require* continued education and training, which is reimbursed by MTA. Once all ASE's have been acquired, they automatically move to Mechanic classification.

MTA Legal Counsel has reviewed the Collective Bargaining Agreement.

Summary: Approve the Collective Bargaining Agreement for the Maintenance Group for the term of September 1, 2022 through August 31, 2025.

Fiscal Impact:

Approximately 12% increase overall between wages and benefits in the first year of the contract.

Staff Recommendation:

Approve the IAM&AW Contract for the Maintenance Group and authorize the General Manager to sign the agreement.

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 (IAM&AW) District Lodge 160 for the period of September 1, 2022 through August 31, 2025 and approve Resolution No. 2022-21 authorizing the General Manager to sign the Agreement.

10/26/22

TENTATIVE AGREEMENTS
AS OF 10/26/22

AGREEMENT

Between

MASON TRANSIT AUTHORITY

of

SHELTON, WASHINGTON

and

INTERNATIONAL ASSOCIATION

of

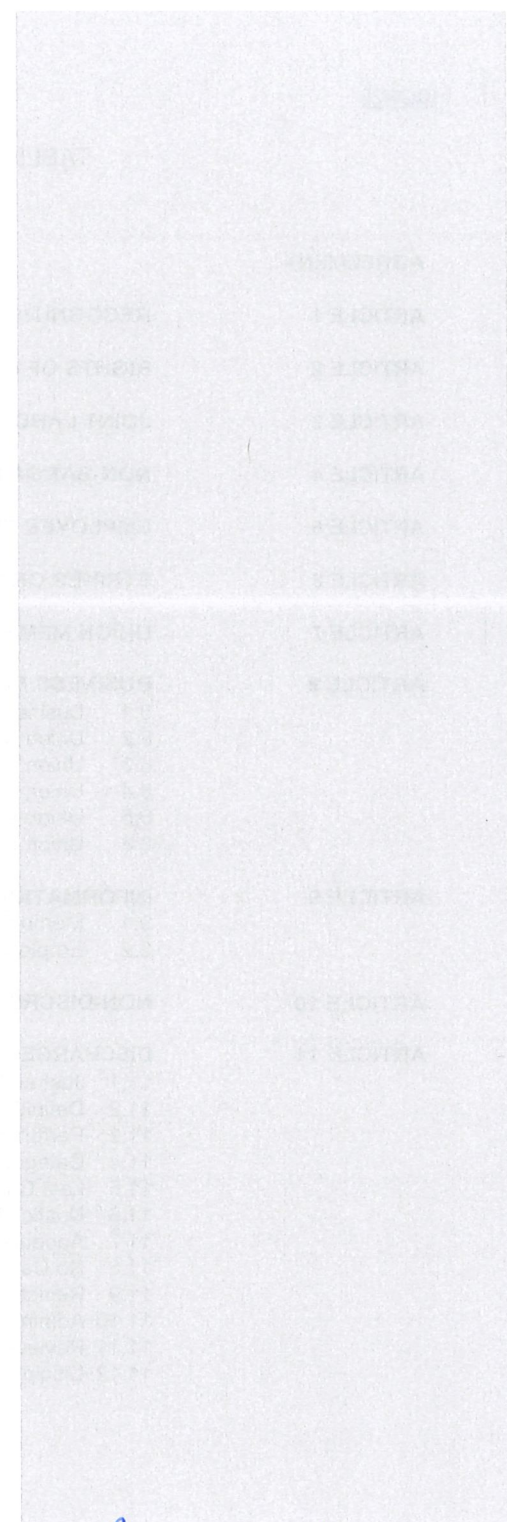
MACHINISTS AND AEROSPACE WORKERS

DISTRICT LODGE 160

for the period

September 1, 2019 through August 31, 2022
OPEN

Mechanics and Facilities



Angela 10/26/22
[Signature] 10/26/22
MTA Regular Board Mtg.
November 15, 2022 Pg. 17

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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 – [TA 10/24/22](#)

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 [training](#) 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 – [TA 10/24/22](#)

A labor-management committee ~~may 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 (TA) – 10/24/22

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. Authorization may be written, electronic, or by recorded voice, and must be made to the Union. The employer will deduct once it receives written-the authorization from the Union. An authorization remains in effect until revoked in writing, addressed to the Union, 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 within ninety (90) days of the new employee's start date. The purpose of the meeting is to present information about the Union. The meeting will take place during the employee's regular work hours, at the employee's regular worksite, or a location mutually agreed upon by the employer and the exclusive bargaining representative, pursuant to RCW 41.56.037. 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 a reasonable period of time after the employee starts work and at no loss of pay. 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 TA 10/24/22

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 periodically regarding bargaining unit employees at the Union's request:

- 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 (including updates) and other agency written policies.

ARTICLE 10 - NON-DISCRIMINATION (TA) – 10/24/22

It is mutually agreed that there shall be no unlawful discrimination on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, pregnancy, marital status, status as a domestic violence victim, veteran status, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by applicable federal, state or local laws 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.

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ARTICLE 11 - DISCHARGE AND DISCIPLINE (TA) – 10/24/22

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
- Other criminal activity not identified in the list above

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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 Except as may otherwise be required by law, 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 L4AM 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 (TA) – 10/24/22

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 or the Union 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 during regular working hours; 4AM 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 4AM 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 (TA) 10/24/22

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 (COL) 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.~~ [\[Redundancy\]](#)

ARTICLE 16- HOURS OF WORK, OVERTIME, INCLEMENT WEATHER PAY, PREMIUM PAY AND OTHER WORK ASSIGNMENTS [\(TA\) – 10/24/22](#)

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~~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:

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.

- a. 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.
- b. 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.
- c. In no event shall an employee, while working in a lower paid classification, receive less than his/her straight time hourly rate of pay.

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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 (\$1.50) 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 (\$1.50) per hour.
- c. Employees, other than leads, assigned to provide training to other employees shall be compensated at the rate of pay of \$1.00 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.
- e. In the event that management finds it necessary to appoint a lead, one will be appointed.

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 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 be reimbursed for pay up front registration and testing costs associated with ASE certification after successful completion of the testing process. 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
(Insert 2022 MOU with Juneteenth – 11th Holiday) (TA) 10/24/22

- 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.

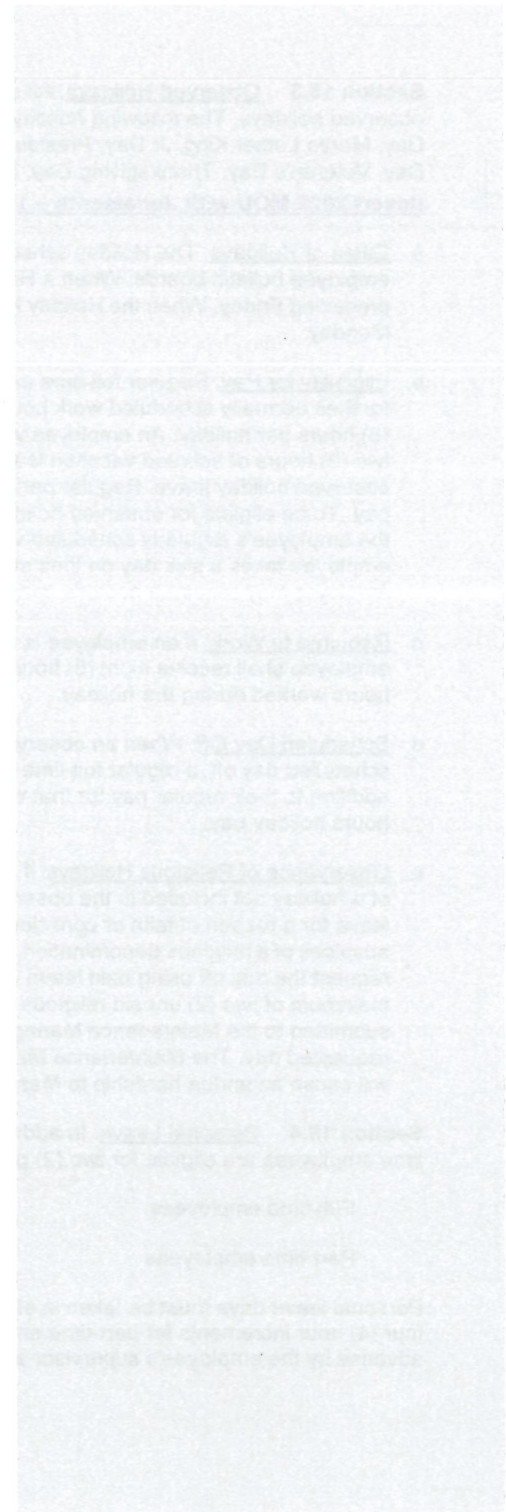
Section 18.4 Personal Leave. In addition to company holidays, regular full-time and part-time employees are eligible for two (2) personal leave days per year as detailed below:

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

[10/26/22](#)

employee starts after July Pt1st, 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 90th 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 per pay 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.

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Section 18.7.1 Sick Leave Payout: Employees who have accrued at least four hundred eighty (480) hours of MTASL as of December 1 of each year may elect to exchange any number of hours, so long as the balance remains at or above four hundred eighty (480) hours, for a fractional payout on the following pay period at an exchange of one hour's pay per two hours accrued leave (1:2).

Upon separation of employment or retirement, under non-disciplinary circumstances and with at least five (5) years of employment with the employer, the employee shall be paid for all accumulated sick leave up to nine hundred sixty (960) hours at the following rates of pay per accrued hours:

<u>Accrued Sick Leave</u>	<u>Cash Out Rate</u>
<u>0 -480 hours</u>	<u>1:3 hours</u>
<u>481 - 960 hours</u>	<u>1:2 hours</u>

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

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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.

Employer Counter: 10/24/22 (TA) 10/24/22

Current Contract Language is proposed, plus the following:

Upon request, two (2) days of accrued sick leave, personal days or vacation leave, as approved by the Department Head. A day of bereavement leave shall be in accordance with the employee's regularly scheduled work day.

Shared Leave expired (Housekeeping)

~~**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~~

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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 AlGNalic 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.

Employer Counter: [10/24/22 – \(TA\) 10/24/22](#)

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 up to \\$800 reimbursement per calendar year . A Support Specialist will receive half the tool allowance amount.](#)

Note: [Industry Standard](#)

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

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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.

Union Proposal – 10/24/22 (TA) 1024/22

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 \$250 200 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.

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- 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: OPEN

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 _____, 202_.

MASON TRANSIT AUTHORITY

INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACEWORKERS,
AFL- 10, DISTRICT LOQGE 160

 _____

APPENDIX A - WAGE SCHEDULES

WAGE TABLES

(OPEN)

The following wage schedule shall be effective January 1, 2020.

Classification	Probation	A	B	C	D	E
Maintenance Support Technician	22.20	22.70	23.20	23.69	24.18	24.67
Mechanics	25.83	26.40	26.97	27.55	28.12	28.69
Service Mechanics	22.41	22.90	23.40	23.91	24.40	24.90
Facility Technician	21.00	21.47	21.93	22.40	22.86	23.33
Fuler/Detailer/Custodian	17.79	18.18	18.58	18.97	19.37	19.76

The Employer will determine the placement of any new employee on the above table. All new employees start at the probationary rate. After 6 month probation period has been completed, employee moves to Step A. Thereafter, Aa Step Increase occurs annually on the employee's anniversary date. If the employee is hired at the Probation Step, after six (6) month probation period, the employee will move to the next Step. (TA) 10/24/22

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

Commented [AA1]: I don't really understand the purpose of this.

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

Longevity is received after year five (5).

Longevity (Note: Not Additive) - OPEN

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

MTA Maintenance Pay Scale

Contract

Classification	Probation	A	B	C	D	E
Maintenance Support Technician	\$21.94	\$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

Current 2022

Classification	Probation	A	B	C	D	E
Maintenance Support Technician	\$22.77	\$23.27	\$23.78	\$24.29	\$24.79	\$25.30
Mechanic	\$26.48	\$27.06	\$27.65	\$28.24	\$28.82	\$29.42
Service Mechanics	\$22.97	\$23.48	\$23.99	\$24.51	\$25.02	\$25.52
Facility Technician	\$21.53	\$22.00	\$22.48	\$22.96	\$23.44	\$23.91
Fueler/Detailer/Custodian	\$18.24	\$18.64	\$19.05	\$19.45	\$19.86	\$20.26

August 31, 2022

Market Adjustments

20.00%

Mechanics and 8%-13% for Facility Techs and Fueler/Det/Custodian

Classification	Probation	A	B	C	D	E	
Mechanic	\$31.77	\$32.47	\$33.18	\$33.89	\$34.59	\$35.30	20%
Service Mechanics	\$27.56	\$28.17	\$28.79	\$29.41	\$30.02	\$30.63	
Facility Technician	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17	\$26.95	13%
Fueler/Detailer/Custodian	\$19.70	\$20.29	\$20.90	\$21.52	\$22.17	\$22.83	

August 31, 2023

4.00%

Across-the-Board

Classification	Probation	A	B	C	D	E
Mechanic	\$33.05	\$33.77	\$34.51	\$35.25	\$35.97	\$36.71
Service Mechanics	\$28.67	\$29.30	\$29.94	\$30.58	\$31.22	\$31.85
Facility Technician	\$24.18	\$24.91	\$25.65	\$26.42	\$27.21	\$28.03
Fueler/Detailer/Custodian	\$20.48	\$21.10	\$21.73	\$22.38	\$23.05	\$23.75

August 31, 2024

3.00%

Across-the-Board

Classification	Probation	A	B	C	D	E
Mechanic	\$34.04	\$34.78	\$35.54	\$36.30	\$37.05	\$37.81
Service Mechanics	\$29.53	\$30.18	\$30.83	\$31.50	\$32.16	\$32.81
Facility Technician	\$24.91	\$25.65	\$26.42	\$27.21	\$28.03	\$28.87
Fueler/Detailer/Custodian	\$21.10	\$21.73	\$22.38	\$23.05	\$23.75	\$24.46

Longevity

	Current	Proposed 10% increase
5Year	\$ 0.30	\$ 0.33
10 year	\$ 0.55	\$ 0.61
20 year	\$ 0.80	\$ 0.88
25 year	\$ 1.05	\$ 1.16
	\$ 1.30	\$ 1.43



AGREEMENT

Between

MASON TRANSIT AUTHORITY

Of

SHELTON, WASHINGTON

and

INTERNATIONAL ASSOCIATION

of

**MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE 160**

for the period

September 1, 2022 through August 31, 2025

Mechanics and Facilities

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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 training 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 may be established, which shall meet 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. Authorization may be written, electronic, or by recorded voice, and must be made to the Union. The employer will deduct once it receives written authorization from the Union. An authorization remains in effect until revoked in writing, addressed to the Union, 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 within ninety (90) days of the new employee's start date. The purpose of the meeting is to present information about the Union. The meeting will take place during the employee's regular work hours, at the employee's regular worksite, or a location mutually agreed upon by the employer and the exclusive bargaining representative, pursuant to RCW 41.56.037. 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 a reasonable period of time after the employee starts work and at no loss of pay. 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 periodically regarding bargaining unit employees at the Union's request:

- 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 (including updates) and other agency written policies.

ARTICLE 10 - NON-DISCRIMINATION

It is mutually agreed that there shall be no unlawful discrimination on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, pregnancy, marital status, status as a domestic violence victim, veteran status, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by applicable federal, state or local laws. 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
- Other criminal activity not identified in the list above

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 Except as may otherwise be required by law, 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 or the Union 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 during regular working hours; 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 (COL) 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.

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 \$1.50 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 \$1.50 per hour.
- c. Employees, other than leads, assigned to provide training to other employees shall be compensated at the rate of pay of \$1.00 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.
- e. In the event that management finds it necessary to appoint a lead, one will be appointed.

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 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 be reimbursed for registration and testing costs associated with ASE certification after successful completion of the testing process. 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 eleven (11) 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, Juneteenth, 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 1st, full-time employees will receive one personal leave day (8hours) 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 90th 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 18.7.1 Sick Leave Payout: Employees who have accrued at least four hundred eighty (480) hours of MTASL as of December 1 of each year may elect to exchange any number of hours, so long as the balance remains at or above four hundred eighty (480) hours, for a fractional payout on the following pay period at an exchange of one hour's pay per two hours accrued leave (1:2).

Upon separation of employment or retirement, under non-disciplinary circumstances and with at least five (5) years of employment with the employer, the employee shall be paid for all accumulated sick leave up to nine hundred sixty (960) hours at the following rates of pay per accrued hours:

Accrued Sick Leave	Cash Out Rate
0 -480 hours	1:3 hours
481 - 960 hours	1:2 hours

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.

Upon request, two (2) days of accrued sick leave, personal days or vacation leave, as approved by the Department Head. A day of bereavement leave shall be in accordance with the employee's regularly scheduled work day.

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 AIGNalic 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 up to \$800 reimbursement per calendar year. 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 \$250 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, 2022 and shall remain in effect until August 31, 2025 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 _____, 2022.

MASON TRANSIT AUTHORITY

INTERNATIONAL ASSOCIATION
OF MACHINISTS & AEROSPACE
WORKERS, AFL-10, DISTRICT
LODGE 160

Appendix A - MTA Maintenance Pay Scale

Effective September 1, 2022						
Classification	Probation	A	B	C	D	E
Mechanic	\$31.77	\$32.47	\$33.18	\$33.89	\$34.59	\$35.30
Service Mechanics	\$27.56	\$28.17	\$28.79	\$29.41	\$30.02	\$30.63
Facility Technician	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17	\$26.95
Fueler/Detailer/Custodian	\$19.70	\$20.29	\$20.90	\$21.52	\$22.17	\$22.83
Effective September 1, 2023						
4.00% GWI for all classifications						
Classification	Probation	A	B	C	D	E
Mechanic	\$33.05	\$33.77	\$34.51	\$35.25	\$35.97	\$36.71
Service Mechanics	\$28.67	\$29.30	\$29.94	\$30.58	\$31.22	\$31.85
Facility Technician	\$24.18	\$24.91	\$25.65	\$26.42	\$27.21	\$28.03
Fueler/Detailer/Custodian	\$20.48	\$21.10	\$21.73	\$22.38	\$23.05	\$23.75
Effective September 1, 2024						
3.00% GWI for all classifications						
Classification	Probation	A	B	C	D	E
Mechanic	\$34.04	\$34.78	\$35.54	\$36.30	\$37.05	\$37.81
Service Mechanics	\$29.53	\$30.18	\$30.83	\$31.50	\$32.16	\$32.81
Facility Technician	\$24.91	\$25.65	\$26.42	\$27.21	\$28.03	\$28.87
Fueler/Detailer/Custodian	\$21.10	\$21.73	\$22.38	\$23.05	\$23.75	\$24.46

The Employer will determine the placement of any new employee on the above table. Thereafter, a Step Increase occurs annually on the employee's anniversary date. If the employee is hired at the Probation Step, after six (6) month probation period, the employee will move to the next Step.

Longevity (note: not additive)	Longevity is received after year five (5).
5 Year	\$ 0.33
10 Year	\$ 0.61
15 year	\$ 0.88
20 year	\$ 1.16
25 year	\$ 1.43

RESOLUTION NO. 2022-21

**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, 2022 THROUGH AUGUST 31, 2025 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 a tentative agreement for the Mechanics and Facilities employees collective bargaining unit for the period of September 1, 2022 through August 31, 2025; and

WHEREAS, the Maintenance and Facilities collective bargaining unit has voted on and ratified the contract being submitted to the Board for its approval;

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, 2022 through August 31, 2025 (the "Agreement"); and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 15th day of November, 2022.

Sandy Tarzwell, Chair

John Campbell, Vice Chair

Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Eric Onisko, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____
Tracy Becht, Clerk of the Board

DATE: _____

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8A – *Discussion*

Subject: Second View of Draft 2023 Budget

Prepared by: Jenna Reboin, Accounting Coordinator

Approved by: Amy Asher, General Manager

Date: November 15, 2022

Summary:

The second draft of the proposed 2023 Budget builds upon last month's review and reflects updates to projections that now include October expenses. There were slight changes to the 2023 proposed budget items based on the updated projections, receipt of cost estimates from vendors for items, and our recently TA'd Maintenance Agreement. Also included is the draft 2023 Proposed Capital Budget, which was reviewed by the Maintenance and Operations Committee. Below is a summary of notable changes in this second draft and of the first view of the Draft Capital Budget:

- Vehicle Maintenance Parts increased as we are seeing more vehicle breakdowns as we wait longer for bus replacements, and an increase in the cost of parts.
- Salaries and wages were increased to reflect the recent tentative agreement of the Maintenance work group, board stipend increases as we anticipate more committee work in 2023, and a reclassification of one position along with updates to current vacant positions.
- Medical and Dental insurance was updated to reflect new increases of 4.5% to Regence and 7% increase to Kaiser.
- Software increase for addition of run-cutting software for more efficient driver scheduling.
- Added IT equipment expense to replace Board member tablets.
- Revised sales tax revenue projection increase to 5% from 3% based on last month's discussion and continued strong returns.
- Employer portion of Paid Family Medical Leave rates were updated in early November.

The proposed Capital Budget carries forward several projects from 2022, including the grant-funded Park and Ride project. 2023 work for the project will include sewer line design, engineering, and construction to connect to the Belfair Sewer. Other capital projects include pavement preservation at the John's Prairie base, setup for a conversion of our smaller fleet to propane in an effort to move toward cleaner burning fuels with greater rebates and incentives, and John's Prairie facility updates. Vehicle replacements also continue in 2023 and are largely grant funded.

Summary: Second view of the Draft 2023 Budget and first review of the Proposed 2023 Capital Budget.

Fiscal Impact:

None at this time.

Consolidated 2023 Budget							Budget %	
November Draft		2019 Actual	2020 Actual	2021 Actual	Projections	2022 Budget	2023 Budget	Change YoY
Operating Revenue (Fares)								
Passenger Fares	1	96,348	39,262	36,302	48,081	38,500	2,000	-95%
Worker Driver	2	187,966	130,074	104,205	78,858	110,000	110,000	0%
		284,314	169,336	140,507	126,939	148,500	112,000	-25%
Non-Operating Revenue								
Sales Tax	4	5,478,270	5,951,699	6,869,226	7,078,489	5,620,000	7,422,932	32%
Operating Grants	5	3,560,206	4,026,816	3,583,255	4,873,699	3,363,648	3,210,488	-5%
Rental Income	6	175,574	146,846	139,786	146,697	135,700	152,000	12%
Investment Income	7	178,661	73,434	11,990	140,249	10,000	80,000	700%
Other income	8	87,234	70,804	46,152	37,912	9,570	20,070	110%
		9,479,945	10,269,599	10,650,409	12,277,046	9,138,918	10,885,490	19%
Operating Reserves Allocation							-	
Total Revenue		9,764,259	10,438,935	10,790,916	12,403,985	9,287,418	10,997,490	18%
Expenses								
Wages & Benefits	9	5,527,310	5,485,542	5,134,341	5,446,589	6,918,721	7,204,146	4%
Contracted Services	10	208,151	173,441	276,541	179,704	429,897	515,703	20%
Fuel	12	364,503	212,980	310,962	531,102	520,250	550,800	6%
Vehicle/Facility Repair & Maintenance	13	347,710	166,884	169,454	303,851	329,163	399,450	21%
Insurance Premium	14	216,310	164,864	194,632	221,350	222,188	251,812	13%
Intergovernmental - Audit Fees	15	31,649	31,046	29,779	22,379	38,000	38,000	0%
Facility Rent and Park & Ride	16	29,280	36,528	39,939	20,456	8,620	-	
Utilities	17	127,036	128,606	156,689	144,826	191,254	187,900	-2%
Supplies	18	279,746	306,316	170,043	223,019	231,294	371,236	61%
Training & Meetings	19	37,124	7,012	7,786	15,862	43,150	59,340	38%
Other Operating Expenses	20	84,008	101,769	118,988	106,532	190,770	165,436	-13%
Pooled Reserves						120,000	120,000	
Total Expense		7,252,827	6,814,988	6,609,154	7,215,670	9,243,307	9,863,823	7%
Net Income (Loss)		2,511,432	3,623,947	4,181,762	5,188,315	44,111	1,133,667	
Operating Reserves Allocation							-	-
Net Income (Loss) Net Reserves Allocated		2,511,432	3,623,947	4,181,762	5,188,315	44,111	1,133,667	

Revenue	2023 Budgeted Revenues November Draft							Budget %
	2019 Actual	2020 Actual	2021 Actuals	2022 Projections	2022 Budget	2023 Budget	Change YoY	
401000 Fares: Out of County	71,306	27,625	30,592	38,622	32,000	-		
401010 Fares: Adult Pass	21,255	10,020	4,356	6,176	4,800	-		
401020 Fares: Reduced Pass	2,256	1,104	985	1,442	1,200	-		
401030 Fares: Youth Pass	1,531	513	369	302	500	-		
401070 Fares: Worker/Driver	187,966	130,074	104,205	78,858	110,000	110,000	0%	
401080 Donations Non Volunteer	50	-	-	-	-	-		
401085 Fares: Community Van	-	-	-	1,539	-	2,000		
407010 Sales of Maintenance Services	4,639	3,142	1,444	8,152	2,500	10,000	300%	
407020 Rental of Bldgs and Other Property	19,556	21,039	31,805	28,750	28,112	25,000	-11%	
407031 TCC Event Rental	27,810	9,078	10,013	13,916	10,500	15,000	43%	
407040 TCC Tenant Rental	128,208	116,729	97,969	104,031	97,088	112,000	15%	
407060 Investment Interest Income	178,661	73,434	11,990	140,249	10,000	80,000	700%	
407061 Insurance Recoveries	9,819	77	586	-	-	-		
407062 Sales Tax Interest Income	9,236	6,384	3,318	4,618	1,500	5,000	233%	
407990 Gain/Loss on Disp of Asset	26,385	53,800	33,690	20,239	-	-		
407991 Other Non-Transportation Revenue	32,605	2,401	2,614	403	1,070	570	-47%	
408020 Sales and Use Tax Revenue	5,478,270	5,951,699	6,869,226	7,078,489	5,620,000	7,422,932	32%	
409050 WSTIP Safety, Training, Recognition	4,500	5,000	4,500	4,500	4,500	4,500	0%	
409070 Other Local Cash Grants	-	-	-	-	-	-		
411015 GCB2614 2017-2019 Operating Grant - State Portion	1,710,465	-	-	-	-	-		
411016 PTD0044 2019-2021 Operating Grant - State Portion	740,432	1,400,630	718,984	-	-	-		
411017 2021-2023 Consolidated Operating Grant - State Portion	-	-	1,227,809	4,478,133	3,363,648	3,130,488	-7%	
411050 Other State Grants	112,999	-	-	-	-	-		
413014 GCB2088 2015-2017 Operating Grant-Fed Portion	-	-	-	-	-	-		
413015 GCB2614 2017-2019 Operating Grant - Federal Portion	99,183	-	-	-	-	-		
413016 PTD0044 2019-2021 Operating Grant - Federal Portion	897,127	1,095,945	824,288	-	-	-		
413017 2021-2023 Consolidated Operating-Fed Portion	-	-	343,595	308,325	-	-		
413020 PTD0192 CARES ACT 5311	-	1,530,241	468,579	87,241	-	-		
	9,764,259	10,438,935	10,790,917	12,403,985	9,287,418	10,917,490	18%	
Operating Reserves Allocation					-			
Total Revenue	9,764,259	10,438,935	10,790,917	12,403,985	9,287,418	10,917,490		

2023 Budgeted Expenses November Draft		2019 Actual	2020 Actual	2021 Actual	2022 Projections	2022 Budget	2023 Budget	Budget % Change YoY
501010	Salaries and Wages	2,941,579	2,647,667	2,725,788	2,954,605	3,837,140	3,982,503	4%
501020	Salaries and Wages Overtime	58,481	20,212	23,034	34,248	23,300	39,749	71%
501050	Board Stipends	3,660	3,420	4,140	4,394	4,320	5,400	25%
502010	Other Salaries and Wages	6,545	293,001	71,317	75,647	0	-	-100%
502020	Employer's FICA Expense	266,860	272,512	256,867	277,718	346,338	361,460	4%
502030	PERS Pension Plan	440,631	439,616	376,172	358,188	460,738	526,981	14%
502040	Medical Insurance	925,019	919,966	835,586	946,453	1,227,781	1,253,387	2%
502050	Dental /Vision Insurance	85,695	85,096	74,462	73,867	97,039	92,764	-4%
502060	Life Insurance/LTD	19,004	19,538	16,769	19,925	24,314	24,878	2%
502080	Unemployment Insurance	9,092	30,062	13,652	5,618	50,000	25,000	-50%
502090	Labor and Industries Insurance	237,637	152,095	148,974	116,763	154,364	150,366	-3%
502100	Vacation Pay	230,679	261,850	233,901	251,400	296,964	309,065	4%
502120	Holiday Pay	130,917	131,488	135,529	117,219	190,733	194,178	2%
502130	Sick Leave Pay	123,053	179,562	164,487	162,575	162,413	168,631	4%
502131	Employer's PFML Expense	-	3,344	5,088	5,851	7,246	10,204	41%
502140	Other Paid Absence	31,437	36,737	34,165	32,836	35,714	37,115	4%
502145	Other Fringe Benefits	-	-	3,486	-	-	-	-
502146	Wellness Expense	1,472	583	-	-	1,000	1,000	0%
502150	Uniform Allowance	16,846	12,684	14,033	8,977	27,390	26,550	-3%
502151	Driver Safety Training	-	-	-	-	-	-	-
502152	Tuition Reimbursement	-	0	-	300	2,500	2,500	0%
503000	Tool Allowance	2,950	3,100	2,713	2,325	3,100	3,200	3%
503010	Phone Allowance	-	-	-	-	-	-	-
503020	Employee Recognition	4,845	3,071	7,830	3,299	16,325	14,215	-13%
503030	Publication Fees	3,060	1,448	5,939	16,606	6,200	21,500	247%
503031	Professional and Technical Services	51,092	11,169	59,554	5,851	86,000	181,500	111%
503032	Legal Services	32,316	41,305	22,731	20,887	80,000	75,000	-6%
503033	Temporary Help	1,075	-	33,398	5,000	-	53,000	100%
503035	Laundry	2,874	2,955	2,894	2,820	3,500	3,600	3%
503036	Repair/Maintenance by Other	96,615	36,781	49,602	78,595	87,800	106,100	21%
503037	Contract Services	91,333	89,963	115,809	96,515	215,100	132,875	-38%
503040	Security Service	334	228	769	1,265	2,678	2,978	11%
503050	Drug & Alcohol Testing	5,353	5,056	6,890	8,963	8,919	13,750	54%
503055	Printing	18,151	18,849	11,046	7,009	12,550	13,850	10%
503060	Postage	1,494	1,259	1,483	1,156	1,870	1,570	-16%
503075	CDL Testing/DMV Check	-	750	1,000	1,750	3,350	4,300	28%
503995	Other Services	4,208	3,415	2,380	3,251	8,270	9,275	12%
504015	Fuel and Lubricants	364,503	212,980	310,962	531,102	520,250	550,800	6%
504025	Tires and Tubes	44,564	14,117	12,175	10,919	45,420	28,000	-38%
504210	Incidental Expense	-	-	-	-	-	-	-
504215	Facility Repair/Maintenance	33,419	21,874	20,798	12,727	41,950	35,350	-16%
504220	Operating Supplies	1,516	10,784	5,742	2,523	13,500	12,000	-11%
504230	Office Supplies	15,261	9,447	8,849	8,273	16,400	12,750	-22%
504240	Shop Supplies	11,587	10,995	10,782	14,390	15,000	15,000	0%
504250	Cleaning/Sanitation Supplies	11,401	17,018	13,313	7,497	18,049	16,000	-11%
504260	Safety Training Material & Supply	1,920	885	359	1,501	3,300	3,250	-2%

2023 Budgeted Expenses November Draft		2019 Actual	2020 Actual	2021 Actual	2022 Projections	2022 Budget	2023 Budget	Budget % Change YoY
504270	Shelter Supplies	11,080	1,171	1,118	1,432	3,000	3,000	0%
504280	Vehicle Maintenance Parts	173,112	94,112	86,879	201,609	154,000	230,000	49%
504290	Software	28,887	95,067	68,262	150,252	61,000	192,066	215%
504300	Communications Equipment	6,226	8,191	4,663	-	9,250	13,250	43%
504310	IT Equipment	127,555	16,245	14,482	17,202	24,125	28,000	16%
504320	Small Tools & Equipment	26,668	7,357	4,212	3,921	13,000	14,700	13%
504340	Safety Supplies	3,452	96,549	13,444	3,921	19,350	18,300	-5%
504350	Small Equipment & Furniture	11,609	12,499	11,208	1,659	17,700	20,150	14%
504360	Small Tools Replacement/Repair	2,939	0	1,082	883	3,200	3,150	-2%
505021	Water and Sewer	10,868	17,086	40,463	23,988	41,000	37,000	-10%
505022	Mobile Radio Service	20,715	21,317	28,557	21,708	27,500	31,500	15%
505023	Garbage	8,900	8,074	9,686	8,972	13,300	12,500	-6%
505024	Gas	21,154	23,474	19,787	22,072	26,000	29,000	12%
505025	Electric	61,249	55,192	60,955	67,154	75,500	82,500	9%
505030	Telephone Service	20,932	20,865	21,083	16,344	28,754	19,900	-31%
505040	Internet Services	3,932	3,915	4,715	6,296	6,700	7,000	4%
506030	Insurance Premium	216,310	164,864	194,632	221,350	222,188	251,812	13%
507010	Taxes	514	-	-	1	-	-	
507020	Property Tax	72	129	72	99	250	150	-40%
507030	Veh License/Registration Fee	389	1,190	555	250	500	500	0%
507060	Leasehold Tax	-	-	-	-	-	-	
509020	Dues, Memberships, Subscriptions	31,842	30,146	32,318	29,638	33,450	45,736	37%
509021	Travel & Meeting Expense MTA	28,154	5,461	2,305	11,595	22,200	32,300	45%
509022	Travel Expense - VD Program	11	-	-	-	-	-	
509023	Conference Registration	4,683	101	869	2,384	6,750	9,990	48%
509024	Training / Seminars	4,286	1,450	4,611	1,883	14,200	17,050	20%
509060	Travel Tolls	-	30	-	-	-	-	
509150	Advertising/Promotion Media	23,156	26,128	61,623	58,373	84,000	71,000	-15%
509175	Intergovernmental Audit Fees	31,649	31,046	29,779	22,379	38,000	38,000	0%
509992	Other Misc Expenses	4,466	3,315	3,163	4,038	6,350	5,650	-11%
509994	Bank Service Charges	-	-	130	-	-	-	0%
509995	Credit Card Fees	5,499	4,061	3,370	2,922	3,900	3,300	-15%
512010	Passenger Parking Facilities	25,590	26,114	24,817	9,545	4,770	-	-100%
512020	Rent - Equipment	-	199	-	-	-	-	
512030	Rent - Office	3,690	10,215	15,123	10,910	3,850	-	-100%
512050	Rent - CDL Training Location	-	-	-	1,400	-	4,200	100%
512090	Office Equipment Lease	4,758	2,543	726	681	700	525	-25%
	Pooled Reserves	-	0	-	-	120,000	120,000	0%
		7,252,827	6,814,988	6,609,154	7,215,671	9,243,307	9,863,823	7%
	Net Income	2,511,432	3,623,947	4,181,763	5,188,314	44,112	1,053,667	
	Operating Reserves Allocation					-	-	
	Net Income (Loss) Net Reserves Allocated	2,511,432	3,623,947	4,181,763	5,188,314	44,112	1,053,667	

Mason Transit Authority Proposed 2023 Capital Budget

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		Finalize construction on 5 park & rides throughout county. Match satisfied in 2021. Utility Connection in 2023.
TCC customer service office remodel	100,000		100,000		Carry forward from 2022. Remove ADA ramp from middle of office and re-design space.
Bus washer	45,000		45,000		Carry forward from 2022. Additional walk behind bus washer. In 2022 budget. Ordered in 2022 and will be paid for in 2023.
Bus stop improvements	30,000		30,000		Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Security cameras update	6,000		6,000		Continuation of TCC security cameras project from 2022. 7 cameras have been on backorder. Carry forward to 2023.
Radich Building Repairs	50,000		50,000		Repairs on Radich Building.
Johns Prairie Parking lot seal & Repair	80,000		80,000		Reseal and repair of the Johns Prairie Parking lot and road.
Propane Fuel Pad	10,000		10,000		Pouring a Fuel Pad to hold the Propane tank and Bollards.
Propane Conversion Kits	50,000		50,000		Convert six cutaways to propane.
Bus Column Lift Replacements	65,000		65,000		Replace one set of vehicle lifts past useful life.
Bus Lift for Alignments on Buses	110,000		110,000		Install of Bus lift in order to do alignments.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Total Misc Capital Projects	11,868,500	10,027,698	2,673,133	-	
1 - 35' Coach; 6 - Cutaways	1,555,250	952,145	603,105	-	Grant PTD0344 Federal 5339. Waiting on the 6 cutaways. Board approved additional match Sept. 2022.
3 - ADA Mini Vans	256,000	256,000			Replace 3 retired vanpool vans with ADA minivans. State Transit Support Grant and Sales Tax Equalization funds to be used by June 2023. Zero match grant.
5 - Gilligs; Two 40ft & Three 35ft Coaches	2,573,120	2,058,495	514,625		FY 22 FTA 5339 Grant to replace 5 buses. Delivery Est. 2023.
Total Vehicle Replacements	\$ 4,384,370	\$ 3,266,640	\$ 1,117,730		
Proposed 2023 Capital Projects	\$ 16,252,870	\$ 13,294,338	\$ 3,790,863	\$ -	

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8B – *Discussion*
Subject: First View of 2023 General Board Meeting Calendar
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: November 15, 2022

Background:

The attached draft 2023 Mason Transit Authority Regular Board meeting calendar is provided for your review. Meetings are held the 3rd Tuesday of every month at 4PM.

As we look ahead to 2023, it is time for us to evaluate and discuss whether or not we want to keep with the same April/October months to hold meetings in northern Mason County or make changes to the tradition. MTA held its first Board meeting at the new Belfair Park and Ride building October, 2022. This facility is capable of hosting remote meetings, as is the Transit-Community Center in Shelton.

A proposed final version of the 2023 MTA Regular Board meeting calendar will be brought to the Board for consideration at its December meeting.

Summary: Discussion regarding 2023 regular meeting times, dates, and locations.

Fiscal Impact:

If held at T-CC and Belfair Park & Ride building, the financial impact shall be limited to mileage costs for staff and Board members driving to Belfair. If other facilities are selected, travel costs and rentals TBD.



MASON TRANSIT AUTHORITY BOARD 2023 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2022-XX on December 20, 2022)

TIME	DATE	MONTH	LOCATION
4:00 P.M.	17	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	April	MTA Belfair Park and Ride, 25250 NE SR 3 Belfair, WA 98528
4:00 P.M.	16	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	19	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	October	MTA Belfair Park and Ride, 25250 NE SR 3 Belfair, WA 98528
4:00 P.M.	21	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	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, WA 98584
360-426-9434 or 800-374-3747
clerk@masontransit.org

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 9A – *Informational*
Subject: Financial Reports – October 2022
Prepared by: Jenna Reboin, Accounting Coordinator
Approved by: Amy Asher, General Manager
Date: November 15, 2022

Summary for Informational Purposes:

Included are the numbers for October 2022 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for August 2022 (received October 31, 2022) was \$678,818, 30% above the 2022 budgeted amount, and 15% higher than August 2021.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 83.3% (10/12) of the budget through the end of the year. Total YTD Revenue is over budget at 108.5%. Total YTD Operating Expenses are under budget at 65.7%.

- 2022 interest rate increases are contributing to investment income exceeding forecast we have reached the estimated budget projected for the year.
- Driver shortages (currently seven short) continue to keep costs down from budgeted levels. Drivers' recruitment is underway to fill those positions.
- Passenger fares have been increasing and surpassing budgeted amounts YTD.
- With the reclassification of software Supplies and Small Equipment have increased significantly. This has been taken into consideration for the 2023 Budget.
- Contracted services had a significant decrease due to the reclassification of those services to software. Currently at 30.7% for YTD of percentage used.
- Fuel is slightly under 6% for the month of October and currently at 77.1% YTD. Since Fuel has been unstable it has been budgeted similar in 2023.

Fiscal Impact:

October fiscal impact reflects total revenues of \$1,063,315 and operating expenses of \$602,910, for a net income of \$460,405.

Mason Transit Authority Statement of Financial Activities

% through the year: 83.3%

November 2022 Board Report

October Statement of Financial Activities	October Actual	2022 YTD Actual	2022 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 4,205	\$ 38,891	\$ 38,500		101.0%
PSNS Worker/Driver	6,710	66,944	110,000		60.9%
Total Operating Revenue (Fares)	10,915	105,835	148,500		71.3%
Sales Tax	481,509	5,895,509	5,620,000	(1)	104.9%
Operating Grants	521,748	3,801,042	3,363,648	(2)	113.0%
Rental Income	14,065	124,181	135,700		91.5%
Investment Income	34,130	116,811	10,000		1168.1%
Other Non-operating Revenue	948	32,529	9,570	(3)	339.9%
Total Revenue	1,063,315	10,075,907	9,287,418		108.5%
Expenses					
Wages and Benefits	465,874	4,646,312	6,918,721		67.2%
Contracted Services	16,249	146,982	478,897		30.7%
Fuel	44,131	401,361	520,250	(4)	77.1%
Vehicle/Facility Repair & Maintenance	18,831	221,574	329,170		67.3%
Insurance	18,429	184,285	222,188		82.9%
Intergovernmental - Audit Fees	-	22,379	38,000		58.9%
Rent - Facilities and Park & Ride	-	17,037	8,620	(5)	197.6%
Utilities	12,080	126,718	191,254		66.3%
Supplies & Small Equipment	19,357	202,136	179,094	(6)	112.9%
Training & Meetings	2,232	15,289	43,150		35.4%
Other Operating Expenses	5,728	90,245	193,963	(7)	46.5%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	602,910	6,074,318	9,243,307		65.7%
Net Income (Deficit) from Operations	\$ 460,405	\$ 4,001,590	\$ 44,111		

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 Q1-22 , Q2-22 & Q3-22 actual, plus Q4 accruals.
(3)	Includes: Sale of Maintenance Services - \$6,097; Gain/Loss on Disp. of Asset - \$20,239; Sales Tax Interest Income - \$3,846 Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$2,000; Other Non Transportation Revenue - \$347; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$4.08. Average gasoline price per gallon year to date is \$3.77
(5)	The Rent - Facilities Park & Ride budgeted amount was based on the anticipated Belfair Park and Ride project being completed by end of March. Delays resulted in additional costs through May. No additional charges.
(6)	Printing- \$7,014; Cleaning/Sanitation/Safety supplies - \$10,440 Office Supplies - \$6,576; Shop Supplies - \$10,763; Small Tools & Equipment - \$6,830; IT Equipment - \$13,947; Communications Equipment - \$0; Operating Supplies - \$1,863; Small Equipment & Furniture - \$2,262; Software - \$138,297; Postage - \$958; Shelter supplies - \$ 2,187; Training supplies-\$999; plus other misc supplies and small equipment.
(7)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$44,050.; Merchant/Credit Card fees - \$2,464; Dues, Memberships, Subscriptions - \$28,552; Unemployment Insurance - \$4,863; CDL Testing- \$1,500; CDL Exams- \$2,578; Rent-CDL Training- \$1,400; Property tax- \$95; Veh. Registration fee- \$134; Office Equip Lease - \$567; Small tools repair-\$685; plus Other misc. operating expenses- \$3,357.

Mason Transit Authority Cash and Investments

November 2022 Board Report

Cash Balances

	9/30/2022	10/31/2022	Change
Cash - MC Treasurer	\$ 1,191,537.35	\$ 1,470,644.95	\$ 279,107.60
Investments - MC Treasurer	16,250,000.00	16,250,000.00	-
Payroll - ACH Columbia Bank	218,133.79	\$ 198,985.07	(19,148.72)
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 17,660,171.14	\$ 17,920,130.02	\$ 259,958.88

Cash Encumbrances

Grant Related:

Purchase 6 cutaways. Fed. 5339 - \$1,039,444, 25% match plus price increase encumbered	474,275.87
Purchase 5 coaches. Fed. 5339 - \$2,573,120. 20% Match	514,624.00
Green Transportation Grant - Fleet & Facilities Transition Plan, 20% Match	20,000.00
Purchase 3 Coaches. FY 2023 Consolidated Grant 20% Match	346,689.00
Total Grant Match	\$ 1,355,588.87

Reserves:

Total Grant Match	1,355,588.87
General Leave Liability (Vacation/Sick)	259,179.63
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,450,000.00
Capital Project Reserves ¹	8,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 16,514,768.50

Total of Cash	\$ 17,920,130.02
Less Encumbrances	16,514,768.50
Undesignated Cash Balance Total (Including Reserves)	1,405,361.52
Investments - MC Treasurer (Reserves)	16,250,000.00
Less Encumbrances	16,514,768.50
Undesignated Cash Reserves	\$ (264,768.50)

Sales Tax Revenue received in excess of the budgeted amount placed in Capital Project Reserves.

Mason Transit Authority Capital Budget

November 2022 Board Report


As of October 31, 2022

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		219,430	10,077,022	Finalize construction on 5 park & rides throughout county. Match satisfied in 2021.
JP natural gas line replacement	25,000		25,000		-	-	Johns Prairie facility maintenance.
Tire Service Equipment	90,000		90,000		63,450	63,450	Facility maintenance preservation cost. All buildings at JP need painted. Paint <i>project postponed</i> . Board authorized repurposing of funds for Tire Service Equipment.
JP septic grinder pumps	7,000		7,000		-	-	Two of three septic grinder pumps need replaced.
JP HVAC unit replacements	125,000		125,000		-	-	The HVAC system is all original and in need of replacement.
TCC customer service office remodel	100,000			100,000	-	-	Contingent on future sales tax equalization.
Belfair furniture	25,000		25,000		8,620	8,620	Furniture for the Belfair Location
Two sanders	5,000		5,000		-	-	Two sanders to allow multiple staff to sand during snow/ice events.
Truck mounted snow plows	5,000		5,000		-	-	Two truck mounted snow plows to allow staff to clear staff, maintenance and park and ride lots.
Bus washer	45,000			45,000	-	-	Additional walk behind bus washer.
Bus stop improvements	30,000		30,000		-	-	Begin bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops.
UV air purifiers in transit buses	120,000		120,000		-	-	In vehicle UV air purifiers for full fleet of transit vehicles.
Bus stop pull out on Railroad at Pacific Ct.	70,000		70,000		10,134	10,134	Estimate from the City of Shelton to be done in conjunction with TIB funded street improvement project.
Badge access door security	100,000		100,000		25,000	25,000	Install badge access at MTA facilities for safety and security (CIP)
Replacement laptops	40,200		40,200		30,841	30,841	Replace supervisor/manager laptops, includes warranty, docking stations, & sales tax - 15 each.
Replace desktop computer	45,000		45,000		35,769	35,769	Replace desktop computers approaching end of useful life, includes warranty and sales tax - 33 each.
Security cameras update	56,000		56,000		42,690	42,690	Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
Total Misc Capital Projects	11,410,700	10,027,698	2,070,333	145,000	435,933	10,293,526	
1 - 35' Coach; 6 - Cutaways	1,555,250	952,145	603,105	-	516,230	-	Grant PTD0344 Federal 5339
Total Vehicle Replacements	\$ 1,555,250	\$ 952,145	\$ 603,105		\$ 516,230		
Total Capital Projects	\$ 12,965,950	\$ 10,979,843	\$ 2,673,438	\$ 145,000	\$ 952,163	\$ 10,293,526	

Mason Transit Authority Sales Tax Receipts

November 2022 Board Report

Sales Tax Collected as of 10/31/2022 for 08/31/2022



	2019	2020	2021	2022 Budget	2022 Actual	2022 Budget Variance	% Change 2021 - 2022 Actual
January	377,689	406,391	464,970	370,254	492,351	33%	6%
February	354,467	372,932	456,479	356,980	513,550	44%	13%
March	459,822	408,506	595,307	445,239	646,582	45%	9%
April	445,171	409,532	585,816	423,319	599,278	42%	2%
May	461,236	531,711	604,875	475,066	620,580	31%	3%
June	525,839	568,045	640,945	535,482	677,991	27%	6%
July	498,248	543,942	606,512	514,228	653,259	27%	8%
August	489,291	525,644	590,886	521,727	678,818	30%	15%
September	504,696	574,589	597,424	531,592			
October	439,534	536,963	576,267	481,509			
November	409,930	486,561	546,801	428,630			
December	512,346	586,883	602,943	535,975			
	<u>5,478,270</u>	<u>5,951,698</u>	<u>6,869,226</u>	<u>5,620,000</u>	<u>4,882,408</u>		

Budget Variance Average - YTD

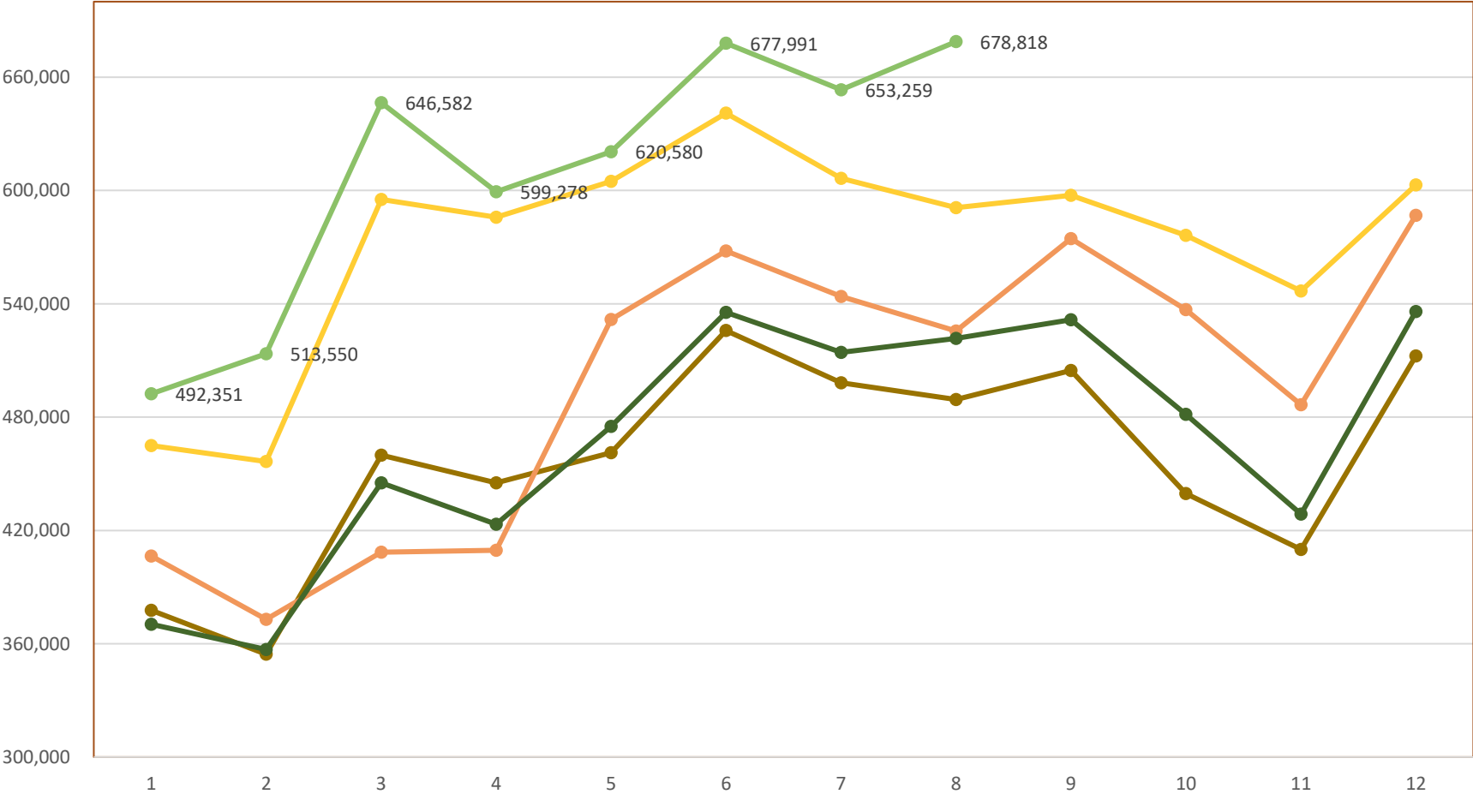
35%

% Change 2021 vs 2022 Actual Average - YTD

8%

Monthly Sales Tax Trend

2019 2020 2021 2022 Budget 2022 Actual



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: November 15, 2022

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 15, 2022

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 15, 2022

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Participated in Frequent Transit Proviso Policy Advisory meeting.
- Attended Small Medium Transit Association meeting and Washington State Transit Association Board meeting. Attended Executive Meetings to review Director Performance and salary.
- Attended EDC Administrators meeting.
- Attended Peninsula Regional Transportation Planning Organization Executive Board meeting.
- Participated in State General Manager's meeting.
- Held Ribbon Cutting and final celebration of the MTA Park and Ride Project. Thank you to all who attended and a special thanks to John Campbell for his speech.
- Attended Frequent Transit Service Study Policy Stakeholder group. Finalized draft for submission to Legislature by December deadline.
- Participated in Mason Health's Trunk or Treat with 'Safety Dan', our Operations Coordinator.
- Participated in CDL Study Focus Group with fellow WSTA members to add to WSU report to Legislature on shortage of CDL drivers.

Internal Activities:

- Negotiated new Maintenance Labor Agreement with Cabot Dow and Zac Collins. Reached a tentative agreement. Held a closed session (not subject to OPMA) with MTA Board to review agreement and budget.
- Facilitated staff meetings.
- Continued 2023 budget refinements.
- Wrote and submitted two Consolidated Transit Grant applications to WSDOT and PSRC for ranking and funding consideration. Also recorded and submitted two videos for PRTPO Regional Ranking review.
- Submitted Q3 grant reimbursement requests to WSDOT for operating grants.
- Met with bus head sign vendor to review current orders.
- Coordination with tenants on upcoming leases.
- Facilitated meeting with Board Operations and Maintenance Committee to review draft 2023 Capital Budget.
- Coordination with legal counsel on budget items.

TEAM UPDATES

MAINTENANCE/FACILITIES –Paul Bolte

Outreach and meetings:

- Attended union negotiation meetings.
- Attended Ribbon Cutting event at the Belfair Park & Ride.
- Met with uniform service companies for new updated garments.
- Held staff department safety meeting.

Facilities and Fleet Projects/Purchases/Maintenance

- Working with facilities staff on winter service at park & rides.
- Working on procurement of three ADA compliant minivans.
- Had fence repaired at JP base after traffic accident.

TCC Events/Maintenance

- **Gym:** Pickleball sessions numbered 129 people this October. CHOICE Highschool P.E. welcomed 289 students this month. Special Olympics basketball has started for the year and welcomed 50 athletes. Fawn Lake HOA meeting numbered 55 members.
- **Conference Room:** The MTA monthly board meeting was held in Belfair this month. Mason County EDC meeting hosted 10 people.
- **Kitchen:** The kitchen user total in October was 63 people. Welcome to new kitchen users “From Yola LLC”.

OPERATIONS – Jason Rowe

- **Outreach:** We handed out candy at the Mason General Trunk or Treat event. There were 250 cars with over 600 kids that participated. We also participated in Shelton High School’s career fair.
- **Special Transportation:** We provided special transportation for the Haven in Allyn for a field trip to the pumpkin patch as well as the Mason County Christian School. We also facilitated a city tour with Senator Cantwell and Representative Kilmer around the Shelton area.
- **New Driver Class:** We will conduct 8 new driver candidates interviews on November 14.
- **Training Opportunities:** We recently had the opportunity to get one of our operations supervisors trained as a CDL tester. This has become a huge hurdle in the hiring process for basically everyone in the industry, so this will be an incredible asset to our agency and the transit agencies in our area. Congratulations to Matt Coale on his accomplishment!
- **Transportation Partnerships:** We have been supporting Olympic Middle School with filling transportation holes in their bus service and working very closely with them to help in any way we can.
- **30-Year Anniversary:** Mason Transit turns 30 this December 1st! Please join us if you are able, we will have a celebration at the Transit-Community Center downtown to celebrate this milestone with our staff and passengers. More formal invitation to follow.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: November 15, 2022

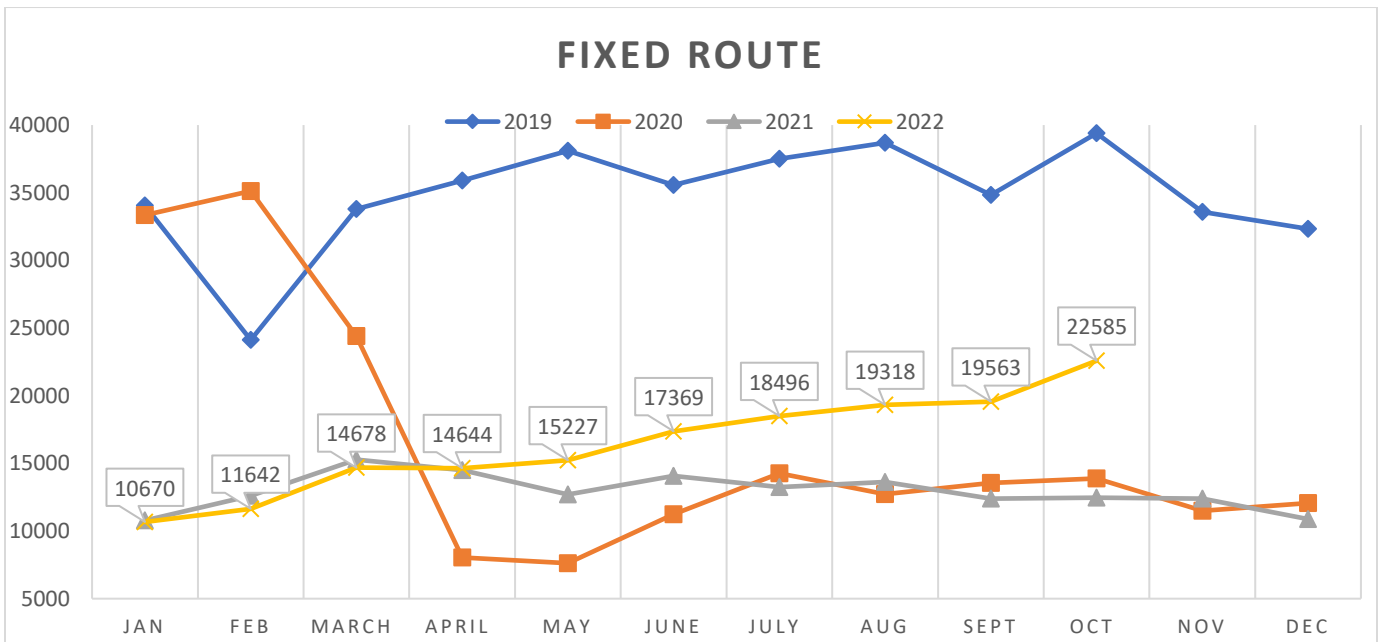
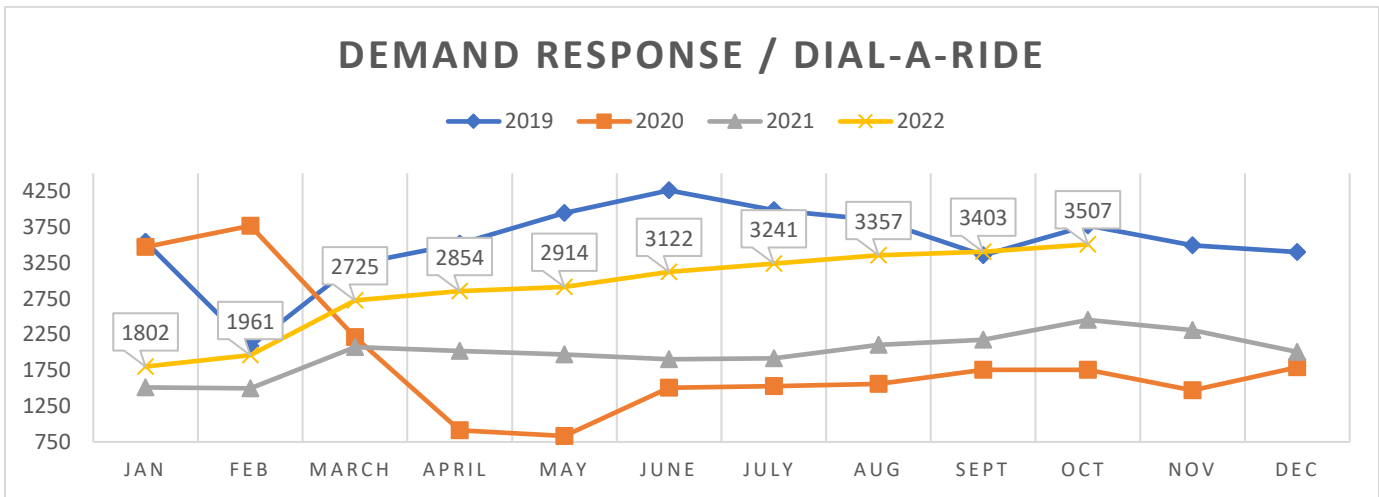
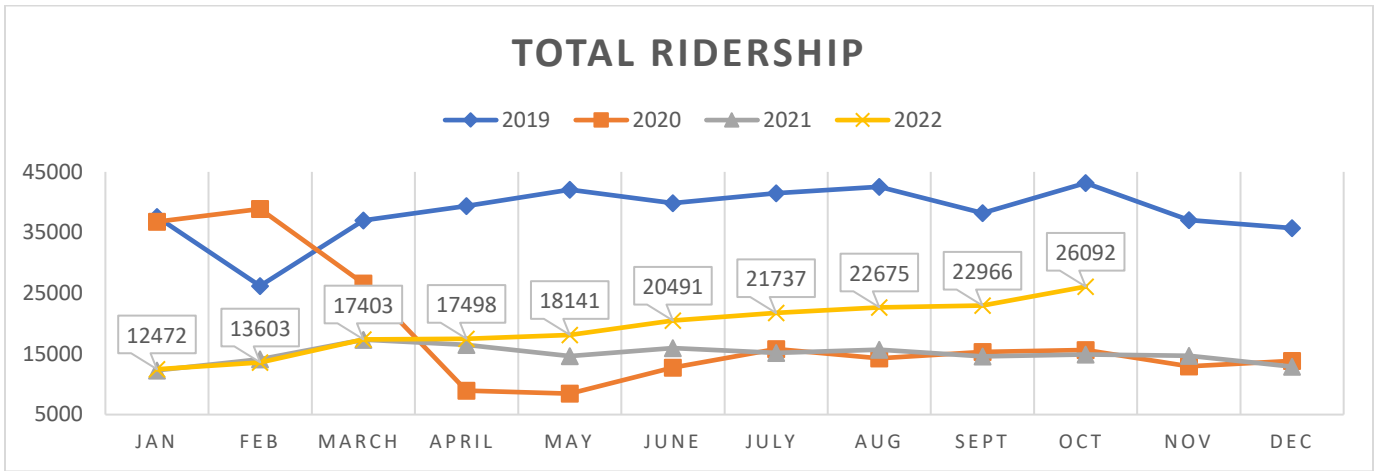
Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2019.

To be easily identifiable, 2022 passenger trips are labeled with the actual number.

The ridership trend for 2022 continues to gradually increase as we add service to facilitate sustainable growth. In addition, we continually look for ways to maximize the amount of service that we can provide with our current staffing levels. We introduced service changes effective October 10, 2022 and saw a 3,000+ passenger ridership increase as result of those changes.

RIDERSHIP DATA



The following is Appendix B of the adopted Peninsula RTPO Human Services Transportation Plan outlining community survey results. A full copy of the plan can be found on the PRTPO website at :
<https://www.prtpo.org/human-services-transportation-plan>



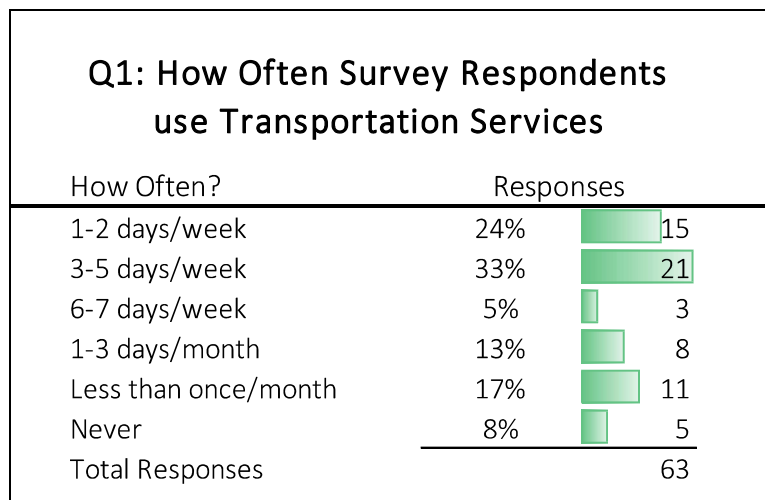
Appendix B

PRTPO Online Community Survey Results

In May 2022, a community survey was held to better understand specialized transportation needs within the study area and the potential gaps/needs for transportation within the community. The target populations are difficult to reach through typical approaches, so the effort was completed with the assistance of transportation providers and human service organizations. Typically, the number of responses is relatively low. A total of 65 people responded to the survey either online or using paper surveys. This number of responses should not be considered statistically representative but rather gives additional insight to the transportation needs based on the individuals who did respond. The number of responses is too low to evaluate different segments with any meaningful relationships. Results by question are presented below.

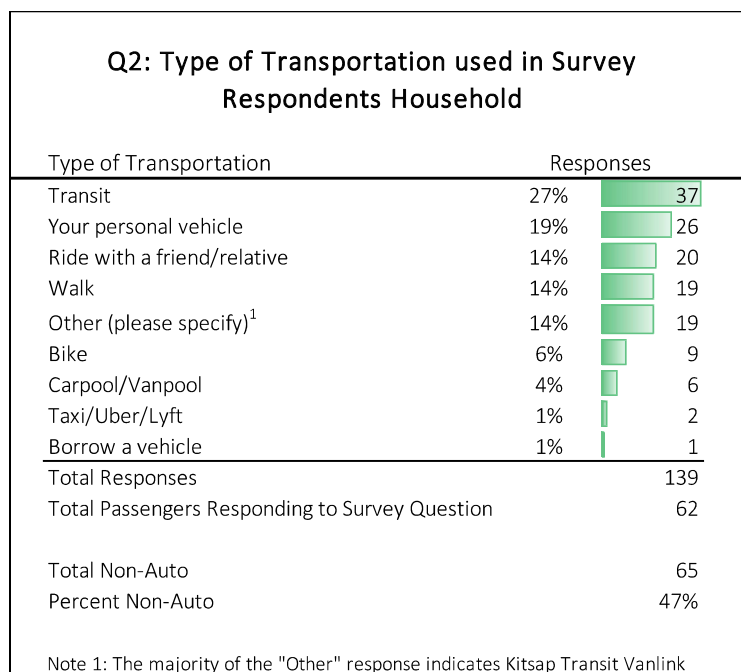
Q1. How Often Survey Respondents use Transportation Services (63 responses):

Respondents were asked to record how often they use transportation services. Over 60 percent of respondents indicated they used transportation services at least once a week. 3-5 days per week had the highest response rate (21 responses, or 33 percent), with the lowest response rate being 6-7 days per week (just 3 responses, or 5 percent).



Q2. Which types of transportation does anyone in your household currently use? (139 responses):

Respondents were asked to record what types of transportation anyone in their household used. A significant number of people listed multiple types of transportation. As such, the number of responses was much greater than how many total surveys were returned. A total of 65 Survey Respondents returned surveys with a total of 139 responses. Transit was the most common type of transportation being used with 27 percent of respondents indicating they or someone in their family used it. The least common mode of transportation was to borrow a vehicle. Almost 5 percent of respondents indicated they used non-auto modes of transportation.



Q3. Do you ever need a ride and not have one? (59 responses):

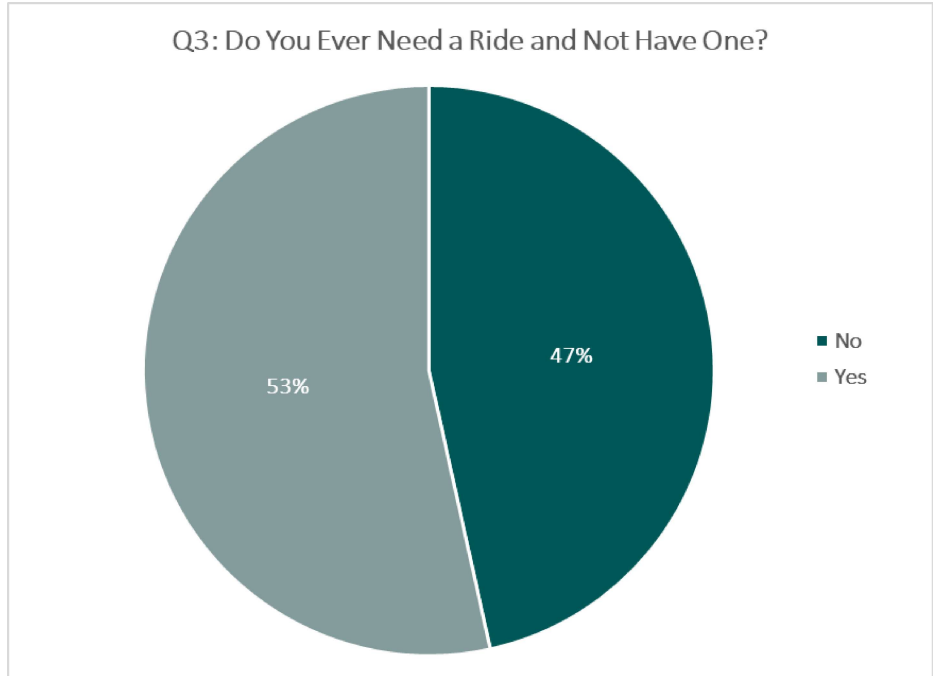
To identify potential reasons why transportation services are needed, Survey respondents were asked if they ever needed a ride and did not have one. Over half of the survey respondents (53 percent) indicated there were times they needed a ride and did not have one.

Three follow up questions were then presented to survey respondents:

3A – If yes, to where?

3B – For each trip purpose, which days of the week do you need a ride?

3C – For each trip purpose, which times of the day do you need a ride?



Q3A. Trip Destination (78 responses):

Respondents were asked to identify where they would go if transportation services were available when they needed it to be. A significant number of people listed multiple purposes; for instance, someone may have used one provider to go shopping and then go to work later. Medical/Dental was the most common trip purpose, followed by shopping, multipurpose, and recreation/social.

Q3A: Trip Destination		
Trip Destination	Percentage	Responses
Medical / Dental	22%	17
Shopping	21%	16
Multipurpose	21%	16
Recreation / Social	19%	15
Work	9%	7
Personal Business	4%	3
School / College	3%	2
Other	3%	2
Total Responses		78
Total Passengers Responding to Survey Question		33

Q3B. Trip Purpose by Day of Week (440 responses): Respondents were asked to mark all reasons they used transportation services by day of week. Monday had the most responses (81) followed by Friday (74) and Wednesday (73). Sunday had the least responses (33). Those with a trip purpose of “work” was the most common trip purpose with a total of 98 responses. The next most common trip purposes were recreation/social (64 responses), medical/dental (63 responses), and shopping (62 responses).

Q3B: For each trip purpose, which days of the week do you need a ride?								
Trip Purpose	Day of Week							Total
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Work	22	15	20	17	17	4	3	98
Medical/Dental	9	14	15	11	11	2	1	63
School/College	4	3	4	4	4	3	2	24
Shopping	8	10	7	9	8	13	7	62
Recreation/Social	11	5	8	5	15	11	9	64
Multipurpose	8	9	7	8	7	7	6	52
Personal Business	14	8	8	9	8	4	3	54
Other	5	3	4	2	4	3	2	23
Total	81	67	73	65	74	47	33	440
<i>Percentage by Trip Purpose</i>								
Work	27%	22%	27%	26%	23%	9%	9%	22%
Medical/Dental	11%	21%	21%	17%	15%	4%	3%	14%
School/College	5%	4%	5%	6%	5%	6%	6%	5%
Shopping	10%	15%	10%	14%	11%	28%	21%	14%
Recreation/Social	14%	7%	11%	8%	20%	23%	27%	15%
Multipurpose	10%	13%	10%	12%	9%	15%	18%	12%
Personal Business	17%	12%	11%	14%	11%	9%	9%	12%
Other	6%	4%	5%	3%	5%	6%	6%	5%
Percentage by Day	18%	15%	17%	15%	17%	11%	8%	100%

Q3C. Trip Purpose by Time of Day (278 responses): Respondents were asked to mark all reasons they used transportation services by time of day. The morning (6AM-noon) and afternoon (noon-6PM) were the most common times of day people indicated they needed a ride with 96 responses and 97 responses respectively. Early Morning (before 6AM) was the least common time people indicated they needed a ride with only 12 responses.

Q3C: For each trip purpose, what time of day do you need a ride?						
Trip Purpose	Time of Day					Total
	Early (before 6 AM)	Morning (6 AM-noon)	Afternoon (noon-6 PM)	Evening (6 PM-9 PM)	Late Night (After 9 PM)	
Work	2	20	18	6	2	48
Medical/Dental	4	19	15	3	1	42
School/College	0	4	4	1	1	10
Shopping	0	16	19	7	1	43
Recreation/Social	2	12	18	18	9	59
Multipurpose	1	12	11	9	6	39
Personal Business	2	9	9	4	3	27
Other	1	4	3	2	0	10
Total	12	96	97	50	23	278
<i>Percentage by Trip Purpose</i>						
Work	17%	21%	19%	12%	9%	17%
Medical/Dental	33%	20%	15%	6%	4%	15%
School/College	0%	4%	4%	2%	4%	4%
Shopping	0%	17%	20%	14%	4%	15%
Recreation/Social	17%	13%	19%	36%	39%	21%
Multipurpose	8%	13%	11%	18%	26%	14%
Personal Business	17%	9%	9%	8%	13%	10%
Other	8%	4%	3%	4%	0%	4%
Percentage by Time	4%	35%	35%	18%	8%	100%

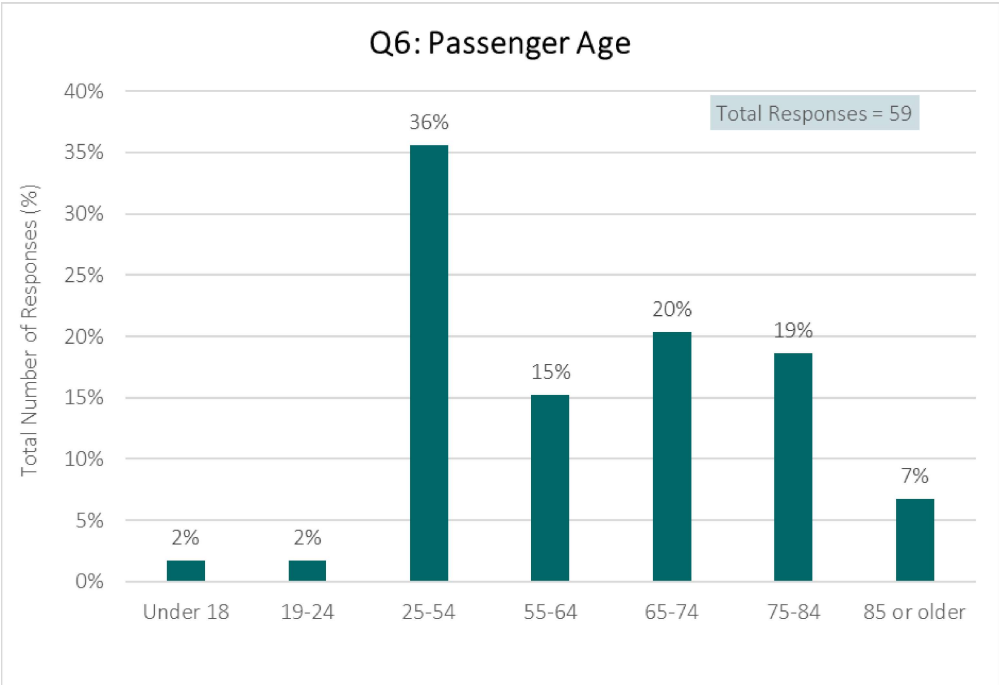
Q4. Home Zip Code (56 responses): Respondents were asked to record their home zip code. The areas of Bremerton, Port Angeles, and Sequim had the highest number of respondents.

Q5. Disabilities (108 responses): A majority (67 percent) of those participating in the survey had some sort of physical, cognitive, sensory, or mental/behavioral type of disability making it hard for them to travel. As there are 89 responses indicating a certain disability but only 38 respondents marking they had a disability, this shows that many of the respondents suffer from multiple disabilities.

Q4: Home Zip Code		
City	Responses	
Bremerton	47%	18
Port Angeles	26%	10
Sequim	21%	8
Shelton	18%	7
Bainbridge Island	5%	2
Port Townsend	5%	2
Aberdeen	5%	2
Belfair	5%	2
Hansville	3%	1
Port Orchard	3%	1
Poulsbo	3%	1
Silverdale	3%	1
Olympia	3%	1
Total Responses		38

Q5: Do you have a disability that makes it hard for you to travel?		
Disability?	Responses	
No	18%	19
Yes - Physical	32%	35
Yes - Cognitive or Intellectual	18%	19
Yes - Sensory (Hearing/Vision/Etc.)	16%	17
Yes - Mental or Behavioral	11%	12
Yes - Other (please specify)	6%	6
Total Responses		108
Total Passengers Responding to Survey Question		57
Passengers with a Disability	67%	38

Q6. Passenger Age (59 responses): Survey respondents were asked to provide their age. 36 percent of respondents were between the ages of 25 and 54. Almost half (46 percent) of survey participants were ages 65 and older. Only 4 percent of respondents were under the age of 24.



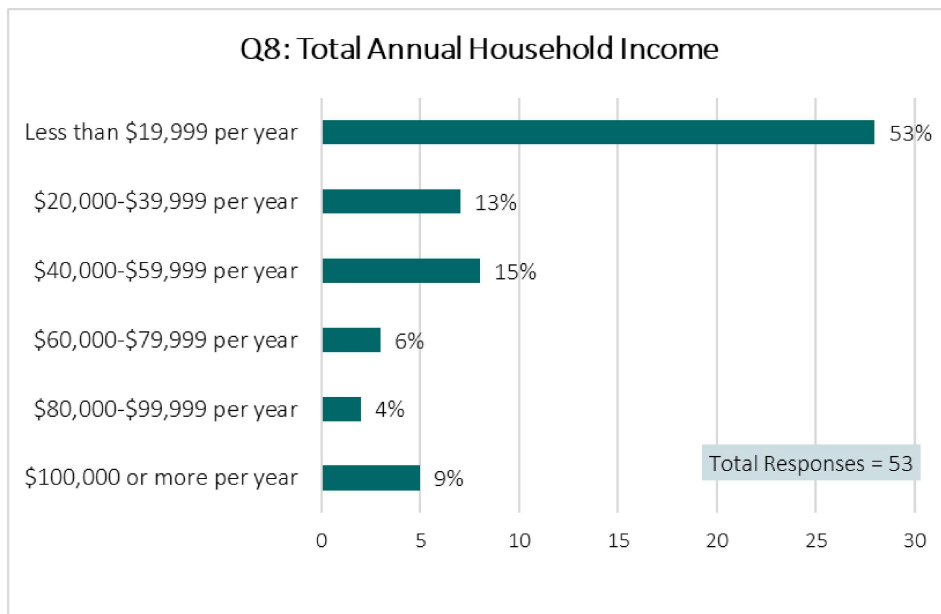
Q7. Employment Status (90

responses): Survey respondents were asked to provide their employment status. A total of 90 responses were provided by 58 Survey respondents. Disabled and employed part-time were the most common responses with 23 percent each. The next highest response was from those who were retired who made up 21 percent.

Q7: What is Your Employment Status?		
Employment Status?	Responses	
Employed Full-Time	14%	13
Employed Part-Time	23%	21
Student - College	6%	5
Student - High School	7%	6
Retired	21%	19
Unemployed	6%	5
Disabled	23%	21
Total Responses	90	
Total Passengers Responding to Survey Question	58	

Q8. Annual Household Income (53

responses): Survey respondents were asked to provide their household’s annual income. Over half (53 percent) indicated they made less than \$20,000 a year. 28 percent of respondents made between \$20,000 and \$59,999 a year. Only 19 percent of respondents made more than \$60,000 a year.



Q9. Persons per Household (56

responses): Survey respondents were asked to provide the number of people in their household. Almost half (48 percent) indicated they resided alone. 21 percent of individuals stated they lived with one other person. 30 percent of Survey respondents stated they resided with at least two other individuals.

Q9: What is the Size of Your Household?		
Household Size	Responses	
1	48%	27
2	21%	12
3 or More	30%	17
Total Responses	56	

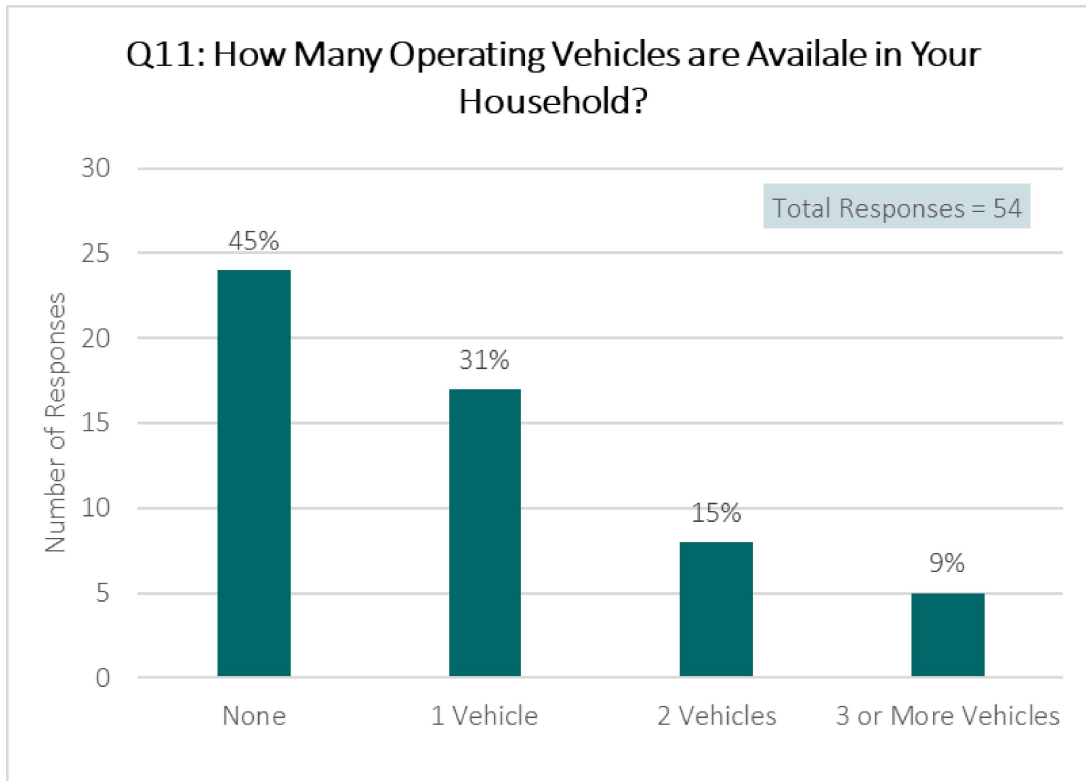
Q10. Valid Driver's License (58 responses):

Survey respondents were asked to provide the number of people in their household who possessed a valid driver's license. 43 percent responded that nobody in their household possessed a valid driver's license. 29 percent responded that 1 person in their household had a valid driver's license and 28 percent said that 2 or more people in their household had a valid driver's license.

Driver's License?	Responses
None	43% 25
1	29% 17
2 or More	28% 16
Total Responses	58

Q11. Available Operating Vehicles (54 responses):

Survey respondents were asked to provide the number of operating vehicles that were available in their household. 45 percent did not have an available vehicle. 31 percent of respondents had 1 vehicle for the household, 15 percent had 2 vehicles, and 9 percent had 3 or more vehicles available for use.



Q12: Which Transportation Services do You Use?

Transit Service	Responses	
Kitsap Transit	29%	24
Paratransit Services	21%	17
Clallam Transit System	16%	13
Mason Transit Authority	11%	9
Jefferson Transit	9%	7
Squaxin Island Tribe	6%	5
Greyhound Lines	5%	4
Olympic Bus Lines	2%	2
Skokomish Indian Tribe	1%	1
Jamestown S'Klallam Tribe	0%	0
Lower Elwha Klallam Tribe	0%	0
Makah Tribe	0%	0
Suquamish Tribe	0%	0
Total Responses		82
Total Passengers Responding to Survey Question		52

Q12. Transportation Services (82 responses):

Survey respondents were asked to record all the various transportation services they used. The most common response was Kitsap Transit with 29 percent. The next most used service was Paratransit Services with 21 percent, followed by the Clallam Transit System with 16 percent. The Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, and Suquamish Tribe did not have any participants in this survey.

Q13: Why do you Use Transportation

Primary Reason	Responses	
Unable to drive	46%	23
Cannot afford car and/or gas	18%	9
No driver's license	10%	5
More convenient	6%	3
Avoid traffic	4%	2
Other (please specify)	16%	8
Total Responses		50

Q13. Why do you Use Transportation Services (50 responses):

Survey respondents were asked to record the primary reason they used transportation services. The most common response was they were unable to drive (46 percent of respondents). Not being able to afford a car and or gas was the second most common reason, with 18 percent. 16 percent of respondents indicated "other" as a reason. Other reasons included safety concerns with driving and transit being better for the environment.

Q14. Trip Purpose (57 responses): Respondents were asked to identify the purpose of their travel the day they completed the survey. The most common response was to go to work, with 33 percent. The second most common response was medical/dental (26 percent), followed by shopping (14 percent). The “other” response was by someone that transported clients.

Trip Purpose	Responses
Work	33% 19
Medical / Dental	26% 15
Shopping	14% 8
Recreation / Social	9% 5
Multipurpose	9% 5
Personal Business	5% 3
School / College	2% 1
Other (please specify)	2% 1
Total Responses	57

Q15. Transit Issues (90 responses): Respondents were asked to identify issues that prevent them from using transportation services. 69 percent of respondents had some sort of issue with transportation services in the region. The most common reason was that the hours and

or days were too limited.

Transit Service	Responses
Doesn't apply (no issues deter me from using transit or other transportation services available to me)	20% 18
Hours and/or days of service are too limited	20% 18
Service doesn't run frequently enough	14% 13
Can't get to/from the nearest transit service	12% 11
Lack of knowledge about services, schedules, how to ride, or how to get information on scheduling or options	11% 10
Trips requiring transfers are complicated or take too long	7% 6
Lack of access to transit stops for pedestrians	4% 4
Existing transit facilities are uncomfortable or unsuitable for specific mobility needs	2% 2
I live outside ADA service boundaries	1% 1
Other (please specify)	8% 7
Total Responses	90
Total Passengers Responding to Survey Question	59
Number of Passengers with Transit Issues	69% 41

The next common reasons were that the service does not run frequently enough and that they can't get to/from the nearest transit service. Another significant issue was there was limited information on the transit schedules and how to receive that information.

Q16. Additional Responses:

Many individuals took the time to voice other comments. One of the most prevalent concerns was that transit takes too long and with multiple transfers it is very

difficult to get home if one of the transfers has a delay. There is no guarantee they will be able to find another ride if one bus gets delayed. Other concerns brought up were that many stops are too far away from their intended destination and some people would like transit services available during hours it does not currently run. The following includes all comments received::

- A lack of suitable infrastructure (bus lanes, bike lanes, etc.) can make transit inconsistent in denser areas, such as downtown Port Angeles.
- As emphasized in #3, there exists many cultural evening events I would very much wish to attend, but have no means to seek transportation other than imposing on an acquaintance. Also the paratransit "5 minute rule". 5 min is nothing it should be at least 7 or 8 minutes to be practical.
- Computer program makes scheduling VERY difficult to get needed times I require.
- Dropping off & getting on are no different from other city transit services, i.e., not at corners, not at lights.

- I appreciate the bus stop at Park View Villa
- I appreciate the good service. They are all good drivers and are nice. We need paratransit in Sequim. Lets continue on
- I know it can feel concerning in the general public w drug use and mental health issues. I know many of these people are harmless but it begs to question why our government doesn't train up mental health psychologists and properly tend to this nationwide issue.
- I need dr trips to Silverdale bus doesn't go there allergy shots & soon need to see nerve dr. no other drs available for this service. My daughter works and isn't always available my son's car transports dogs & I'm very allergic to them.
- I take paratransit bus because I don't drive and do not have a license, I also have a disability.
- If I go to Sequim or PA walmart I have to take 2 buses going and two buses coming home and have to walk from 101 into Walmart it's just too hard on m to try to connect buses
- it's a mile from my house to the nearest bus
- More education on service animals, would like to be able to travel to more places, like silverdale
- No bus stop in my area.
- no transit service available on the weekends - means unable to attend community events on weekends, farmers' markets; evening activities. Age and sensory challenges that make safe driving an ever increasing risk make precautionary choices a diminishing enjoyment of life requirement.
- Please consider adding an optional "curbside pickup" stop to the Clallam Connect service. Curbside pickup is here to stay and I would be more than happy to pay for an additional "stay on the bus" stop to grab 4 ten pound bags of groceries on my way home.
- Please provide late night transit service. Especially on Friday nights & Saturday nights between Shelton & Olympia.
- Some drivers aren't kind, and get me to work late!
- Strait Shot leaves the ferry terminal regardless of connections. No Guaranteed Ride Home options. Kitsap Transit has connections with ferry terminals regardless of marine delays. Abandoning passengers is a barrier and will keep passengers from traveling on transit.
- there are no buses in evening or on the weekends
- Transit takes so long with multiple transfers that it's not really practical.

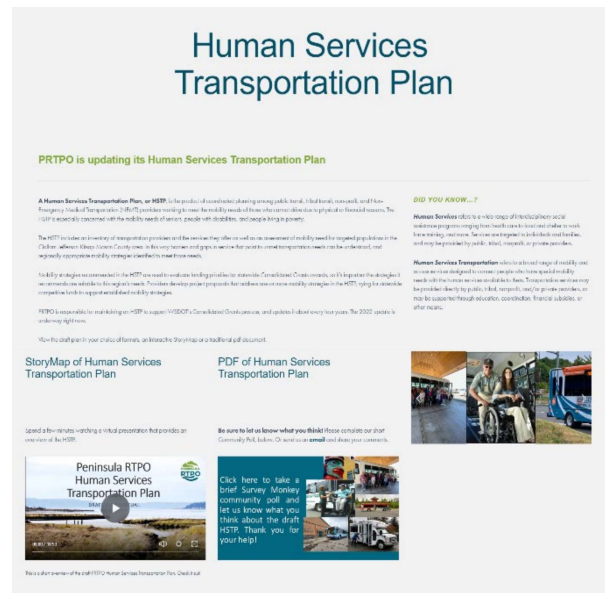
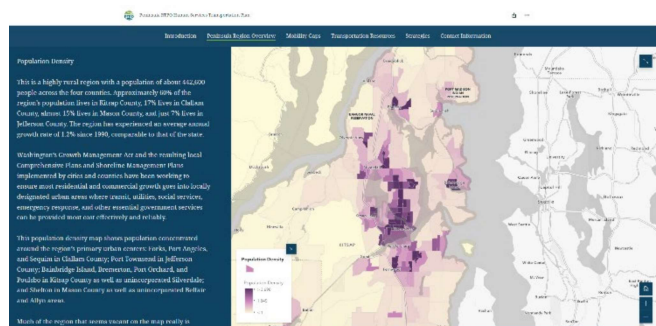


Peninsula RTPO conducted its public review of the draft HSTP from September 7 – September 28, 2022.

PRTPO pushed out a major notification through all of its distribution lists on September 7th announcing the release of the draft plan and promoting the online resources. PRTPO conducted a second mass distribution on September 26th.

PRTPO published notice of the review in its designated papers of record: the Kitsap Sun, the Peninsula Daily News, the Port Townsend and Jefferson County Leader, the Sequim Gazette, and the Shelton-Mason County Journal.

PRTPO conducted its public review virtually in light of the large geography and dispersed population associated with the four-county planning area as well as on-going health concerns associated with the pandemic. To support effective online learning and engagement, PRTPO developed an array of online tools to make the plan accessible to the general public. This includes an interactive StoryMap offering plan content in a reader-friendly format with easily customizable mapping tools, an online video presentation providing an overview of the plan, and a short poll with questions about specific elements of the draft plan. A summary of responses to the community poll follows.



(Top) Promotional flyer distributed to announce the draft HSTP.

(Above, right) PRTPO established a dedicated page on its website for the Human Services Transportation Plan, offering an array of resources to support the review process and facilitate future engagement opportunities. PRTPO will maintain this resource as a part of its on-going planning activities.

(Above, left) An interactive StoryMap provides viewers with reader-friendly content and the ability to zoom into block-group level data for population characteristics. PRTPO received several favorable comments on this document format and will leave the StoryMap online beyond the schedule of the update process to support the information needs of regional service providers and community members.

Responses to Draft HSTP Community Poll

From September 7-28, an online community poll was held in conjunction with the draft Human Services Transportation Plan public review process. During this time, the public and stakeholders were asked to review the plan, watch a recorded workshop presentation, and participate in a brief online poll. A total of five people participated in the poll itself, though not all comments on the draft came through the poll. This appendix includes a brief summary of their responses, followed by a copy of the polling tool itself.

Q1. What is your zip code?

The community poll was completed by people living in the following zip code areas: Union, Skokomish Nation, Port Angeles, Port Townsend, and Tacoma.

Q2. Do you rely on transit and/or specialized transportation services to meet some or all of your travel needs?

Only one person responded affirmatively, however, responses to Q7 – Q9 suggest that all but one respondent uses transit and other specialized services.

Q3. Do you have friends or family members who rely on transit and/or specialized transportation services to meet some or all of their travel needs?

Two of the participants indicated they have friends and/or family members who rely on transit to meet some or all of their travel needs.

Q4. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for you and those you care about?

All respondents placed a high priority on transit and other specialized services, with more than half (60 percent) ranking the availability of transit and specialized transportation as a 5 (very important), followed by 40 percent ranking it at a 4.

Q5. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for others in your community?

100 percent of respondents ranked community access to transit and specialized transportation as very important (5). This corresponds with findings elsewhere that people value the role of transit in their communities even if they themselves do not use it.

Q6. Do any of the following apply to you? (Are you 65 years of age or older?, Do you have one or more disabilities?, Are you considered low income?)

Two respondents identified with two or more of these categories.

Q7. Which of these public transit providers, if any, do you use?

Three respondents indicated that they use Mason Transit Authority, followed by one respondent that uses Clallam Transit System. Only one respondent indicated that they do not use transit.

Q8. Which of these tribal transit providers, if any, do you use?

One respondent indicated that they use Squaxin Island Tribe – Squaxin Transit.

Q9. Which of these social service providers, if any, do you use?

Two participants mentioned using The Patty Wagon.

Q10. In your opinion, what are the biggest challenges to overcome in making sure everyone can get where they need to go if they don't drive?

The respondents shared the following:

- Service Constraints. The bus doesn't always run where/when I need it to.
- To-from pick up point, including safe highway crossings to get to bus stops. No service days (Sundays)
- Vertical curbs, lack of sidewalks, and rapid rectangular flashers.
- Start with loops so people can move to places they actually use/ need- the routes are terrible and unusable

Q11: Is there anything else you would like to add on the topic of mobility challenges?

When asked whether they would like to add anything else, participants provided the following information:

- I'm worried to see some folks cross busy highways with no cross walks to get to bus stops on Hwy 101 in Clallam!
- Because of our demographics this Shelton City Engineer needs to focus improvements described above near transit hubs and stops.
- PT is not accessible for me and I assume for many others with more serious needs.

Q12. What do you think are the best ways to help people get where they need to go if they don't drive?

Respondents offered the following feedback:

- Knowing what is available and when.
- Using technology to enhance public awareness
- Expanding existing services by coordinating all transit services in the service area. Rural and City working together
- Safe sidewalks
- Maps online
- Trained neighborhood volunteers linked to the neighborhood preparedness- make it more localized and individual volunteer concierges- most disabled/ handicapped people have hand coordination, eyesight as well as mobility limitations- make it easier person by person.

Q13. How would you rank these four strategies in terms of their importance in supporting the mobility needs of people who don't drive? (1 - not very important to 5 - very important).

On the issue of ranking strategies, participants shared the following:

- *Maintain Existing Transportation Services*: This strategy received all 5's, making it the most important strategy amongst respondents.
- *Enhance or Expand Transportation Services*: This was the only strategy to receive a rank of 2 from one participant.

- *Increase Public Awareness of Available Transportation Resources:* Increasing public awareness was moderately important to participants.
- *Increase Cooperation and Coordination Among Transportation Providers:* Increasing cooperation was very important to four out of five participants.

Q14. Please explain briefly why you ranked them as you did.

Respondents offered the following explanations:

- You have to keep what is currently in place and not take it away from those that need it. We need more services so that is easier to travel, but there is often too much information scattered all over so it is hard to be aware of what is available. Coordination may help that issue.
- The reason: supporting the importance of Transit
- Maintenance of existing services is vital, although if enhancement is tailoring (e.g. microtransit) or emission reducing (hydrogen buses) then that is equally important. Public awareness opps have greatly improved, but I have been unaware of how these intertwine (e.g. Jefferson Transit from Clallam)
- MTA does a good job/great website of how to get from point A to B. They need drivers.
- 3 for enhancement because I'm not sure we need more \$\$ before we really analyze the whole system e.g. we're still using 1950s technology and much has changed- e.g. maybe smaller electric vehicles - maybe cheaper to provide taxi- ride share buses that are almost always 50% empty- maybe bringing library books to smaller service pick ups then having people have to ride a bus 3x to check out a book and return it -- I'd like to see a public audit of what works, what could be done cheaper rather than move to enhance/ expand/ increased funding.

Q15. Is there anything else you would like to add on the topic of coordination strategies?

- Linking to community resources
- Maps that show various agency routes that are available to all (e.g. where do I find info to leap from Clallam Transit to Jefferson to get between counties)
- Good job on the Storymap.
- I'd like to see priority sites/ runs get focus- every location is NOT equal in priority, use, or need. . . more loop runs. And think of how hard it is for limited access to get to the stop bus and get home from there- the streets are so dangerous I don't feel safe/ inclined to walk to a bus stop!! and the buses don't go where I want/ need to go

Q16. On a scale of 1 (not familiar at all) to 5 (very familiar) please tell us how familiar you are with these terms: Mobility Barrier, Accessibility, Unmet Transportation Needs.

Respondents were most familiar with Accessibility and Unmet Transportation Needs.

Q17. What do each of these terms mean to you?

Two respondents provided more detail as to their understanding of the terms introduced in Question 16 and used throughout the draft plan.

Mobility Barriers:

- Extra challenge to get from one place to the next ranging from lack of car to being wheelchair bound

- Barriers to walking, getting to a site, safety concerns and movement/ including connections like unreasonable times of departure and arrival.

Accessibility:

- Ability to access something as you are (e.g. does one need a sidewalk ramp to get to sidewalk, or need materials in a different language)
- Ability to physically get to sites, use services, and get back home. height, surfaces, protection from risks e.g. ongoing traffic or incomplete sidewalks, knowledge of how to use

Unmet Transportation Needs

- a need for transportation (to store, doctor, fun) that is not met by current situation.
- a trait that has been identified as needed but not effectively responded to.

Q18. Do you know where to get information about transit and other specialized transportation services available to you or those you care for?

Two out of the five participants do not know how to get information about transit but did not accept an offer for follow-up support.

Summary Conclusions

While only five participants responded to the online community poll, PRTPO obtained useful information that validated the needs, gaps, and strategies included in the plan. Responses also provided useful insights into the terminology often used by government agencies to describe issues and opportunities. When weighing strategies, respondents favored measures that support existing transportation services before pursuing expansion and enhancement of those services. This includes support for on-going programs as well as measures to increase public familiarity with existing services and to improve coordination between those services.

These summary conclusions are in alignment with other comments PRTPO received directly from people who reviewed the draft plan but did not complete the poll.

No new needs or barriers were identified during the public review of the draft HSTP. Two additional private providers were identified (Rocket Transportation and The Dungeness Line were both added) and several additional activity centers were added to the StoryMap. The only modification made to strategies as a result of comments received was to clarify that maintaining existing services in a state of good repair includes meeting established ADA standards associated with those facilities.

PRTPO received a total of 18 comments on the draft plan from six people commenting directly plus five responses to the community poll. Demographics were not obtained from the people who commented directly. Of those who completed the poll, two of the five were over 65 and were either disabled or low-income individuals.

PRTPO HSTP Community Poll for Draft HSTP

The following narrative and questions were used in the community poll for the draft plan review.

Welcome!

The Human Services Transportation Plan (HSTP) is concerned with mobility for people who don't drive, either due to age, disability, or income. People who cannot drive must rely on transit and an array of other specialized services to meet their daily needs. Sometimes the services available don't meet the needs. Gaps in service and other barriers can make it hard for people who don't drive to get where they need to be, when they need to be there.

The HSTP identifies key problems people face if they don't drive and recommends strategies that can address those gaps and barriers. We need your help in assessing if we've included the right strategies or if we missed anything important. *Let's get started!*

1. What is your zip code?

Often people don't think about how they would get around without a car unless something happens to them or someone they care about. These questions help us understand how people relate to the kinds of services the HSTP addresses.

2. Do you rely on transit and/or specialized transportation services to meet some or all of your travel needs? Y/N

3. Do you have friends or family members who rely on transit and/or specialized transportation services to meet some or all of their travel needs? Y/N

4. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for you and those you care about?

5. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for others in your community?

Chapter 2 of this plan talks about key factors that can make it difficult or impossible for people to drive.

6. Do any of the following apply to you? (check all that apply)

Are you 65 years of age or older?

Do you have one or more disabilities?

Are you considered low income?

Chapter 3 of this plan summarizes the service providers and inventory of services available to people who don't drive.

7. Which of these public transit providers, if any, do you use? *Check all that apply.*

Clallam Transit System

- Jefferson Transit Authority
- Kitsap Transit
- Mason Transit Authority
- I never ride transit.

8. Which of these tribal transit providers, if any, do you use *Check all that apply.*

- Jamestown S'Klallam Tribe Transit Service
- Lower Elwha Klallam Tribe Shuttle
- Makah Public Transit System
- Makah - Sophie Trettevick Indian Health Center Transportation Services
- Skokomish Nation – Transportation Services
- Skokomish Health Center Transportation Services
- Squaxin Island Tribe – Squaxin Transit
- I don't use tribal transit services
- Other (please specify)

9. Which of these social service providers, if any, do you use? *Check all that apply.*

- Catholic Community Services
- Ecumenical Christian Helping Hands Organization (ECHHO)
- Kitsap Community Resources
- Olympic Community Action Program (OlyCAP)
- Coastal Community Action Program (Coastal Cap)
- Jamestown Healing Clinic
- The Patty Wagon Inc
- I don't use any of these services.
- Other (please specify)

Chapter 4 of this plan identifies barriers and challenges that people who don't drive face when trying to get around. The following barrier categories have been identified in the plan:

1. Service constraints - Sometimes people need to travel early in the day or late at night, or on weekends when there is little or no service. Or maybe they live outside of any service area.

2. Accessibility Barriers - Sometimes infrastructure isn't in place that enables people who don't drive to use the services available to them, such as benches or shelters or restrooms. Or they can't get to or from the pick-up point.

3. Complex Trip-making - Some people have difficulty finding information about the services available to them or they find the process of scheduling trips to be too confusing, especially if it is a long trip that involves transfers.

4. Other Problems - It is expensive to own and operate a car, and expensive to run transit and other specialized transportation programs. Staffing shortages make matters worse. And people who don't drive are especially vulnerable in an emergency.

10. In your opinion, what are the biggest challenges to overcome in making sure everyone can get where they need to go if they don't drive?

11. Is there anything else you would like to add on the topic of mobility challenges?

Chapter 5 of this plan identifies strategies that can help people who don't drive to get around better.

12. What do you think are the best ways to help people get where they need to go if they don't drive?

13. It takes a mix of activities across all four strategies to meet mobility needs of people who don't drive due to age, ability, or income.

How would you rank these four strategies in terms of their importance in supporting the mobility needs of people who don't drive? (1 - not very important to 5 - very important).

Maintain Existing Transportation Services

Enhance or Expand Transportation Services

Increase Public Awareness of Available Transportation Resources

Increase Cooperation and Coordination Among Transportation Providers

14. Please explain briefly why you ranked them as you did.

15. Is there anything else you would like to add on the topic of coordination strategies?

The HSTP talks about transit and transportation concepts that many people may not have heard before.

16. On a scale of 1 (not familiar at all) to 5 (very familiar) please tell us how familiar you are with these terms:

Mobility Barrier

Accessibility

Unmet Transportation Need

17. What do each of these terms mean to you?

Mobility Barrier

Accessibility

Unmet Transportation Need

18. Do you know where to get information about transit and other specialized transportation services available to you or those you care for?

19. Would you like to be contacted about transit and other specialized transportation services available to you or someone you care for?

20. How can we reach you?

Thank you!

Thank you for participating in our Community Poll. Be sure to take a look at the draft document and Storymap, if you haven't already, and watch our virtual HSTP presentation on the project webpage.

If you have questions about PRTPO or the Human Services Transportation Plan, or want to be added to PRTPO's distribution list, please contact Thera Black at TheraB@PeninsulaRTPO.org

MTA Belfair Park and Ride**INAUGURAL ADDRESS**

10/24/22

Thank you, Pam for your introduction and thanks to you all for being here to celebrate this MTA Red Letter Day. I had planned to give an extemporaneous address but I ran into a complication— with which I trust those of you in public office can sympathize. A great deal of what I am going to say is actually true, so I thought I had better write it down

Amy has asked me to say a few words today not only because I'm Vice President this year but because as the longest serving member of the board I've had the longest connection with this project. I have been privileged to serve on the MTA board since 2009 or 10. As part of that privilege starting with Dave O'Connell I have worked with every general manager MTA has ever had—with Amy being the fourth. Being shy I ordinarily would not say so much about myself. I overcome my natural reluctance however, to impress upon you the full significance of one point. In all my years on the board I cannot think of a time when the North Mason Park-and-Ride, in one form or another, has not been on our agenda.

The magnificent facility you see around you today is the culmination of the steady leadership, vision, persistence, and chronic hard work of generations of MTA boards. I would like each of my board colleagues when I read their name to stand and at the end receive a round of applause. Randy Neatherlin, Kevin Shutty Sharon Trask, Sandy Tarzwell, who is our current Chair, Cindy Brehmeyer, John Sheridan, Eric Onisko, Wes Martin, and our Citizen Advisor to the board—John Piety. John is the only one

associated with our board who has continuously been in his post longer than me. Are there any members of previous boards here?

As you know, this project cost 10 million dollars. In addition to the support of generations of MTA boards this project would never have been brought to fruition without the financial aid of the State of Washington. Over the years we were fortunate to have had some very good friends in Olympia. In particular I would like to thank

Senator Tim Sheldon, who for years as Country Commissioner also served on our board, Our thanks also goes to Representative Drew McEwan and Dan Griffey for their support. We owe a debt of gratitude to senator Lias and Senator Randall for their continuous support of public transportation throughout Washington state. While there were no federal funds associated with our project, we are also indebted to Representatives Derek Kilmer and Marilyn Strickland for their continued support of rural transportation infrastructure.

This project would not have come to fruition but for the support of the Washington State Department of Transportation. WSDOT has been our partner from the inception of this enterprise—and of our related park and ride projects throughout the county. We are particularly indebted to the public transportation division of WSDOT and to Brian Lagerberg's staff for all of their guidance and support.

In 2016 the MTA board began its search for a general contractor. We selected the SCJ Alliance. Patrick Holm has been manager with SCJ throughout this project. SCJ not only designed this facility but under Patrick's guidance—both tactful and expert—has done

everything from holding public hearings to gaining appropriate permits. Patrick has also been the institutional memory of the project throughout many MTA changes in staff. We'd also like to thank Andy Rudy and his team with Rognlins the company which built our facility.

MTA has a long list of staff who have been part of this project over the years that we'd also like to recognize. Some of them are here today. Please stand when I call your name so we can thank you. Danette Rogers, our former CEO, and her right hand people, Marshall Krier, Mike Oliver and Leanne McNulty. Let Us also give a hand to Tracy Becht our Secretary to the board and to our current CEO Amy Asher. Not least of all of those who have aided and abetted our project over the years we are particularly grateful to our legal counsel Rob Johnson whose deep knowledge of the law, and sheer inventiveness in its' use, has prevented any of us from serving time.

T.S. Eliot famously observed "In my end is my beginning." The facility the official opening of which we celebrate today is both a completed project and a work in progress. North Mason Park-and-Ride is complete in that already our facility is lessening the number of cars on the road, contributing to traffic safety and to decreasing pollution as well as providing a place for our drivers to unwind and refresh themselves.

Our facility is a work in progress in that thanks in no small part to the unsung background work of my colleague Randy Neatherlin with the West Sound Alliance we are now in a position to participate more effectively with other agencies in thinking big about the transportation needs of the entire region. In this ample room we can host MTA board meetings have a place

where public officials and others can meet and deliberate about public transportation policy and its related issues. To borrow half of phrase from Lincoln, "the world with a little note in her lung remember what we say here" to which I would add but every person who uses this facility now and in the decades to come will benefit from what MTA here, this day, now inaugurates on their behalf.

John Angus Campbell,
MTA Board Vice President 2021-2022



Belfair Park and Ride Ribbon Cutting October 24, 2022.