

RESOLUTION NO. 2020-17

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED DETERMINING RESPONSIBILITY FOR POLICIES
POLICY (POL-100) WHICH SHALL SUPERSEDE AND PLACE IN FULL ANY
PREVIOUSLY ADOPTED RESPONSIBILITY FOR POLICIES POLICY, AND
RESCINDING RESOLUTION NO. 2014-03.**

WHEREAS, the Mason Transit Authority Board approved and adopted Mason Transit Authority's Determining Responsibility for Policies (POL-100) which became effective on May 1, 2014; and

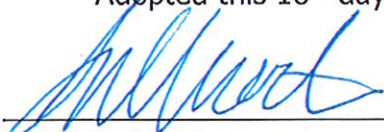
WHEREAS, upon periodic review of MTA's policies, it was determined that it is more practical for staff to bring service changes to MTA's Board when there are major service additions or reductions that could potentially impact MTA's finances of a certain threshold to support the service changes; and

WHEREAS, it is recommended by the Policy Review Committee and staff that the financial threshold for service changes requiring Board approval be 10% impact;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Responsibility for Policies Policy (POL-100), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Determining Responsibility for Policies Policy (POL-100) shall supersede and replace in full any previously adopted or approved Determining Responsibility for Policies Policy (POL-100), including rescinding Resolution No. 2014-03.

Adopted this 18th day of August, 2020.



Wes Martin, Chair



Sharon Trask, Vice-Chair

DocuSigned by:



John Campbell, Authority Member

DocuSigned by:


Kevin Dorcy, Authority Member



Matt Jewett, Authority Member

DocuSigned by:


Randy Neatherlin, Authority Member

[Vacant], Authority Member


DocuSigned by:
Kevin Shetty
Kevin Shetty, Authority Member

DocuSigned by:
Sandy Tarzwell
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: Danette Brannin
Danette Brannin, General Manager

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

ATTEST: Tracy Becht DATE: 8/24/2020
Tracy Becht, Clerk of the Board

 <p>The logo for the Mason Transit Authority (MTA) features two green evergreen trees of different heights on the left. To the right of the trees is a stylized green 'M' with a white swoosh underneath it. Below the 'M' and trees, the words 'MASON TRANSIT AUTHORITY' are written in a bold, sans-serif font, with 'MTA' in a larger font size above 'MASON TRANSIT AUTHORITY'.</p>	<p>Title: Determining Responsibility for Policies Number: 100 Effective: August 18, 2020 Cancels: Resolution No. 2014-03 Prepared by: Administrative Services Approved by: Authority Board Resolution No. 2020-17</p>
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POL-100 DETERMINING RESPONSIBILITY FOR POLICIES

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

1.0 Policies Describe Management Decisions

A **policy** describes a management decision which meets any of these criteria:

- Establishes, directs, or limits what work may be done.
- States who is responsible for what work.
- Establishes business requirements.
- Lists criteria for decision making.
- Sets deadlines.
- Establishes exceptions.

2.0 Policies Govern Ongoing Business Activities


Policies address business activities and issues which occur enough and affect enough employees so that long-term guidance simplifies, regulates, and standardizes work. Policies give direction that is valid more than 90 percent of the time and ensures fair treatment for all employees.

Policies are not intended to address one-time occurrences or unanticipated exceptions, unless required by law, court decisions, or regulations. We issue memos or letters to communicate short-term or single-issue guidance.

3.0 Mason Transit Authority's Governing Board is Responsible for Agency Policy

Mason Transit Authority's by-laws and Washington State law give policy responsibility and authority to the agency's Governing Board. As the agency's legal oversight body, the Governing Board establishes those policies which shape the agency's overall strategic direction.

The Governing Board establishes agency policy by setting long-term agency goals; by approving the Six-Year Transit Development Plan and the annual budget, by approving service increases or decreases that impact MTA's financial cost by 10% or more and fare increases; by approving the general programs, business activities, and services the agency offers; and by evaluating and acting on business issues which are of interest to the agency or that may create a potential liability.

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4.0 Policies Must Comply with Regulations, Laws, and Court Decisions

Rules about what business our agency may conduct and how our agency manages its business may come from local, state, and federal laws; from court decisions; and from regulatory agencies. All Mason Transit Authority policies must comply with applicable laws, court decisions, and regulations.

5.0 The General Manager is Responsible for Managing the Agency

The General Manager may develop and implement those policies necessary to manage the agency's general business activities and Board-approved programs and services. The Governing Board may also delegate other policy responsibilities to the General Manager.

6.0 Department Heads May Develop Department-Specific Policies

Department heads may develop policies designed to manage the specific activities of their departments. The General Manager must concur with all department-specific policies before they are implemented.

7.0 Policies Developed at Subordinate Levels May Not Contradict Policies Developed at Higher Levels