RESOLUTION NO. 2020-21

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED COFFEE AND LIGHT REFRESHMENTS POLICY
(POL-403) WHICH SHALL SUPERSEDE AND REPLACE IN FULL ANY
PREVIOUSLY ADOPTED COFFEE AND LIGHT REFRESHMENTS POLICY
(POL-403), INCLUDING RESCINDING RESOLUTION NO. 2014-14.

WHEREAS, the Mason Transit Authority Board previously approved Mason Transit
Authority’s Coffee and Light Refreshments Policy (POL-403) by Resolution No. 2014-14 which
became effective on August 1, 2014; and

WHEREAS, upon periodic review of MTA’s policies, it was determined that the updates
relate to clarification of allowable events, as well as remove a referenced statute that does not
apply to transits;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY
BOARD that the Coffee and Light Refreshments Policy (POL-403), which is attached hereto and
incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Coffee and Light Refreshments Policy
(POL-403) shall supersede and replace in full any previously adopted or approved Coffee and
Light Refreshments Policy (POL-403), including rescinding Resolution No. 2014-14.

Adopted this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Randy Weatherlin, Authority Member
[Vacant], Authority Member

Sandy Tarzwell, Authority Member

Danette Brannin, General Manager

Robert W. Johnson, Legal Counsel

Tracy Becht, Clerk of the Board

DATE: 8/24/2020
POL-403 COFFEE AND LIGHT REFRESHMENTS

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

1.0 Purpose

The purpose of this policy is to establish guidelines to authorize serving coffee and light refreshments. This authority is not intended for use with the normal daily business activities of Mason Transit Authority, but rather for special situations or occasions as approved in advance by the General Manager or designee.

2.0 Definitions

Coffee and Light Refreshments - Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese.

Regular Workplace - The location where employee or state official normally performs his/her work (excludes meeting and conference rooms).

3.0 Allowable Events

Coffee and light refreshments may be served at a meeting under the following circumstances:

- The person responsible for the meeting receives prior approval for the serving of coffee and light refreshments as documented properly by a completed Request for Approval - Light Refreshment/Meeting Meals form; and
- The purpose of the meeting is to conduct MTA business; where the meeting is long and occurs during a mealtime; and
- A receipt is obtained for the actual costs of the coffee and/or light refreshments.

This policy is for special situations and occasions as well as legally authorized official public meetings, including executive sessions. It also includes employee recognition events outlined in MTA’s Employee Recognition Program when appropriate.

See Also: POL-404, Employee Recognition Program
MTA is not required to provide coffee and/or light refreshments at meetings.

4.0 Hosting Activities/Team Meetings

Mason Transit Authority shall not fund “hosting” activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than a governmental business event.

Coffee and light refreshments for team meetings, welcoming new staff or other employee activities outside of the Employee Recognition Program would not normally be provided using MTA funds.

5.0 Responsibilities

The person responsible for the meeting must fill out a Light Refreshment/Meeting Meal form and obtain proper approval prior to meeting. To receive reimbursement for the purchase of coffee and light refreshments:

- A receipt must be obtained for the actual costs of the coffee and/or light refreshments.
- The purpose of the meeting must be noted on the receipt or purchase log.
- All other policies and procedures for purchasing on behalf of MTA must be followed. For example, if using a MTA credit card, a purchase log must be completed.

See Also: POL-404, Employee Recognition Program

Page 2 of 2