

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.**

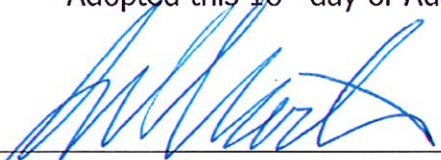
WHEREAS, the Mason Transit Authority Board previously approved Mason Transit Authority's Coffee and Light Refreshments Policy (POL-403) by Resolution No. 2014-14 which became effective on August 1, 2014; and

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

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



Title:	Coffee and Light Refreshments Policy
Number:	403
Effective:	August 18, 2020
Cancels:	Resolution No. 2014-14
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2020-21

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.



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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.