



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, February 18, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/99934627000?pwd=hACYkINlgpUdvcQ1wEmrnOLkIZFvMb.1>

To join by phone: 12532050468

Meeting ID 999 3462 7000

(Password) 507189

In person attendance:

Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE** Chair
3. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
4. **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.
5. **APPROVAL OF AGENDA – ACTION** Chair
6. **CONSENT AGENDA – ACTION** Chair
 - A. Pg. 03: **January 21, 2025 Regular Board meeting minutes**
 - B. Pg. 06: **Check Approval: 1/9/2025 – 1/29/2025**
7. **ACTION ITEMS:**

New Business:

 - A. Pg. 12: **Actionable: Proposed Revisions to Employee Recognition Program (POL-302) (Resolution No. 2025-01)** Amy
 - B. Pg. 19: **Actionable: Proposed Revisions to Wellness Team Policy (POL-602) (Resolution No. 2025-02)** Amy

- C. Pg. 24: Actionable: Proposed Revisions to Drug & Alcohol Policy (POL-301)
(Resolution No. 2025-03) Amy
- D. Pg. 39: Actionable: Proposed Revisions to WA Sick Leave Policy (POL-309)
(Resolution No. 2025-04) Amy

8. STAFF AND INFORMATIONAL REPORTS

- A. Pg. 48: Financial Reports – Dec 2024 & Jan. 2025
- B. Pg. 55: Management Reports
- C. Pg. 59: Operational Statistics

9. COMMENTS BY BOARD

10. UPCOMING MTA BOARD MEETING:

Mason Transit Authority
Regular Meeting
March 18, 2025 at 1:00 PM
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

11. ADJOURNMENT

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
January 21, 2025
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

- **CALL TO ORDER:** 1:01p.m.

- **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present at T-CC: John Sheridan, Chair; Board members Cyndy Brehmeyer, Richard Lee, Randy Neatherlin, Eric Onisko, Ryan Spurling, Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Wes Martin, 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 at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Lissa McClanahan, Finance Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: Tom Gilmore, City of Shelton Councilmember, incoming MTA Board member to be effective by next MTA Board meeting; Rob Johnson, Legal Counsel.

- **PUBLIC COMMENT** – No members of the public attended the meeting in person. None present in the conference room or virtually.

- **APPROVAL OF AGENDA**

Moved that the agenda for the January 21, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Onisko/Trask. Motion carried.**

- **INTRODUCTION OF NEW MTA BOARDMEMBERS TARZWELL AND GILMORE**

Amy Asher, General Manager, introduced County Commissioner Tarzwell and City Councilmember Gilmore to the Board. Board member Tarzwell is the newly elected County Commissioner. Councilmember Gilmore will be the new City representative to serve on the MTA Board. Mayor Onisko indicated why the change was being made and that it will be final and effective by the City Council at the end of this month.

- **CONSENT AGENDA**

Approval of Consent Agenda items A and B as follows and as presented:

- A. December 17, 2024 MTA regular Board meeting minutes.
- B. Payments of December 3, 2024 through December 31, 2024 financial obligations on checks #39299 through #39376, as presented for a total of \$915,985.76.

Moved that the Mason Transit Authority Board approve the Consent Agenda items as presented. **Brehmeyer/Trask. Motion carried.**

- **ACTION ITEMS**

New Business

7A. Proposed 2025 MTA Board Committee Members. Ms. Asher described the process as to how she arrived at Board member assignments to the various MTA Board committees and the bylaws constraining which members could serve together on a committee.

Finance: Sharon Trask, Wes Martin, Tom Gilmore, John Piety

Human Resources: Ryan Spurling, Rick Lee

Policy: Randy Neatherlin, Tom Gilmore, John Sheridan

Operations and Maintenance: Cindy Brehmeyer, Pat Tarzwell

Moved that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above. **Trask/Brehmeyer. Motion carried.**

7B. Title VI Policy and Plan. Ms. Asher indicated that Jason Rowe, Operations Manager, would be speaking on this action item. Mr. Rowe described the process and discussions with WSDOT as to the new highlighted changes and federal requirements made to the updated Title VI Policy and Plan. He shared that WSDOT requested these changes and that it was required language.

Moved that the Mason Transit Authority Board approve the Title VI Policy Statement and Plan for the period October 1, 2023 – September 30, 2026 and that such plan supersedes and replaces in full any previously adopted or approved Title VI Policy Statement and Plan. **Trask/Onisko. Motion carried.**

- **STAFF REPORTS**

Finance. Ms. Asher described that MTA is still receiving 2024 revenue. She anticipates additional 2024 revenue may be reflected in next month's financial reports. The financials report that revenue is over budget while year-to-date operating expenses are under budget. Ms. Asher and Ms. McClanahan will continue working on the audit. MTA recently hired Colleen Steele as a new Administrative Assistant. Ms. Steele brings with her a wealth of experience. MTA will begin to recruit for a new Operations Coordinator with the first applicants being interviewed this Friday. Board members expressed their appreciation for Dan Sharp's service to the community.

General Manager. Ms. Asher also shared informational updates relating to the following House Bills:

- HB 1418 proposes allowing Public Transportation Benefit Areas to add two voting members to the Board representing a rider or community-based organization. MTA would be responsible to teach OPMA and PRA. If approved, bylaws will need to be updated and provision for financial compensation that would be provided to the two new voting members.

- HB 1324 relates to transit funding. Climate Commitment Act has provided significant grant funding. Keeping an eye on this bill as well.

Ms. Asher will also be meeting individually for MTA orientation with both new Board members this week and next.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, shared that the team ended 2024 on a high note. The fleet is above average as is the great staff. The park and rides are in good shape as well. There was a brief discussion about abandoned vehicles in the park & rides and legal steps to be observed.

Operations. Jason Rowe, Operations Manager, indicated that ridership is stronger than it has been in 10 years with 535,761 riders. He also said that MTA received the honor of driving in the procession for the fallen bus driver in Seattle (Shawn Yim). He credited Jon Sharp driving the MTA bus in the procession in downtown Seattle.

COMMENTS BY BOARD:

- Board member Tarzwell asked if there has been any increase in criminal activity. Mr. Rowe stated rates have gone down, especially once MTA implemented its fare free policy.
- Board member Onisko expressed his thanks for the last two years and enjoyed serving.

- **UPCOMING MEETING**
Mason Transit Authority
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton
Regular Meeting
February 18, 2025 at 1:00 PM

Moved that the meeting be adjourned.

- **ADJOURNED:** 1:32 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Summary:

See Attached Check Register and Credit Card Activity Report.

January Fuel Prices: Diesel \$2.98, Unleaded \$3.05, Propane \$1.92

General Manager Travel Expenditures:

- **N/A**

Check Disbursement Fiscal Impact:

\$1,099,125.85

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 9, 2025, through January 29, 2025, financial obligations on checks #39377 through #39399 and #39436 through #39503 as presented for a total of \$1,099,125.85.



Mason Transit Authority
February 18, 2025, Disbursement Approval

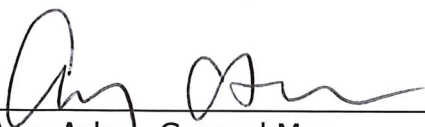
The following checks for the period of January 9, 2025, through January 29, 2025, have been audited and processed for payment by the Finance Manager in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	39377-39399 39436-39503	\$1,099,125.85

Included within the checks were:		
	Check #	Amount
Washington State Transit Insurance Pool	39398	\$374,274.00
Payroll & DRS – 1/15/2025	39472	\$222,942.06
Payroll & DRS – 1/29/2025	39503	\$225,374.23
Employee Benefit Trust – 1/27/2025	39500	\$116,661.67

Submitted by: 
Lissa McClanahan, Finance Manager

Date: 2/13/2025

Approved by: 
Amy Asher, General Manager

Date: 2/13/2025

Mason Transit Authority Check Register
 February 2025 Board Report

Activity From 1/9/2025 Through 1/29/2025

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction</u>
1/9/2025	39399	<u>SPOILAGE</u>	0.00
1/13/2025	39377	Abila	892.45
1/13/2025	39378	ALG Retirement DBA Corebridge Financial	1,449.40
1/13/2025	39379	Berg Marketing Group	3,500.00
1/13/2025	39380	Blue Star Gas	2,829.89
1/13/2025	39381	The Bus Coalition	1,000.00
1/13/2025	39382	City of Shelton	1,453.95
1/13/2025	39383	Liquid Enviromental Solutions of Washington LLC	2,036.25
1/13/2025	39384	Hood Canal Communications	2,030.20
1/13/2025	39385	IVS, Inc. dba AngelTrax	859.84
1/13/2025	39386	Mason County Public Health	305.00
1/13/2025	39387	Mason County PUD #3	2,216.82
1/13/2025	39388	Crystal Springs	485.51
1/13/2025	39389	ODP Business Solutions, LLC	43.77
1/13/2025	39390	Ricoh USA, Inc	132.97
1/13/2025	39391	RingCentral, Inc.	1,285.07
1/13/2025	39392	Ron Turley Associates Inc.	16,205.94
1/13/2025	39393	Staples Business Advantage	71.09
1/13/2025	39394	TK Elevator Corporation	854.72
1/13/2025	39395	UniFirst	518.94
1/13/2025	39396	U.S. Bank	3,774.52
1/13/2025	39397	Verizon Wireless	1,365.03
1/13/2025	39398	Washington State Transit Insurance Pool	374,274.00
1/15/2025	39472	Mason Transit Authority - ACH Account	222,942.06
1/16/2025	39436	Advance Glass	651.60
1/16/2025	39437	World Kinect Energy Services	591.66
1/16/2025	39438	Association of Washington Cities	9,336.80
1/16/2025	39439	Blue Star Gas	858.25
1/16/2025	39440	Cascade Natural Gas	2,912.25
1/16/2025	39441	Comcast	132.94
1/16/2025	39442	Dobbs Peterbilt - Tacoma	202.38
1/16/2025	39443	Economic Development Council	1,000.00
1/16/2025	39444	42Gears Mobility Systems Inc.	5,723.66
1/16/2025	39445	GORDON TRUCK CENTERS, INC.	1,398.17
1/16/2025	39446	Health Care Center	175.00
1/16/2025	39447	Robert W. Johnson, PLLC	1,600.00
1/16/2025	39448	Kimball Midwest	432.74
1/16/2025	39449	Kitsap Transit	1,157.28
1/16/2025	39450	Mason County Garbage, Inc.	1,078.68
1/16/2025	39451	Mason County PUD #3	4,209.21
1/16/2025	39452	Purcor	137.76
1/16/2025	39453	MOHAWK MFG. & SUPPLY	159.67
1/16/2025	39454	Northwest Bus Sales, Inc.	693.09
1/16/2025	39455	O'Reilly Auto Parts	379.01

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register

1/16/2025	39456	PetroCard, Inc.	25,619.01
1/16/2025	39457	Builders FirstSource	67.77
1/16/2025	39458	Right! Systems, Inc.	4,322.28
1/16/2025	39459	Seattle Automotive Distributing	176.06
1/16/2025	39460	Mason County Journal	108.50
1/16/2025	39461	The Shoppers Weekly	211.77
1/16/2025	39462	Smarsh	19.42
1/16/2025	39463	TEC EQUIPMENT	477.93
1/16/2025	39464	Tennant Sales and Service Company	1,450.95
1/16/2025	39465	Tozier Brothers, Inc.	100.12
1/16/2025	39466	UniFirst	157.38
1/16/2025	39467	US Transmissions, Inc. DBA Catalyst Powertrain, LLC	8,487.59
1/16/2025	39469	Westbay Auto Parts	1,429.48
1/16/2025	39470	Whisler Communications	2,079.42
1/16/2025	39471	AWorkSAFE Service, Inc.	3,249.52
1/16/2025	96468	<u>SPOILAGE</u>	0.00
1/27/2025	39473	Advance Glass	383.76
1/27/2025	39474	Aflac	891.04
1/27/2025	39475	ALG Retirement DBA Corebridge Financial	1,550.18
1/27/2025	39476	Ecolube Recovery, LLC	1,041.50
1/27/2025	39477	World Kinect Energy Services	602.94
1/27/2025	39478	American Tire Distributors	326.04
1/27/2025	39479	Belfair Water District #1	218.82
1/27/2025	39480	Blue Star Gas	3,024.48
1/27/2025	39481	Community Transportation Association NW	800.00
1/27/2025	39482	Employment Security Department - WA State	449.76
1/27/2025	39483	GORDON TRUCK CENTERS, INC.	23.26
1/27/2025	39484	Health Care Center	175.00
1/27/2025	39485	District 160	1,849.00
1/27/2025	39486	LegalShield	178.30
1/27/2025	39487	Mason County PUD #3	106.47
1/27/2025	39488	Purcor	300.84
1/27/2025	39489	MOHAWK MFG. & SUPPLY	1,353.12
1/27/2025	39490	Northwest Fencing	13,027.72
1/27/2025	39491	O'Reilly Auto Parts	35.77
1/27/2025	39492	Peak Industrial Inc.	6,486.15
1/27/2025	39493	Builders FirstSource	234.73
1/27/2025	39494	Romaine Electric	493.49
1/27/2025	39495	State Auditor's Office - WA	278.20
1/27/2025	39496	Seattle Automotive Distributing	23.42
1/27/2025	39497	The Shoppers Weekly	378.72
1/27/2025	39498	TEC EQUIPMENT	448.61
1/27/2025	39499	Tozier Brothers, Inc.	0.75
1/27/2025	39500	AWC Employee Benefit Trust	116,661.67
1/27/2025	39501	<u>SPOILAGE</u>	0.00
1/27/2025	39502	Westbay Auto Parts	1,093.11
1/29/2025	39503	Mason Transit Authority - ACH Account	<u>225,374.23</u>

1,099,125.85

Mason Transit Authority Credit Card Activity
February 2025 Board Report

GL Title	January 2025 Activity Transaction Description	Expenses
Parts Inventory	Amazon, Parts	8.68
Parts Inventory	E-bay 24442 Braun Lifting Bushing	32.53
Parts Inventory	E-Bay, Mirror Parts	167.34
Parts Inventory	Rosco, Inc. Parts	341.51
Uniform Allowance	Full Source, Sefty Vests (WSTIP Risk Management Grant)	3,962.65
Background Chk	Checkr, Background Check - Acct. Assistant	75.75
Facility Repair/Maintenance	Amazon, Key Pad Gate	249.73
Facility Repair/Maintenance	Amazon, Replacement Water Filters for T-CC Conference Room	76.20
Facility Repair/Maintenance	Amazon, Sewer Drain Cleaning Tool	11.94
Facility Repair/Maintenance	Amazon, Under Sink Filter	53.84
Facility Repair/Maintenance	Garage Door Zone, Door Switch Opener	25.62
Facility Repair/Maintenance	Home Depot, Cove Base for Offices	125.95
Facility Repair/Maintenance	Home Depot, White Vinyl Blinds	93.20
Facility Repair/Maintenance	Tractor Supply, Hode Fittings	52.07
Facility Repair/Maintenance	Walmart, Office Blinds	11.73
Office Supplies	Amazon, Backup Batteries for Door Locks	15.17
Office Supplies	Amazon, Ergo Mouse for LM	47.81
Office Supplies	Amazon, File Folders for LM	53.07
Shop Supplies	Amazon, Glass Wipes	68.94
Shop Supplies	Amazon, Gloves/Shop Supplies	26.78
Shop Supplies	Amazon, Spark Plug Insert Tool Cal Van	38.00
Shop Supplies	Wurth, Gloves	173.65
Cleaning/Sanitation Supplies	WCP Solutions, Standard 1 Ply	161.81
Cleaning/Sanitation Supplies	WCP Solutions, Tri-fold Towels	117.94
Safety Training Material & Supply	CTAA, 8 Tests 2-day Pass Driver Materials	280.00
IT Equipment	Amazon, Aux Cables for Bus	13.44
IT Equipment	Amazon, Aux Cables for Bus	53.76
Small Tools & Equipment	Amazon, Diagnostic Adapter	18.45
Small Tools & Equipment	Amazon, Test Lead Set for Cummins	168.32
Safety Supplies	North American Safety, Gloves	77.00
Small Equipment & Furniture	Amazon, Executive Chairs Qty 8 for Admin	835.13
Small Equipment & Furniture	Home Depot, Shop Desks	605.99
Dues, Memberships, Subscriptions	Bluehost.com, Yearly Wordpress Hosting	221.41
Dues, Memberships, Subscriptions	Efax, Monthly eFax Bill	110.23
Dues, Memberships, Subscriptions	Zoom.com, Yearly Zoom Subscription	173.65
Travel & Meeting Expense MTA	Alaska Airlines, CTAA Conference San Diego	312.60
Travel & Meeting Expense MTA	Fred Meyer, Food/Drink items for Quarterly Staff Meeting	24.74
Travel & Meeting Expense MTA	Safeway, Food for Quarterly Staff Meeting	119.87
Travel & Meeting Expense MTA	Shelton-Mason County Chamber of Commerce, Annual Gala Event	259.55
Travel & Meeting Expense MTA	Town & Country Lodging, CTAA Conference San Diego	296.66
Conference Registration	CTAA , Annual Conference Registration	750.00
Conference Registration	WA Municipal Clerks Assoc, 2025 Annual Conference	695.00
Training / Seminars	Jurassic Parliament Workshop, Crash Course for Board Chair	57.00
Advertising/Promotion Media	JobTarget, Recruitment for Outreach Coordinator	349.00
Other Misc Expenses	Aatrix, 1099 Filings	35.25
	Transaction Total	11,448.96



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

2/3/2025

Manager's Approval: John Sheridan

DocuSigned by:
 CB8EEFBDC8D64AF...

Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
1/14/25	CTAA	CTAA Annual Conference Registration	\$ 750.00	✓ Y	10	509023	✓
1/15/2025	Alaska Airlines	Flight to CTAA conference, San Diego	\$ 312.60	✓ Y	10	509021	✓
1/16/25	Town and Country Lodging	CTAA Conference, San Diego	\$ 296.66	✓ y	10	509021	✓
TOTAL			\$ 1,359.26	✓			

Don't forget to attach original receipts

Signature Amy Asher

Date 2/3/2025

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 7A – *Actionable*
Subject: Proposed Revisions to POL-302 Employee Recognition Program
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Background:

POL-302 amendments are being proposed to reflect recent changes in operations and suggestions to operate more efficiently.

In years past, MTA held an annual all-staff meeting on a Sunday so that all employees could attend. Following a survey submitted to employees, a majority expressed their desire to hold quarterly lunch meetings to meet with Managers instead. Section 3.1 outlines this change.

Section 3.1.2 reflects adjustments relating to Driver Safety Awards as they are now specifically called in out in collective bargaining agreements. It also clarifies those Worker Drivers that are eligible for the award.

At the suggestion of the Employee Engagement Committee, POL-302 section 3.1.4 has been amended to have the Employee of the Year Award recipient also represent MTA as its honoree of the WSDOT Wall of Fame Award and attend the conference and banquet. This will reduce redundancy in the selection process as the criteria are the same.

The attached policy has been reviewed by the Policy Committee and approved with the track changes as attached.

Legal Counsel has reviewed and approved this policy as revised.

Summary: Update the Employee Recognition Program Policy (POL-302).


Fiscal Impact: None anticipated.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-01 approving revised POL-302 Employee Recognition Program.

	<p>Title: Employee Recognition Program</p> <p>Number: 302</p> <p>Effective: December 17, 2019 <u>February 18, 2025</u></p> <p>Cancel: <u>December 19, 2017</u> <u>December 17, 2019</u></p> <p>Prepared by: <u>LeeAnn McNulty</u> <u>Haley Dorian</u> <u>Administrative Services Manager</u> <u>HR</u> <u>Manager</u></p> <p>Approved by: Authority Board Resolution No. <u>2019-40</u> <u>2025-01</u></p>
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POL-302 EMPLOYEE RECOGNITION PROGRAM

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

1.0 Purpose

1.1 Employee recognition means any award, token of appreciation, gift, prize, meal, entertainment, or event that is intended to specifically promote good will; foster a sense of pride in affiliation with MTA, promote safety, productivity, reliability, efficiency, dedication, commitment to the community, and/or cost savings for MTA.

2.0 Policy

2.1 MTA or its individual departments, subject to budgetary authority and pursuant to Washington law in accordance with RCW 41.60.150, expend funds for the purpose of employee recognition. The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance and may not exceed for per-employee cost of meals covered under MTA’s Travel and Expense Policy governing travel-status meals. The General Manager must approve the expenditures of funds for use of facilities, entertainment, or similar costs for the purposes of employee recognition in advance.

2.2 At the direction of the General Manager, Administrative Services department will coordinate employee events and awards. Departments will manage the department level employee recognition events and awards. Recognition events and awards must follow a reasonable standard. MTA encourages recognition activities that provide employees and volunteers a meaningful experience, but not considered extravagant by community standards, and pursuant to Washington law in accordance with standards outlined in RCW 41.60.150, Recognition Awards.

2.3 An Employee Engagement Committee will be maintained to assist the General Manager and Administrative Services with employee recognition and events.

3.0 Quarterly Staff Meetings Annual Recognition Event

3.1 These is events will be coordinated by the HR Manager General Manager and Administrative Services department. Funding for the program will be maintained centrally within the Administrative Services department.



Title:	Employee Recognition Program
Number:	302
Effective:	December 17, 2019 February 18, 2025
Cancels:	December 19, 2017 December 17, 2019
Prepared by:	LeeAnn McNulty Haley Dorian Administrative Services Manager HR
	Manager
Approved by:	Authority Board Resolution No. 2019-40 2025-01

3.1.1 **Years of Service:** Employees will be recognized annually for years of service. At five-year increments, an award may be given to an official or employee who has completed aggregate Mason Transit Authority years of service. An employee reaching a milestone will be honored with \$25 and a lapel pin for each five-year increment, not to exceed \$100. After 20-years of service a jacket, plaque or other comparable gift will be given in addition to the monetary award.

3.1.2 **Driver Safety Awards:** Drivers will be recognized annually for zero preventable accidents. A safety award will be given in the first pay period in December in the amount ~~of \$200~~ [agreed upon in the applicable Collective Bargaining Agreement](#) for those who have zero preventable accidents, no safety suspensions, no Category A or B safety violations and less than three (3) valid incidents as determined by the Event Process. [Those with absences greater than 30 days during the calendar year, exclusive of vacation or military leave, will not be considered for the safe driving award.](#)

[Worker/Drivers who meet the above requirements and have driven for a minimum of 600 hours in the award year are eligible to receive \\$200 safety award in the first pay period in December.](#)

3.1.3 **Employee of the Year Award:** This award will be given to an individual who best exemplifies the agency’s mission, vision and guiding principles in customer service, commitment to enhancing services for quality of life for Mason County citizens, going above and beyond in daily work habits, consistent effort to improve skills and an inspiration to employees and citizens. This award will be selected through a nomination process by employees and selected by the Employee Engagement Committee, which consists of employees from all departments and positions.

The committee will request nominations from employees. Once received by the committee, nominations will be scored on a scale of 1 -5 in each of the areas of customer service, commitment, going above and beyond, consistency and inspiration. The committee will also include Star Awards, Customer Comments and other such accolades as part of the evaluation.



Title: Employee Recognition Program
Number: 302
Effective: December 17, 2019 [February 18, 2025](#)
Cancel: ~~December 19, 2017~~ [December 17, 2019](#)
Prepared by: ~~LeeAnn McNulty~~ [Haley Dorian](#)
[Administrative Services Manager](#) [HR](#)
[Manager](#)
Approved by: Authority Board
Resolution No. ~~2019-40~~ [2025-01](#)

The nominee with the highest score will receive the Employee of the Year award. The recipient will receive a de minimus gift, press release, annual parking spot and recognition at the annual All Staff meeting.

3.1.4 Wall of Fame

8.1 The Wall of Fame is a Washington State Department of Transportation recognition program that recognizes exemplary employees, as nominated by their employers, for their dedication, innovation, customer service, and professionalism.

8.2 The Employee(s) of the Year as selected by the Employee Engagement Committee will serve as the honoree(s).

8.3 Honorees will be eligible to attend the annual Public Transportation Conference and Wall of Fame Award Banquet .

4.0 Star Award

4.1 The Star Award is recognition given from one employee to other employees for day-to-day good deeds which could include help on a project, exemplary customer service, an innovative idea, or overall positive attitude and performance.

5.0 Retirement Awards

5.1 Administrative Services department and department heads will work together to honor retirees by providing cake, a small gift, card and beverages.

6.0 MTA Employee Appreciation Day

6.1 During the Spring National Transportation week and the Transit Driver Recognition Day, staff will be honored through an event, small gift or other de minimus recognition.

7.0 Employee Recognition Awards

7.1 To assist managers in recognizing outstanding performance and excellence through items of de minimis value in a manner that fits the needs of the department.

8.0 ~~Wall of Fame~~

See Also: N/A
Page 3 of 4



Title: Employee Recognition Program
Number: 302
Effective: December 17, 2019 February 18, 2025
Cancel: December 19, 2017 December 17, 2019
Prepared by: LeeAnn McNulty Haley Dorian
Administrative Services Manager HR
Manager
Approved by: Authority Board
Resolution No. 2019-40 2025-01

~~8.1 The Wall of Fame is a Washington State Department of Transportation recognition program that recognizes exemplary employees, as nominated by their employers, for their dedication, innovation, customer service, and professionalism.~~

~~8.2 Honorees will be selected from nominations to the Employee Engagement Committee. Criteria of selection will be based on demonstration of excellence in MTA's core competencies and/or guiding principles; being conscientious, innovative, providing excellent customer service (internally and/or externally); demonstrating leadership or can-do attitudes; improving communications; cutting costs; reducing customer complaints; managing successful promotional campaigns, or working together to improve a process. Individuals and/or teams can be recognized.~~

~~8.3 Honorees will be eligible to attend the annual Public Transportation Conference and Wall of Fame Award Banquet.~~

RESOLUTION NO. 2025-01

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY EMPLOYEE
RECOGNITION PROGRAM POLICY (POL-302) AND SUPERSEDING AND
REPLACING IN FULL ANY PREVIOUSLY ADOPTED OR APPROVED
MASON TRANSIT AUTHORITY EMPLOYEE RECOGNITION PROGRAM
POLICY, INCLUDING RESCINDING RESOLUTION NO. 2019-40.**

WHEREAS, the MTA Employee Recognition Policy (POL-302) was last approved by the Mason Transit Authority Board in 2019;

WHEREAS, the policy has been updated so that it aligns with new revisions and streamlining some of the award processes at MTA; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Mason Transit Authority Employee Recognition Program (POL-302) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Employee Recognition Program Policy, including rescinding Resolution No. 2019-40.

Adopted this 18th day of February, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7B – *Actionable*
Subject: Proposed Revisions to POL-602 Wellness Program
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Background:

The goal of the Wellness Program was to create an environment that supported healthy lifestyles and offered opportunities for MTA employees to optimize their health and wellbeing.

Minor changes have been made to the policy to include the following:

- Ensuring that one member from each of the six (6) teams is included on the Wellness Team.
- Reducing the number of times the Wellness Team would meet from quarterly to bi-annually.
- Modifying the Wellness Team responsibilities to include proposing an annual budget to be considered during the annual MTA budget process.

The attached policy has been reviewed by the Policy Committee and approved with the track changes as attached.

Legal Counsel has reviewed and approved this policy as revised.

Summary: Update the Wellness Program (POL-602).

Fiscal Impact:


None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-02 approving revised POL-602 Wellness Program.

	Title:	Wellness Program
	Number:	602
	Effective:	October 15, 2019 <u>February 18, 2025</u>
	 Cancels:	October 15, 2019 <u>June 1, 2014</u>
	Prepared by:	Haley Dorian, HR Manager <u>LeeAnn McNulty, Administrative Services Manager</u>
Approved by:	Authority Board Resolution No. 2019-27 <u>2025-02</u>	

POL-602 WELLNESS PROGRAM

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

1.0 Purpose

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

2.0 Goal

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

3.0 Policy

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

See Also: Employee Handbook
Page 1 of 2



Title:	Wellness Program
Number:	602
Effective:	October 15, 2019 <u>February 18, 2025</u>
 Cancels:	October 15, 2019 <u>June 1, 2014</u>
Prepared by:	Haley Dorian, HR Human Resources Manager <u>LeeAnn McNulty, Administrative Services Manager</u>
Approved by:	Authority Board Resolution No. 2019-27 <u>2025-02</u>

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

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY WELLNESS
PROGRAM (POL-602) AND SUPERSEDING AND REPLACING IN FULL
ANY PREVIOUSLY ADOPTED OR APPROVED MASON TRANSIT
AUTHORITY WELLNESS PROGRAM, INCLUDING RESCINDING
RESOLUTION NO. 2019-27.**

WHEREAS, the MTA Wellness Program (POL-602) was last approved by the Mason Transit Authority Board in 2019;

WHEREAS, the policy has been updated requiring one volunteer from each of the MTA teams, the minimum number of times the Wellness Team members are to meet each year and establishing and proposing an annual budget; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Mason Transit Authority Wellness Program (POL-602) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Wellness Program, including rescinding Resolution No. 2019-27.

Adopted this 18th day of February, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7C – *Actionable*
Subject: Proposed Revisions to POL-301 Drug & Alcohol Policy
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Background:

Occasionally the Drug and Alcohol Policy needs to be updated to stay current with local, state and federal laws or regulations or other relevant changes.

The following required or proposed changes are as follows:

- Citing an updated federal regulation in Section 3.0.
- Clarification of the type of leave to be used if a safety sensitive employee admits to a drug and/or alcohol problem.
- Attachment A: This list has been changed to reflect only those positions that perform safety-sensitive jobs for more than 50% of their shift as directed by Department of Transportation.
- Attachment B: Changes have been made to each category.
- Staff title change in the acknowledgement form.

The attached policy has been reviewed by the Policy Committee and approved with the track changes as attached.

Legal Counsel has reviewed and approved this policy as revised.

Summary: Update the Drug and Alcohol Policy (POL-301).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-03 approving revised POL-301 Drug and Alcohol Policy.



Title: Drug and Alcohol Policy
Number: 301
Effective: ~~July 21, 2020~~ February 18, 2025
Cancel: ~~June 18, 2019~~ July 21, 2020
Prepared by: ~~LeeAnn McNulty~~ Haley Dorian
~~Administrative Services Manager~~ HR
Manager
Approved by: Authority Board
Resolution No. ~~2020-14~~ 2025-03

I.0 Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Mason Transit Authority’s policy or *Washington State law*. *Portions of this policy are mandated by state law and are reflected in italics.* Mason Transit Authority’s additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Mason Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the DAPM/DER, see Attachment B, no later than five days after such conviction.

2.0 Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle



Title:	Drug and Alcohol Policy
Number:	301
Effective:	July 21, 2020 <u>February 18, 2025</u>
Cancel:	June 18, 2019 <u>July 21, 2020</u>
Prepared by:	LeeAnn McNulty <u>Haley Dorian</u> <u>Administrative Services Manager</u> <u>HR</u>
	<u>Manager</u>
Approved by:	Authority Board Resolution No. 2020-14 <u>2025-03</u>

- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3.0 Prohibited Behavior

Use of illegal drugs is prohibited at all times ~~---~~ All covered employees are prohibited from using drugs at all times as required by 49 CFR 655.21 (c). ~~reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40.~~ Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.



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Manager
Approved by: Authority Board
Resolution No. ~~2020-14~~ 2025-03

4.0 Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Mason Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5.0 Positive Test Reporting

In accordance with the provisions of RCW 46.25, Mason Transit Authority shall report positive drug test results and refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing (DOL) under the following circumstances:

- 1) *An employee is terminated or resigns;*
- 2) *An employee has exhausted all grievance processes up to, but not including, arbitration;*
- 3) *An employee has not been cleared to return to performing safety sensitive functions.*

Also in accordance with this regulatory requirement, Mason Transit Authority's MRO and BAT shall report all positive pre-employment drug test results or refusals to test for current CDL holders to DOL after consultation with Mason Transit Authority's Drug and Alcohol Program Manager to confirm applicability of the regulation.

Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the RCW.

6.0 Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo



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	<u>Manager</u>
Approved by:	Authority Board Resolution No. 2020-14 <u>2025-03</u>

another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Mason Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. **Following a reasonable suspicion test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.**

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance



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could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. **Following a post-accident test, a covered employee will be removed from safety-sensitive duties and placed on paid administrative leave until test results are received.**

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.



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The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee’s shift, must be provided at least 30 minutes before the end of the shift.

7.0 Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Mason Transit Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).



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Number:	301
Effective:	July 21, 2020 <u>February 18, 2025</u>
Cancel:	June 18, 2019 <u>July 21, 2020</u>
Prepared by:	LeeAnn McNulty <u>Haley Dorian</u> Administrative Services Manager <u>HR</u>
Manager	
Approved by:	Authority Board Resolution No. 2020-14 <u>2025-03</u>

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Mason Transit Authority guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Mason Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Mason Transit Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Mason Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.



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Resolution No. ~~2020-14~~ 2025-03

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8.0 Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DAPM/DER, see Attachment B, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function, placed on un-paid administrative leave, and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9.0 Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the DAPM/DER, see Attachment B. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10.0 Contact Person

For questions about Mason Transit Authority's anti-drug and alcohol misuse program, contact the DAPM/DER, see Attachment B.



Title: Drug and Alcohol Policy
Number: 301
Effective: ~~July 21, 2020~~ February 18, 2025
Cancel: ~~June 18, 2019~~ July 21, 2020
Prepared by: ~~LeeAnn McNulty~~ Haley Dorian
Administrative Services Manager
HR
Manager
Approved by: Authority Board
Resolution No. ~~2020-14~~ 2025-03

Attachment A: Covered Positions

The following list includes safety-sensitive job titles of MTA employees or contractors who meet FTA safety-sensitive criteria:

- ~~Cleaner/Fueler/Detailer~~
- ~~CommCenter Supervisor~~
- ~~Custodian/Detailer~~
- ~~Customer Service Representative~~
- Drivers
- ~~Facilities Technician~~
- Mechanic
- ~~Maintenance Manager~~
- Maintenance Support Technician
- ~~Operations Manager~~
- Operations Supervisor
- Operations Safety & Training Supervisor
- ~~Scheduler/Dispatcher~~
- Service Mechanic
- Worker/Driver



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Prepared by: ~~LeeAnn McNulty~~ Haley Dorian
 Administrative Services Manager HR
Manager
Approved by: Authority Board
 Resolution No. ~~2020-14~~ 2025-03

Attachment B: List of Program Contacts

Drug and Alcohol Program Manager (DAPM) & ~~Designated Employer Representative (DER)~~

Amy Asher, General Manager ~~LeeAnn McNulty, Administrative Services Manager~~

790 E Johns Prairie Road, Shelton, WA 98584

Office: (360) 426-9434 or 1-800-281-9434 ext. ~~155138~~

Secure Fax: 360) 426-9143

Agency Cell: (360) ~~545-7207~~ 545-7969

Email: ~~aasher@mcnulty~~ amasher@mcnulty@masontransit.org

Alternate ~~Designated Employer Representative (DER)~~

Haley Dorian, ~~HR Manager~~ Generalist ~~Accounting Assistant~~

790 E Johns Prairie Road, Shelton, WA 98584

Office: (360) 426-9434 or 1-800-281-9434 ext. 123

Secure Fax: (360) 426-9143

Agency Cell: (360) 545-7058

Email: hdorian@masontransit.org

Testing Coordinator

Mason General Hospital Lab	AWorkSAFE Service, Inc.
901 Mountain View Drive	1696 Capital St. NE
Shelton, WA 98584	Salem, OR 97301
Phone: (360) 427-9565	Phone: (503) 391-9363
Hours: Mon-Fri 8 am to 3 pm	Hours: 24 hr./day
24 hr. Post-Accident/Reasonable Suspicion	

<u>Kaiser Permanente of WA – Olympia</u>	<u>Kaiser Permanente of WA- Port Orchard</u>
<u>700 Lilly Road NE</u>	<u>1400 Pottery Avenue</u>
<u>Olympia, WA 98506</u>	<u>Port Orchard, WA 98366</u>
<u>Phone: 1-866-967-9675</u>	<u>Phone: 1-866-967-9675</u>
<u>Hours: Urgent care on-site 24/7</u>	<u>Hours: Urgent care on-site 24/7</u>

Fastest Labs – Mobile Testing
2115 South 56th St
Suite 105, Tacoma, WA 98409
Phone: 253-655-0960
Hours: 24/7 After hours and post-accident



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Administrative Services Manager
HR
Manager
Approved by: Authority Board
Resolution No. ~~2020-14~~ 2025-03

Medical Review Officer

Drug Free Business

Dr. ~~Mark Peacock~~ ~~Dee McGonigle~~, MD, MRO

~~18912 N Creek Pkwy #202~~ ~~11511 N.E. 195th Street, Suite 102~~

Bothell, WA 98011

Phone: ~~800-598-3437~~ ~~866-448-0651~~

Phone: 425-48~~89~~ ~~97550832~~

Employee Assistance Program

ComPsych

1-800-570-9315

www.guidanceresources.com

Substance Abuse Professionals

ComPsych

1-800-570-9315

www.guidanceresources.com

Alfreda Haines, NAADAC, SAP

F.H. Counseling & Associates, PLLC

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Title: Drug and Alcohol Policy
Number: 301
Effective: ~~July 21, 2020~~ February 18, 2025
Cancel: ~~June 18, 2019~~ July 21, 2020
Prepared by: ~~LeeAnn McNulty~~ Haley Dorian
Administrative Services Manager
HR
Manager
Approved by: Authority Board
Resolution No. ~~2020-14~~ 2025-03

ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY

I, _____, hereby acknowledge that I have received a copy of the revised MTA Drug & Alcohol Policy mandated by the U.S. Department of Transportation, Federal Transit Administration, for all covered personnel who perform a safety-sensitive function.

I understand this policy is required by and conforms to 49 CFR PART 655, as amended, and has been duly adopted by the governing body of MTA. Any provisions contained herein which are not required by either 49 CFR Part 655 or 49 CFR Part 40, as amended, and have been imposed solely on the authority of MTA designated as such in the policy.

I also affirm my understanding that compliance with all provisions contained in this policy is a condition of my initial and continued employment. By accepting employment or continuing to be employed by MTA in a safety-sensitive position, I am giving my consent to submit to testing for alcohol and drugs as specified in this policy and the regulations upon which it is based.

I hereby agree to comply with all requirements of MTA policy and USDOT regulations 49 CFR 655 and 49 CFR 40 with regard to implementation and execution of their substance abuse programs.

I further understand that the information contained in the approved policy is subject to change, and that any change or addendum to this policy shall be provided to me in a manner consistent with the provisions of 49 CFR Part 655, as amended.

Please sign and date this certification and return it to the ~~Administrative Services Manager~~. DAPM/DER.

Employee Name (Print)

Witness Name (Print)

Employee Signature

Witness Signature

Date

Date

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY DRUG AND ALCOHOL
POLICY (POL-301) AND SUPERSEDING AND REPLACING IN FULL ANY
PREVIOUSLY ADOPTED OR APPROVED MASON TRANSIT AUTHORITY
DRUG AND ALCOHOL POLICY, INCLUDING RESCINDING
RESOLUTION NO. 2020-14.**

WHEREAS, the MTA Drug and Alcohol Policy (POL-301) was last approved by the Mason Transit Authority Board in 2020;

WHEREAS, the policy has been updated reflect changes relating to prohibited behavior; type of leave to be used by employee in certain circumstances; identifying safety-sensitive positions in which more than 50% of the job is performing safety-sensitive functions, and updating the List of Program Contacts in Attachment B; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Mason Transit Authority Drug and Alcohol Policy (POL-301) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Drug and Alcohol Policy, including rescinding Resolution No. 2020-14.

Adopted this 18th day of February, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7D – *Actionable*
Subject: Proposed Revisions to POL-309 Washington Paid Sick Leave Policy
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Background:

There is a change to the definition of “Family Member” under this policy. This change was made as a result of new legislation passed relating to Engrossed Substitute Senate Bill No. 5793, Chapter 356, Laws of 2024 and MTA wants to be sure its policy is in alignment with that expanded definition. The term has been updated to include any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

The attached policy has been reviewed by the Policy Committee and approved with the track changes as attached.

Legal Counsel has reviewed and approved this policy as revised.

Summary: Update the Washington Paid Sick Leave Policy (POL-309).

Fiscal Impact:


None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-04 approving revised POL-309 Washington Paid Sick Leave Policy.

	<p>Title: Washington Paid Sick Leave Policy</p> <p>Number: 309</p> <p>Effective: February 18, 2025 January 1, 2019; REVISED December 18, 2018</p> <p>Cancel: January, 2019 N/A</p> <p>Prepared by: Haley Dorian, HR Manager LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2017-43; 2018-22 <u>2025-04</u></p>
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POL-309 WASHINGTON PAID SICK LEAVE POLICY

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

1.0 Purpose

1.1 Washington Paid Sick Leave (WPSL) is available for all employees to use for qualifying reasons per state law.

2.0 Policy

2.1 Qualifying Reasons to Use Washington Paid Sick Leave

WPSL may be used for the following reasons:

- An employee’s mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, and optical appointment;
- Care of a family member with a mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons; or
- To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim
Qualifying activities include seeking legal or law enforcement assistance or court relief, counseling or treatment by a health care provider, and obtaining support services (e.g., shelter, crisis outreach, safety planning, relocation assistance).

2.2 Accrual of Washington Paid Sick Leave

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 hours per pay period (e.g. a full-time employee working 37 hours per week during a two-week pay period will accrue two hours of WPSL.)

Part time, Seasonal, Worker/Driver and Temporary employees will earn Washington Paid Sick Leave at a rate of .025 per hour for each hour worked.



Title:	Washington Paid Sick Leave Policy
Number:	309
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Cancel:	January, 2019 N/A
Prepared by:	Haley Dorian, HR Manager LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43; 2018-22 <u>2025-04</u>

MTA’s accrual period is from January 1st through December 31st.
All employees begin accruing WPSL at the commencement of employment.

At the start of employment, all employees will receive information about the WPSL Policy.

2.3 Eligibility to Use Accrued Washington Paid Sick Leave

All employees are eligible to use accrued WPSL beginning on the 90th day of their employment.

WPSL accrued during a pay period may not be used until the following pay period.

2.4 Reasonable Notice for the Use of Washington Paid Sick Leave

Employees must provide reasonable notice, as described below, to his or her team manager regarding the use of WPSL whenever possible, along with a Paylocity Time-Off Request stating Qualifying Reason (see 2.1). If no advance notice is possible, then the request must be submitted on the day following the employee’s return to work. If possible, the request should include the expected return date. Information provided will be kept confidential.

Foreseeable Absences. 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 WPSL will be used.

Unforeseeable Absences. If the absence is unforeseeable, the employee must notify his or her team manager as soon as possible.

- If advance notice is possible, the employee must provide such notice no later than one (1) hour before the employee’s scheduled start time.
- If advance notice is not possible, the employee or a person on the employee’s behalf, must provide such notice, as soon as possible.

2.5 Verification for Absences Exceeding Three Days

An employee may be required to provide verification of a qualifying reason for using WPSL for absences exceeding three (3) consecutive days during which the employee is/was required to work.



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Approved by:	Authority Board Resolution No. 2017-43; 2018-22 <u>2025-04</u>

If verification is requested, verification must be provided to the manager no less than 10 calendar days of the first day an employee used WPSL. If an employee believes that obtaining verification for use of WPSL would result in an unreasonable burden or expense on the employee, the employee must submit a completed verification form or contact the Administrative Services Manager. MTA will consider the employee’s information and respond with alternatives for verification if needed. If the employee is not satisfied with the MTA’s alternatives, it may contact the Washington State Department of Labor & Industries. For contact information, see below.

For the employee’s own health care or the care for a family member.

Acceptable verification may include:

- A signed statement by a health care provider indicating that the use of WPSL is necessary to take care of the employee or an employee’s family member; or
- A written or oral statement from the employee indicating that the use of WPSL is necessary to take care of himself or herself or a family member.

To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim.

Acceptable verification may include:

- A written statement that the employee or an employee’s family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues.
- A police report indicating that the employee or the employee’s family member was a victim of domestic violence;
- Evidence from a court or prosecuting attorney showing that the employee or the employee’s family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;



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Number: 309
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~~REVISED December 18, 2018~~
Cancel: ~~January, 2019~~ N/A
Prepared by: ~~Haley Dorian, HR Manager~~ ~~LeeAnn McNulty,~~
~~Administrative Services Manager~~
Approved by: Authority Board
Resolution No. ~~2017-43; 2018-22~~ 2025-04

- A court order of protection;

- Documentation from any of the following persons from whom an employee or an employee’s family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee’s family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

For the closure of the employee’s place of business or child’s school/place of care. Acceptable verification includes the notice of closure by a public official that the employee received regarding the employee’s child’s school or place of care.

2.6 Increments of Use for Washington Paid Sick Leave

Employees must use WPSL in increments of one (1) hour.

2.7 Payroll

Employees will be notified of their WPSL accrued, usage, and current balances for each pay period on a direct deposit statement and/or Paylocity’s Time-Off section of the Self-Service Portal.

2.8 Rate of Pay When Using Washington Paid Sick Leave

Use of WPSL hours will be compensated at an employee’s regular rate of pay, excluding withholdings and overtime rates, where applicable. Use of WPSL will not count towards the calculation of overtime.

2.9 Carryover of Washington Paid Sick Leave Hours

At the end of the accrual year, up to 40 hours of accrued, unused WPSL will be carried over to the next accrual year. For regular full-time employees, any



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Effective:	February 18, 2025 January 1, 2019; REVISED December 18, 2018
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Prepared by:	Haley Dorian, HR Manager LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-43; 2018-22 <u>2025-04</u>

accrued, unused WPSL over 40 hours will carry over to the employee’s Mason Transit Authority Sick Leave (MTASL) balance. For example, at the end of the accrual year a regular full-time employee has 48 hours of WPSL, 40 hours will carry over to the WPSL balance and 8 hours will carry over to the employee’s MTASL balance. For all other employees, any accrued, unused WPSL over 40 hours will be forfeited.

2.10 Separation from Employment

If an employee separates from employment, the employee forfeits all accrued, unused WPSL.

2.11 Reinstatement of Employment

If an employee separates from employment and is rehired within 12 months of the separation, any accrued, unused WPSL will be reinstated to the employee’s WPSL balance. Prior employment at the MTA will be credited toward the 90-day requirement before an employee can begin using accrued, unused WPSL.

2.12 Retaliation Prohibited

Any discrimination or retaliation against an employee for lawfully using WPSL is not allowed. Employees will not be disciplined for the lawful use of WPSL.

If an employee feels that he or she is being discriminated or retaliated against, the employee may contact the General Manager.

If an employee is not satisfied with the company’s response, the employee may contact the Washington State Department of Labor & Industries:

- Online: www.Lni.wa.gov/WorkplaceRights
- Call: 1-866-219-7321, toll-free
- Visit: www.Lni.wa.gov/Offices
- Email: ESgeneral@Lni.wa.gov

3.0 Definitions



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18, 2025~~ ~~January 1, 2019;~~
~~REVISED December 18, 2018~~
 Cancels: ~~January, 2019~~ N/A
Prepared by: ~~Haley Dorian, HR Manager~~ ~~LeeAnn McNulty,~~
~~Administrative Services Manager~~
Approved by: Authority Board
Resolution No. ~~2017-43; 2018-22~~ 2025-04

- “Family member” is defined as a child (including biological, adopted, foster, step, in loco parentis, or legal guardian) or parent (including biological, adopted, foster, step, de facto, or legal guardian) to the employee or the employee’s spouse/registered domestic partner, a spouse, registered domestic partner, grandparent, grandchild, ~~or~~ sibling, or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.
- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Absences exceeding three days" means absences exceeding three consecutive days an employee is required to work. For example, assume an employee is required to work on Mondays, Wednesdays, and Fridays, and then the employee uses WPSL for any part of each of those three work days in a row. If the employee uses WPSL again on the following Monday, the employee would have absences exceeding three days.
- "Commencement of employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Verification" means evidence that establishes or confirms that an employee's use of WPSL is for a qualifying reason under RCW 49.46.210(1)(b)-(c).

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY WASHINGTON PAID
SICK LEAVE (POL-309) AND SUPERSEDING AND REPLACING IN FULL
ANY PREVIOUSLY ADOPTED OR APPROVED MASON TRANSIT
AUTHORITY WASHINGTON PAID SICK LEAVE, INCLUDING
RESCINDING RESOLUTIONS NOS. 2017-43 AND 2018-22.**

WHEREAS, the MTA Washington Paid Sick Leave (POL-309) was last approved by the Mason Transit Authority Board in 2018;

WHEREAS, the policy has been updated to expand the definition of "Family Member";
and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Mason Transit Authority Washington Paid Sick Leave Policy (POL-309) shall supersede and replace in full any previously adopted or approved Mason Transit Authority Washington Paid Sick Leave, including rescinding Resolutions Nos. 2017-43 and 2018-22.

Adopted this 18th day of February, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – December 2024
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: January 21, 2025

Summary for Informational Purposes:

Included are the updated December 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for October 2024 (received December 31, 2024) was \$634,367, 8% *below* the 2024 budgeted amount, and 3% change from October 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 100% (12/12) of the budget by the end of the year. The total YTD Revenue is *over* budget at 121%. The total YTD Operating Expenses are *under* budget at 76.1%.

- Passenger fares for Worker Driver and Community Van are *under* budget at 92.1%.
- Rental Income is *over* budget at 105.3% due to higher than anticipated changes in CPI.
- Wages and Benefits at *under* budget at 77.3% as we had some positions vacant for longer than expected.
- Other Operating Expenses are *under* budget at 87.1%.
- Fuel is *under* budget at 70.3%. We budgeted \$7 per gallon per board direction in anticipation of global fuel uncertainty.
- Utilities are *under* budget at 83.1%.

Fiscal Impact:

December fiscal impact reflects total revenues of \$3,544,670, largely from operating grant reimbursements, and operating expenses of \$951,648; for a net *gain* of \$2,593,021.

Mason Transit Authority Statement of Financial Activities

% through the year: 100.0%

February 2025 Board Report

Statement of Financial Activities	December	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 560	\$ 1,500		37.3%
PSNS WorkerDriver	7,306	79,098	85,000		93.1%
Total Operating Revenue (Fares)	7,306	79,658	86,500		92.1%
Sales Tax	535,193	7,680,960	7,645,620	1	100.5%
Operating Grants	2,914,719	7,615,072	5,530,866		137.7%
Rental Income	13,103	160,378	152,361		105.3%
Investment Income	69,000	864,066	200,000		432.0%
Other Non-operating Revenue	5,349	107,644	26,050	2	413.2%
Total Revenue	3,544,670	16,507,777	13,641,397		121.0%
Expenses					
Wages and Benefits	802,257	6,392,122	8,268,421		77.3%
Contracted Services	13,845	220,271	380,120		57.9%
Fuel	33,927	455,472	647,500		70.3%
Vehicle/Facility Repair & Maintenance	34,267	294,091	362,200		81.2%
Insurance	24,466	293,584	293,583		100.0%
Intergovernmental - Audit Fees	1,043	41,410	40,000		103.5%
Utilities	14,608	174,369	209,800		83.1%
Supplies & Small Equipment	21,704	283,932	406,150	3	69.9%
Training & Meetings	607	38,848	62,450		62.2%
Other Operating Expenses	4,924	128,955	148,009	4	87.1%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	951,648	8,323,053	10,938,233		76.1%
Net Income (Deficit) from Operations	\$ 2,593,021	\$ 8,184,724	\$ 2,703,164		

NOTES

(1)	Monthly sales tax amounts are based upon budgeted amounts and not actuals received.
(2)	Includes: Sale of Maintenance Services; Gain/Loss on Disp. of Asset; Sales Tax Interest Income; Insurance Recoveries; WSTIP Network Safety Grant; WSTIP Risk Management Grant; Other Non Transportation Revenue - ; plus other misc. non-operating revenue.
(3)	Printing; Cleaning/Sanitation/Safety supplies; Office Supplies; Shop Supplies; Small Tools & Equipment; IT Equipment; Communications Equipment; Operating Supplies; Small Equipment & Furniture; Software; Postage - ; plus other misc supplies and small equipment.
(4)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions; CDL Medical Exams; Rent-CDL Training; Vehicle Registration fees; Office Equip Lease; Small tools repair; plus Other misc. operating expenses.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – January 2025
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: February 18, 2025

Summary for Informational Purposes:

Included are the updated January 2025 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2024 (received January 31, 2025) was \$628,216, 3% *above* the 2024 budgeted amount, and 3% change from November 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 8.3% (1/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 4.3%. The total YTD Operating Expenses are *under* budget at 6.6%.

- Passenger fares for Worker Driver and Community Van are *over* budget at 9.3%.
- Rental Income is *over* budget at 8.5% due to higher than anticipated changes in CPI.
- Wages and Benefits at *under* budget at 6.5%.
- Other Operating Expenses are *over* budget at 25.2%, due to yearly memberships at beginning of year.
- Fuel is *under* budget at 5.1%.
- Utilities are *under* budget at 5.7%.

Fiscal Impact:

January fiscal impact reflects total revenues of \$606,956, and operating expenses of \$768,216; for a net *loss* of \$161,260.

Mason Transit Authority Statement of Financial Activities

% through the year: 8.3%

February 2025 Board Report

Statement of Financial Activities	January	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	8,003	8,003	85,000		9.4%
Total Operating Revenue (Fares)	8,003	8,003	85,800		9.3%
Sales Tax	511,762	511,762	7,798,533	1	6.6%
Operating Grants	-	-	5,798,609		0.0%
Rental Income	12,377	12,377	144,794		8.5%
Investment Income	69,418	69,418	150,000		46.3%
Other Non-operating Revenue	5,396	5,396	28,550	2	18.9%
Total Revenue	606,956	606,956	14,006,286		4.3%
Expenses					
Wages and Benefits	569,019	569,019	8,809,811		6.5%
Contracted Services	11,802	11,802	311,970		3.8%
Fuel	32,899	32,899	649,100		5.1%
Vehicle/Facility Repair & Maintenance	24,522	24,522	449,275		5.5%
Insurance	58,603	58,603	344,368		17.0%
Intergovernmental - Audit Fees	278	278	55,000		0.5%
Utilities	13,701	13,701	242,400		5.7%
Supplies & Small Equipment	20,740	20,740	413,320	3	5.0%
Training & Meetings	3,016	3,016	121,071		2.5%
Other Operating Expenses	33,636	33,636	133,633	4	25.2%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	768,216	768,216	11,649,948		6.6%
Net Income (Deficit) from Operations	\$ (161,260)	\$ (161,260)	\$ 2,356,338		

NOTES

(1)	Monthly sales tax amounts are based upon budgeted amounts and not actuals received.
(2)	Includes: Sale of Maintenance Services; Gain/Loss on Disp. of Asset; Sales Tax Interest Income; Insurance Recoveries; WSTIP Network Safety Grant; WSTIP Risk Management Grant; Other Non Transportation Revenue - ; plus other misc. non-operating revenue.
(3)	Printing; Cleaning/Sanitation/Safety supplies; Office Supplies; Shop Supplies; Small Tools & Equipment; IT Equipment; Communications Equipment; Operating Supplies; Small Equipment & Furniture; Software; Postage - ; plus other misc supplies and small equipment.
(4)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions; CDL Medical Exams; Rent-CDL Training; Vehicle Registration fees; Office Equip Lease; Small tools repair; plus Other misc. operating expenses.

Mason Transit Authority Cash and Investments

February 2025 Board Report

Cash Balances

	12/31/2024	1/31/2025	Change
Cash - MC Treasurer	\$ 5,898,208.78	\$ 6,690,318.60	\$ 792,109.82
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 240,428.61	\$ 238,663.55	(1,765.06)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 23,888,637.39	\$ 24,678,982.15	\$ 790,344.76

Cash Encumbrances

2024 MTA Funded Capital Budget Items Remaining \$ 1,364,569.00

Reserves:

General Leave Liability (Vacation/Sick)	382,376.71
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,100,000.00
Capital Project Reserves ¹	9,250,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,546,945.71

Total of Cash	\$ 24,678,982.15
Less Encumbrances	17,546,945.71
Undesignated Cash Balance Total (Including Reserves)	7,132,036.44
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,546,945.71
Undesignated Cash Reserves	\$ 203,054.29

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

Mason Transit Authority 2025 Capital Budget


Adopted December 17, 2024

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
TCC customer service office remodel	100,000		100,000		Carry forward from 2024. Remove ADA ramp from middle of office and re-design space.
JP Badge Access Door Locks	5,000		5,000		Downstairs admin office space doors.
Bus stop improvements	150,000	150,000			Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	165,000		165,000		Park and Ride Resurfacing. Pear orchard, matlock, belfair
Propane Conversion Kits	35,000		35,000		Paul to do calcs on existing fleet \$7,000 ea.
Fire Proof file cabinets for Grants and HR Files	15,000		15,000		Existing cabinets are past useful life and not locking. Tracy getting estimates.
Printer	10,000		10,000		Printer in Admin. Includes shipping and moving old printer from upstairs.
Maintenance Laptops	7,000	7,000			Replacement laptops for maintenance department.
Operations Tablets with mounts	30,000	30,000			Replacement of laptops for buses past useful life
IT Remote Access	5,500	5,500			Cloud solution that will allow IT staff to remote access desktops and laptops and perform required updates. Will no longer need to go to each individual computer to access.
Automated Voice Announcements	150,000	150,000			Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement.
Next Bus Signage at TCC	50,000	50,000			Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus.
Camera on JP Fleet and Wifi Access	17,000	17,000			Outdoor wifi and additional camera on JP fleet
IT Penetration Test	50,000	50,000		50,000	Recommendation from IT company that did an assessment on MTA's current vulnerabilities. WSTIP Grant will cover 10-15K
Repair/replace TCC Gym floor	130,000		130,000		Carry forward from 2024. Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
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	1,769,500	459,500	1,310,000	50,000	
Replace 6 cutaway buses	1,023,000	1,023,000			Order replacement vehicles in mid 2025 that may be here by the end of the year or in early 2026.
Total Vehicle Replacements	\$ 1,023,000	\$ 1,023,000	\$ -	\$ -	
Proposed 2025 Capital Projects	\$ 2,792,500	\$ 1,482,500	\$ 1,310,000	\$ 50,000	

Mason Transit Authority Sales Tax Receipts

February 2025 Board Report

Sales Tax Collected as of 1/31/2025 for 11/30/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual	Capital Reserves
January	464,970	492,351	528,201	611,650	545,346	-11%	3%	(66,304)
February	456,479	513,550	539,128	535,193	559,272	4%	4%	24,079
March	595,307	646,582	616,540	649,878	640,405	-1%	4%	(9,473)
April	585,816	599,278	599,059	611,650	619,533	1%	3%	7,883
May	604,875	620,580	656,593	573,422	671,706	17%	2%	98,284
June	640,945	677,991	731,134	726,334	724,483	0%	-1%	(1,851)
July	606,512	653,259	679,614	688,106	723,443	5%	6%	35,337
August	590,886	678,818	670,272	649,878	697,897	7%	4%	48,019
September	597,424	733,099	702,464	764,562	701,098	-8%	0%	(63,464)
October	576,267	652,444	613,829	688,106	634,367	-8%	3%	(53,739)
November	546,801	622,319	609,293	611,650	628,216	3%	3%	16,566
December	602,943	624,958	679,178	535,193				
	<u>6,869,226</u>	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,645,622</u>	<u>7,145,767</u>			
Budget Variance Average - YTD						1%		35,338
							% Change 2023 vs 2024 Actual Average - YTD	3%

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: February 18, 2025

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 18, 2025

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 18, 2025

GENERAL MANAGER'S REPORT

External Activities:

- Attended Mason County Climate Committee meeting for update of the Comprehensive Plan.
- Weekly legislative meetings with General Managers from around the state and the Washington State Transit Association.
- Met with Economic Development Director, Kevin Shutty to discuss work of the EDC in Mason County.
- Attended Mason County Tourism meeting in Hoodsport with local businesses.

Internal Activities:

- Facilitated Lunch with Leadership quarterly meeting between staff and managers. Thank you to Haley for coordinating lunch and bringing everyone together!
- Reviewed applicants and participated with hiring committee for new Outreach Coordinator.
- Attended National Transit Institute training on Project Management.
- Met with management staff on procurement processes so we can update the flow of information to finance.
- Onboarding with Commissioner Tarzwell.
- Participated in Government Finance Officer Association (GFOA) class on Capital Asset Accounting with Finance Manager.
- Facilitated meeting of the MTA Policy Committee.
- Submitted WSDOT Grant reimbursement requests for last quarter.
- Reviewed and submitted 2022 audit for final review.
- Reviewed for submission the FY 2024 Asset Inventory for WSDOT.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended MTA Board meeting.
Attended first quarter Lunch with Leadership.
Had first quarter maintenance department safety meeting and speak your mind meeting.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on park and ride spring list and summer maintenance needs.
- Fueller/Detailer recruitment will be posted at the end of the month.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 343 participants this January. The Special Olympics basketball team had 186 participants in January.
- **Kitchen:** The total number of kitchen users in January was 10 people.
- **Conference Room:** The MTA monthly board meeting welcomed 17 members this month. The MTA Quarterly Staff Meeting hosted by Amy and Haley welcomed around 15 MTA employees.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** 2025 started off strong. We are seeing increases across all modes when comparing January 2024 to January 2025.
- **Service Changes:** Service changes went into effect February 10. We have received very positive feedback from the public and are looking forward to seeing the ridership impacts.
- **New Outreach Coordinator:** We have selected MTA Operator Anja Reynolds as our new Outreach Coordinator. Congratulations Anja! She will be available to offer travel training, participate in community events and coordinate with agencies to connect to MTA services.
- **Community Partnerships:** Working with Shelton School District (CTE) department and their job shadow/internship program.
- **Outreach:** We hosted a field trip in January for Shelton Preschool. MTA provided transportation for Adulting in our Community group from North Mason High School.
- **Hiring:** MTA has an open recruitment for Drivers! The application period closes February 21.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: February 18, 2025

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2021.

To be easily identifiable, 2025 passenger trips are labeled with the actual number.

2025 ridership is starting off strong, we are showing ridership gains across all modes when comparing January 2024 to January 2025. School ridership continues to supplement our route ridership, we are also seeing increases in both Worker/Driver Ridership and Dial-A-Ride Ridership.

Ridership Data

