



The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of February, 2025 were approved by the Mason Transit Authority Board, by motion, on this 18th day of March, 2025.

DocuSigned by:

John Sheridan

John Sheridan, Chair

DocuSigned by:

Wes Martin

Wes Martin, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

Signed by:

Tom Gilmore

Tom Gilmore, Authority Member

DocuSigned by:

Richard Lee

Richard Lee, Authority Member

Signed by:

Randy Neatherlin

Randy Neatherlin, Authority Member

DocuSigned by:

Ryan Spurling

Ryan Spurling, Authority Member

Signed by:

Pat Tarzwell

Pat Tarzwell, Authority Member

Signed by:

Sharon Trask

Sharon Trask, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 4/8/2025

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 18, 2025
Virtually and at
Transit-Community Center**
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: John Sheridan, Chair;
Wes Martin, Vice Chair; Board members Cyndy Brehmeyer, Tom Gilmore, Richard Lee,
Ryan Spurling (*arrived at 1:06 pm*), Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Randy Neatherlin

Authority Non-voting Board Member Present Virtually (*arrived at 1:04 pm*): 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; Anja Reynolds, Outreach Coordinator, and Tracy Becht, Clerk of
the Authority Board.

Others Present at T-CC: Rob Johnson, Legal Counsel.

4. PUBLIC COMMENT – No members of the public attended the meeting in person or virtually.

5. APPROVAL OF AGENDA

Moved that the agenda for the February 18, 2025 Mason Transit Authority (MTA) regular board
meeting be approved as presented. **Trask/Tarzwell. Motion carried.**

6. CONSENT AGENDA

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

- A. January 21, 2025 MTA regular Board meeting minutes.
- B. Payments 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.

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

7. ACTION ITEMS

New Business

7A. Proposed Revisions to Employee Recognition Program (POL-302). Ms. Asher shared that she, Haley Dorian, HR Manager, and the Policy Committee met to discuss the need to make updates to this policy as well as the three following policies. This policy was changed to streamline operations, align with the Collective Bargaining Agreement and reduce redundancies. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-01 approving revised POL-302 Employee Recognition Program. **Trask/Tarzwel. Motion carried.**

7B. Proposed Revisions to Wellness Team Policy (POL-602). Ms. Asher indicated that this policy had been initiated in 2019 but because of the pandemic, it did not get off the ground. Ms. Asher indicated that Ms. Dorian is interested in getting it going. The Vice Chair asked about providing detail on how the money will be used and proposed to eliminate total funds and provide for \$300 per person. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-02 approving revised POL-602 Wellness Program, as revised to provide for \$300 per person. **Trask/Gilmore. Motion carried.**

7C. Proposed Revisions to Drug & Alcohol Policy (POL-301). Ms. Asher described the various changes being made to the policy to stay current with local, state and federal laws or regulations or other relevant changes. She also stated that Attachment A had been revised based on the positions that are considered "safety sensitive" and Attachment B contained contact information updates. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-03 approving revised POL-301 Drug and Alcohol Policy. **Spurling/Tarzwel. Motion carried.**

7D. Proposed Revisions to Washington Paid Sick Leave Policy (POL-309). Ms. Asher indicated that the definition of "family member" had been changed as a result of new legislation passed in 2024. This was the only change to the policy. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-04 approving revised POL-309 Washington Paid Sick Leave Policy. **Tarzwel/Trask. Motion carried.**

8. STAFF REPORTS

Finance. Ms. Asher indicated that MTA is still receiving revenues and expenses for December due to recent operating grant reimbursements that have come in. MTA had submitted consolidated grant applications totaling \$2.8M but could potentially lose 45% of that amount depending on decisions made at the state and federal level. Updates are being provided by a lobbyist hired by WSTA that is keeping an eye on developments.

The 2022 audit is nearing the setting of a close-out conference, then MTA will move forward with the 2023 audit.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, shared the spring park & ride maintenance projects were being planned and that the previously hired fueler/detailer wished to transfer to being a bus driver, which is helpful to MTA since the fueler/detailer must be CDL trained. A new recruitment to replace the fueler/detailer will begin soon.

Operations. Jason Rowe, Operations Manager, shared his report on ridership, updates in new service beginning in February and that some of those additions to service were as a result of survey feedback from the public in late 2024. Also, Mr. Rowe introduced Anja Reynolds to the Board as MTA's new Outreach Coordinator.

9. COMMENTS BY BOARD:

- Sheriff Spurling mentioned that with recent inclement weather events, MTA may want to consider checking in with the State Patrol to lease out its training facility as it has been available in the past.

10. UPCOMING MEETING

Mason Transit Authority

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

Regular Meeting

March 18, 2025 at 1:00 PM

Moved that the meeting be adjourned.

11. ADJOURNED: 1:49 PM