



The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of June, 2025 were approved by the Mason Transit Authority Board, by motion, on this 16th day of July, 2025.

DocuSigned by:

John Sheridan

CB8EEFBDC8D64F...
John Sheridan, Chair

DocuSigned by:

Wes Martin

550C0645CF7B450...
Wes Martin, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

58C4F4F3771E401...
Cyndy Brehmeyer, Authority Member

Signed by:

Tom Gilmore

CDB30CEE91B45E...
Tom Gilmore, Authority Member

Richard Lee, Authority Member

Signed by:

Randy Neatherlin

39A77CFA629E457...
Randy Neatherlin, Authority Member

DocuSigned by:

Ryan Spurling

C1432299E1D342F...
Ryan Spurling, Authority Member

Signed by:

Pat Tarzwell

9C0421FEFF92474...
Pat Tarzwell, Authority Member

Signed by:

Sharon Trask

0CF75A9CCFB422...
Sharon Trask, Authority Member

ATTEST:

Tracy Becht

Z21D7A4E0DCB4A5...
Tracy Becht, Clerk of the Board

DATE:

7/24/2025

Mason Transit Authority
Minutes of the Regular Board Meeting
June 17, 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, Richard Lee, Randy Neatherlin, Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Tom Gilmore, Ryan Spurling

Authority Non-voting Board Member Not Present Virtually: 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; Haley Dorian, HR Manager; Lissa McClanahan, Finance Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, IT Administrator.

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

Others Present via Zoom: Laura Moxham, MTA's Community Transportation Planner of WSDOT.

- 4. PUBLIC COMMENT** – No members of the public were in attendance in person or via Zoom.

5. APPROVAL OF AGENDA

Moved that the agenda for the June 17, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Tarzwell/Trask. Motion carried.**

6. CONSENT AGENDA

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

- A. March 18, 2025 MTA regular Board meeting minutes.

- B. Payments of March 4, 2025 through May 23, 2025 financial obligations on checks #39594 through #39883, as presented for a total of \$2,383,265.64.

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

7. ACTION ITEMS:

NEW BUSINESS.

7A. Teleworking Policy (POL-314). Haley Dorian, Human Resources Manager, shared with the Board the need for a Teleworking Policy noting that it had been reviewed by both the HR Committee and Legal Counsel. She described the intention behind the policy, such as a recruitment tool, to make Mason Transit a more attractive employer as well as putting parameters around the teleworking arrangement. Amy Asher, General Manager, indicated that teleworking would be on a case-by-case basis, as well as describing advantages, such as when traveling. There was additional discussion between Board members, Ms. Dorian and Ms. Asher about various circumstances. If someone wanted to work full-time remotely then that person would need to be a contracted person. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-06 approving the Teleworking Policy (POL-314). **Trask/Martin. Motion carried.**

8. DISCUSSION ITEMS:

8A First View of Transit Development Plan (TDP). Ms. Asher, General Manager, explained that filing the Transit Development Plan is an annual State requirement. Ms. Asher described the purpose of the TDP as a six-year plan and how it satisfies state and federal requirements. Filing of the TDP is due by September 1 and since the Board does not have a regularly scheduled meeting in August, she is bringing it to the Board for first view today and next month a proposed final form of the TDP will be presented to the Board following the public hearing scheduled at the meeting. She described the highlights of MTA's 2025-2030 TDP and who will be receiving a copy of the Board approved version of the TDP. Ms. Asher described why some sections are still under development and the variable influences. Currently, it is anticipated that six cutaways will be purchased this year and ten next year, as well as one bus in 2028. Future facilities are planned as well.

8B Board member Attendance at State Public Transportation Conference. Ms. Asher indicated that MTA's 2025 approved budget provided for two Board members to attend the State conference. It is a great way for Board members to learn more about transit. MTA's Citizen Advisor to the Board expressed interest in attending. No other Board members will be attending.

8C Recent HR Committee Meeting. Ms. Dorian described the two items discussed with the recent HR Committee, the first having been discussed in the earlier action item relating to the Teleworking Policy; the second was relating to the GM performance review process. She described the 2025 process and reasoning behind it, as well as the timetable. A Human Resources Committee meeting will be scheduled in September for attention to and commencement of Ms. Asher's review. Ms. Asher's review will be completed in November and the Board Chair shall do the review.

9. STAFF REPORTS

General Manager. Ms. Asher shared that MTA will be beginning a new recruitment for a Fueler/Detailer. She complimented Tyler Hildebrandt on his work over recent months to build up MTA's IT defenses prior to the IT penetration test. MTA received a few recommendations to further protect MTA's network, but nothing significant. Ms. Asher also shared that MTA received additional WSTIP grant funds, reducing the amount MTA would have paid for the test.

Ms. Asher stated that MTA was successful in their request for a \$2.3M Competitive Consolidated Grant Award for an operating grant to continue the Dial A Ride program. She also received notice today that MTA was awarded \$2.6M for sales tax equalization formula funds that will be reimbursable for grant related activities July 1, 2025 – June 30, 2027. She also shared that she has received updates regarding DOT funding relating to financial decisions nationwide, federal funding impacts and preparing for delay in reimbursements.

Ms. Asher reminded Board members that as elected officials it is a statutory requirement to obtain PRA and OPMA training and follow-up every four years to remain in compliance. She thanked the Board members for staying current on those requirements.

Finance. Lissa McClanahan, Finance Manager, provided an update, including that MTA transferred \$6M to MTA's reserve account. MTA's 2022 Audit has been completed. MTA's 2023 Audit will be begin in the fall. MTA is looking at hiring a CPA to do audit review work.

Human Resources. Ms. Dorian shared with the Board that MTA relaunched its Wellness Policy and the first meeting was at the end of May. A survey was circulated in April and there was a 72% response rate. The current wellness activity is for a healthy recipe contest. July is the next quarterly meeting. Ms. Dorian has been attending a workplace cohort training with an emphasis on being a family-friendly workplace.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that he had been in meetings relating to car charging stations up and down Highway 101. He also shared that K-9 training of Washington State Patrol at MTA continues. Mr. Bolte recently attended a Spring Maintenance forum with discussions on supply chain challenges, such as bus shelters and preventing costly damage. Gillig instructors will be at MTA in the final part of the build to work with MTA's mechanics for Gillig specific training.

Operations. Jason Rowe, Operations Manager, shared his report on the continually building ridership numbers. Mr. Rowe and Board Members discussed routes and hours of service. The current class of five are driving solo this week. MTA won second place at the Forest Festival for its decorated bus by MTA's new Outreach Coordinator and others that helped out on the decorating. Mr. Rowe also indicated that an additional commuter route has been added to the Worker Driver program.

10. COMMENTS BY BOARD:

- Board member Neatherlin would like to see routes go later, such as after 8:00 pm. He shared his praise for increase in ridership.

- 11. UPCOMING MEETING**
Mason Transit Authority
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton
Regular Meeting
July 15, 2025 at 1:00 PM

Moved that the meeting be adjourned.

- 12. ADJOURNED: 2:09 PM**