



The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of July, 2025 were approved by the Mason Transit Authority Board, by motion, on this 16th day of September, 2025.

DocuSigned by:
John Sheridan
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John Sheridan, Chair

DocuSigned by:
Wes Martin
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Wes Martin, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

Signed by:
Tom Gilmore
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Tom Gilmore, Authority Member

DocuSigned by:
Richard Lee
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Richard Lee, Authority Member

Signed by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

DocuSigned by:
Ryan Spurling
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Ryan Spurling, Authority Member

Signed by:
Pat Tarzwell
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Pat Tarzwell, Authority Member

Signed by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: *Tracy Becht*
721D7A4E0DC34A5...
Tracy Becht, Clerk of the Board

DATE: 10/8/2025

Mason Transit Authority
Minutes of the Regular Board Meeting
July 15, 2025
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

- 1. CALL TO ORDER:** 1:02 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, Randy Neatherlin, Ryan Spurling, Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: Wes Martin, Tom Gilmore

Authority Voting Board Members Not Present: Richard Lee

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: None.

- 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 July 15, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Trask/Tarzwell. Motion carried.**

- 6. RECOGNITION OF MTA'S EMPLOYEE OF THE YEAR.** Joseph Hutchinson was introduced to the Board by Amy Asher, General Manager, as Mason Transit's 2024 Employee of the Year/Wall of Fame Honoree. Ms. Asher described the annual process and highlighted the many skills Joseph has exhibited, such as great de-escalation skills and that he has been very helpful to MTA's drivers and

law enforcement. Joseph has a reserved spot and will be at the Wall of Fame banquet event in which he and other transit honorees will be recognized.

7. CONSENT AGENDA

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

- A. June 17, 2025 MTA regular Board meeting minutes.
- B. Payments of June 3, 2025 through June 26, 2025 financial obligations on checks #39884 through #39988, as presented for a total of \$769,025.51.

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

PUBLIC HEARING

The Chair stated that the Board was moving into the Public Hearing relating to the Transit Development Plan (“TDP”) at 1:05 p.m. The Chair described the purpose of the hearing and described the ground rules for giving public testimony.

There were no members of the public hearing either in person or virtually.

Ms. Asher indicated that the initial draft of the TDP had been brought to the Board for review at the June Board meeting. Additional information has been placed in this final draft TDP and are reflected in the agenda page, which Ms. Asher discussed.

The Board Chair closed the public hearing at 1:10 p.m.

RESUME OPEN SESSION. The Chair stated that the meeting was moving back into open session and announced the time to be 1:11 p.m.

8. ACTION ITEMS:

UNFINISHED BUSINESS.

8A. Final Proposed Transit Development Plan (TDP). Following the public hearing, it was **moved** that the Mason Transit Authority Board approve the 2025-2030 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2025. **Neatherlin/Trask. Motion carried.**

NEW BUSINESS.

8B. Update Washington State Paid Sick Leave Policy (POL-309). Haley Dorian, Human Resources Manager, provided an updated version of the policy from the version included in the original Board packet. This version included an additional qualifying reason in Section 2.5 for the purpose of fulfilling a request for verification of leave involving an employee or employee’s family to prepare for or participate in any judicial or administrative immigration proceeding. Since these were statutory requirements, this policy did not go through the Policy Committee first, but that Legal Counsel had reviewed both the initial version included in the Board packet and updated

version distributed today. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-07 approving the updated Washington Paid Sick Leave Policy (POL-309).

Trask/Brehmeyer. Motion carried.

8C. Transit Agency Sales Tax Collection Certification. Ms. Asher described background relating to ESB 5161 and WSDOT's requirement to have Transit Agency Sales Tax Collection Certification form. Additionally, Ms. Asher described financial ramifications to MTA if MTA were to be in violation of ESSB 5161 requirements. Moved that the Mason Transit Authority Board approve Resolution No. 2025-08 authorizing the General Manager to sign the Transit Agency Sales Tax Collection Certification Form. **Tarzwel/Brehmeyer. Motion carried.**

9. DISCUSSION ITEMS:

8A Out of County Route Request. Ms. Asher explained that MTA is receiving more out-of-county requests, most recently to Amazon Delivery Warehouse in Bremerton that is in Kitsap County and served by Kitsap Transit. MTA has also received a request to serve Evergreen College which is in Olympia with a service area of Intercity Transit. If MTA is able to expand into these territories, there will be a cost associated with that service. Staff is currently gathering information now and will bring budget information back to Board for further consideration.

10. STAFF REPORTS

General Manager. Ms. Asher shared that labor negotiations will begin soon for the Maintenance employees. Ms. Asher and Ms. Dorian are currently working on policies to be considered by the Policy Committee.

Finance. Lissa McClanahan, Finance Manager, provided an update, explained MTA's financials reflect a 5% increase from the budgeted sales tax estimates. She and Ms. Asher are working on the 2023 audit and hope to have it wrapped up by fall.

Human Resources. Ms. Dorian shared with the Board that an offer was extended to a new cleaner/detailer candidate. MTA was fortunate to receive four good candidates. The next upcoming recruitment will be for drivers. Ms. Dorian stated that she will be attending the Bite of Shelton with MTA's Outreach Coordinator, Anja Reynolds. By attending the event, it gives her an opportunity to promote the upcoming driver recruitment which has been beneficial in the past. The 3rd Quarter Staff meeting will be the following day and there will be a presenter at the meeting relating to wellness. There was a healthy recipe contest and while there were only two that submitted, there were many willing tasting/voting participants.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that the annual summer projects are being carried out. MTA has ordered six new cutaways that will be retrofitted for propane, similar to earlier orders. The cutaways will be available at the beginning of the year. Next summer MTA will be receiving more cutaways.

Operations. Jason Rowe, Operations Manager, shared that ridership held steady for June. The drivers of the previous driver class are now driving solo and have completed their training. As Ms. Dorian indicated earlier, recruitment will begin in the fall for another driver class.

11. CLOSED SESSION: Time Start 1:40 pm to 1:50 pm; extended five minutes to 1:55 pm; end of closed session.

Board Chair called meeting back into Public Meeting 1:56 PM

12. COMMENTS BY BOARD:

- None

13. UPCOMING MEETING

**Mason Transit Authority
Transit-Community Center**

Conference Room

601 West Franklin Street

Shelton

Regular Meeting

September 16, 2025 at 1:00 PM

Moved that the meeting be adjourned.

14. ADJOURNED: 1:57 PM