



The attached minutes of the Mason Transit Authority regular meeting held on the 16<sup>th</sup> day of September, 2025 were approved by the Mason Transit Authority Board, by motion, on this 21<sup>st</sup> day of October, 2025.

DocuSigned by:

*John Sheridan*

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

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:

*Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 10/27/2025

**Mason Transit Authority**  
**Minutes of the Regular Board Meeting**  
**September 16, 2025**  
*Virtually and at*  
**Transit-Community Center**  
Conference Room  
601 West Franklin Street  
Shelton



**OPENING PROTOCOL**

- 1. CALL TO ORDER:** 1:01 p.m.
- 2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present at T-CC:** Wes Martin, Vice Chair; Board members Cyndy Brehmeyer, Tom Gilmore, Richard Lee, Ryan Spurling and Pat Tarzwell.

**Authority Voting Board Members Present via Zoom:** Randy Neatherlin and Sharon Trask.

**Authority Voting Board Members Not Present:** John Sheridan, 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; Haley Dorian, HR 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**

Amy Asher, General Manager, informed the Board that staff was walking in an updated version of POL-205 (item 7A).

**Moved** that the agenda of September 16, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented, including the walk-in item. **Tarzwell/Gilmore. Motion carried.**

**6. CONSENT AGENDA**

Approval of Consent Agenda items A through D as follows and as presented:

- A. July 15, 2025 MTA regular Board meeting minutes and August 29, 2025 Closed Session meeting minutes;
- B. Payments of July 1, 2025 through July 30, 2025 financial obligations on checks, as presented for a total of \$942,062.71; and Payments of August 6, 2025 through August 27, 2025 financial obligations on checks, as presented for a total of \$641,784.80.
- C. Moved that the Board approve Resolution No. 2025-09 authorizing MTA's Board Chair to sign Columbia Bank's agreements of initiating its Commercial Card Account program.
- D. Moved that the Board approve and authorize MTA's Board Chair sign the FTA Fiscal Year 2025 Certifications and Assurances to acknowledge compliance as required.

**Moved** that the Mason Transit Authority Board approve the Consent Agenda items as presented. **Spurling/Gilmore.** Ms. Asher stated that the Certification and Assurances are required to be completed and signed by MTA's Board Chair and Legal Counsel indicating that the agency receiving federal funding agrees to the rules, regulations and requirements. This relates to any federal funding MTA receives. **Motion carried.**

## **7. ACTION ITEMS:**

### NEW BUSINESS.

**7A. Update Public Records Request Policy (POL-205).** Tracy Becht, Public Records Officer, provided an updated version of the policy from the version included in the original Board packet. This version updated the number of days for the General Manager to review and complete the appeal process from seven (7) days to ten (10) days when a requester appeals the decision of MTA in connection with records either denied in whole or in part or redacts produced records. This time provides reasonable time for the General Manager to conduct the review and render the final decision, as well as consulting with Legal Counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-10, rescinding Resolution No. 2019-35 and approving the updated Public Records Request Policy (POL-205). **Spurling/Lee. Motion carried.**

**7B. Consolidated Operating Grant Agreement No. PTD1061.** Ms. Asher described the grant funding process, the funds to be used by MTA and the amount to be encumbered by MTA. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-11 and the attached Consolidated Operating Grant Agreement No. PTD1081 between WSDOT and MTA. **Tarzwel/Lee. Motion carried.**

## **8. DISCUSSION ITEMS:**

**8A Policy Committee Meeting Summary.** As required by MTA's bylaws, Ms. Asher summarized the Policy Committee meeting on July 29, 2025 as presented. She indicated that the Board Chair, as well as Board members Neatherlin and Gilmore were in attendance. Staff members Amy Asher and Haley Dorian were also in attendance. She spoke of the items discussed, such as the MTA Employee Handbook, POL-205 and HB1418 relating to allowing for two voting member citizens. The Policy Committee recommended keeping the PTBA as it is currently. Staff is still working on more changes and will need union review before bringing it to the Board.

## **9. STAFF REPORTS**

**General Manager.** Ms. Asher shared highlights as presented in her report in the Board packet. Ms. Asher praised Joseph Hutchinson and Jason Rowe for being honored at the Wall of Fame Banquet at the 49<sup>th</sup> Public Transportation Conference. Jason Rowe represented MTA as an honoree for the collaboration with Grays Harbor Transit. A dialysis clinic closed down leaving many of its patients without a nearby treatment alternative. Grays Harbor and Mason Transit collaborated to bring those patients to a dialysis clinic here in Shelton. Jason was recognized for the example of how MTA can help communities facing a challenge and being responsive to citizens.

She also stated that she shared with the Board Chair that the General Manager should be carrying out the vision of the Board, such as through the Transit Development Plan, as well as her suggestions toward that vision with MTA being a strong community resource.

**Finance.** Ms. Asher provided an overview of the finances. Ms. Asher shared what stands out is an increase of sales tax revenue of 35% from June 2024. She is looking for more granular information regarding that revenue to determine if it is an anomaly. She also indicated that insurance is up a little more because of more miles driven for the extra services that MTA has provided. Ms. Asher also reported on the progress of the 2023 audit and stated that the Finance Manager's goal is that before the end of this month the financial review will be completed and sent to the Auditor's office.

**Human Resources.** Ms. Dorian shared highlights from her submitted report, including that MTA hired six new drivers. She shared that MTA received 18 applications and interviewed 10. The Fueler/Detailer recruitment will be open until it is filled. There was also an Effective Communication presentation for staff from T-CC and JP. On September 17, she will be in a meeting to discuss the GM review process and timelines with the Human Resources Committee of the Board. Ms. Asher praised Ms. Dorian for all her work on the MTA Wellness program.

**Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board the various fall projects at the park & rides and remodeling the Dispatch center. He also indicated that they will be installing a bus shelter by the YMCA. The pad will be poured and they will be installing a bus shelter with two seats. MTA is also ordering new shelters and asking drivers for input to help with lighting so they can better see passengers waiting to be picked up.

**Operations.** Jason Rowe, Operations Manager, shared that ridership is holding steady and that there has been a lot of special transportation. Lisa Cree, our longest tenured driver had been driving for MTA for just short of 31 years, had an accident-free career. She was kind and a great mentor for all MTA drivers. Vice Chair Martin praised MTA's great service at Allyn Days.

## **10.COMMENTS BY BOARD:**

- Boardmember Spurling asked what the retention is of MTA videos around and IT Administrator Hildebrandt stated 30 days. Boardmember Spurling also praised the MTA ADA shuttle service. He also asked if MTA would be providing service during Oysterfest. There will be a command response/Macecom and security hired by the Rotary.
- Vice Chair Martin also praised MTA's great service at events and has heard lots of positive comments on MTA's service at different events.

**11. UPCOMING MEETINGS**

**Mason Transit Authority**  
**Closed Session (not subject to OPMA)**  
**September 16, 2025**  
*(immediately following the regular public meeting)*  
***Virtually and at***  
**Transit-Community Center**  
Conference Room  
601 West Franklin Street

**Shelton Mason Transit Authority**  
**Belfair P&R Building Conference**  
**Room**  
**25250 NE SR3**  
**Belfair**  
**Regular Meeting**  
**October 21, 2025 at 1:00 PM**

**Moved** that the meeting be adjourned.

**12. ADJOURNED: 1:50 PM**