



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, April 21, 2026 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/96753658575?pwd=tNjarVvzw5Mon9TwZyObg621BT6w7W.1>

To join by phone: 12532050468

Meeting ID 967 5365 8575

Passcode 913889

In person attendance (**note new location below**):

Hoodspport Library

Conference Room

40 N. Schoolhouse Hill Road

Hoodspport, WA 98548

1. CALL TO ORDER Chair
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. INTRODUCTION OF NEW BOARD MEMBER JUDY SCOTT Chair
7. ACTION ITEM: Chair
A: Pg. 003 March 17, 2026 Regular Board meeting minutes
B: Pg. 006 April 17, 2026 Special Board meeting minutes
8. CONSENT AGENDA – ACTION Chair
A. Pg. 008: Check Approval: 3/11/2026 – 3/25/2026
B. Pg. 013: Approval of multiple amendatory contracts with WSDOT re titles – Resolution No. 2026-11
C. Pg. 027: Approval of Disposition of Surplus Parts – Resolution No. 2026-12

9. **ACTION ITEMS:**
 - New Business:**
 - A. **Pg. 037:** Actionable: John’s Prairie Road Share Safety Initiative (Resolution No. 2026-13) Amy
 - B. **Pg. 049:** Actionable: POL-205 Public Records Request Policy (Resolution No. 2026-14) Amy
 - C. **Pg. 058:** Actionable: Six Surplus Vehicles (Resolution No. 2026-15) Amy
10. **STAFF AND INFORMATIONAL REPORTS**
 - A. **Pg. 061:** Financial Reports – March, 2026
 - B. **Pg. 066:** Management Reports
 - C. **Pg. 070:** Operational Statistics
11. **CLOSED SESSION: Discuss collective bargaining strategy – 10 minutes (exempt from OPMA pursuant to RCW 42.30.140(4)).** Amy
12. **OPEN SESSION**
13. **COMMENTS BY BOARD**
14. **UPCOMING MTA BOARD MEETING:**
 - Mason Transit Authority**
 - Regular Meeting**
 - May 19, 2026 at 1:00 PM**
 - MTA Transit-Community Center
 - Conference Room
 - 601 West Franklin Street
 - Shelton
15. **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
March 17, 2026
Virtually and at
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**



OPENING PROTOCOL

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

2. PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance led by Sheriff Spurling, he personally thanked the MTA Board and staff for the opportunity to serve on the Board and his appreciation to serve the community with them. He did not seek reappointment as he had to weigh serving on the MTA Board and time away from his office. He shared that Mason County is unique in that it is a community that works together rather than in silos, making it stronger. While serving on the Board, he learned how much Mason Transit serves the community and will continue to look for future opportunities. The Board Chair thanked Sheriff Spurling for his valued participation on the Board and the experience he was able to provide to the Board.

[Sheriff Spurling departed the meeting room.]

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at the T-CC: Randy Neatherlin, Board Chair; Vice Chair Wes Martin, Board members Cyndy Brehmeyer, Tom Gilmore, Richard Lee and Sharon Trask.

Authority Voting Board Members Present via Zoom: Pat Tarzwell (*entered meeting at 1:06pm*)

Authority Voting Board Members Not Present: [*None – two vacancy positions*]

Authority Non-voting Board Member Not Present Virtually: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

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

Staff and Others Present Virtually: [None]

Others Present: Rob Johnson, Legal Counsel

4. PUBLIC COMMENT – *[None present virtually or in person]*

5. APPROVAL OF AGENDA

Moved that the agenda of March 17, 2026 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Lee/Martin. Motion carried.**

6. CONSENT AGENDA

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

- A. February 17, 2026 Regular Board meeting minutes.
- B. Check approval: 2/05/2026 – 2/27/2026

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

7. ACTION ITEMS:

UNFINISHED BUSINESS. [None.]

NEW BUSINESS.

7A. Approval of Employee Handbook. Ms. Dorian briefly summarized the various changes made to the Employee Handbook which were identified on the agenda page, as well as the review process relating to the updates and changes. **Moved** that the Mason Transit Authority approve Resolution No. 2026-10 approving the updated Employee Handbook. **Trask/Brehmeyer. Motion carried.**

7B. POL-311 Washington Paid Family Leave Policy. Ms. Dorian shared that this change was due to a change in the law on January 1, 2026. She shared that Section 2.2 was being updated to reflect that employees must have worked for at least 180 days for job protection. **Moved** that the Mason Transit Authority approve Resolution No. 2026-11 approving updated POL-311. **Trask/Gilmore. Motion carried.**

7C. Authorization to Sign WSDOT Grant Agreement. Ms. Asher shared why she was requesting the authorization to sign both of these grant agreements and that MTA does not need to commit any of its own funds as a match to the purchase of the vehicles in connection with the grant agreements discussed. The contracts will be in their regular format which has been approved many times. **Moved** to authorize the General Manager to sign the two forthcoming grant agreements from WSDOT to replace 16 buses and improve bus stops and sustain fixed route operating. **Trask/Gilmore. Motion carried.**

8. STAFF REPORTS

Human Resources Manager. Ms. Dorian shared that MTA's 2025 Employee of the Year and Wall of Fame recipient is Driver Ivan Hernandez. He will enjoy a designated parking

spot for the next year and attend the Public Transportation Conference Wall of Fame banquet in August.
She also stated that MTA received the 2026 Well City designation by AWC which will mean a 2% reduction in health insurance premiums in 2027.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, updated the Board with the good news that MTA will be receiving 6 of 16 buses tomorrow (March 18).

Operations. Jason Rowe, Operations Manager, shared that March 18 will be National Transit Appreciation Day and all of MTA’s drivers and employees will be celebrated.

9. COMMENTS BY BOARD:

Vice Chair Martin shared he was happy to see the continued development of the wellness program.

10. UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting
April 21, 2026 at 1:00 PM**
Hoodsport Library
Conference Room
40 N. Schoolhouse Hill Road
Hoodsport, WA 98548

Moved that the meeting be adjourned.

11. ADJOURNED: 1:30 PM

**Mason Transit Authority
Minutes of the Special Board Meeting
with Executive Session
April 17, 2026
Virtually and at
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**



OPENING PROTOCOL

1. CALL TO ORDER: 9:03 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at the T-CC: Randy Neatherlin, Board Chair; Vice Chair Wes Martin, Board members Cyndy Brehmeyer and Sharon Trask.

Authority Voting Board Members Present via Zoom: Tom Gilmore

Authority Voting Board Members Not Present: Richard Lee, Pam Schlauderaff, Judy Scott, Pat Tarzwell

Authority Non-voting Board Member Present Virtually: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board not Present: John Piety

MTA Staff present at the T-CC: Amy Asher, General Manager, Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, IT Administrator (remotely).

Staff and Others Present Virtually: [None]

Others Present: Rob Johnson, Legal Counsel

4. PUBLIC COMMENT – [None present virtually or in person]

5. APPROVAL OF AGENDA

Moved that the agenda of April 17, 2026 Mason Transit Authority (MTA) special board meeting be approved as presented. **Trask/Martin. Motion carried.**

6. EXECUTIVE SESSION

The Board Chair announced the Executive Session is commencing at 9:03 AM until 9:35 AM and excused all present (in person or remotely) other than the voting Board members and the General Manager.

At 9:35 AM, the Board Chair stated that the Executive Session would continue until 9:55 AM.

At 9:55 AM, the Board Chair stated that the Executive Session would continue until 10:00 AM.

7. OPEN SESSION:

Open Session resumed at 10:02 AM and no action was taken.

8. UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting
April 21, 2026 at 1:00 PM**
Hoodsport Library
Conference Room
40 N. Schoolhouse Hill Road
Hoodsport, WA 98548

Moved that the meeting be adjourned.

9. ADJOURNED: 10:03 AM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 8A – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: April 21, 2026

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

\$1,459,226.06

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approves the payment of March 11, 2026, through March 25, 2026, financial obligations on checks #40751 through #40845 as presented for a total of \$1,459,226.06.



Mason Transit Authority
April 21, 2026, Disbursement Approval

The following checks for the period of March 11, 2026, through March 25, 2026, in the amount of \$1,459,226.06 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.

3/11/2026	40751	Mason Transit Authority - ACH Account	234,608.45
3/13/2026	40752	Abila	963.82
3/13/2026	40753	Advance Glass	325.80
3/13/2026	40754	Aflac	856.94
3/13/2026	40755	AI&G Retirement DBA Corebridge Financial	1,853.08
3/13/2026	40756	World Kinect Energy Services	728.15
3/13/2026	40757	Berg Marketing Group	3,801.00
3/13/2026	40758	Blue Star Gas	3,690.16
3/13/2026	40759	CDW Government	23,139.14
3/13/2026	40760	Cintas Corp	400.57
3/13/2026	40761	City of Shelton	1,705.08
3/13/2026	40762	Cascade Natural Gas	2,543.73
3/13/2026	40763	Columbia Bank	4,432.93
3/13/2026	40764	Comcast	137.26
3/13/2026	40765	Cummins Northwest, LLC	1,784.22
3/13/2026	40766	Economic Development Council	1,000.00
3/13/2026	40767	FireTek	494.13
3/13/2026	40768	Gillig, LLC	1,648.02
3/13/2026	40769	Gordon Truck Centers, Inc.	1,569.92
3/13/2026	40770	Health Care Center	175.00
3/13/2026	40771	Hood Canal Communications	2,040.87
3/13/2026	40772	District 160	1,986.35
3/13/2026	40773	Robert W. Johnson, PLLC	1,600.00
3/13/2026	40774	Kirk's Automotive, Inc.	475.00
3/13/2026	40775	Lenovo Inc.	7,167.60
3/13/2026	40776	Mason County Garbage, Inc.	581.79
3/13/2026	40777	Mason County PUD #3	2,530.66
3/13/2026	40778	Mason County Utilities/Waste Management	121.59
3/13/2026	40779	Mason County Utilities/Waste Management	41.73
3/13/2026	40780	Primo Brands	1,230.75

3/13/2026	40781	ODP Business Solutions, LLC	528.24
3/13/2026	40782	O'Reilly Auto Parts	1,585.49
3/13/2026	40783	PetroCard, Inc.	35,824.44
3/13/2026	40784	Power Clean Hoods	762.30
3/13/2026	40785	Builders FirstSource	157.85
3/13/2026	40786	Purcell Tire & Rubber Co.	3,296.43
3/13/2026	40787	RingCentral, Inc.	1,282.27
3/13/2026	40788	Romaine Electric	1,611.71
3/13/2026	40789	Right! Systems, Inc.	4,585.50
3/13/2026	40790	Seattle Automotive Distributing	64.67
3/13/2026	40791	Staples Business Advantage	206.15
3/13/2026	40792	Summit Law Group	425.00
3/13/2026	40793	UniFirst Corporation	195.77
3/13/2026	40794	UniteGPS, LLC	2,441.54
3/13/2026	40795	U.S. Bank	277.94
3/13/2026	40796	Verizon Wireless	889.87
3/13/2026	40797	Westbay Auto Parts	37.94
3/13/2026	40798	Wheaton Concrete Construction	3,321.45
3/13/2026	40799	Whisler Communications	2,079.42
3/13/2026	40800	Haley Dorian	136.80
3/13/2026	40801	AWorkSAFE Service, Inc.	997.30
3/20/2026	40802	ALG Retirement DBA Corebridge Financial	1,853.08
3/20/2026	40803	Belfair Water District #1	223.30
3/20/2026	40804	BTS Training	6,950.00
3/20/2026	40805	Cintas Corp	138.15
3/20/2026	40806	Dept. of Licensing	5,489.00
3/20/2026	40807	FireTek	2,124.03
3/20/2026	40808	Gillig, LLC	2,308.30
3/20/2026	40809	Gordon Truck Centers, Inc.	114.25
3/20/2026	40810	Health Care Center	175.00
3/20/2026	40811	Kimball Midwest	233.82
3/20/2026	40812	Kirk's Automotive, Inc.	475.00
3/20/2026	40813	Kitsap Transit	1,501.89
3/20/2026	40814	Mason County Garbage, Inc.	565.41
3/20/2026	40815	Mason County PUD #3	4,047.55
3/20/2026	40816	Purcor Pest Solutions	173.02
3/20/2026	40817	ODP Business Solutions, LLC	45.80
3/20/2026	40818	O'Reilly Auto Parts	104.31
3/20/2026	40819	ORMCA (Olympic Region Municipal Clerks Association)	50.00
3/20/2026	40820	Pitney Bowes Purchase Power	171.00
3/20/2026	40821	State Auditor's Office - WA	20,509.43
3/20/2026	40822	The Shoppers Weekly	245.05
3/20/2026	40823	Staples Business Advantage	231.48
3/20/2026	40824	WCP Solutions	379.01
3/20/2026	40825	Westbay Auto Parts	15.88
3/25/2026	40826	Ecolube Recovery, LLC	57.75
3/25/2026	40827	Brady Trucking Co., Inc.	42.90
3/25/2026	40828	Blue Star Gas	2,529.55
3/25/2026	40829	Cintas Corp	138.15
3/25/2026	40830	Flaming Pig BBQ	1,897.22
3/25/2026	40831	Gillig, LLC	735.65

3/25/2026	40832	Kirk's Automotive, Inc.	1,111.50
3/25/2026	40833	LegalShield	152.40
3/25/2026	40834	Mason County PUD #3	76.72
3/25/2026	40835	MOHAWK MFG. & SUPPLY	352.56
3/25/2026	40836	Northwest Bus Sales, Inc.	658,593.15
3/25/2026	40837	O'Reilly Auto Parts	310.78
3/25/2026	40838	Pitney Bowes	196.63
3/25/2026	40839	Right! Systems, Inc.	11,183.25
3/25/2026	40840	Schetky Northwest Sales, Inc.	1,824.47
3/25/2026	40841	Seattle Automotive Distributing	51.76
3/25/2026	40842	SkyBitz Tank Monitoring	17.38
3/25/2026	40843	AWC Employee Benefit Trust	137,658.09
3/25/2026	40844	Haley Dorian	64.00
3/24/2026	40845	Mason Transit Authority - ACH Account	229,766.57
Total 101000 - MC Treasurer Depository			1,459,226.06

Signed by: _____
 Submitted by: Lissa McClanahan Date: 4/16/2026
 Lissa McClanahan, Finance Manager

Signed by: _____
 Approved by: Amy Asher Date: 4/16/2026
 Amy Asher, General Manager



RECEIVED
 APR 06 2026
 BY:

PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

4/6/2026

Manager's Approval: *[Signature]*

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Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
3/4/26	SHRM Olympia Chapter	Webinar/Meeting	\$ 25.00 ✓	Y	10	509021	
3/19/2026	Labor and Emp. Relations Assoc.	Collective Bargaining Conference Registratio	\$ 425.00 ✓	y	10	509023	

TOTAL \$ 450.00 ✓

Don't forget to attach original receipts

Signature *[Signature]*

Date *4/6/2026*

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: Consent Agenda – Item 8B – *Actionable*

Subject: WSDOT Amendatory Agreements

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: April 21, 2026

Background:

As previously discussed in the February Board meeting, we would be amending many grant agreements between WSDOT and MTA. The amendments relate to the process of the release of title of grant funded vehicles and their separately described grant fundings. Each of the amendments state that WSDOT shall retain a legal interest in all Project Assets (as defined in each separate amendment) through the minimum useful life of the applicable Project Assets. The amendments also state that MTA shall accept WSDOT's legal interest. This month, we are submitting five (5) amendments for consideration. We are placing all five amendments under this agenda and one resolution to streamline the number of documents to accomplish the agreements to be approved.

PTD0005-01 will be the first amendment to the FTA Discretionary Grant Program agreement. PTD005 funded the purchase of two 40' hybrid buses to replace two diesel buses (vehicles numbered 860 and 861). Subject to MTA's compliance with all terms of the agreement, WSDOT's legal interest in these two vehicles will be released at the end of their minimal useful life. In the case of the buses funded by this grant, the minimal useful life would be 15 years or 500,000 miles for each vehicle.

PTD0081-03 will be the third amendment to the Consolidated Grant Program agreement. PTD0081 funded the purchase of 13 vehicles in Projects A, B and C:

- Vehicle Nos. 470-474 (Project A)
- Vehicle Nos. 480-483 (Project A)
- Vehicle Nos. 870-871 (Project B)
- Vehicle Nos. 600 & 610 (Project C)

Subject to MTA's compliance with all terms of the agreement, WSDOT's legal interest in these 13 vehicles will be released at the end of their minimal useful life, which MTA established the minimal useful life would be 7 years or 250,000 miles for the smaller cutaway vehicles and 15 years or 500,000 miles for the coaches.

PTD0594-01 will be the first amendment to the FTA Discretionary Grant Program agreement. PTD0594 funded the purchase of five 2023 Gillig 35' lowfloor buses (vehicles numbered 2410-2414). Subject to MTA's compliance with all terms of the

agreement, WSDOT's legal interest in these five vehicles will be released at the end of their minimal useful life, which MTA established the minimal useful life would be 15 years or 500,000 miles for each vehicle.

PTD0598-01 will be the first amendment to the Consolidated Grant Program agreement. PTD0598 funded the purchase of three ADA compliant 2022 Toyota Sienna vehicles, numbered 2201-2203. Subject to MTA's compliance with all terms of the agreement, WSDOT's legal interest in these three vehicles will be released at the end of their minimal useful life. In the case of the vehicles funded by this grant, MTA established minimal useful life would be 7 years or 150,000 miles for each vehicle.

PTD0690-01 will be the first amendment to the Consolidated Grant Program agreement. PTD0690 funded the purchase of three Gillig transit buses numbered 2415-2417. Subject to MTA's compliance with all terms of the agreement, WSDOT's legal interest in these three vehicles will be released at the end of their minimal useful life. In the case of vehicles funded by this grant, MTA established minimal use life would be 15 years or 500,000 miles for each vehicle.

Summary: Approve amendment agreements to various grant programs for PTD0005, PTD0081, PTD0594, PTD0598 and PTD0690.

Fiscal Impact:

\$65 per vehicle to re-title to MTA

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-11 relating to the described five amendments and authorizing the General Manager to sign same.

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

FTA Discretionary Grant Program			
Amendment Number	PTD0005-01	Grantee:	Mason County Public Transportation Benefit Area
Term of Agreement	Through the useful life of the project equipment		dba Mason Transit Authority
Vendor #	911554133		790 E Johns Prairie Rd
UEI	ZL58AVGU81E6		Shelton, Washington
ALN # / ALN Name	N/A		
Indirect Cost Rate	N/A		
R & D	No		
Service Area	Unchanged	Contact:	Amy Asher
		Email:	aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0005 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "GRANTEE"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, GRANTEE used WSDOT grant funds to purchase public transportation vehicle(s), and listed WSDOT as the legal owner on the vehicle's registration and title, and

WHEREAS, WSDOT recently updated its procedures for managing grant funded vehicles, to have the GRANTEE listed as the legal owner on the vehicle's registration and title, rather than WSDOT, and

WHEREAS, to document its continuing legal and financial interest in the grant funded vehicle(s), WSDOT is hereby amending prior grant agreements to update relevant provisions, and

WHEREAS, PTD0005 is being amended to update the relevant grant agreement provisions to enable this change in procedure for managing grant funded vehicles, and

WHEREAS, following execution of this amendment, WSDOT will release the title of grant-funded vehicle(s) to the GRANTEE, and the GRANTEE will subsequently submit a Vehicle Title Application to the Washington State Department of Licensing to list the GRANTEE as the legal owner of the vehicle(s), and

WHEREAS, the scope, budget, and intended service remain unchanged, and

WHEREAS the following provisions shall supersede related provisions in the prior AGREEMENT:

State Interest and Satisfactory Continuing Control

A. WSDOT shall retain a legal interest in all Project Assets, defined as any rolling stock, equipment, facilities, and infrastructure, through the minimum useful life of the assets. For rolling stock purchases, the title of the rolling stock shall designate the GRANTEE as the legal owner and registered owner. Through the end of the minimum useful life, as defined in the GUIDEBOOK, the GRANTEE shall maintain satisfactory continuing control of all Project Assets, defined as the legal assurance that Project Assets will remain available to be used for its authorized purpose until disposition. The GRANTEE shall certify its satisfactory continuing control through the reporting described under Asset Management below. The GRANTEE accepts WSDOT's legal interest in all Project Assets during their minimum useful life. The GRANTEE must receive pre-approval from WSDOT to dispose of any Project Asset prior to the end of its minimum useful life. Regardless of the date of disposal, WSDOT will receive the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the value of the disposed asset.

B. Subject to the GRANTEE's compliance with all terms of this AGREEMENT, WSDOT's legal interest in each Project Asset will be released at the end of the minimum useful life of the Project Asset, as defined in the GUIDEBOOK.

Reports and Project Use

Asset Management. The GRANTEE shall submit a Transit Asset Management Plan, Facility Maintenance Plan, Equipment Maintenance Plan, Infrastructure Maintenance Plan, and/or Vehicle Maintenance Plan to WSDOT, as applicable and prescribed in the GUIDEBOOK. Subsequently, the GRANTEE shall submit an Annual Asset Inventory to WSDOT, for the duration of the minimum useful life of the Project Assets.

Loss or Damage to the Project

A. If the Project is damaged and the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the GRANTEE. The GRANTEE shall, within thirty (30) days, either:

- 1. Devote all the insurance proceeds received to repair the Project and place it back in service, and the GRANTEE shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or
- 2. In the event the GRANTEE is certified to self-insurance, devote all funds necessary to repair the Project and place it back into service.

B. If the Project is a total loss the insurance proceeds or equivalent shall be paid directly to the GRANTEE, and within fifteen (15) days the GRANTEE shall pay WSDOT its proportionate funded share of such proceeds received. The GRANTEE shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

- 1. Intends to replace the lost rolling stock, equipment, facilities, and/or infrastructure; or
- 2. Does not intend to replace the lost rolling stock, equipment, facilities, and/or infrastructure. In this case, WSDOT will require the GRANTEE to reimburse WSDOT for the proportional Federal and/or State funded share of the insurance proceeds.

Liens on the Project

WSDOT will maintain a copy of vehicle registrations and titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their minimum useful life. The GRANTEE agrees that it shall not use Project Assets or any portion thereof as collateral, nor shall the GRANTEE encumber the Project in any way without the consent of WSDOT. If the GRANTEE determines to discontinue the use of any Project Asset before the end of its minimum useful life, it shall consult with WSDOT as to appropriate disposition alternatives, including transferring the use of the Project Asset to another agency for purposes consistent with the original grant award or reimbursing WSDOT for its proportional grant funded share of the disposal price. The GRANTEE shall follow the terms stated in State Interest and Satisfactory Continuing Control and Reports and Project Use regarding the use and disposal of the Project and/or any portion thereof.

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0005.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0005:

AGREEMENT

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT PTD0005 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
- 3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

GRANTEE

Authorized Representative
Public Transportation Division

Authorized Representative

Title

Date

Date

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

Consolidated Grant Program			
Amendment Number	PTD0081-03	Grantee:	Mason County Public Transportation Benefit Area
Term of Agreement	Through the useful life of the project equipment		dba Mason Transit Authority
Vendor #	911554133		790 E Johns Prairie Rd
UEI	ZL58AVGU81E6		Shelton, Washington
ALN # / ALN Name	N/A		
Indirect Cost Rate	N/A		
R & D	No		
Service Area	Unchanged	Contact:	Amy Asher
		Email:	aasher@masontransit.org

This is the third AMENDMENT to AGREEMENT PTD0081 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "GRANTEE"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, GRANTEE used WSDOT grant funds to purchase public transportation vehicle(s), and listed WSDOT as the legal owner on the vehicle's registration and title, and

WHEREAS, WSDOT recently updated its procedures for managing grant funded vehicles, to have the GRANTEE listed as the legal owner on the vehicle's registration and title, rather than WSDOT, and

WHEREAS, to document its continuing legal and financial interest in the grant funded vehicle(s), WSDOT is hereby amending prior grant agreements to update relevant provisions, and

WHEREAS, PTD0081 is being amended to update the relevant grant agreement provisions to enable this change in procedure for managing grant funded vehicles, and

WHEREAS, following execution of this amendment, WSDOT will release the title of grant-funded vehicle(s) to the GRANTEE, and the GRANTEE will subsequently submit a Vehicle Title Application to the Washington State Department of Licensing to list the GRANTEE as the legal owner of the vehicle(s), and

WHEREAS, the scope, budget, and intended service remain unchanged, and

WHEREAS the following provisions shall supersede related provisions in the prior AGREEMENT:

State Interest and Satisfactory Continuing Control

A. WSDOT shall retain a legal interest in all Project Assets, defined as any rolling stock, equipment, facilities, and infrastructure, through the minimum useful life of the assets. For rolling stock purchases, the title of the rolling stock shall designate the GRANTEE as the legal owner and registered owner. Through the end of the minimum useful life, as defined in the GUIDEBOOK, the GRANTEE shall maintain satisfactory continuing control of all Project Assets, defined as the legal assurance that Project Assets will remain available to be used for its authorized purpose until disposition. The GRANTEE shall certify its satisfactory continuing control through the reporting described under Asset Management below. The GRANTEE accepts WSDOT's legal interest in all Project Assets during their minimum useful life. The GRANTEE must receive pre-approval from WSDOT to dispose of any Project Asset prior to the end of its minimum useful life. Regardless of the date of disposal, WSDOT will receive the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the value of the disposed asset.

B. Subject to the GRANTEE's compliance with all terms of this AGREEMENT, WSDOT's legal interest in each Project Asset will be released at the end of the minimum useful life of the Project Asset, as defined in the GUIDEBOOK.

Reports and Project Use

Asset Management. The GRANTEE shall submit a Transit Asset Management Plan, Facility Maintenance Plan, Equipment Maintenance Plan, Infrastructure Maintenance Plan, and/or Vehicle Maintenance Plan to WSDOT, as applicable and prescribed in the GUIDEBOOK. Subsequently, the GRANTEE shall submit an Annual Asset Inventory to WSDOT, for the duration of the minimum useful life of the Project Assets.

Loss or Damage to the Project

A. If the Project is damaged and the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the GRANTEE. The GRANTEE shall, within thirty (30) days, either:

- 1. Devote all the insurance proceeds received to repair the Project and place it back in service, and the GRANTEE shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or
- 2. In the event the GRANTEE is certified to self-insurance, devote all funds necessary to repair the Project and place it back into service.

B. If the Project is a total loss the insurance proceeds or equivalent shall be paid directly to the GRANTEE, and within fifteen (15) days the GRANTEE shall pay WSDOT its proportionate funded share of such proceeds received. The GRANTEE shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

- 1. Intends to replace the lost rolling stock, equipment, facilities, and/or infrastructure; or
- 2. Does not intend to replace the lost rolling stock, equipment, facilities, and/or infrastructure. In this case, WSDOT will require the GRANTEE to reimburse WSDOT for the proportional Federal and/or State funded share of the insurance proceeds.

Liens on the Project

WSDOT will maintain a copy of vehicle registrations and titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their minimum useful life. The GRANTEE agrees that it shall not use Project Assets or any portion thereof as collateral, nor shall the GRANTEE encumber the Project in any way without the consent of WSDOT. If the GRANTEE determines to discontinue the use of any Project Asset before the end of its minimum useful life, it shall consult with WSDOT as to appropriate disposition alternatives, including transferring the use of the Project Asset to another agency for purposes consistent with the original grant award or reimbursing WSDOT for its proportional grant funded share of the disposal price. The GRANTEE shall follow the terms stated in State Interest and Satisfactory Continuing Control and Reports and Project Use regarding the use and disposal of the Project and/or any portion thereof.

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0081.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0081:

AGREEMENT

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT PTD0081 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
- 3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

GRANTEE

Authorized Representative
Public Transportation Division

Authorized Representative

Title

Date

Date

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

FTA Discretionary Grant Program			
Amendment Number	PTD0594-01	Grantee:	Mason County Public Transportation Benefit Area
Term of Agreement	Through the useful life of the project equipment		dba Mason Transit Authority
Vendor #	911554133		790 E Johns Prairie Rd
UEI	ZL58AVGU81E6		Shelton, Washington
ALN # / ALN Name	N/A		
Indirect Cost Rate	N/A		
R & D	No		
Service Area	Unchanged	Contact:	Amy Asher
		Email:	aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0594 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "GRANTEE"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, GRANTEE used WSDOT grant funds to purchase public transportation vehicle(s), and listed WSDOT as the legal owner on the vehicle's registration and title, and

WHEREAS, WSDOT recently updated its procedures for managing grant funded vehicles, to have the GRANTEE listed as the legal owner on the vehicle's registration and title, rather than WSDOT, and

WHEREAS, to document its continuing legal and financial interest in the grant funded vehicle(s), WSDOT is hereby amending prior grant agreements to update relevant provisions, and

WHEREAS, PTD0594 is being amended to update the relevant grant agreement provisions to enable this change in procedure for managing grant funded vehicles, and

WHEREAS, following execution of this amendment, WSDOT will release the title of grant-funded vehicle(s) to the GRANTEE, and the GRANTEE will subsequently submit a Vehicle Title Application to the Washington State Department of Licensing to list the GRANTEE as the legal owner of the vehicle(s), and

WHEREAS, the scope, budget, and intended service remain unchanged, and

WHEREAS the following provisions shall supersede related provisions in the prior AGREEMENT:

State Interest and Satisfactory Continuing Control

A. WSDOT shall retain a legal interest in all Project Assets, defined as any rolling stock, equipment, facilities, and infrastructure, through the minimum useful life of the assets. For rolling stock purchases, the title of the rolling stock shall designate the GRANTEE as the legal owner and registered owner. Through the end of the minimum useful life, as defined in the GUIDEBOOK, the GRANTEE shall maintain satisfactory continuing control of all Project Assets, defined as the legal assurance that Project Assets will remain available to be used for its authorized purpose until disposition. The GRANTEE shall certify its satisfactory continuing control through the reporting described under Asset Management below. The GRANTEE accepts WSDOT's legal interest in all Project Assets during their minimum useful life. The GRANTEE must receive pre-approval from WSDOT to dispose of any Project Asset prior to the end of its minimum useful life. Regardless of the date of disposal, WSDOT will receive the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the value of the disposed asset.

B. Subject to the GRANTEE's compliance with all terms of this AGREEMENT, WSDOT's legal interest in each Project Asset will be released at the end of the minimum useful life of the Project Asset, as defined in the GUIDEBOOK.

Reports and Project Use

Asset Management. The GRANTEE shall submit a Transit Asset Management Plan, Facility Maintenance Plan, Equipment Maintenance Plan, Infrastructure Maintenance Plan, and/or Vehicle Maintenance Plan to WSDOT, as applicable and prescribed in the GUIDEBOOK. Subsequently, the GRANTEE shall submit an Annual Asset Inventory to WSDOT, for the duration of the minimum useful life of the Project Assets.

Loss or Damage to the Project

A. If the Project is damaged and the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the GRANTEE. The GRANTEE shall, within thirty (30) days, either:

- 1. Devote all the insurance proceeds received to repair the Project and place it back in service, and the GRANTEE shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or
- 2. In the event the GRANTEE is certified to self-insurance, devote all funds necessary to repair the Project and place it back into service.

B. If the Project is a total loss the insurance proceeds or equivalent shall be paid directly to the GRANTEE, and within fifteen (15) days the GRANTEE shall pay WSDOT its proportionate funded share of such proceeds received. The GRANTEE shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

- 1. Intends to replace the lost rolling stock, equipment, facilities, and/or infrastructure; or
- 2. Does not intend to replace the lost rolling stock, equipment, facilities, and/or infrastructure. In this case, WSDOT will require the GRANTEE to reimburse WSDOT for the proportional Federal and/or State funded share of the insurance proceeds.

Liens on the Project

WSDOT will maintain a copy of vehicle registrations and titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their minimum useful life. The GRANTEE agrees that it shall not use Project Assets or any portion thereof as collateral, nor shall the GRANTEE encumber the Project in any way without the consent of WSDOT. If the GRANTEE determines to discontinue the use of any Project Asset before the end of its minimum useful life, it shall consult with WSDOT as to appropriate disposition alternatives, including transferring the use of the Project Asset to another agency for purposes consistent with the original grant award or reimbursing WSDOT for its proportional grant funded share of the disposal price. The GRANTEE shall follow the terms stated in State Interest and Satisfactory Continuing Control and Reports and Project Use regarding the use and disposal of the Project and/or any portion thereof.

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0594.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0594:

AGREEMENT

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT PTD0594 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
- 3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

GRANTEE

Authorized Representative
Public Transportation Division

Authorized Representative

Title

Date

Date

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

Consolidated Grant Program

Amendment Number	PTD0598-01	Grantee: Mason County Public Transportation Benefit Area dba Mason Transit Authority 790 E Johns Prairie Rd Shelton, Washington
Term of Agreement	Through the useful life of the project equipment	
Vendor #	911554133	
UEI	ZL58AVGU81E6	
ALN # / ALN Name	N/A	
Indirect Cost Rate	N/A	
R & D	No	
Service Area	Unchanged	Contact: Amy Asher Email: aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0598 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "GRANTEE"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, GRANTEE used WSDOT grant funds to purchase public transportation vehicle(s), and listed WSDOT as the legal owner on the vehicle's registration and title, and

WHEREAS, WSDOT recently updated its procedures for managing grant funded vehicles, to have the GRANTEE listed as the legal owner on the vehicle's registration and title, rather than WSDOT, and

WHEREAS, to document its continuing legal and financial interest in the grant funded vehicle(s), WSDOT is hereby amending prior grant agreements to update relevant provisions, and

WHEREAS, PTD0598 is being amended to update the relevant grant agreement provisions to enable this change in procedure for managing grant funded vehicles, and

WHEREAS, following execution of this amendment, WSDOT will release the title of grant-funded vehicle(s) to the GRANTEE, and the GRANTEE will subsequently submit a Vehicle Title Application to the Washington State Department of Licensing to list the GRANTEE as the legal owner of the vehicle(s), and

WHEREAS, the scope, budget, and intended service remain unchanged, and

WHEREAS the following provisions shall supersede related provisions in the prior AGREEMENT:

State Interest and Satisfactory Continuing Control

A. WSDOT shall retain a legal interest in all Project Assets, defined as any rolling stock, equipment, facilities, and infrastructure, through the minimum useful life of the assets. For rolling stock purchases, the title of the rolling stock shall designate the GRANTEE as the legal owner and registered owner. Through the end of the minimum useful life, as defined in the GUIDEBOOK, the GRANTEE shall maintain satisfactory continuing control of all Project Assets, defined as the legal assurance that Project Assets will remain available to be used for its authorized purpose until disposition. The GRANTEE shall certify its satisfactory continuing control through the reporting described under Asset Management below. The GRANTEE accepts WSDOT's legal interest in all Project Assets during their minimum useful life. The GRANTEE must receive pre-approval from WSDOT to dispose of any Project Asset prior to the end of its minimum useful life. Regardless of the date of disposal, WSDOT will receive the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the value of the disposed asset.

B. Subject to the GRANTEE's compliance with all terms of this AGREEMENT, WSDOT's legal interest in each Project Asset will be released at the end of the minimum useful life of the Project Asset, as defined in the GUIDEBOOK.

Reports and Project Use

Asset Management. The GRANTEE shall submit a Transit Asset Management Plan, Facility Maintenance Plan, Equipment Maintenance Plan, Infrastructure Maintenance Plan, and/or Vehicle Maintenance Plan to WSDOT, as applicable and prescribed in the GUIDEBOOK. Subsequently, the GRANTEE shall submit an Annual Asset Inventory to WSDOT, for the duration of the minimum useful life of the Project Assets.

Loss or Damage to the Project

A. If the Project is damaged and the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the GRANTEE. The GRANTEE shall, within thirty (30) days, either:

- 1. Devote all the insurance proceeds received to repair the Project and place it back in service, and the GRANTEE shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or
- 2. In the event the GRANTEE is certified to self-insurance, devote all funds necessary to repair the Project and place it back into service.

B. If the Project is a total loss the insurance proceeds or equivalent shall be paid directly to the GRANTEE, and within fifteen (15) days the GRANTEE shall pay WSDOT its proportionate funded share of such proceeds received. The GRANTEE shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

- 1. Intends to replace the lost rolling stock, equipment, facilities, and/or infrastructure; or
- 2. Does not intend to replace the lost rolling stock, equipment, facilities, and/or infrastructure. In this case, WSDOT will require the GRANTEE to reimburse WSDOT for the proportional Federal and/or State funded share of the insurance proceeds.

Liens on the Project

WSDOT will maintain a copy of vehicle registrations and titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their minimum useful life. The GRANTEE agrees that it shall not use Project Assets or any portion thereof as collateral, nor shall the GRANTEE encumber the Project in any way without the consent of WSDOT. If the GRANTEE determines to discontinue the use of any Project Asset before the end of its minimum useful life, it shall consult with WSDOT as to appropriate disposition alternatives, including transferring the use of the Project Asset to another agency for purposes consistent with the original grant award or reimbursing WSDOT for its proportional grant funded share of the disposal price. The GRANTEE shall follow the terms stated in State Interest and Satisfactory Continuing Control and Reports and Project Use regarding the use and disposal of the Project and/or any portion thereof.

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0598.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0598:

AGREEMENT

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT PTD0598 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
- 3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

GRANTEE

Authorized Representative
Public Transportation Division

Authorized Representative

Title

Date

Date

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

Consolidated Grant Program

Amendment Number	PTD0690-01	Grantee: Mason County Public Transportation Benefit Area Mason Transit Authority 790 E Johns Prairie Rd Shelton, Washington
Term of Agreement	Through the useful life of the project equipment	
Vendor #	911554133	
UEI	ZL58AVGU81E6	
ALN # / ALN Name	N/A	
Indirect Cost Rate	N/A	
R & D	No	
Service Area	Unchanged	Contact: Amy Asher Email: aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0690 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "GRANTEE"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, GRANTEE used WSDOT grant funds to purchase public transportation vehicle(s), and listed WSDOT as the legal owner on the vehicle's registration and title, and

WHEREAS, WSDOT recently updated its procedures for managing grant funded vehicles, to have the GRANTEE listed as the legal owner on the vehicle's registration and title, rather than WSDOT, and

WHEREAS, to document its continuing legal and financial interest in the grant funded vehicle(s), WSDOT is hereby amending prior grant agreements to update relevant provisions, and

WHEREAS, PTD0690 is being amended to update the relevant grant agreement provisions to enable this change in procedure for managing grant funded vehicles, and

WHEREAS, following execution of this amendment, WSDOT will release the title of grant-funded vehicle(s) to the GRANTEE, and the GRANTEE will subsequently submit a Vehicle Title Application to the Washington State Department of Licensing to list the GRANTEE as the legal owner of the vehicle(s), and

WHEREAS, the scope, budget, and intended service remain unchanged, and

WHEREAS the following provisions shall supersede related provisions in the prior AGREEMENT:

State Interest and Satisfactory Continuing Control

A. WSDOT shall retain a legal interest in all Project Assets, defined as any rolling stock, equipment, facilities, and infrastructure, through the minimum useful life of the assets. For rolling stock purchases, the title of the rolling stock shall designate the GRANTEE as the legal owner and registered owner. Through the end of the minimum useful life, as defined in the GUIDEBOOK, the GRANTEE shall maintain satisfactory continuing control of all Project Assets, defined as the legal assurance that Project Assets will remain available to be used for its authorized purpose until disposition. The GRANTEE shall certify its satisfactory continuing control through the reporting described under Asset Management below. The GRANTEE accepts WSDOT's legal interest in all Project Assets during their minimum useful life. The GRANTEE must receive pre-approval from WSDOT to dispose of any Project Asset prior to the end of its minimum useful life. Regardless of the date of disposal, WSDOT will receive the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the value of the disposed asset.

B. Subject to the GRANTEE's compliance with all terms of this AGREEMENT, WSDOT's legal interest in each Project Asset will be released at the end of the minimum useful life of the Project Asset, as defined in the GUIDEBOOK.

Reports and Project Use

Asset Management. The GRANTEE shall submit a Transit Asset Management Plan, Facility Maintenance Plan, Equipment Maintenance Plan, Infrastructure Maintenance Plan, and/or Vehicle Maintenance Plan to WSDOT, as applicable and prescribed in the GUIDEBOOK. Subsequently, the GRANTEE shall submit an Annual Asset Inventory to WSDOT, for the duration of the minimum useful life of the Project Assets.

Loss or Damage to the Project

A. If the Project is damaged and the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the GRANTEE. The GRANTEE shall, within thirty (30) days, either:

- 1. Devote all the insurance proceeds received to repair the Project and place it back in service, and the GRANTEE shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or
- 2. In the event the GRANTEE is certified to self-insurance, devote all funds necessary to repair the Project and place it back into service.

B. If the Project is a total loss the insurance proceeds or equivalent shall be paid directly to the GRANTEE, and within fifteen (15) days the GRANTEE shall pay WSDOT its proportionate funded share of such proceeds received. The GRANTEE shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

- 1. Intends to replace the lost rolling stock, equipment, facilities, and/or infrastructure; or
- 2. Does not intend to replace the lost rolling stock, equipment, facilities, and/or infrastructure. In this case, WSDOT will require the GRANTEE to reimburse WSDOT for the proportional Federal and/or State funded share of the insurance proceeds.

Liens on the Project

WSDOT will maintain a copy of vehicle registrations and titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their minimum useful life. The GRANTEE agrees that it shall not use Project Assets or any portion thereof as collateral, nor shall the GRANTEE encumber the Project in any way without the consent of WSDOT. If the GRANTEE determines to discontinue the use of any Project Asset before the end of its minimum useful life, it shall consult with WSDOT as to appropriate disposition alternatives, including transferring the use of the Project Asset to another agency for purposes consistent with the original grant award or reimbursing WSDOT for its proportional grant funded share of the disposal price. The GRANTEE shall follow the terms stated in State Interest and Satisfactory Continuing Control and Reports and Project Use regarding the use and disposal of the Project and/or any portion thereof.

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0690.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0690:

AGREEMENT

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT PTD0690 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
- 3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

GRANTEE

Authorized Representative
Public Transportation Division

Authorized Representative

Title

Date

Date

RESOLUTION NO. 2026-11

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING CERTAIN RESOLUTIONS BY APPROVING AMENDMENTS TO
AGREEMENTS PTD0005, PTD0081, PTD0594, PTD0598 AND PTD0690
FOR CERTAIN GRANTS AND AUTHORIZING THE GENERAL MANAGER TO
SIGN THOSE AMENDMENTS TO THE RELATED AGREEMENTS.**

WHEREAS, the Mason Transit Authority (“MTA”) Board (the “Board”) approved the following identified agreements between WSDOT and MTA and authorized the General Manager to sign the agreements with authorizations as illustrated below:

Grant No./Amendment	PTD0005-01	PTD0081-03	PTD0594-01	PTD0598-01	PTD0690-01
Grant Program	FTA Discretionary	Consolidated Grant	FTA Discretionary	Consolidated Grant	Consolidated Grant
Amending Resolutions Nos.	2020-03	2021-14, 2020-34 and 2019-31	2023-13	2023-02	2023-11

WHEREAS, WSDOT has modified its processes with regard to retaining its legal interest in all Project Assets (as defined in the amendatory agreement) as well as other terms and conditions relating to the Project Assets; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the amendatory agreements between WSDOT and MTA as set forth below:

Grant No./Amendment	PTD0005-01	PTD0081-03	PTD0594-01	PTD0598-01	PTD0690-01
Grant Program	FTA Discretionary	Consolidated Grant	FTA Discretionary	Consolidated Grant	Consolidated Grant
Amending Resolutions Nos.	2020-03	2021-14, 2020-34 and 2019-31	2023-13	2023-02	2023-11

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the identified amendatory agreements.

Adopted this 21st day of April, 2026.

Randy Neatherlin, Board Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Pam Schlauderaff, Authority Member

Judy Scott, 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: _____
Tracy Becht, Clerk of the Board

DATE: _____

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 8C – *Actionable*

Subject: Approval of Disposition of Surplus Parts

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: April 21, 2026

Background:

Mason Transit has compiled a list of parts in inventory with an estimated value of \$15,243.67. These parts are for vehicles that MTA no longer has in its fleet and cannot be used in our current fleet. We have sent this list out to neighboring transit agencies and have received no interest in these parts. We would like to surplus the parts according to the Mason Transit Surplus Disposal Policy and plan to send the items to auction for disposal.

Summary: Surplus Maintenance Items.

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-12 and the parts listed on Exhibit A thereto.

RESOLUTION NO. 2026-12

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS PARTS.**

WHEREAS, the Mason Transit Authority (“MTA”) Board (the “Board”) has adopted policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest value for such items;

WHEREAS, certain parts as identified in Exhibit A hereto no longer fit vehicles of MTA nor has MTA had use for them;

WHEREAS, MTA has reached out to neighboring transit agencies and have found no interest in these parts; and

WHEREAS, there is value to these items and by the disposal of such assets, MTA will be able to use the funds for other current MTA needs;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the parts identified on Exhibit A attached hereto be deemed surplus and that the parts to be sold by auction pursuant to MTA’s disposition of surplus property policy.

Adopted this 21st day of April, 2026.

Randy Neatherlin, Board Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Pam Schlauderaff, Authority Member

Judy Scott, 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

EXHIBIT A to Resolution No. 2026-12

Part #	Description	Date	Qty	Price	Total
170222001	COOLANT RECOVERY TANK CAP	2/23/2026	1	\$24.34	\$24.34
8228521001	Convex Mirror Gillig	2/23/2026	1	\$34.23	\$34.23
8242628000	BRAKE DRUM	2/23/2026	2	\$334.58	\$669.16
5302231013	SPRING ASM GAS W/LOCK	2/23/2026	3	\$27.61	\$82.83
8195581	FOLDING SEAT SUPPORT	2/23/2026	2	\$25.54	\$51.08
5144986000	LAMP ASSY TURN SIGNAL	2/23/2026	1	\$26.64	\$26.64
31060	BRAUN LIFT SPOT LIGHT	2/23/2026	5	\$32.09	\$160.45
186780	THERMOSTAT SEAL 302	2/23/2026	2	\$13.52	\$27.04
08813963A	LOW PRESSURE SWITCH A/C	2/23/2026	1	\$33.80	\$33.80
8308579000	COOLANT LEVEL SENSOR	2/23/2026	1	\$65.84	\$65.84
168324000	RECOVERY TANK SIGHT GLASS	2/23/2026	1	\$7.98	\$7.98
5309054000	COOLANT BLEEDER VALVE	2/23/2026	1	\$1.28	\$1.28
UF101	DEF FLUID FILTER	2/20/2026	2	\$76.88	\$153.75
Q58522	WALL POUCH	2/20/2026	2	\$46.21	\$92.42
ODKSPARE	ODK	2/20/2026	1	\$483.81	\$483.81
NMO58UNC	COAX CABLE	2/20/2026	1	\$21.70	\$21.70
H4651XV	HEADLAMP	2/20/2026	2	\$22.79	\$45.58
G5008321	BLOWER MOTOR FAN SWITCH	2/20/2026	1	\$5.56	\$5.56
H3	BULB FOG LIGHT 650'S	2/20/2026	3	\$4.33	\$12.98
FS1000	FUEL WATER SEPERATOR	2/20/2026	1	\$16.82	\$16.82
F72T12CW	FLORESCENT BULB GILLIG	2/20/2026	24	\$16.80	\$403.20
F60T12CW	FLORESCENT BULB GILLIG	2/20/2026	2	\$16.42	\$32.84
CV50633	ELEMENT CV	2/20/2026	1	\$91.66	\$91.66
BX050511	BUMPER BRACKET REAR	2/20/2026	1	\$34.90	\$34.90
B1001	RUBBER BUMP STOP	2/20/2026	2	\$2.36	\$4.72
9923	90 PLASTIC ELBOW	2/20/2026	2	\$2.95	\$5.90
906	LIGHT BULB	2/20/2026	5	\$0.88	\$4.40
9045601	DEF CAP WITH STRAP	2/20/2026	1	\$3.26	\$3.26
8263291000	REBUILD KIT	2/20/2026	1	\$604.37	\$604.37
8261699000	CLIP FOR FUEL LINE	2/20/2026	1	\$0.52	\$0.52

8255954000	SEAT SPRING CLIP	2/20/2026	15	\$0.47	\$7.05
8255953000	SEAT RETAINER CLIP	2/20/2026	16	\$0.33	\$5.28
8253621000	SEAT STUD	2/20/2026	16	\$0.19	\$3.04
8251081002	VALVE ASM WATER	2/20/2026	2	\$82.30	\$164.60
8248735000	LATCH ASSY ROD	2/20/2026	1	\$20.67	\$20.67
8242511000	PINION SEAL GILLIG	2/20/2026	1	\$111.31	\$111.31
8227912000	COOLANT FILL LID GASKET	2/20/2026	1	\$5.43	\$5.43
8225715000	BULB MINI	2/20/2026	5	\$0.97	\$4.85
8224492000	VOLUME CONTROL KNOB	2/20/2026	1	\$14.55	\$14.55
8224122000	UP/DOWN SEAT SWITCH	2/20/2026	1	\$40.92	\$40.92
8222753000	GLAZING 5X7 CONVEX HEATED	2/20/2026	1	\$35.71	\$35.71
8219602009	ROLLER BRAKE FRONT	2/20/2026	4	\$16.70	\$66.80
8219126000	SPRING RETURN FRONT	2/20/2026	2	\$5.59	\$11.18
8214855	F60T12CWHO	2/20/2026	26	\$6.53	\$169.78
8213197005	CLAMP MIRROR ARM	2/20/2026	5	\$27.36	\$136.80
8213084001	STUD RH WHEEL	2/20/2026	22	\$11.56	\$254.32
8213084000	GILLIG LEFT FRONT WHEEL STUD	2/20/2026	22	\$13.70	\$301.40
8213016002	STUD RH GILLIG	2/20/2026	28	\$33.23	\$930.44
8213016000	HUB STUD	2/20/2026	12	\$3.16	\$37.92
8211675001	Windshield washer reservoir	2/20/2026	1	\$25.55	\$25.55
8211675000	Windshield washer pump	2/20/2026	1	\$85.56	\$85.56
8211463001	PLUG 1710 SLIDE YOKE 2.5 ID	2/20/2026	5	\$2.14	\$10.70
8209394001	DEST SIGN BALLAST 24V	2/20/2026	1	\$78.57	\$78.57
8209195000	SOLENIOD 24V	2/20/2026	2	\$86.81	\$173.62
8207630001	SCREWS FOR UPPER WINDOW STRUT GILLIG	2/20/2026	6	\$0.54	\$3.24
8205991001	A/C RECIRC FILTER GILLIG	2/20/2026	1	\$19.12	\$19.12
8202885200	HANDLE ASSY,EMERGENCY PULL	2/20/2026	2	\$36.40	\$72.80
8202883502	RETAINER, TOP WINDOW STRUT	2/20/2026	13	\$11.43	\$148.59

8202883501	RETAINER,BOTTOM WINDOW STRUT	2/20/2026	10	\$9.60	\$96.00
8202241000	S CAM SEAL	2/20/2026	4	\$0.74	\$2.96
8201190000	BEARING	2/20/2026	4	\$1.34	\$5.36
8200912005	GASKET LENSES FRT	2/20/2026	1	\$3.23	\$3.23
8200912004	LENS FRONT TURN SIGNAL	2/20/2026	2	\$5.13	\$10.26
9006XV	SYLVANIA HEADLIGHT BULB	2/20/2026	3	\$14.24	\$42.72
9006BP	HEADLIGHT BULB	2/20/2026	4	\$7.40	\$29.60
89	LIGHT BULB	2/20/2026	2	\$0.95	\$1.90
84220A	PSR ELEMENT	2/20/2026	4	\$18.96	\$75.84
8277114001	NUT ACORN	2/20/2026	12	\$4.88	\$58.56
7443N	TAILLIGHT BULB	2/20/2026	1	\$2.38	\$2.38
7443CP	BULB	2/20/2026	10	\$3.24	\$32.40
74	LAMP	2/20/2026	11	\$0.42	\$4.62
7305631	HEATER HOSE	2/20/2026	1	\$11.87	\$11.87
67	LIGHT BULB	2/20/2026	6	\$0.94	\$5.64
65600B	BRAKE DRUM	2/20/2026	2	\$225.30	\$450.60
5609018000	HOSE SILICONE 1.12 IN ID	2/20/2026	12	\$5.19	\$62.28
5602124001	RUBBER STOP BUMPER	2/20/2026	18	\$0.22	\$3.96
5515189002	BREAKOUT GLASS REAR EXIT	2/20/2026	4	\$7.28	\$29.12
5415729044	Dash Light Bulb Gillig 320-322	2/20/2026	9	\$2.03	\$18.27
5413118109	ADAPTER 3/8 IN QUICK FITTING	2/20/2026	2	\$3.13	\$6.26
5379472003	CLAMP T BOLT 4 INCH	2/20/2026	5	\$10.96	\$54.80
5350177V000	WIPER BLADE GILLIG	2/20/2026	4	\$31.14	\$124.56
5329242003	12V FAN SOLENOID	2/20/2026	1	\$158.12	\$158.12
5315022004	REAR HEIGHT CONTROL VALVE	2/20/2026	1	\$132.37	\$132.37
5302222039	A/C BELT GILLIG	2/20/2026	1	\$89.23	\$89.23
53	LIGHT BULB	2/20/2026	5	\$0.84	\$4.20
5253025	PLAIN HOSE COUPLING	2/20/2026	1	\$17.01	\$17.01
5178888005	GAUGE OIL PRESSURE 0-100 PSI BLACK BEZE	2/20/2026	1	\$54.88	\$54.88

5168875002	GILLIG LED HEADLIGHTS	2/20/2026	1	\$211.58	\$211.58
5154624001	CENTER BRAKE LAMP	2/20/2026	1	\$49.21	\$49.21
5151716000	LED LIC PLATE LIGHT GILLIG	2/20/2026	2	\$17.47	\$34.94
5145116000	STEPWELL LAMP ASSEMBLY	2/20/2026	2	\$18.76	\$37.52
5126117017	4 PSI PRESSURE SWITCH	2/20/2026	2	\$19.17	\$38.34
5111768005	EXTERIOR SPEAKER	2/20/2026	2	\$47.76	\$95.52
5100100000	SWITCH PUSH BUTTON	2/20/2026	3	\$5.35	\$16.05
51-49741-000	RELAY 12V (YELLOW) SINGLE POLE	2/20/2026	2	\$7.87	\$15.74
51-49741-001	RELAY 24 V (RED) SINGLE POLE	2/20/2026	2	\$7.32	\$14.64
5085	A/C REPLACEMENT FILTER 300-302	2/20/2026	5	\$13.55	\$67.75
5005037	AD9 REBUILD KIT	2/20/2026	1	\$54.70	\$54.70
4992509	O RING SEAL	2/20/2026	2	\$4.90	\$9.80
4966447	Doser gasket	2/20/2026	1	\$11.54	\$11.54
4966441	EXHAUST GASKET	2/20/2026	1	\$14.77	\$14.77
4933235	CONNECTION GASKET	2/20/2026	1	\$5.35	\$5.35
4928171PX	ISM 2007 INJECTOR	2/20/2026	1	\$868.39	\$868.39
49025	EXHAUST TUBING 2.25"	2/20/2026	2	\$3.77	\$7.54
46917	4 INCH FLEX PIPE	2/20/2026	3	\$17.46	\$52.38
456340000	R14 VALVE	2/20/2026	1	\$115.62	\$115.62
3457	LIGHT BULB	2/20/2026	1	\$2.38	\$2.38
3411758PX	INJECTOR ISM FOR 807	2/20/2026	1	\$1,019.89	\$1,019.89
33285	BAND CLAMP	2/20/2026	1	\$18.65	\$18.65
33273	BAND CLAMP	2/20/2026	1	\$19.59	\$19.59
330	LIGHT BULB	2/20/2026	3	\$1.82	\$5.46
3057	LIGHT BULB	2/20/2026	10	\$1.00	\$10.00
29535617	TRANSMISSION FILTER SPIN ON MAGNET FORD	2/20/2026	3	\$9.43	\$28.29
45253	MARKER LIGHT	2/20/2026	1	\$6.21	\$6.21
451319000	24V INTERLOCK VALVE	2/20/2026	4	\$83.57	\$334.28
442849000	R12 RELAY VALVE	2/20/2026	1	\$123.17	\$123.17
4402567	CONNECTOR BACKSHELL	2/20/2026	2	\$52.57	\$105.14

440095000	FRONT EXTERIOR DOOR SWITCH	2/20/2026	1	\$11.08	\$11.08
4376837	MOUNTING KIT FOR DEF DOSER	2/20/2026	1	\$56.23	\$56.23
4329681	AFM DEVICE GASKET	2/20/2026	2	\$41.97	\$83.94
4318947	THERMOSTAT	2/20/2026	1	\$82.95	\$82.95
411996	50DN SEAL	2/20/2026	1	\$10.78	\$10.78
411117	BEARING GASKET	2/20/2026	2	\$2.73	\$5.46
3974845	RED INDICATOR LIGHTS FOR EXITS	2/20/2026	5	\$14.02	\$70.10
3973049	MAGNETIC SWITCH WIRED	2/20/2026	2	\$25.38	\$50.76
3942535	SEAL OIL	2/20/2026	1	\$49.17	\$49.17
3925343	SEAL SERVICE KIT W/SLEEVE	2/20/2026	1	\$196.29	\$196.29
3903475	RECTANGULAR RING SEAL	2/20/2026	1	\$4.02	\$4.02
3803682	CAMSHAFT COVER				
	Connector For ISM Injector	2/20/2026	2	\$24.65	\$49.30
3710368	LU11 CONTROL BOX ASSEMBLY	2/20/2026	1	\$950.12	\$950.12
2885889	ISOLATOR THERMAL	2/20/2026	1	\$8.60	\$8.60
2512043	GASKET WATER PUMP	2/20/2026	1	\$12.90	\$12.90
23288715	FUEL CAP	2/20/2026	1	\$25.67	\$25.67
2057	LIGHT BULB	2/20/2026	1	\$1.07	\$1.07
20338	COOLANT HOSE FOR AIR COMPRESSOR	2/20/2026	1	\$6.22	\$6.22
19600	MULTIPURPOSE BULB SEAL	2/20/2026	10	\$2.81	\$28.08
19600	MULTIPURPOSE BULB SEAL	2/20/2026	10	\$2.81	\$28.08
1829N	DASH LIGHT BULB	2/20/2026	1	\$1.58	\$1.58
1581796	FRONT HEATER RESISTOR	2/20/2026	1	\$62.49	\$62.49
1542508m009	Emerg. break away glass	2/20/2026	1	\$43.40	\$43.40
15306007	CONNECTOR FRONT HEATER RESISTOR	2/20/2026	1	\$37.53	\$37.53
152826002	5 INCH CLAMP	2/20/2026	3	\$13.41	\$40.23
152826001	4 INCH CLAMP	2/20/2026	3	\$20.19	\$60.57
1412015	AC DRYER	2/20/2026	2	\$27.02	\$54.04

1355950000	TURN SIGNAL SWITCH	2/20/2026	2	\$32.09	\$64.18
1343671006	PA AMPLIFIER	2/20/2026	1	\$248.51	\$248.51
13350S	STAINLESS 45 DEG ELBOW	2/20/2026	6	\$102.62	\$615.72
131118	ESPAR EXHAUST HOSE	2/20/2026	1	\$101.15	\$101.15
12676436	WATER IN FUEL SENSOR CHEVY	2/20/2026	1	\$26.36	\$26.36
12597774	PCV VALVE HOSE	2/20/2026	1	\$11.72	\$11.72
1157NA	LIGHT BULB	2/20/2026	10	\$1.10	\$11.00
1157	LIGHT BULB	2/20/2026	7	\$0.87	\$6.09
1156	LIGHT BULB	2/20/2026	5	\$0.53	\$2.65
1142	LIGHT BULB	2/20/2026	6	\$1.35	\$8.10
1141	INTERIOR LIGHT BULB	2/20/2026	8	\$1.03	\$8.24
11350S	STAINLESS 90 DEG ELBOW	2/20/2026	2	\$108.71	\$217.42
11127604A	A/C Hose Clamp Low Side	2/20/2026	6	\$5.05	\$30.30
11127603A	A/C Hose Clamp High Side	2/20/2026	4	\$3.53	\$14.12
11127543A	A/C High Pressure Side Fitting	2/20/2026	2	\$20.90	\$41.80
11127540A	A/C Low Pressure Side Fitting	2/20/2026	3	\$19.14	\$57.42
11127502A	A/C Splice Fitting	2/20/2026	1	\$10.68	\$10.68
11127480A	A/C Splice Fitting #12	2/20/2026	2	\$10.71	\$21.42
11126726A	A/C Hose #12	2/20/2026	2	\$3.64	\$7.28
11126723A	A/C Hose #10	2/20/2026	2	\$3.05	\$6.10
11009	LIGHT BULB	2/20/2026	7	\$1.92	\$13.44
107794X	AD9 DESCICANT CARTRIDGE	2/20/2026	1	\$32.50	\$32.50
10229672	ON/OFF/ON SWITCH	2/20/2026	2	\$19.39	\$38.78
10229668	HEATED MIRROR ROCKER SWITCH	2/20/2026	3	\$40.06	\$120.18
10211641	LIGHT ACTUATOR SWITCH	2/20/2026	5	\$12.16	\$60.80
10211581	AMBER LED INDICATOR LIGHT	2/20/2026	3	\$9.26	\$27.78
10211325	FRONT DOOR ACTUATOR SW COVER	2/20/2026	8	\$5.20	\$41.60
10211319	INTERIOR LIGHTS SW COVER	2/20/2026	4	\$5.52	\$22.08

10210797	2.5" RED LED LIGHT	2/20/2026	1	\$3.20	\$3.20
100781	BIKE RACK 2 SUPPORT ARM GRIP	2/20/2026	1	\$20.75	\$20.75
0158451000	V BAND CLAMP 4.75"	2/20/2026	2	\$94.16	\$188.32
1003	LIGHT BULB	2/20/2026	9	\$0.78	\$7.02

\$15,243.67

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 9A – *Actionable*
Subject: Johns Prairie Road Share Safety Initiative
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: April 21, 2026

Background:

Mason Transit has been contacted by PUD3 with an invitation to join them, the Port of Shelton, the Economic Development Council and Mason County to sign on to a Johns Prairie Road Shared Safety Initiative cooperative agreement. The agreement would include a commitment from MTA to conduct annual public awareness and driver education campaigns with our staff.

Summary: Approve the General Manager signing of the Johns Prairie Road Share Safety Initiative Cooperative Agreement

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-13 authorizing the General Manager to sign the Johns Prairie Road Shared Safety Initiative Cooperative Agreement.

JOHNS PRAIRIE ROAD SHARED SAFETY INITIATIVE – Cooperative Agreement
Mason PUD 3, Mason County, Mason Transit Authority, Port of Shelton, Mason EDC

This Agreement ("Agreement") is entered into as of the ____ day of _____, 2026, by and among PUBLIC UTILITY DISTRICT NO. 3 OF MASON COUNTY, a Washington municipal corporation ("PUD 3"), MASON COUNTY, a Washington municipal corporation ("COUNTY"), MASON TRANSIT AUTHORITY, a Washington municipal corporation ("MTA"), PORT OF SHELTON, a Washington municipal corporation ("Port"), and ECONOMIC DEVELOPMENT COUNCIL OF MASON COUNTY, a Washington Associate Development Organization ("EDC"). Each may be referred to individually as a "Party" and collectively as the "Parties."

In consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

RECITALS:

WHEREAS, Mason County owns, operates, and maintains County Road No. 91720 ("CR 91720"), also known as East Johns Prairie Road, located in Mason County, Washington. CR 91720 is approximately 3.26 miles (MP 0.51 – 3.77) and extends from Shelton City Limits to State Route 3.

WHEREAS, CR 91720 is designated as a WSDOT Truck Freight Economic Corridor (Connector ID 23-004). As a first/last mile connector, the roadway provides important freight linkages to strategic national defense facilities, significant intermodal facilities, warehouse districts, industrial land and distribution centers, agricultural processing centers, and the National Highway Freight Network.

WHEREAS, CR 91720 also functions as a main arterial for the traveling public in Mason County, connecting residents between Northern and Eastern Mason County and the City of Shelton's Wallace Kneeland commercial area and to US Highway 101 and US Highway 102. The roadway serves as a primary route for regional shopping, workforce commuting, and student travel between the Pioneer School District and Shelton High School, and Olympic College. It also carries all traffic, emergency and otherwise, to Mason General Hospital from State Route 3 north of Shelton.

WHEREAS, CR 91720 provides direct access for numerous public facilities, employers, and land uses, including PUD 3's Johns Prairie Operations Center, MTA's business office and bus garage, Mason County Garbage, Mason County Recreation Area (MCRA), South Mason Youth Soccer Park, and the Port of Shelton's Johns Prairie Industrial Park. The corridor also serves multiple commercial and industrial operations, wood product processing facilities, evergreen wreath manufacturers with high seasonal workforce, several residential subdivisions ranging from approximately 20 to 90 homes, and individual residences with direct access driveways.

WHEREAS, as a result of these varied uses, CR 91720 experiences some of the highest traffic volumes within Mason County's roadway system. Traffic along the corridor includes heavy freight trucks, raw material and finished product hauling, garbage trucks, transit coaches, school buses, utility vehicles, and general commuter traffic. The roadway also experiences seasonal workforce surges and increased volumes associated with special events and recreational activities.

WHEREAS, CR 91720 is also used by pedestrians and cyclists traveling along roadway shoulders, particularly during peak commute periods and during scheduled events at MCRA and the Soccer Park.

WHEREAS, Mason County's climate regularly produces weather conditions that increase roadway hazards, including frequent rainfall, limited visibility, darkness during winter commute times, and occasional snow and ice. These conditions affect all roadway users and directly impact response times for critical public safety services, including emergency dispatches from PUD 3's Operations Center during extreme weather events.

WHEREAS, the mix of traffic types and operating conditions along CR 91720 results in speed differentials among users, elevated run-off-road crash risk, and reduced visibility during nighttime and adverse weather conditions, collectively posing safety concerns for roadway users and the general public.

WHEREAS, the Parties share a collective interest in improving the safety, reliability, and functionality of CR 91720 for the benefit of their respective operations, the traveling public, and the broader community, and intend to collaborate through the **Johns Prairie Road Shared Safety Initiative** described below.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

The commitments set forth below are organized by agency and are scaled to each Party's mission, authority, and sphere of influence.

MASON PUD 3

Safety is a core value of PUD 3. PUD 3's Johns Prairie Operations Center is located on CR 91720 and serves as the daily reporting location for more than 170 employees. Line crews, dirt crews, tree crews, engineering staff, and support personnel are dispatched from this facility, which operates on a 24-hour basis and functions as a first-response hub during emergency and severe weather events. The facility also houses PUD 3's primary customer service center, which serves members of the public throughout the work week, and includes meeting space made available to public agencies and community organizations. Given the continuous operations and public access at this site, it is critical that CR 91720 provides a safe and reliable route for employees, customers, and emergency responders.

PUD 3 will install and own streetlights on new and existing poles along CR 91720 and will upgrade, operate, and maintain this lighting system at no cost to COUNTY for the term of this agreement, and thereafter for so long as PUD 3's Johns Prairie Operations Center remains located on Johns Prairie Road.

PUD 3 will install Type 2 Object Markers (OM-2) on all utility poles immediately adjacent to CR 91720, with markers oriented to face traffic, to enhance nighttime and low-visibility recognition for motorists.

PUD 3 will fund the purchase of two dynamic speed feedback signs to be installed by the County along CR 91720. One sign shall be installed for westbound traffic on the approach to the hill near milepost 1.2, and the other for eastbound traffic on the approach to the railroad crossing near milepost 3.1, or at alternative locations as determined appropriate by County engineering staff. COUNTY shall procure, own, install, operate, replace, and maintain the signs.

PUD 3 will pave its on-site “Flagger Lot” to reduce the tracking of gravel, dirt, and other debris onto CR 91720.

PUD 3 will complete this work within 18 months of signing this Agreement.

MASON TRANSIT AUTHORITY

MTA’s business office and bus garage are located on CR 91720. All coaches, shuttles, and maintenance vehicles are dispatched from this facility, and transit operators and administrative staff rely on CR 91720 to begin and end their workday. MTA makes every reasonable effort to maintain scheduled transit service during severe weather events, and a safe and reliable CR 91720 is essential to supporting that mission.

MTA will conduct annual public awareness and driver education efforts emphasizing the diverse mix of roadway users along CR 91720 and the unique operational and safety hazards present along the corridor.

MTA will promote the Johns Prairie Road Shared Safety Initiative among transit operators, volunteer drivers, and other employees who regularly travel on CR 91720 as part of their work responsibilities.

MTA will begin this work within 12 months of signing this Agreement.

PORT OF SHELTON

The Port of Shelton’s Johns Prairie Industrial Park is located along CR 91720. The Port’s mission is to provide economic benefit to Mason County, which includes the safe and efficient operation of designated freight corridors. Concentrating industrial uses on and adjacent to Port property supports coordinated land use, efficient freight movement, and regional economic synergy.

PORT will incorporate corridor safety messaging into tenant communications and outreach efforts, emphasizing the importance of consistent speeds, driver preparedness, debris control, and safe truck operations as vehicles enter and exit Port of Shelton facilities and CR 91720. Where feasible, the Port may assist in distributing corridor-specific safety advisories to tenants and operators to reinforce shared expectations for safe operations beyond Port property boundaries.

PORT will fund the materials necessary to upgrade existing MUTCD W11-10 and W8-6 “TRUCK CROSSING” signs to current standard equivalents equipped with solar-powered integral flashing beacons. These upgrades are intended to improve driver awareness of entry into an active industrial and freight corridor. COUNTY shall procure, own, install, replace, and maintain the signs.

PORT will fund the materials necessary for all commercial driveways and industrial access points associated with the Johns Prairie Industrial Park along CR 91720 to be marked with Type 3 Object Markers (OM-3). These treatments are intended to improve driveway recognition, clarify truck turning movements, enhance alignment into access points, improve nighttime and wet-weather visibility, reduce rear-end and sideswipe conflicts, and reinforce the industrial character of the corridor. COUNTY shall procure, own, install, replace, and maintain the signs.

PORT will complete this work within 12 months of signing this Agreement.

ECONOMIC DEVELOPMENT COUNCIL OF MASON COUNTY

EDC's mission is to expand and diversify the economy throughout Mason County by retaining and recruiting jobs, growing sustainable industry clusters, and promoting global competitiveness. This mission includes coordinating with local businesses to support the safe and efficient operation of freight corridors necessary for the delivery of goods and services.

EDC will host an annual informational outreach effort targeting businesses located along CR 91720 to highlight the benefits of participation in the Shared Safety Initiative. Outreach materials will emphasize that roadway safety directly affects operational costs, including delivery reliability, production schedules, insurance premiums and claims exposure, workers' compensation risk, equipment downtime, and vehicle damage. Participation in a safer Truck Freight Economic Corridor also provides risk and liability reduction benefits. Promoting safety is therefore aligned with long-term business success.

Commercial and industrial businesses served by CR 91720 may voluntarily participate in the Shared Safety Initiative by reinforcing appropriate speed expectations for company drivers, contract haulers, and seasonal employees; adjusting internal dispatch practices during wet weather, winter conditions, and peak congestion periods; and reducing roadway debris through regular sweeping of driveway aprons, proper load covering, and cleaning of vehicles prior to entering the roadway.

EDC will invite businesses with commercial driveways and industrial access points along CR 91720 to participate in enhanced safety signage by asking them to fund materials for Type 3 Object Markers (OM-3) at their driveway entrances. COUNTY shall procure, own, install, replace, and maintain the signs.

EDC will begin this work within 12 months of signing this Agreement.

MASON COUNTY

CR 91720 is owned and maintained by Mason County and serves a distinct role within the county roadway system, providing access to industrial uses, public facilities, and regional freight activity. The corridor's traffic mix, including a high proportion of heavy vehicles, combined with higher operating speeds and frequent wet-weather conditions, presents operational and safety considerations that differ from those of many other county roads. In this context, it is reasonable for the County to evaluate and implement targeted safety and durability improvements that are tailored to the function and risk profile of this roadway. While such enhancements may not be applied uniformly elsewhere in the county and may involve additional capital investment, they

are intended to address corridor-specific conditions, improve safety performance, and support efficient long-term operations and maintenance.

COUNTY will implement a pavement marking enhancement project along CR 91720 to improve nighttime and wet-weather visibility. Pavement markings shall meet a performance benchmark equivalent to recessed (inlaid) longitudinal 8-inch-wide edge lines and 4-inch-wide centerlines and channelization constructed with thermosplastic or methyl methacrylate (MMA) materials consistent with WSDOT-approved practices. Markings shall be designed to maintain excellent wet-night retroreflectivity under rain-on-pavement conditions and to achieve dry-night retroreflectivity consistent with AASHTO M 247 requirements for glass beads. The benchmark treatment is intended to provide extended durability under heavy truck volumes and snowplow operations, reducing the frequency of restriping relative to conventional waterborne paint. If alternative materials are proposed, the County shall document that such materials meet or exceed the wet-night visibility, dry-night retroreflectivity, and expected service life performance of the benchmark treatment prior to installation. All markings shall be maintained in accordance with manufacturer recommendations and WSDOT standards.

COUNTY will install longitudinal shoulder rumble strips along segments of CR 91720 to reduce run-off-road and lane departure crashes. Rumble strips to be constructed as milled or grooved pavement placed immediately outside the white edge line, consistent with WSDOT-approved designs and practices. Installation locations to be limited to segments with adequate paved shoulder width to maintain usable shoulder space for non-motorized users and to avoid conflicts at driveways, intersections, and commercial truck access points.

COUNTY will increase chevron sign density along the curves between Aloha Lane and the entrance to MCRA and will extend chevron signing through the eastern curve within this segment of CR 91720. This portion of the roadway presents an elevated risk for run-off-road incidents and speed-related hazards. Eastbound traffic approaches the curves following a downhill descent, while westbound traffic navigates a sequence of curves, including a tighter curve with intersecting traffic near the apex.

COUNTY will evaluate, design, and install longitudinal guardrail systems at priority locations along CR 91720, including the curves near the Belco Forest Products facility, in front of the MTA administration building, and along the frontage of PUD 3's Johns Prairie Operations Center. Guardrail selection and placement shall be consistent with WSDOT guidance and AASHTO MASH criteria, with consideration given to higher-containment systems appropriate for a designated freight corridor with significant heavy truck traffic and higher operating speeds.

COUNTY will conduct an engineering speed limit study along the full length of CR 91720 to evaluate operating speeds, traffic composition, crash history, and roadway characteristics. The study will assess whether the existing segmented speed limits support consistent driver expectancy or whether a more uniform posted speed is appropriate, given the corridor's function as a continuous industrial and freight roadway with varying shoulder conditions, access density, alignment, and heavy-vehicle activity. While some segments meet geometric criteria associated with higher design speeds, the evaluation may identify a (lower) posted speed that better reflects corridor context and safety performance in accordance with WSDOT guidance and MUTCD standards, with the goal of reducing speed variability and supporting other corridor safety enhancements. The speed study may also identify locations where additional speed-management

measures, such as transverse (perpendicular) in-lane rumble strips, could be appropriate near curves or high-conflict intersections with documented safety concerns.

COUNTY will design and install large informational signs at both entrances to CR 91720 to inform drivers that partner agencies have collaborated under the Johns Prairie Road Shared Safety Initiative and to encourage safe driving behavior along the corridor. Logos of the participating Parties shall be displayed on the sign.

The County will conduct annual cleaning of traffic control signs to remove accumulated moss, grime, and other surface contaminants, and will perform documented triennial daytime and nighttime inspections to assess sign condition, visibility, and retroreflective performance. Signs that are damaged, obscured, or exhibit diminished retroreflectivity will be scheduled for replacement. All replacement signs installed along CR 91720 will utilize ASTM Type XI (DG³) microprismatic retroreflective sheeting to provide enhanced wet-night visibility, improved durability, and extended service life.

COUNTY will conduct scheduled bimonthly (every other month) mechanical sweeping along CR 91720 to remove debris generated by heavy truck activity, including gravel, wood chips, tracked aggregate from driveway aprons, and winter traction sand. Regular sweeping will reduce loose material on the traveled way and shoulders, minimize windshield and vehicle damage from kicked-up debris, and improve overall corridor safety. Maintaining clean, passable shoulders will also enhance accessibility and operating space for pedestrians and cyclists, particularly in a corridor with limited non-motorized facilities.

COUNTY will prioritize CR 91720 for snow plowing and ice treatment to support safe dispatch of first responders from PUD 3 during power outages and emergency conditions. This priority will also support continued service delivery by MTA and Mason County Garbage, and will help maintain reliable access for local businesses to resume operations as quickly as possible following severe weather events.

COUNTY will perform the installation and ongoing maintenance of roadway signs described in the PUD 3, Port, and EDC sections of this Agreement at no cost to those entities. The participating Parties shall reimburse the County for the initial cost of materials associated with their respective projects.

COUNTY will waive all permitting fees associated with projects in the Shared Safety Initiative.

COUNTY will complete this work within 30 months of signing this Agreement.

GENERAL PROVISIONS

TERM

This Agreement shall become effective on the date of last execution and shall remain in effect for a period of ten (10) years, unless earlier terminated in accordance with the provisions of this Agreement.

LIABILITY DISCLAIMER AND IDEMNIFICATION

Participation by any Party in the Johns Prairie Road Shared Safety Initiative is voluntary and does not constitute a warranty, representation, or guarantee that the roadway, its users, or adjacent properties will be free from traffic incidents, injuries, or damages. All improvements and actions undertaken pursuant to this Initiative are intended to enhance safety but do not eliminate the inherent risks associated with roadway use.

To the fullest extent permitted by law, each participating agency agrees to indemnify, defend, and hold harmless the other participating agencies, their elected and appointed officials, officers, employees, and agents from and against any and all claims, demands, actions, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or related to that agency's own acts or omissions in connection with this initiative.

No participating agency shall be responsible for the acts, omissions, negligence, or willful misconduct of another agency or of third parties, including roadway users. Nothing in this agreement shall be construed as creating a duty of care to the public beyond that which already exists under applicable law, nor shall participation be construed as an assumption of liability for roadway conditions, traffic operations, or safety outcomes.

NO PRECEDENT OR STANDARD ADOPTION

Nothing in this Agreement shall be interpreted as establishing, adopting, or modifying countywide roadway design standards, levels of service, maintenance practices, or operational priorities of any Party. All improvements, treatments, and practices described herein are specific to CR 91720, based on its unique function, use, and risk profile, and are not intended to set a precedent or impose obligations on the County, PUD 3, or any other Party with respect to other roadways. Any implementation of improvements remains subject to applicable laws, adopted Mason County or PUD 3 policies, available funding, and the operational discretion of each Party.

NOTICES

All notices or reports under this Agreement shall be addressed to the chief administrative officer, or equivalent position, of the respective participating agency unless an alternative contact is designated in writing to all Parties.

TERMINATION AND RECAPTURE

This Shared Safety Initiative is voluntary and cooperative in nature. Any Party may modify its level of participation or withdraw from the initiative at any time, for any reason, upon written notice to the other parties. Termination or withdrawal by any Party shall not result in financial obligation, penalty, or liability to any other Party, and shall not affect the rights, obligations, or protections that accrued prior to such termination. Each party shall remain solely responsible for its own actions, investments, and decisions made under this initiative.

GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington. Venue for any action arising under this Agreement shall be the Superior Court of Mason County, Washington.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter addressed herein and supersedes all prior and contemporaneous communications, representations, or agreements, whether oral or written.

DRAFT

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

PUBLIC UTILITY DISTRICT NO. 3 OF MASON COUNTY

By: _____
Name: _____
Title: _____
Date: _____

MASON COUNTY

By: _____
Name: _____
Title: _____
Date: _____

PORT OF SHELTON

By: _____
Name: _____
Title: _____
Date: _____

MASON TRANSIT AUTHORITY

By: _____
Name: _____
Title: _____
Date: _____

ECONOMIC DEVELOPMENT COUNCIL OF MASON COUNTY

By: _____
Name: _____
Title: _____
Date: _____

RESOLUTION NO. 2026-13

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO SIGN THE JOHNS PRAIRIE
ROAD SHARED SAFETY INITIATIVE COOPERATIVE AGREEMENT.**

WHEREAS, the Mason Transit Authority (“MTA”) Board (the “Board”) has been invited to participate in a Safety Initiative that PUD3 and other entities will be jointly promoting to make Johns Prairie Road a safer road for all travelers;

WHEREAS, Mason Transit Authority has an interest in promoting safety and efficient travel on John’s Prairie Road to safely maintain reliable transit operations; and

WHEREAS, Mason Transit finds participating in this initiative would enhance more safety for this community and travelers that shares the roadway;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD approves the General Manager to participate in the John’s Prairie Road Shared Safety initiative and sign the cooperative agreement.

Adopted this 21st day of April, 2026.

Randy Neatherlin, Board Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Pam Schlauderaff, Authority Member

Judy Scott, 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 9B – *Actionable*
Subject: Update to POL-205 Public Records Request Policy
Prepared by: Tracy Becht, Public Records Officer
Approved by: Amy Asher, General Manager
Date: April 21, 2026

Background:

It has come to Staff’s attention that our Public Records Request Policy (POL-205) should be updated to more clearly reflect MTA’s position that it would be unduly burdensome as it has since 2014. Case law indicates that clarification of why creating and keeping an index of proceedings would be unduly burdensome should be provided. For Mason Transit Authority, the creation and maintaining of such an index would interfere with MTA’s operations due to the inordinate amount of staff time to develop and to maintain such an index. We propose the change reflected in the attached policy and resolution will provide the necessary clarity.

The track changes and resolution have been reviewed and approved by Legal Counsel.

Summary: Update to MTA’s POL-205 Public Records Request Policy.

Fiscal Impact:

None.


Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-14 updating POL-205 Public Records Request Policy.



	<p>Title: Public Records Request Policy</p> <p>Number: POL-205</p> <p>Effective: September 16, 2025 <u>April 21, 2026</u></p> <p>Cancel: Resolution No. 2019<u>25-35</u><u>10</u></p> <p>Prepared by: Tracy Becht, Public Records Officer</p> <p>Approved by: Authority Board Resolution No. 202<u>56-104</u></p>
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POL-205 – PUBLIC RECORDS REQUEST POLICY

This policy applies to all persons requesting public records from Mason Transit Authority (MTA), as well as Board members, employees and volunteers relating to Mason Transit Authority records, regardless of format and location, such as on a personal device.

1.0 Policy


It is the policy of Mason Transit Authority to release records of MTA in compliance with the Public Records Act (the Act), as set forth at RCW 42.56, and any other applicable provisions of federal or state law.

The Act requires that agencies, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the Act or other statute which exempts or prohibits disclosure of specific information or records. The Act’s exemptions are found in RCW 42.56.230-.480. Numerous other exemptions and disclosure prohibitions are contained in other state and federal statutes and may apply at the time the request is submitted to MTA.

The Act authorizes redaction of the records with exempt information and with certain identifying details to the extent required to prevent an unreasonable invasion of personal privacy interests RCW 42.56.070. The Act narrowly defines invasion of personal privacy as occurring only if disclosure of information about the person: 1. would be highly offensive to a reasonable person, and 2. is not of legitimate concern to the public. RCW 42.56.050. Washington’s Constitution, article I, section 7, protects unreasonable intrusion into a person’s private affairs.

2.0 Public Records Definition

Public record is defined under the Act to include any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by MTA regardless of form or characteristics. RCW 42.56.010(3). Writing is defined under the Act as: handwriting, typewriting, printing, photocopying, photographing, and any and every other means of recording; any form of communication or representation including but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion pictures, film and video recordings, magnetic or punched cards, disks, drums, diskettes, sound recordings, or other documents including existing data compilations from which information may be obtained or translated.

	<p>Title: Public Records Request Policy</p> <p>Number: POL-205</p> <p>Effective: September 16, 2025 <u>April 21, 2026</u></p> <p>Cancel: Resolution No. 2019<u>25</u>-35<u>10</u></p> <p>Prepared by: Tracy Becht, Public Records Officer</p> <p>Approved by: Authority Board</p> <p>Resolution No. 2025<u>6</u>-10<u>4</u></p>
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3.0 Request Records

No official format is required for making a records request; however, MTA recommends that a requestor submit a request as follows

- The requester may submit a completed Public Records Request Form in person to the Administration office located at 790 East Johns Prairie Road, Shelton, WA 98584, or mail it to that same address; or
- The requester may complete and submit an on-line Public Records Request Form or complete a printed form and email it to publicrecords@masontransit.org.

All requests for public records must include contact information of the requester and detailed information necessary to readily identify the public records requested.

4.0 Response to Request

All requests will be reviewed by the Public Records Officer and legal counsel.

Within five business days of the receipt of a records request, MTA shall conduct a review of the request and respond to the requestor in writing as specified therein. If MTA anticipates being unable to conduct the review within the five-day timeframe, MTA shall respond to the requester within five business days and acknowledge receipt of the request and give a reasonable estimate of the time to conduct the initial evaluation.

MTA may notify the requestor of a delay in providing records within five days in order to:

- Clarify the intent of the request;
- Locate and assemble the information requested;
- Notify third parties or agencies affected by the request; or
- Determine whether any of the information is exempt and whether a denial should be made as to all, or part, of the request.

Upon receipt of a records request MTA shall conduct a review of the request:

- 4.1 Determine whether part or the entire request is unclear. For any part of the request that is unclear, MTA shall ask the requester to clarify what information the requester is seeking. If the requester fails to clarify the request, MTA will not respond to it. For all portions of the request that do not require clarification, MTA shall complete the steps below.
- 4.2 Determine whether the request is for an identifiable existing record. The Public Records Act does not require MTA to compile or create a new record based on a



Title:	Public Records Request Policy
Number:	POL-205
Effective:	September 16, 2025 <u>April 21, 2026</u>
Cancel:	Resolution No. 201925-3510
Prepared by:	Tracy Becht, Public Records Officer
Approved by:	Authority Board Resolution No. 20256-104

public record request. If a request does not identify an existing record, MTA shall so inform the requester. A request for all or substantially all records prepared, owned, used, or retained by MTA is not a valid request for identifiable records

- 4.3 Determine whether the request is for a Public Record (as defined by RCW 42.56.010(3)). If the request is not for a Public Record, MTA shall so inform the requester.
- 4.4 If the request is for an identifiable Public Record, MTA shall determine whether an exemption applies to all or part of the record. If MTA believes that a record, or a portion thereof, is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record is being withheld. If only a portion of a record is exempt from disclosure and the remainder is not exempt, the public records officer will redact the exempt portions and provide the non-exempt portions.
- 4.5 MTA need not make available for inspection and copying those public records which are specifically exempted from disclosure by provisions in Chapter 42.56 RCW or that are specifically exempted from public inspection and copying by other state or federal regulations.


Some records NOT available for public inspection and copying including, but not limited to:

Records which include:

- Personal information in files maintained for employees, appointees, or elected officials
 - Personnel Evaluations unrelated to acts of misconduct
 - Employee Health Files
- 4.6 Within five business days of receipt of a request (or within the time specified by MTA in its initial response to the requester), and after completing the above review, MTA shall respond to the requester in writing.

This response shall, as appropriate:

- Provide the record(s) for inspection.
- Acknowledge receipt of the request and providing a reasonable estimate of the time MTA will require to respond to the request to make them available for inspection or copying.
- Deny the request. If all or part of the request is denied, indicate which parts are denied and briefly state the reason(s).
- If necessary, ask for clarification of all or part of the request.

	<p>Title: Public Records Request Policy</p> <p>Number: POL-205</p> <p>Effective: September 16, 2025 <u>April 21, 2026</u></p> <p>Cancel: Resolution No. 201925-3510</p> <p>Prepared by: Tracy Becht, Public Records Officer</p> <p>Approved by: Authority Board Resolution No. 20256-104</p>
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4.7 Inspection of records.

- a. Consistent with other demands, the MTA shall promptly provide space to inspect public records at MTA’s business office located at 790 E Johns Prairie Rd, Shelton, WA 98584. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes MTA to copy.
- b. The requestor must claim or review the assembled records within thirty days of MTA’s notification to him or her that the records are available for inspection or copying. MTA will notify the requestor in writing of this requirement and inform the requestor that he or she should contact MTA to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, MTA may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying. Once copied records are produced and/or ready for production, MTA shall notify requestor of applicable fees, as set forth in Resolution No. 2017-36, as amended.

5.0 Request for Records Denial

If MTA denies the request in whole or in part or redacts produced records, the requester may appeal the decision within five business days for reconsideration along with a short statement explaining why the requester believes the request should be granted. Upon request for reconsideration, the original person conducting the review and the General Manager of MTA shall review the request and, as appropriate, consult legal counsel. MTA will review and complete this process within ten (10) business days. If a records request is still considered denied in whole, or in part or denies removing redactions, the decision is considered final.

6.0 Release of Records

If the request is for the inspection of records, the compiled records shall be available for inspection by appointment during normal business hours in the administrative offices.



Title:	Public Records Request Policy
Number:	POL-205
Effective:	September 16, 2025 <u>April 21, 2026</u>
Cancel:	Resolution No. 201925-3510
Prepared by:	Tracy Becht, Public Records Officer
Approved by:	Authority Board Resolution No. 20256-104

No original documents shall be removed from MTA. There is no charge to inspect documents. If the requester asks that copies be mailed, MTA shall notify the requester of the shipping charges and any balance owed for copying.

7.0 Electronically Stored Data and Information

Public records in the form of information or data which is electronically stored (on the memory of a computer, a diskette, a magnetic tape, a compact disk, or in other similar ways) shall be subject to public inspection and copying in the same manner as for requesting paper public records. When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is generally available. If MTA does not have a scanner readily available, then MTA can provide a paper copy.

8.0 Release of Payroll Information

The release of payroll information will exclude: address or phone number, social security number, voluntary deductions, marital status or dependents, and garnishment deductions.

9.0 Prohibition on Requests for Commercial Uses

This policy shall not be construed as giving authority to MTA to give, sell, or provide access to lists of individuals requested for commercial purposes, and MTA shall not do so unless specifically authorized or directed by law.


10.0 Records as Public Property

All public records are and shall remain the property of MTA. Outgoing officials and employees shall deliver such records to their successors. Public records are preserved, stored, transferred, destroyed, and otherwise managed only in accordance with this policy and applicable state law.

11.0 Index of Public Records

Pursuant to RCW 42.56.070(4) MTA need not maintain such an index, if to do so would be unduly burdensome, but it shall in that event:

- a. Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with MTA operations; and
- b. Make available for public inspection and copying all indexes maintained for MTA use.

	<p>Title: Public Records Request Policy</p> <p>Number: POL-205</p> <p>Effective: September 16, 2025 <u>April 21, 2026</u></p> <p>Cancel: Resolution No. 2019<u>25</u>-35<u>10</u></p> <p>Prepared by: Tracy Becht, Public Records Officer</p> <p>Approved by: Authority Board Resolution No. 2025<u>6</u>-10<u>4</u></p>
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The creation of such an index would interfere with MTA operations in that it would take an inordinate amount of staff time to develop and to maintain.

12.0 Prohibitions and Exemptions

The Public Records Act, Chapter 42.56 RCW, provides that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. A current list of these prohibitions and exemptions will be provided upon request of the Public Records Officer.

13.0 Protection of Records

If a records request is made at a time when such public records exist but are scheduled for destruction in the near future, MTA shall retain possession of the records, and shall not destroy or erase the records until the request is resolved, except as noted below.

Nothing in this policy prevents MTA from destroying information related to employee misconduct or alleged misconduct as authorized by the Local Government Common Records Retention Schedule, Washington State Archives, and Office of the Secretary of State, as presently constituted or hereafter amended.

MTA shall comply with state and federal laws affecting the maintenance and preservation of MTA records, including but not limited to the guidelines promulgated by the Secretary of the State Division of Archives and Records Management.

14.0 Disclaimer of Liability

Neither MTA nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law.

15.0 Notification to Affected Persons

MTA may notify an individual that release of a record has been requested that pertains to the individual. MTA, or a person to whom the record applies, may ask a court to prevent an inspection of the record. If a court order preventing disclosure is sought, the records request is on hold until further order of the court per RCW 42.56.540.

RESOLUTION NO. 2026-14

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING PUBLIC RECORDS REQUEST POLICY (POL-205) AND
SUPERSEDING AND REPLACING IN FULL ANY PREVIOUSLY ADOPTED
OR APPROVED MASON TRANSIT AUTHORITY PUBLIC RECORDS
REQUEST POLICY (POL-205), INCLUDING RESCINDING RESOLUTION
NO. 2025-10.**

WHEREAS, the Mason Transit Authority (“MTA”) Board (the “Board”) previously approved the Public Records Request Policy (POL-205) by the Mason Transit Authority Board on September 16, 2025; and

WHEREAS, the Section 11 of the policy is being updated to clarify why creating and maintaining an index of proceedings would be unduly burdensome; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD finds that the creation of an index would interfere with MTA’s operations in that it would take an inordinate amount of staff time to develop and maintain such an index; and

BE IT FURTHER RESOLVED that the attached revised Public Records Request Policy (POL-205) is approved and shall supersede and replace in full any previously adopted or approved MTA Public Records Request Policy (POL-205), including rescinding Resolution No. 2025-10.

Adopted this 21st day of April, 2026.

Randy Neatherlin, Board Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Pam Schlauderaff, Authority Member

Judy Scott, 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: _____
Tracy Becht, Clerk of the Board

DATE: _____

Mason Transit Authority Regular Board Meeting

Agenda Item: Agenda – New Business Item 9C – *Actionable*

Subject: Surplus Vehicles

Prepared by: Paul Bolte, Maintenance Manager

Approved by: Amy Asher, General Manager

Date: April 21, 2026

Background:

Mason Transit has six vehicles that have exceeded their useful life and are ready for surplus:

<u>Year</u>	<u>Make/Model</u>	<u>Asset ID</u>	<u>Mileage</u>
2018	Champion Cutaway Bus	460	175,765
2018	Champion Cutaway Bus	461	187,212
2018	Champion Cutaway Bus	462	168,537
2018	Champion Cutaway Bus	463	182,096
2018	Champion Cutaway Bus	464	166,306
2019	Champion Cutaway Bus	470	169,280

Staff has performed research to find best alternative for surplus these vehicles in the most efficient and cost-effective way. If MTA were to take the vehicles to an auction, it would require additional MTA labor to remove the graphics and MTA logs from vehicle. Research was also done to inquire the trade-in value of the vehicles to Northwest Bus Sales. They have provided a trade-in offer in the amount of \$45,000 for all six vehicles referenced above. Staff believes this is the most practical and cost-effective solution and would like to surplus them accordance with the Mason Transit Surplus Disposal Policy.

Summary: Surplus six vehicles that have exceeded their useful life.

Fiscal Impact:

\$45,000

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-15 declaring and approving the surplus and disposal of vehicles as set forth herein.

RESOLUTION NO. 2026-15

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS VEHICLES.**

WHEREAS, the Mason Transit Authority (“MTA”) Board (the “Board”), by Resolution No. 2019-26, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA’s Surplus Policy (POL-408):

<u>Year</u>	<u>Make/Model</u>	<u>Asset ID</u>	<u>Mileage</u>
2018	Champion Cutaway Bus	460	175,765
2018	Champion Cutaway Bus	461	187,212
2018	Champion Cutaway Bus	462	168,537
2018	Champion Cutaway Bus	463	182,096
2018	Champion Cutaway Bus	464	166,306
2019	Champion Cutaway Bus	470	169,280

Adopted this 21st day of April, 2026.

Randy Neatherlin, Board Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Pam Schlauderaff, Authority Member

Judy Scott, 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: _____
Tracy Becht, Clerk of the Board

DATE: _____

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 10A – *Informational*
Subject: Financial Reports – March 2026
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: April 21, 2026

Summary for Informational Purposes:

Included are the updated March 2026 Financial Reports.

Highlights:

- March Fuel Prices: Diesel \$4.49, Unleaded \$3.98, Propane \$2.06

Sales Tax Revenue

Sales tax revenue for January 2026 (received March 2026) was \$594,149, 7% *over* the 2026 budgeted amount, and a 4% *increase* from January 2025.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 25% (3/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 17.1%, due to operating grants. The total YTD Operating Expenses are *under* budget at 22.7%.

- Wages and Benefits are *slightly under* budget at 23%.
- Contracted Services are *under* budget at 10.8% due to reallocation of account codes.
- Insurance is *over* budget as our 2024 assessment was adjusted to reflect more miles driven than originally estimated.
- Other Operating Expenses are *over* budget at 26.6% due to yearly memberships at beginning of year and reallocation of account codes.

Fiscal Impact:

March fiscal impact reflects total revenues of \$765,500 and operating expenses of \$794,531; for a net *loss* of \$29,031.

Mason Transit Authority Statement of Financial Activities

% through the year: 25%

April 2026 Board Report

Statement of Financial Activities	March	2026 YTD Actual	2026 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ -		0.0%
PSNS WorkerDriver	6,820	21,120	87,000		24.3%
Total Operating Revenue (Fares)	6,820	21,120	87,000		24.3%
Sales Tax	649,463	1,811,529	8,032,489	1	22.6%
Operating Grants	-	-	3,991,983		0.0%
Rental Income	11,916	33,950	131,410		25.8%
Investment Income	96,917	316,361	600,000		52.7%
Other Non-operating Revenue	384	15,249	25,000	2	61.0%
Total Revenue	765,500	2,198,209	12,867,882		17.1%
Expenses					
Wages and Benefits	612,134	2,056,580	8,955,758		23.0%
Contracted Services	9,519	34,075	316,370		10.8%
Fuel	46,859	125,785	650,500		19.3%
Vehicle/Facility Repair & Maintenance	14,830	66,677	326,325		20.4%
Insurance	36,421	155,062	437,049		35.5%
Intergovernmental - Audit Fees	20,509	31,400	57,000		55.1%
Facility Rent and Park & Ride	-	-	1,500		0.0%
Utilities	16,257	49,193	203,800		24.1%
Supplies & Small Equipment	28,842	88,910	378,300	3	23.5%
Training & Meetings	2,464	5,524	72,266		7.6%
Other Operating Expenses	6,696	49,573	186,547	4	26.6%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	794,531	2,662,779	11,705,415		22.7%
Net Income (Deficit) from Operations	\$ (29,031)	\$ (464,570)	\$ 1,162,467		

NOTES

Monthly sales tax amounts are based upon budgeted amounts and not actuals received.

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.

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.

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

April 2026 Board Report

Cash Balances

	2/28/2026	3/31/2026	Change
Cash - MC Treasurer	\$ 7,432,305.72	\$ 1,682,875.44	\$ (5,749,430.28)
Investments - MC Treasurer	33,750,000.00	38,750,000.00	5,000,000.00
Payroll - ACH Columbia Bank	\$ 209,833.64	\$ 207,449.67	(2,383.97)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 41,392,139.36	\$ 40,640,325.11	\$ (751,814.25)

Cash Encumbrances

2026 MTA Capital Budget Items Remaining* \$ 4,191,795.21

*(Includes MTA funded items and Grant Funded items that will be reimbursed)

Reserves:

General Leave Liability (Vacation/Sick)	469,926.06
Emergency Operating Reserves	3,883,316.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,100,000.00
Capital Project Reserves ¹	22,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 35,095,037.27

Total of Cash	\$ 40,640,325.11
Less Encumbrances	35,095,037.27
Undesignated Cash Balance Total (Including Reserves)	5,545,287.84
Investments - MC Treasurer (Reserves)	38,750,000.00
Less Encumbrances	35,095,037.27
Undesignated Cash Reserves	\$ 3,654,962.73

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

ADOPTED Mason Transit Authority 2026 Capital Budget

Capital Projects	Budget	Grants	MTA Funding	YTD	Purpose
Replacement Lockers for Drivers at JP	7,000		7,000		Replace aging lockers for staff at JP facility.
Badge Access Door Locks	5,000		5,000	4,318	Door locks for Belfair building
Bus stop improvements	200,000	200,000		101,174	Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project. Rolling over \$106,000 from 2025 for shelter delivery delay. Grant funded with PTSN.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Parking lot seal & Repair	100,000		100,000		Park and Ride maintenance to include paving, sealing, re-striping. JP reseal cracks and repair.
Propane Conversion Kits	67,000		67,000		Ten conversion kits for new propane vehicles. MTA staff to install.
Propane fueling station Belfair	25,000		25,000		\$15,000 for prep and 10k for pedestals
HVAC Replacement at JP Maintenance			45,000	41,516	Replacement of two units past useful life at JP facility. Moving from gas to electric.
Bus Wheel Washer			10,000		Wheel washer for large coaches.
Operations and Admin Laptops	34,000		34,000	31,680	Replacement laptops for Administrative and Operations department.
Automated Voice Announcements	150,000	150,000			Roll over from 2025. Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement. Grant funded with Sales Tax Equalization funds.
Next Bus Signage at TCC	50,000	50,000		45,776	Rollover from 2025. To be done in late December. Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus. Grant funded with Sales Tax Equalization funds. <i>This was in Dec 2025, pd in 2026</i>
Heated Pressure Washer	6,000		6,000		Replacement pressure washer for facilities staff to maintain properties and shelters.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Rollover from 2025. Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Total Misc Capital Projects	1,494,000	400,000	1,149,000	224,464	
Replace 16 cutaway buses	2,883,210	2,883,210		658,829	Six buses are a roll over from 2025 because delivery won't occur until January. Ten buses to be ordered early 2026 and delivered 2026.
Replace 1 Transit Coach	770,708	770,708			Grant funded with Sales Tax Equalization funds. Order in 2026 for delivery in 2027. Will be paid in 2027.
Maintenance Bucket/Utility Truck			100,000	72,829	Bucket and utility truck for maintenance staff to access TCC atrium, lights and cameras at park and rides, taller lights and shelters at bus stops, gutters at facilities.
Total Vehicle Replacements	\$ 3,653,918	\$ 2,883,210	\$ 100,000	\$ 731,658	
Proposed 2025 Capital Projects	\$ 5,147,918	\$ 3,283,210	\$ 1,249,000	\$ 956,123	

Mason Transit Authority Sales Tax Receipts

April 2026 Board Report

Sales Tax Collected as of 03/31/2026 for 01/31/2026

	2023	2024	2025	2026 Budget	2026 Actual	2026 Budget Variance	% Change 2025 - 2026 Actual	Capital Reserves
January	528,201	545,346	571,369	556,406	594,149	7%	4%	37,743
February	539,128	559,272	559,874	567,917	-			(567,917)
March	616,540	640,405	657,816	649,463	-			(649,463)
April	599,059	619,533	652,214	631,048	-			(631,048)
May	656,593	671,706	751,785	691,655	-			(691,655)
June	731,134	724,483	979,805	770,176	-			(770,176)
July	679,614	723,443	768,939	715,905	-			(715,905)
August	670,272	697,897	709,924	706,064	-			(706,064)
September	702,464	701,098	744,108	739,975	-			(739,975)
October	613,829	634,367	664,350	646,607	-			(646,607)
November	609,293	628,216	622,742	641,828	-			(641,828)
December	679,178	695,672	737,559	715,445	-			(715,445)
	<u>7,625,304</u>	<u>7,841,438</u>	<u>8,420,486</u>	<u>8,032,489</u>	<u>594,149</u>			
Budget Variance Average - YTD						7%		(7,438,340)
							% Change 2025 vs 2026 Actual Average - YTD	4%

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 21, 2026

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 21, 2026

GENERAL MANAGER'S REPORT

External Activities:

- Attended Peninsula Regional Transportation Planning Organization TAC meeting.
- Attended Transit's Next Leader Institute kick off meeting.
- Attended Washington State Transit Association meeting of General Managers
- Attended Washington State Transit Insurance Pool Board and Executive Committee Meetings
- Attended Mason Economic Development Council Board and Executive Committee Meetings
- Attended Mason Legislative Wrap up
- Attended Mason County Administrators Meeting
- Attended Collective Bargaining and Arbitration Conference
- Attended Federal Transit Administration National Drug and Alcohol Program Conference. Refresher on DAPM/DER duties, testing requirements, oversight and monitoring best practices.

Internal Activities:

- Facilitated various staff meetings. Met with Operations staff to review driver's contract.
- Preparations for negotiations with IAM.
- Records review, contracts review, payroll review.
- Submitted NTD Data to WSDOT for review.
- Submitted Cyber Insurance Application to WSTIP.
- Met with PUD 3 to discuss John's Prairie Safety Initiative.
- Met with WSDOT staff to review Administrative Site Visits.
- Met with new Board Member, Judy Scott.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings: Attended State maintenance conference.

Facilities and Fleet Projects/Purchases/Maintenance. MTA received six (6) new cutaway buses, bucket truck for maintenance, and six (6) new shelters - some for new locations and rest to replace older shelters.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 381 participants this March. Lifeline Screening event welcomed 31 patients.
- **Kitchen:** The total number of kitchen users in March was 13 people.
- **Conference Room:** The regular MTA Board Meeting welcomed 17 members this month. The MTA All-Staff meeting numbered around 15 employees. The MTA Operations Meeting had eight (8) supervisors attend. The MTA Outreach meeting welcomed two (2) people.

OPERATIONS – Jason Rowe

- **Transit Community Center (TCC) Office Remodel:** The remodel of the TCC office has been successfully completed, and our dispatch and customer service staff have now transitioned back into the upgraded workspace. The improvements were designed to enhance functionality, communication, and overall working conditions for staff who play a critical role in daily operations.
- **Boarding and Alighting Committee Participation:** Mason Transit Authority has been selected by the Washington State Transit Insurance Pool (WSTIP) to participate in its Boarding and Alighting Committee. This committee is tasked with developing statewide best practices for safe and effective bus stop placement. Our involvement provides an opportunity to contribute our operational expertise while also gaining insight into emerging standards and risk mitigation strategies. Participation will ensure MTA remains aligned with industry best practices and continues to prioritize passenger and operator safety.
- **Shelton Preschool Field Trip:** MTA was pleased to host the annual visit from a local Shelton preschool this month. This field trip continues to be a valuable community engagement opportunity, introducing young riders to public transportation in a fun and educational setting. Students were given an overview of how transit services operate, along with a chance to explore vehicles and interact with staff. These early positive experiences help build familiarity and confidence in using public transportation, supporting long-term ridership and community connection.
- **Special Transportation Services**

Mason Transit Authority continued to provide special transportation services throughout the month in support of local schools, community organizations, and partner agencies. These services play an important role in connecting community members to educational and recreational opportunities.

 - **March 12:** Outing service provided for residents of Shelton Health & Rehabilitation to attend a local library event (approximately 10 riders).
 - **March 17:** Field trip transportation for Mason County Christian School to a local fire station (approximately 23 riders).
 - **March 25:** Hosted the annual Shelton Preschool field trip to the Johns Prairie facility, providing students with an interactive introduction to transit services (approximately 64 participants).
 - **March 27:** Field trip transportation for Mason County Christian School to Shelton High School (approximately 60 riders)
- **Outreach Activities**

Staff actively participated in community outreach efforts to increase awareness of transit services and strengthen partnerships with local organizations and riders.

 - **March 10:** Participation in the Hope Plaza Dinner and Resource Fair, engaging with community members and sharing information about available transit services.
 - **March 19:** Participation at the Thurston-Mason Transitions Fair, supporting individuals navigating employment and life transitions.
 - **March 27:** One-on-one meeting with a rider, Mikayla, to document and share her personal testimony regarding the impact of transit services.
- **Networking & Community Partnerships**

MTA staff continued to build and maintain relationships with regional partners, service providers, and community stakeholders.

 - **March 3:** Participation in a Re-Entry Simulation event in Lacey, supporting awareness of challenges faced by individuals re-entering the community.
 - **March 4:** Attendance at the CTE Dinner at Shelton High School.
 - **March 11:** Participation in the Opioid Stakeholders Meeting.
 - **March 12:** Attendance at the Communicator's Coffee Break.
 - **March 16:** Meeting with community partner Claudia.
 - **March 17:** Advisory Meeting at the YMCA.
 - **March 19:** Meeting with Tari Q. from Peninsula Services to discuss collaboration opportunities.
 - **March 24:** Attendance at the Faith and Hope Luncheon.
- **Events & Recognition**

MTA continued to support and celebrate community initiatives and organizational milestones.

 - **March 6:** Awarded a surplus van to the Parent-to-Parent program, supporting their continued service to families in need.
 - **March 18:** Recognition and celebration of staff for Transit Employee Appreciation Day, acknowledging the essential role employees play in delivering safe and reliable transportation services.

HUMAN RESOURCE – Haley Dorian

- Staff leave management, various staff meetings, drug and alcohol program management, and bi-weekly payroll processing.
- Attended WSTA HR Committee Meeting, 3/19-3/20/2026, in Bellingham, WA.
- Attended WSTA TLNI Session #1, 4/1-4/2/2026, in Tulalip, WA. Project work throughout.
- Coordination efforts for first Effective Communications training that took place for staff, 3/30/2026.
- Wellness program coordination, April Physical Wellness and Stress Awareness Month Challenge.
- Attended virtual WSTA Leave Admins meeting, 4/17/2026.
- IAM Driver Negotiations.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 10C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: April 21, 2026

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2022.

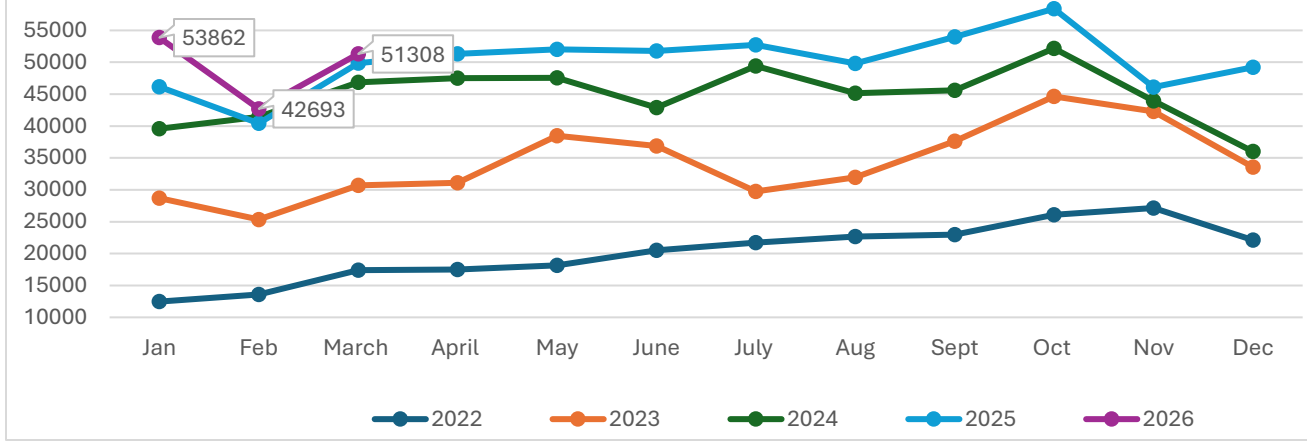
To be easily identifiable, 2026 passenger trips are labeled with the actual number.

March ridership has rebounded from the typical seasonal decline experienced in February, reflecting expected trends and a return to more consistent service utilization. Overall, route performance remains strong, with continued high levels of ridership across the system.

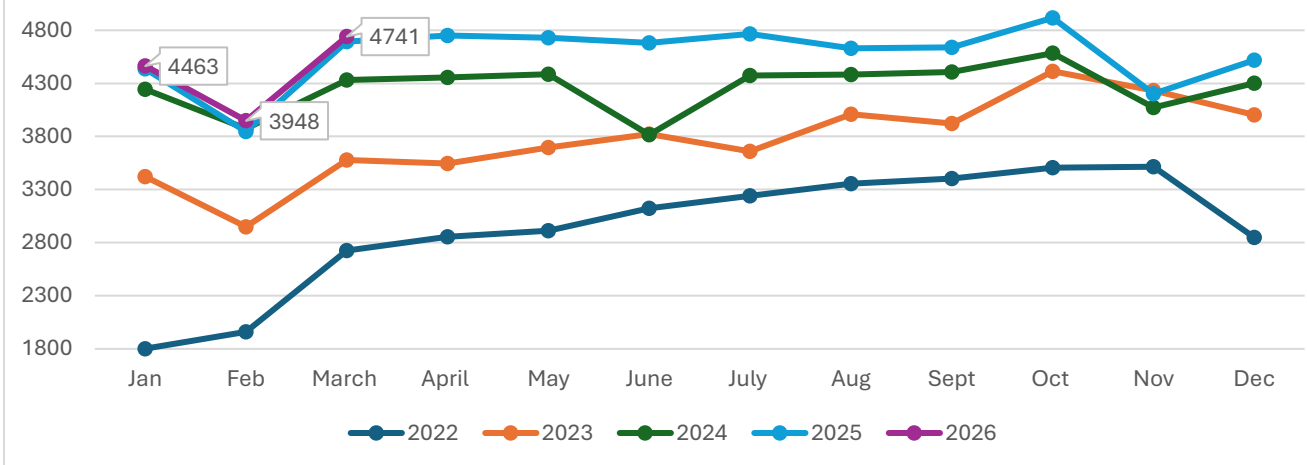
We are also observing an increase in Worker/Driver participation, which appears to correlate with the anticipated start of upcoming construction projects in the area. This trend is expected to continue as project activity ramps up.

Dial-a-Ride services have maintained steady growth, demonstrating increasing community awareness and demand. We anticipate continued expansion of this service as outreach efforts are enhanced and additional marketing increases public visibility.

Total Ridership



Demand Response - Dial-A-Ride



Fixed Route

