



The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of February, 2026 were approved by the Mason Transit Authority Board, by motion, on this 17th day of March, 2026.

Signed by:

Randy Neatherlin

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Randy Neatherlin, Chair

DocuSigned by:

Wes Martin

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Wes Martin, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

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Cyndy Brehmeyer, Authority Member

Signed by:

Tom Gilmore

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Tom Gilmore, Authority Member

DocuSigned by:

Richard Lee

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Richard Lee, Authority Member

Signed by:

Pat Tarzwell

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Pat Tarzwell, Authority Member

Signed by:

Sharon Trask

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Sharon Trask, Authority Member

[Vacant]

[Vacant]

DocuSigned by:

Tracy Becht

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ATTEST: Tracy Becht, Clerk of the Board

DATE: 4/14/2026

**Mason Transit Authority
Minutes of the Regular Board Meeting
February 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

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, Richard Lee, Pat Tarzwell and Sharon Trask. *[Currently two vacancies on the Board.]*

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Tom Gilmore.

Authority Non-voting Board Member Not 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, Paul Bolte, Facilities & Fleet Maintenance Manager; Lissa McClanahan, Finance Director, 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 February 17, 2026 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Lee/Trask. Motion carried.**

6. RECOGNITION OF BOARD MEMBER SHERIFF SPURLING.

Amy Asher, General Manager, shared that Sheriff Spurling was not seeking reappointment to serve on the MTA Board. She expressed her thanks for his service on the Board.

7. CONSENT AGENDA

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

- A. December 16, 2025 Regular Board meeting minutes.
- B. Check approval: 12/03/2025 – 12/31/2025
01/12/2026 – 01/28/2026

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

8. ACTION ITEMS:

UNFINISHED BUSINESS.

8A. Van Grant Program Recipients. Amy Asher, General Manager, described the grant review process. The Board Chair and Board Member Richard Lee expressed their interest in being a part of the review committee. The Committee comprising of those two Board members and MTA staff met in January to review the nine (9) applications that were submitted. Ms. Asher shared that Feed Needs, South Sound Parent to Parent and Mason County Senior Activities Association each scored highest as their identified needs were most in alignment with MTA’s Van Grant program. Mr. Lee also indicated the reviews were thorough and appreciated the use and population that will be served as a result of the awards.

Moved that the Mason Transit Authority approve Resolution No. 2026-01. **Tarzwel/Trask. Motion carried.** The Board Chair stated he was not voting.

NEW BUSINESS.

8B. PTD0469-01 Amendatory Agreement. As was stated at the December 16, 2025 Board meeting by Amy Asher, General Manager, more agreements between MTA and WSDOT would be forthcoming relating to the process of releasing titles of grant funded vehicles so that the legal owner of each of the WSDOT grant funded vehicles would be changed from WSDOT to Mason Transit Authority. This is the first of four amendments being presented for consideration this month.

Moved that the Mason Transit Authority approve Resolution No. 2026-02. **Brehmeyer/Tarzwel. Motion carried.**

8C. PTD0972-01 Amendatory Agreement. Amy Asher indicated this was another amendatory agreement relating to WSDOT's releasing of titles of grant funded vehicles. This is the second of four amendments being presented for consideration this month.

Moved that the Mason Transit Authority approve Resolution No. 2026-03.
Tarzwel/Trask. Motion carried.

8D. PTD0344-03 Amendatory Agreement. Amy Asher indicated this was another amendatory agreement relating to WSDOT's releasing of titles of grant funded vehicles. This is the third of four amendments being presented for consideration this month.

Moved that the Mason Transit Authority approve Resolution No. 2026-04.
Trask/Tarzwel. Motion carried.

8E. PTD0973-01 Amendatory Agreement. Amy Asher indicated this was another amendatory agreement relating to WSDOT's releasing of titles of grant funded vehicles. This is the fourth of four amendments being presented for consideration this month.

Moved that the Mason Transit Authority approve Resolution No. 2026-05.
Tarzwel/Trask. Motion carried.

The Board Chair asked if there was a consensus by the Board that these title-related amendatory agreements could be included as a part of the consent agenda in the future. Board members agreed.

8F. PTD01081-01 Amendatory Agreement. Ms. Asher described the changes to the original agreement and that the agreement between MTA and WSDOT needs to be amended, namely, the increase of \$1,210,471 in grant funding as well as eliminating the MTA local fund contribution.

Moved that the Mason Transit Authority approve Resolution No. 2026-06.
Tarzwel/Trask. Motion carried.

8G. PTD1314 Agreement. Ms. Asher shared that MTA was awarded Sales Tax Equalization funding totaling \$2,668,014 for Fiscal Year 2026 and is split amount several capital and operating projects with each requiring a separate grant agreement with WSDOT. Grant Agreement PTD1314 will fund MTA's technology updates at the T-CC and on MTA's fixed route fleet and those updates will cost about \$195,000.

Moved that the Mason Transit Authority approve Resolution No. 2026-07.
Trask/Tarzwel. Motion carried.

8H. PTD1315 Agreement. Ms. Asher shared that this new grant is also from the recently awarded Sales Tax Equalization fund totaling \$2,668,014 for Fiscal Year 2026. Grant Agreement PTD1314 will fund the replacement of one fixed route coach totaling \$770,000 and no local funds will be required by MTA. The coach will be ordered before the state contract expires next month and it is estimated that MTA will receive it in 20-24 months.

Moved that the Mason Transit Authority approve Resolution No. 2026-08.
Tarzwel/Trask. Motion carried.

8I. POL-402 Travel and Travel Reimbursement Policy. Ms. Asher shared that it has been five years since this policy had been substantially updated. She covered the reasons why the revisions needed to be made, such as clarification of reimbursement and non-reimbursable items, as well as establishing use of personal vehicles and corresponding reimbursement rates. A Board member asked how the liability insurance applies to a personal vehicle vs. an MTA vehicle. Ms. Asher responded that if an employee is driving their personal vehicle, the employee's insurance would be first and MTA's insurance would be second.

Moved that the Mason Transit Authority approve Resolution No. 2026-09.
Tarzwel/Trask. Motion carried.

9. DISCUSSION ITEMS:

9A. April Board Meeting Update: Ms. Asher described the timing of the MTA April Board meeting and the use of the Hoodspport Library conference room. It had come to staff's attention that the Hoodspport library has reserved the conference room for its own use beginning at 2:00 PM, so it will be important that everyone arrive on time and work through the items efficiently so that we can adjourn the meeting before the library's scheduled time to begin.

10. STAFF REPORTS

Human Resources Manager. Ms. Dorian is on vacation this week.

Finance. Lissa McClanahan, Finance Director, shared that the Auditor is in-house every Monday and Tuesday working on the 2023 audit. She invited the board to attend the entrance conference scheduled for noon the next day.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that the concrete pad has been poured at the new YMCA bus stop and will be ready for the placement of the shelter next month.

Operations. Jason Rowe, Operations Manager, is serving on jury duty.

11. COMMENTS BY BOARD:

The Board Chair and Board member Rick Lee each stated that they enjoyed being a part of the Van Grant selection process; that they learned a lot and can see that they work with a knowledgeable staff.

There was discussion about MTA participating in the Internship Program at the high school and indicated that there is an age gap issue between graduation and the legal age of being

able to drive for MTA, due to CDL age requirements. This would also apply to various positions in the shop as it is necessary for many of those positions to hold a CDL.

Recognition of 2026 ridership numbers starting out strong.

12. UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting
March 17, 2026 at 1:00 PM
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**

Moved that the meeting be adjourned.

13. ADJOURNED: 1:30 PM