



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, October 21, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/95950949379?pwd=2NEJ9VpT2Agslf0S8asqmW4c5fgawp.1>

To join by phone: 12532050468

Meeting ID 959 5094 9379

(Password) 517907

In person attendance:

Mason Transit Authority

MTA's Belfair Park & Ride Building

Conference Room

601 West Franklin Street

Shelton

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. **CONSENT AGENDA – ACTION** Chair
 - A. **Pg. 03: September 16, 2025 Regular Board meeting minutes** Chair
 - B. **Pg. 08: Check Approval: 9/11/2025 – 9/24/2025**
7. **ACTION ITEMS:**

New Business:

 - A. **Pg. 12: Request to temporarily suspend fare collection on Worker Driver Routes** Amy
 - B. **Pg. 13: Request to Terminate MTA Community Van Program** Amy
(Resolution No. 2025-12)

- 8. **DISCUSSION ITEMS:**
 - A. Pg. 16: **Human Resources Committee Meeting Summary** Haley
 - B. Pg. 18: **Preliminary Discussions on 2026 Budget** Amy

9. **STAFF AND INFORMATIONAL REPORTS**

- A. Pg. 20: **Financial Reports – September 2025**
- B. Pg. 23: **Management Reports**
- C. Pg. 27: **Operational Statistics**

- 10. **EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. *No action is anticipated to be taken following Executive Session.* **Chair**

11. **COMMENTS BY BOARD**

12. **UPCOMING MTA COMMITTEE MEETING:**

**Mason Transit Authority
Board Composition Review Committee**
(to be conducted immediately following October 21 Regular Board meeting)
Belfair Park & Ride Building
Conference Room
25250 NE SR3
Belfair

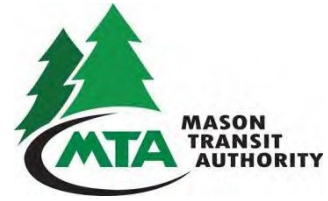
And UPCOMING MTA BOARD MEETING:

**Mason Transit Authority
Regular Board Meeting
November 18, 2025 at 1:00 PM**
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

13. **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
September 16, 2025
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

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

3. ROLL CALL AND DETERMINATION OF QUORUM

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

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

Authority Voting Board Members Not Present: John Sheridan, Chair

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

Citizen Advisor to the Board Present at T-CC: John Piety

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

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

Others Present via Zoom: None.

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

5. APPROVAL OF AGENDA

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

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

6. CONSENT AGENDA

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

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

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

7. ACTION ITEMS:

NEW BUSINESS.

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

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

8. DISCUSSION ITEMS:

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

9. STAFF REPORTS

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

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

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

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

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

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

10.COMMENTS BY BOARD:

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

11. UPCOMING MEETINGS

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

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

Moved that the meeting be adjourned.

12. ADJOURNED: 1:50 PM

DRAFT

Mason Transit Authority
Minutes of the Closed Session Meeting
(exempt from OPMA pursuant to RCW 42.30.140(4))
September 16, 2025
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 1:53 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

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

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

Authority Voting Board Members Not Present: John Sheridan, Chair

MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, HR Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, IT Administrator.

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

3. APPROVAL OF AGENDA

Moved that the agenda for the September 16, 2025 Mason Transit Authority (MTA) Closed Session Board meeting be approved as presented. **Lee/Tarzwell. Motion carried.**

4. CLOSED SESSION

The Board Chair announced that the closed session would open at 2:07 pm.

Board members, Legal Counsel, General Manager, HR Manager and Fleet and Facilities Manager remained in the meeting. Clerk of the Board and IT Administrator were excused from meeting.

5. ADJOURNED CLOSED SESSION: 2:07 PM

6. OPEN SESSION: 2:07 PM

7. ADJOURN OPEN SESSION: 2:07 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

September - \$762,191.34

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of September 11, 2025, through September 24, 2025, financial obligations on checks #40155 through #40247 as presented for a total of \$762,191.34.



Mason Transit Authority
October 21, 2025, Disbursement Approval

The following checks for the period of September 11, 2025, through September 24, 2025 in the amount of \$762,191.34, 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.

9/11/2025	40155	Mason Transit Authority - ACH Account	226,239.15
9/12/2025	40156	Abila	963.82
9/12/2025	40157	AIG Retirement DBA Corebridge Financial	1,453.08
9/12/2025	40158	Ecolube Recovery, LLC	57.75
9/12/2025	40159	World Kinect Energy Services	3,141.26
9/12/2025	40160	American Tire Distributors	1,001.71
9/12/2025	40161	Belfair Water District #1	218.82
9/12/2025	40162	Berg Marketing Group	3,500.00
9/12/2025	40163	Blue Star Gas	5,577.06
9/12/2025	40164	City of Shelton	2,292.02
9/12/2025	40165	Clarity Consulting Partners, LLC	656.50
9/12/2025	40166	Cascade Natural Gas	2,266.26
9/12/2025	40167	Comcast	128.99
9/12/2025	40168	Cummins Northwest, LLC	208.31
9/12/2025	40169	Tara Dunford	1,706.25
9/12/2025	40170	FireTek	1,019.54
9/12/2025	40171	Gillig, LLC	975.14
9/12/2025	40172	Bruce Titus Ford	1,147.38
9/12/2025	40173	Gordon Truck Centers, Inc.	232.86
9/12/2025	40174	Health Care Center	700.00
9/12/2025	40175	Hood Canal Communications	2,030.12
9/12/2025	40176	Identifix	226.97
9/12/2025	40177	Robert W. Johnson, PLLC	1,600.00
9/12/2025	40178	Kirk's Automotive, Inc.	475.00
9/12/2025	40179	Kitsap Transit	3,854.87
9/12/2025	40180	Mason County Garbage, Inc.	416.59
9/12/2025	40181	Mason County PUD #3	2,197.29
9/12/2025	40182	Purcor Pest Solutions	151.53
9/12/2025	40183	NinjaOne, LLC	1,611.62
9/12/2025	40184	ODP Business Solutions, LLC	99.20
9/12/2025	40185	Olympic Lock & Key	333.54
9/12/2025	40186	O'Reilly Auto Parts	997.91
9/12/2025	40187	PetroCard, Inc.	34,318.40
9/12/2025	40188	John Piety	130.09

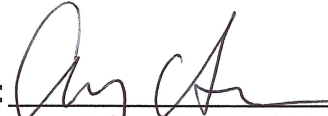
9/12/2025	40189	Pitney Bowes Purchase Power	171.00
9/12/2025	40190	Builders FirstSource	87.06
9/12/2025	40191	Reliable Electric, Inc.	2,134.00
9/12/2025	40192	Ricoh USA, Inc	54.71
9/12/2025	40193	RingCentral, Inc.	1,280.49
9/12/2025	40194	Right! Systems, Inc.	4,451.95
9/12/2025	40195	Seattle Automotive Distributing	1,231.71
9/12/2025	40196	Mason County Journal	1,137.00
9/12/2025	40197	The Shoppers Weekly	961.41
9/12/2025	40198	Smarsh	19.42
9/12/2025	40199	Staples Business Advantage	323.27
9/12/2025	40200	Summit Law Group	2,325.50
9/12/2025	40201	Titus-Will	4,546.27
9/12/2025	40202	Total Battery & Automotive Supply	15.04
9/12/2025	40203	Tozier Brothers, Inc.	50.08
9/12/2025	40204	ULINE	301.68
9/12/2025	40205	UniFirst Corporation	559.26
9/12/2025	40206	UniteGPS, LLC	2,242.00
9/12/2025	40207	U.S. Bank	5,208.87
9/12/2025	40208	Verizon Wireless	7,656.07
9/12/2025	40209	WCP Solutions	564.12
9/12/2025	40210	Check Spoilage	0.00
9/12/2025	40211	Westbay Auto Parts	830.30
9/12/2025	40212	Whisler Communications	2,079.42
9/12/2025	40213	AWorkSAFE Service, Inc.	1,869.57
9/19/2025	ACH9.19.2025	Paylocity	2,061.69
9/23/2025	40247	Mason Transit Authority - ACH Account	227,170.09
9/24/2025	40214	Advance Glass	271.50
9/24/2025	40215	Aflac	891.04
9/24/2025	40216	AIG Retirement DBA Corebridge Financial	1,603.48
9/24/2025	40217	Black Star	325.80
9/24/2025	40218	Blue Star Gas	1,747.48
9/24/2025	40219	CottageTek Wireless Data Solutions	15,005.13
9/24/2025	40220	Cummins Northwest, LLC	2,080.06
9/24/2025	40221	Dell Marketing L.P.	6,034.46
9/24/2025	40222	Liquid Enviromental Solutions of Washington LLC DBA Flohawks	311.21
9/24/2025	40223	Gillig, LLC	290.89
9/24/2025	40224	Gordon Truck Centers, Inc.	1,006.79
9/24/2025	40225	District 160	1,625.75
9/24/2025	40226	Identifix	248.69
9/24/2025	40227	LegalShield	152.40
9/24/2025	40228	Mason County Garbage, Inc.	682.31
9/24/2025	40229	Mason County PUD #3	103.03
9/24/2025	40230	Mason County Utilities/Waste Management	110.54
9/24/2025	40231	Purcor Pest Solutions	167.98
9/24/2025	40232	Crystal Springs	345.83
9/24/2025	40233	Nisqually Automotive and Towing	541.50
9/24/2025	40234	ODP Business Solutions, LLC	280.61
9/24/2025	40235	O'Reilly Auto Parts	176.00
9/24/2025	40236	PetroCard, Inc.	36,306.92
9/24/2025	40237	Builders FirstSource	59.38
9/24/2025	40238	Schetky Northwest Sales, Inc.	362.51
9/24/2025	40239	SkyBitz Tank Monitoring	17.38

9/24/2025	40240	Total Battery & Automotive Supply	23.31
9/24/2025	40241	Tozier Brothers, Inc.	121.72
9/24/2025	40242	ULINE	438.80
9/24/2025	40243	UniFirst Corporation	186.42
9/24/2025	40244	AWC Employee Benefit Trust	116,923.16
9/24/2025	40245	AWorkSAFE Service, Inc.	2,417.20
9/24/2025	40246	ZEP Sales & Service	71.05

Report Total 762,191.34

Submitted by: 
 Lissa McClanahan, Finance Manager

Date: 10/16/2025

Approved by: 
 Amy Asher, General Manager

Date: 10/16/2025

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7A – *Actionable*
Subject: Request to Temporarily Suspend Collection of Worker Driver Fares
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Background:

Mason Transit Staff has learned that the federal government’s Transportation Incentive Program (TIP) has been suspended during the federal government shutdown, which impacts our Worker Driver commuters who use our service to reach the Puget Sound Naval Shipyard in Bremerton.

Staff proposes temporarily suspending collection of those fares until the federal government shutdown ends and benefits are resumed. Staff feels this is the most equitable way to assist these essential workers during this period in which they are receiving no income or transportation benefits until the federal government reopens. Continuing to provide the transportation service during the shutdown will also maintain our growing ridership on these routes, utilization of our park and rides, and reduce congestion on our state highways.

Summary: Request to temporarily suspend collection of fares on Worker Driver routes until federal government shutdown ends and reinstatement of the TIP Pass Program resumes.

Fiscal Impact:

Monthly income of TIP Pass Fare until reinstatement of TIP Pass program resumes, approximately \$7,500 per month.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve suspending collection of fares on the Worker Driver routes until the federal government shutdown ends and reinstatement of the TIP Pass Program resumes.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7B – *Actionable*
Subject: Request to Terminate MTA Community Van Program
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Background:

Since 2005 MTA has served the community with the Community Van Program for various non-profits, other organizations and government entities to utilize its vans. In recent years, especially since the pandemic, the requests and usage have dropped significantly. For example:

- Three rentals in 2023 from two different organizations.
- One van rental in 2024 and 2025, both by the same group.

MTA currently has two vans dedicated to this program, specifically van numbers 7630 and 7631. Similar to MTA’s vanpool program, this decline in usage has been a common trend for several years, despite advertising its availability.

Further, vehicles 7630 and 7631 require maintenance and staff time that could be better utilized in other areas at MTA. In addition, the insurance premiums for those community vans have also increased.

Summary: Terminate MTA’s Community Van Program

Fiscal Impact:

Reduction in WSTIP insurance premium, as well as maintenance costs and administrative staff time.

Staff Recommendation:

Terminating the community van program.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2025-12 approving the termination of Mason Transit Authority’s community van program.

RESOLUTION NO. 2025-12

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
TERMINATING THE MASON TRANSIT AUTHORITY COMMUNITY VAN
PROGRAM.**

WHEREAS, the utilization of the community van program of Mason Transit Authority (MTA) has been steadily decreasing in recent years;

WHEREAS, the ongoing costs of Maintenance and staff to continue to maintain these nearly unused assets, together with higher insurance premiums, make this program too expensive to maintain; and

WHEREAS, the public would be better served by using that revenue for further development of programs or services that are growing or expanding.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the community van program of Mason Transit Authority be and hereby is terminated.

Adopted this 21st day of October, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, 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: Discussion - Item 8A
Subject: MTA Board HR Committee Meeting Summary
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Meeting Summary:

The MTA HR Committee met on September 17, 2025. Members in attendance included John Sheridan, Ryan Spurling and Rick Lee. MTA Management team in attendance was Haley Dorian. Amy Asher joined at the conclusion of the meeting.

The purpose of this meeting was to review the attached timeline and expectations regarding the previously approved change in the General Manager (GM) review process. The attending members reviewed the timeline provided by the HR Manager and agreed it was appropriate. Members suggested that an additional executive session should also follow the October regular meeting to give the Chair the opportunity to get further feedback on GM review before presenting the final and complete review and salary recommendation to the Board during the November Executive session. Discussed salary recommendation result approved by the Board at November meeting would go into effect January 1, 2026.

At the end of the meeting, Amy Asher joined to discuss the 2026 budget and get feedback on the August CPI and proposed increase for non-represented staff to program in the draft budget.

Summary of the September 17, 2025 MTA HR Committee Meeting



Procedure and Timeline for GM Review Process

Action By:

Human Resources Manager

Human Resources Manager

Human Resources Manager

Human Resources Manager

Board Chair

Board Chair

Board Chair

Action:

Schedules a September HR Committee meeting to go over GM Review expectations and timeline; *Board Chair included at this scheduled meeting.*

Requests on September 22nd self-assessment to be completed by GM by October 3rd.

Launches Surveys on October 6th to GM's direct reports, and to any additional staff the Board requests feedback from; survey due date of October 13th.

Submits the following documentation to the Board Chair by October 29th: GM self-assessment, GM staff survey feedback, GM job description, copy of previous years Appraisal form and a blank Leadership Performance Appraisal form to be completed for current year in review.

Completes by November 12th current year Leadership Performance Appraisal form and schedules additional meeting with HR Manager to give completed Appraisal for dissemination at Executive session in November (any questions on documentation or expectations communicated with HR Manager before November 12th date).

Presents completed Leadership Appraisal form with any salary recommendations to full board for discussion at the Executive session of Regular Board meeting held on November 18th.

Schedules one-on-one meeting following November Executive session with GM to share full feedback from Board on performance evaluation.

Mason Transit Authority Regular Board Meeting

Agenda Item: Discussion – Item 8B
Subject: First Discussion of 2026 Budget
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Background:

The preparation of the first rough draft of the 2026 Budget maintains a conservative approach to revenue forecasting even during recent higher than predicted sales tax returns. Grant funding from the state has been allocated for the biennium and provides adequate revenue for continued operations and capital projects in 2026.

Assumptions for 2026 include:

REVENUE

- **Sales Tax at a 3% increase over 2025 estimated returns.** We budgeted a 2% increase for 2025 and we are currently 12% above budget. This is in part due to a larger than expected return in May and July, which is not expected to continue.
- **Grant Revenue is steady in 2026.** For the 2025-27 biennium, MTA received \$2,312,331 in competitive grant funds for the continuation of the Dial A Ride program, \$1,210,471 in Transit Support Grant funds, and \$3,103,586 in Paratransit Special Needs grant funds. MTA also received \$2,668,014 in Sales Tax Equalization grant funds for state fiscal year 2026.
- **Remain Fare Free until June 30, 2027.** MTA adopted a Fare Free Pilot Program to suspend all fares except the premium Worker Driver Routes until June 30, 2027. This was introduced after the passage of the Move Ahead Washington funding package that funded the Transit Support Grants through the Climate Commitment Act, which has a requirement that recipients have an 18 and under ride free policy. MTA Board extended it to all riders, including out of county trips as the costs to print passes and account for the fares exceeded revenue.

OPERATING EXPENSES

- **3% COLA for non-represented staff in 2026.** CPI for August 2025 was 2.9% Maintenance staff received a 3% COLA through August and Operators will receive a 3% COLA for their 2025 contract period. Operators will require contract renewal on June 1, 2026. The MTA Human Resources Committee has reviewed the suggested 3% COLA.

- **Health Insurance increases.** Regence increased 8.7%, Kaiser increased 11.6%, Delta Dental increased 4.3% and Willamette Dental increased 7.6%.
- **No additional increases in staffing in 2026.** We don't anticipate needing any additional staff in 2026. We may need to approach the board mid-year for additional staff for a temporary amount of time if we receive any retirement notices. This allows for some time to cross train and keep positions filled while training takes place.
- **Planned 2026 Projects:** Projects that focus on our operations and improved customer service include new map and schedule design, new ADA compliant website, and updates to our scheduling software. 2026 will also bring a non-represented salary survey, labor negotiations with the IAM for the Transit Operators, continued training and staff development, and continued IT security services.

CAPITAL EXPENSES

- **Continued Fleet Replacement.** Replacement of 10 cutaway buses \$1,660,000. Grant Funded.
- **IT Equipment Replacement.** Laptop replacements. Locally funded.
- **Continued Bus Stop Improvements.** Shelter installation and replacement, sign replacements, lighting installations, and seating. Grant Funded.
- **John's Prairie Facility Design.** Carryover from 2025 budget. Locally funded.

The draft budget presented in November will include line-by-line detail for the revenue and expense projections for 2026. Staff are still receiving quotes for services and additional capital projects.

Summary: First review of 2026 operating and capital budget assumptions.

Fiscal Impact:
None at this time.

Staff Recommendation:
None at this time.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 9A *–Informational*
Subject: Financial Reports – September 2025
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: October 21, 2025

Summary for Informational Purposes:

Included are the updated September 2025 Financial Reports.

Highlights:

- September Fuel Prices: Diesel \$3.38, Unleaded \$3.58, Propane \$1.84

Sales Tax Revenue

Sales tax revenue for July 2025 (received September 30, 2025) was \$768,939, 12% *above* the 2025 budgeted amount, and 6% *increase* from July 2024.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 75% (9/12) of the budget at the end of the month. The total YTD Revenue is *over* budget at 88.2%. The total YTD Operating Expenses are *under* budget at 59.6%.

- Operating Grants are *over* budget.
- Wages and Benefits at *under* budget at 61.7% as staffing changes happen.
- Insurance is *over* budget as our 2023 assessment was adjusted to reflect more miles driven than originally estimated.
- Other Operating Expenses are *over* budget at 78.2%, due to yearly memberships at beginning of year.

Fiscal Impact:

September fiscal impact reflects total revenues of \$906,758, and operating expenses of \$737,312; for a net *gain* of \$169,446.

Mason Transit Authority Statement of Financial Activities

% through the year: 75.0%

October 2025 Board Report

Statement of Financial Activities	September	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	6,160	66,199	85,000		77.9%
Total Operating Revenue (Fares)	6,160	66,199	85,800		77.2%
Sales Tax	771,045	6,426,865	7,798,533	1	82.4%
Operating Grants	-	5,019,581	5,798,609		86.6%
Rental Income	11,818	108,388	144,794		74.9%
Investment Income	117,254	698,468	150,000		465.6%
Other Non-operating Revenue	481	29,139	28,550	2	102.1%
Total Revenue	906,758	12,348,640	14,006,286		88.2%
Expenses					
Wages and Benefits	572,079	5,439,731	8,809,811		61.7%
Contracted Services	22,473	168,348	311,970		54.0%
Fuel	43,976	363,149	649,100		55.9%
Vehicle/Facility Repair & Maintenance	20,367	198,166	449,275		44.1%
Insurance	28,697	288,182	344,368		83.7%
Intergovernmental - Audit Fees	-	5,147	55,000		9.4%
Utilities	14,452	133,387	242,400		55.0%
Supplies & Small Equipment	26,773	219,793	413,320	3	53.2%
Training & Meetings	2,456	26,327	121,071		21.7%
Other Operating Expenses	6,039	104,499	133,633	4	78.2%
Pooled Reserves		-	120,000		0.0%
Total Operating Expenses	737,312	6,946,729	11,649,948		59.6%
Net Income (Deficit) from Operations	\$ 169,446	\$ 5,401,911	\$ 2,356,338		

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

October 2025 Board Report

Cash Balances

	8/31/2025	9/30/2025	Change
Cash - MC Treasurer	\$ 4,554,190.80	\$ 4,705,442.58	\$ 151,251.78
Investments - MC Treasurer	33,750,000.00	33,750,000.00	-
Payroll - ACH Columbia Bank	\$ 221,469.42	\$ 219,360.98	(2,108.44)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 38,525,660.22	\$ 38,674,803.56	\$ 149,143.34

Cash Encumbrances

2025 MTA Capital Budget Items Remaining* \$ 2,712,231.00

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

Reserves:

General Leave Liability (Vacation/Sick)	436,555.88
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	\$ 33,582,102.88

Total of Cash	\$ 38,674,803.56
Less Encumbrances	33,582,102.88
Undesignated Cash Balance Total (Including Reserves)	5,092,700.68

Investments - MC Treasurer (Reserves)	33,750,000.00
Less Encumbrances	33,582,102.88
Undesignated Cash Reserves	\$ 167,897.12

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: October 21, 2025

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 21, 2025

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 21, 2025

GENERAL MANAGER'S REPORT

External Activities:

- Attended Mason Economic Development Committee Board meeting.
- Attended Washington State Transit Insurance Pool Claims Coordinator Conference.
- Attended Washington State Transit Insurance Pool Board meeting in Blaine.
- Attended Municipal Research Services Center finance trainings.
- Attended Peninsula Regional Transportation Planning Organization Board meeting.
- Attended Insurance Pool Investment Committee meeting.
- Welcomed the Operations Committee of the Washington State Transit Association to Alderbrook and Mason County. The Transit Association hosted over 100 people in Mason County this month. The General Managers from around the state will join us for their 4th quarter board meeting in November.

Internal Activities:

- Coordination with staff on capital programs to get bus stop improvement projects and T-CC office remodel underway.
- Work with staff on development of 2026 budget.
- Met with HR Committee of the MTA Board.
- Attended MTA Wellness Committee events.
- Participated in Lunch with Leadership meeting with MTA staff.
- Attended MTA Board Composition Review meeting.
- Compiled and submitted Crime Policy application for continuing insurance coverage with WSTIP.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings: Attended RTA national conference to learn from and network with fellow fleet managers that use RTA software for their fleet and asset management.

Facilities and Fleet Projects/Purchases/Maintenance

- We are working on a new concrete pad for new shelter at the YMCA stop.
- Ordered new bus stop pole signs and lights for new poles.
- Ordered 4 new bus stop shelters for future growth and replacements for aging shelters.
- Ordered and adding new lights to bus stops.
- Working on the order of 10 replacement cutaways in 2026

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 462 participants this September.
- **Kitchen:** The total number of kitchen users in September was 47 people.
- **Conference Room:** The MTA meeting welcomed around 11 members. The MTA Fall Chili Cook-off welcomed over 50 hungry employees! Great Job Haley! The Lisa Cree retirement party welcomed around 20 employees.

OPERATIONS – Jason Rowe

- **Ridership:** September was a strong month for ridership, with total numbers reaching 53,982— a solid jump from August's 49,824. That puts September as the highest month of the year, just ahead of July.
- **Oysterfest:** We assisted with transportation to support Oysterfest this year and had a total of 958 riders!
- **Community Partnerships:** We are happy to partner with Shelton High School to provide transportation and help support their internship program.
- **Social media:** MTA now has an Instagram page! This will help to capture a younger demographic as well as give MTA a larger presence online.
- **Outreach:** Here is a summary of our Outreach events in September:
 - Hope Plaza Resource Fair
 - YMCA Resource Fair
 - Special Transportation for Hama Hama Banjo Rama
 - Special Transportation for Mason County Christian School
 - Special Transportation for YMCA hike to Alderbrook nature trails.
 - Rider empowerment presentation for Choice Highschool transitions class.

HUMAN RESOURCES – Haley Dorian

- Staff leave management – Assisted staff with family medical leave and retirement preparation.
- Initial General Manager Review meeting with Human Resources Board Committee; preparing necessary information for Board Chair.
- 2026 wage and benefit preparations.
- Planning work for upcoming Employee Health and Benefits Fair.
- Held 4th quarter 'Lunch with Leadership' staff meeting.
- Wellness work to capture 2025 qualifying participation.
- Conducted 3 interviews for open Fueller/Detailer/Custodian position. Offer accepted, onboarding start date 10/17/25.
- Held successful employee engagement event, Chili Cook-off, on 9/29.
- Additional employee engagement event hosted this week, Pumpkin Carving contest.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 9C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: October 21, 2025

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2021.

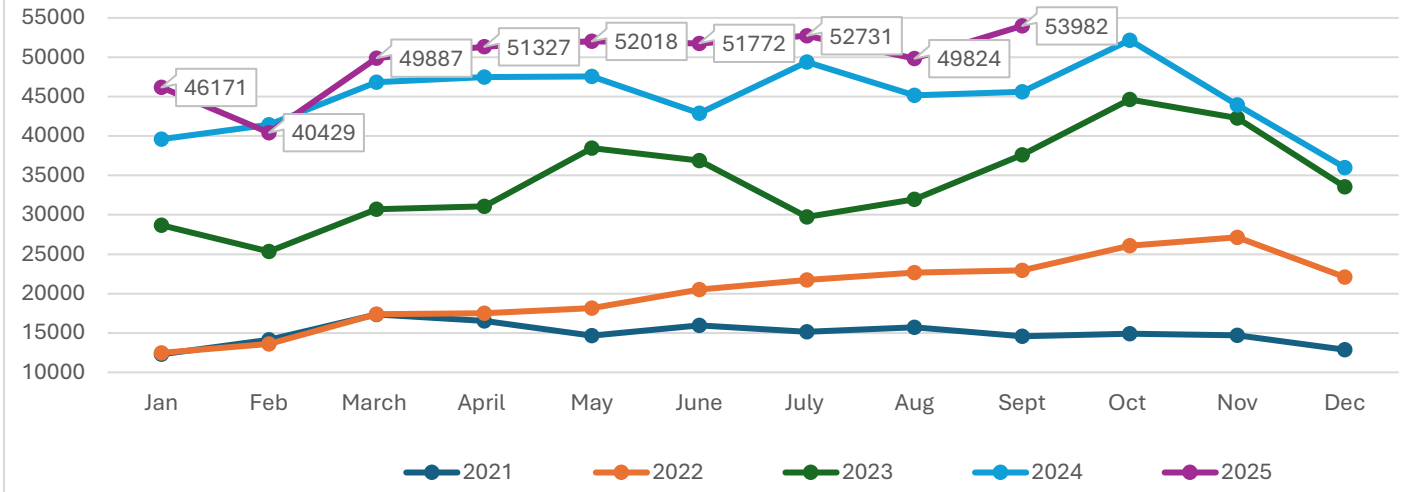
To be easily identifiable, 2025 passenger trips are labeled with the actual number.

September was a strong month for ridership, with total numbers reaching 53,982— a solid jump from August’s 49,824. That puts September as the highest month of the year, just ahead of July.

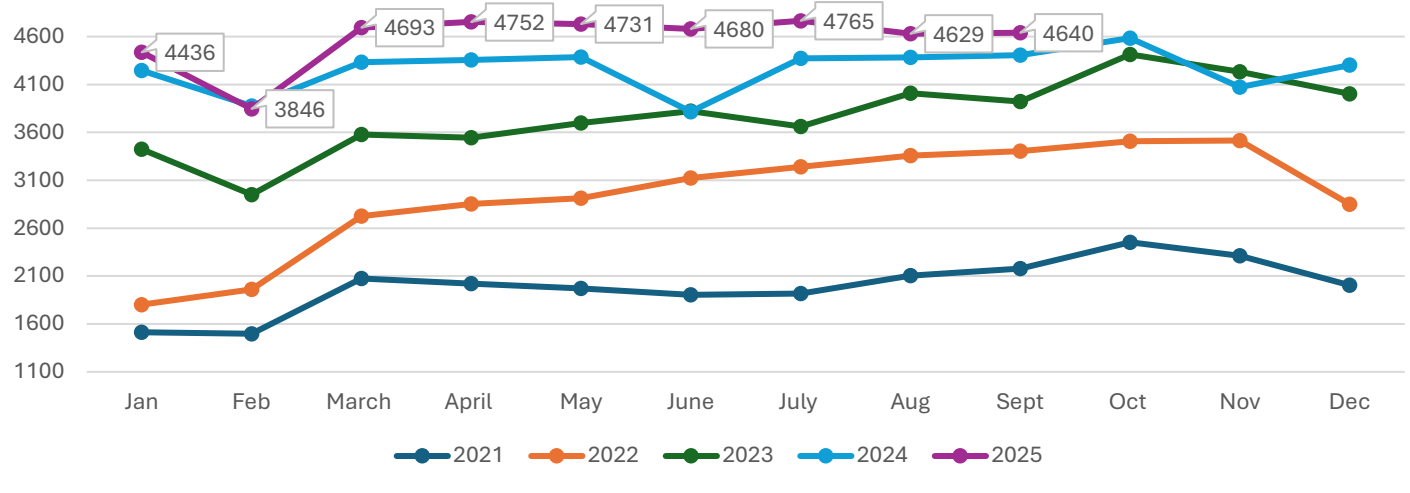
Most service areas saw slight increases, especially Fixed Route. Worker/Driver also bounced back a bit after a few slower months. While Special Events ridership dropped slightly, that’s expected as we move into fall.

On average, we’ve been seeing around 49,800 rides per month this year, so September came in above average, which is great to see. The start of the school year and a return to regular routines likely played a role in the uptick.

Total Ridership



Demand Response - Dial-A-Ride



Fixed Route

