



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, December 16, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/95950949379?pwd=2NEJ9VpT2AgsIf0S8asqmW4c5fgawp.1>

To join by phone: 12532050468

Meeting ID 959 5094 9379

Passcode 517907

#### In person attendance:

Mason Transit Authority  
MTA Transit-Community Center  
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. **ELECTION OF OFFICERS – ACTION** Chair
7. **CONSENT AGENDA – ACTION** Chair
  - A. **Pg. 03:** November 18, 2025 Regular Board meeting minutes
  - B. **Pg. 08:** Check Approval: 11/5/2025 – 11/21/2025
  - C. **Pg. 13:** 2026 Regular Board Meeting Calendar – Resolution No. 2025-15
  - D. **Pg. 17:** GCB2282-01 Amendatory Agreement – Resolution No. 2025-16
  - E. **Pg. 22:** Extend Term of Citizen Advisor
8. **ACTION ITEMS:**

**Unfinished Business:**

  - A. **Pg. 23:** Actionable: Proposed 2026 Budget (Resolution No. 2025-17) Amy

9. **DISCUSSION ITEMS:**
- A. Pg. 42: Lease of Belfair Meeting Room as Temporary Library Space Amy
  - B. Pg. 43: Van Grant Ranking Process Amy
10. **STAFF AND INFORMATIONAL REPORTS**
- A. Pg. 44: Financial Reports – November, 2025
  - B. Pg. 49: Management Reports
  - C. Pg. 53: Operational Statistics
11. **EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. *Action is anticipated to be taken following Executive Session.* Chair
12. **COMMENTS BY BOARD**
13. **UPCOMING MTA BOARD MEETINGS:**
- Mason Transit Authority Board Composition Review Committee**  
*(to be conducted immediately following December 16 Regular Board meeting)*  
 MTA Transit-Community Center  
 Conference Room  
 601 West Franklin Street  
 Shelton
  - Mason Transit Authority  
 Regular Meeting  
 January 20, 2026 at 1:00 PM**  
 MTA Transit-Community Center  
 Conference Room  
 601 West Franklin Street  
 Shelton
14. **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  
November 18, 2025  
Virtually and at  
MTA 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 the T-CC:** John Sheridan, Board Chair; Vice Chair Wes Martin, Board members Cyndy Brehmeyer, Richard Lee, Randy Neatherlin and Ryan Spurling.

**Authority Voting Board Members Present via Zoom:** Tom Gilmore.

**Authority Voting Board Members Not Present:** Sharon Trask.

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

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

**MTA Staff present at the T-CC:** Haley Dorian, HR Manager; Jason Rowe, Operations 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:** Amy Asher, General Manager.

**Others Present:** Rob Johnson, Legal Counsel.

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

**5. APPROVAL OF AGENDA**

**Moved** that the agenda of November 18, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Neatherlin/Martin. Motion carried.**

## 6. CONSENT AGENDA

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

- A. October 21, 2025 Regular Board meeting minutes.
- B. Check approval: 10.8.2025 – 10.30.2025.

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

## 7. CLOSED SESSION

[Pat Tarzwell entered the meeting virtually at 1:09 pm] [*Zac Collins left the virtual meeting at 1:03 pm.*]

The Board Chair announced that the closed session would open at 1:16 pm. Voting Board members, Legal Counsel, General Manager, HR Manager and Fleet and Facilities Manager remained in the meeting. Non-voting Board Member Zac Collins left the meeting, Jason Rowe, Operations Manager, Lissa McClanahan, Finance Manager, Tracy Becht, Clerk of the Board, Tyler Hildebrandt, IT Administrator and John Piety were excused from meeting.

**Adjourned Closed Session** at 1:16 PM

**Open Public Meeting** at 1:16 PM [Zac Collins returned to the meeting/virtually]

## 8. ACTION ITEMS:

UNFINISHED BUSINESS. [None.]

NEW BUSINESS.

**8A. Union Contract for Mechanics and Facilities.** Amy Asher, General Manager, updated the Board as to wage increases and other items agreed upon by the mechanics and facilities staff. She shared that they had voted to approve and ratify the contract as presented to the Board. Staff is now asking the Board to consider approving the contract and to approve the General Manager signing the contract. **Moved** that the Mason Transit Authority Board approve the agreement between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for Maintenance and Facilities staff and approve Resolution No. 2025-13 authorizing the General Manager to sign the Agreement. **Martin/Neatherlin. Motion carried.**

**8B. Surplus Vehicles.** Ms. Asher shared that the vehicles identified have all exceeded their useful life and are ready for surplus. She recommended that vehicles 7628, 7630 and 7631 be surplus by making them eligible for the MTA Van Grant program and that vehicles 2000 and 004 be surplus as provided in MTA's policy. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2025-14 declaring and approving the surplus and disposal of vehicles as set forth herein *and allowing staff that if it is deemed wise, to have surplus vehicles as part of a van grant.* **Neatherlin/Martin. Motion carried.**

## **9. DISCUSSION ITEMS:**

**9A Discussion of 2026 Regular Board Meeting Schedule & Location.** Ms. Asher summarized meeting locations in prior years, benefits and drawbacks to certain locations and that staff is looking for direction for next year. Staff is seeking feedback from the Board relating to the April/August meeting. Board member Neatherlin stated that he felt it was important to continue holding the April meeting in the Hoodspout area so that citizens of that area could easily attend a Board meeting. Board member Spurling agreed. Further direction from the Board included continuing the trend of not holding a meeting in August.

**9B Second Discussion on 2026 Budget.** Ms. Asher went over the highlights of the early assumptions for the 2026 revenue, operating and capital expenses, as well as wages. Staff are still pulling together cost estimates. She also indicated that she is waiting to hear back regarding the 2026 L&I rates. Sales tax revenue is still conservatively projected. She also indicated that MTA would continue to remain fare free through June, 2027. Additionally, the delivery date of six cutaways will not be delivered until 2026, which accounts for the increase in the 2026 capital budget. Ms. Asher also spoke of the information relating to wages and benefits.

She will be bringing the 2026 Budget to Board for consideration and approval in December.

**9C Citizen Advisor for 2026.** Ms. Asher indicated that in 2024 the Board had extended Mr. Piety's term of Citizen Advisor through 2025. Mr. Piety has indicated his desire to continue to serve as Citizen Advisor in 2026. Staff is looking to the Board as to whether they will extend Mr. Piety's term for another year or whether staff will need to make arrangements to advertise for other members of the public the opportunity to serve as Citizen Advisor. The Board were in favor of reappointing John Piety for a year.

**9D Election of MTA Officers for 2026.** Ms. Asher indicated that customarily the Board elects its Board Chair and Vice Chair in December of the preceding year. In 2026, the MTA Board will have one new member. She encouraged Board members to consider who they would nominate for the 2026 Board Chair and Vice Chair at the Board's December meeting.

## **10. STAFF REPORTS**

**Human Resources Manager.** Ms. Dorian shared that MTA had participated in the Trunk or Treat event and that MTA was awarded the Best Community Trunk award. The creator of the bus theme and decorations was MTA's Outreach Coordinator, Anja Reynolds with other staff assisting. Ms. Dorian also mentioned the recent Health Fair held at the T-CC. Additional HR recruiting of drivers will begin soon and there was discussion related to the various recruitment opportunities she uses to secure quality driver candidates.

**General Manager.** Ms. Asher stated Ms. Dorian was humble in her discussion of the Health Fair and praised her for her hard work and the number of vendors that attended. She also described that the WSTA Board of Directors meeting was held at the Alderbrook and MTA provided a tour of the T-CC. Mr. Rowe had arranged for transportation to and from the resort and driver Charity Archuleta provided the WSTA Board with a wonderful ride experience to the T-CC. While at the T-CC, Steve Weisenbach shared his great knowledge of the community and the partnership aspect provided by the T-CC.

Ms. Asher also stated that the fare collection will not be resuming until January, allowing for additional time for the ridership to begin receiving their funds.

**Finance.** Lissa McClanahan, Finance Director summarized the financial information provided and stated that she is working with the outside CPA in connection with the 2023 audit. She also requested feedback as to how the financial information is provided and Board member Martin responded that he liked the format of how the information is provided.

**Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that the facilities team has been working on the remodeling of the dispatch area and indoor painting of certain areas of the T-CC. The maintenance team has been working on fixing two buses that were involved in accidents (MTA was not at fault in either). There was discussion between staff and the Board of various interim trainings for drivers and quarterly agency-wide safety meetings with representatives from each area of MTA.

**Operations.** Jason Rowe, Operations Manager, shared that the October ridership was a higher month so far. The special events have helped in reaching that number. Mr. Rowe stated that all four drivers of the recent training class have passed their CDL exams.

**11. EXECUTIVE SESSION:**

The Board Chair announced that the purpose of the Executive Session was for the purpose of an evaluation of a public employee pursuant to RCW 42.30.110(1)(g). He stated that the Board members and Human Resources Manager were to remain in the room and all others were excused. The Board Chair stated the Board would be in Executive Session commencing at 1:51 pm until 2:17 pm. [*Board member Tarzwell departed virtual attendance at the meeting.*] At 2:17 pm, it was stated that the meeting would continue to be in Executive Session until 2:22 pm. The meeting was still at quorum.

Open public session was opened at 2:22 pm.

**12. COMMENTS BY BOARD:**

Board member Neatherlin provided an update and recognition of former MTA driver Dan Sharp.

**13. UPCOMING MEETINGS**

**UPCOMING MTA BOARD  
COMPOSITION COMMITTEE  
MEETING (continued):**

*(to be conducted immediately following November 18 Regular Board meeting)*

MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

**Mason Transit Authority**  
**Regular Board Meeting**  
**December 16, 2025 at 1:00 PM**  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

**Moved** that the meeting be adjourned.

**14. ADJOURNED: 2:25 PM**

DRAFT

**Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 7B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

**Summary:**

See Attached Check Register.

**Check Disbursement Fiscal Impact:**

November - \$830,192.33

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approves the payment of November 5, 2025, through November 21, 2025, financial obligations on checks #40344 through #40422 as presented for a total of \$830,192.33.



**Mason Transit Authority**  
**December 16, 2025, Disbursement Approval**

The following checks for the period of November 05, 2025, through November 21, 2025, in the amount of \$830,192.33, 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.

11/5/2025	40344	Mason Transit Authority - ACH Account	229,557.97
<b>11/14/2025</b>	<b>40345</b>	<b>Check Spoilage</b>	<b>0.00</b>
11/14/2025	40346	Abila	963.82
11/14/2025	40347	Advance Glass	283.32
11/14/2025	40348	AIG Retirement DBA Corebridge Financial	1,603.48
11/14/2025	40349	World Kinect Energy Services	1,746.10
11/14/2025	40350	Blue Star Gas	42,032.65
11/14/2025	40351	City of Shelton	1,809.88
11/14/2025	40352	Cascade Natural Gas	2,246.84
11/14/2025	40353	Comcast	128.99
11/14/2025	40354	Cummins Northwest, LLC	951.85
11/14/2025	40355	Tara Dunford	487.50
11/14/2025	40356	FireTek	130.32
11/14/2025	40357	Liquid Enviromental Solutions of Washington LLC DBA Flohawks	236.31
11/14/2025	40358	Gillig, LLC	2,340.84
11/14/2025	40359	Gordon Truck Centers, Inc.	230.51
11/14/2025	40360	Hood Canal Communications	5,019.10
11/14/2025	40361	Robert W. Johnson, PLLC	1,600.00
11/14/2025	40362	Just-In-Time Asphalt Sealer, Maintenance & Line Spriping LLC	33,397.38
11/14/2025	40363	Kirk's Automotive, Inc.	475.00
11/14/2025	40364	Kitsap Transit	1,966.11
11/14/2025	40365	Mason County PUD #3	5,425.87
11/14/2025	40366	Mason County Utilities/Waste Management	207.04
11/14/2025	40367	Purcor Pest Solutions	167.98
11/14/2025	40368	Northwest Bus Sales, Inc.	183.48
11/14/2025	40369	ODP Business Solutions, LLC	1,206.51
11/14/2025	40370	O'Reilly Auto Parts	379.07
11/14/2025	40371	PetroCard, Inc.	22,155.12
11/14/2025	40372	Builders FirstSource	1,292.91
11/14/2025	40373	Reliable Electric, Inc.	547.89

11/14/2025	40374	Ricoh USA, Inc	111.80
11/14/2025	40375	RingCentral, Inc.	1,286.11
11/14/2025	40376	Right! Systems, Inc.	58,878.66
11/14/2025	40377	Seattle Automotive Distributing	593.83
11/14/2025	40378	SkyBitz Tank Monitoring	17.38
11/14/2025	40379	Smarsh	19.42
11/14/2025	40380	UniFirst Corporation	372.84
11/14/2025	40381	UniteGPS, LLC	2,242.00
11/14/2025	40382	U.S. Bank	5,388.60
11/14/2025	40383	Verizon Wireless	1,133.52
11/14/2025	40384	WCP Solutions	445.26
<b>11/14/2025</b>	<b>40385</b>	<b>Check Spoilage</b>	<b>0.00</b>
11/14/2025	40386	Westbay Auto Parts	454.69
11/14/2025	40387	Whisler Communications	2,079.42
11/14/2025	40388	Washington State Transit Association	162.90
11/21/2025	40389	Aflac	856.94
11/21/2025	40390	Belfair Water District #1	218.82
11/21/2025	40391	Berg Marketing Group	3,801.00
11/21/2025	40392	Black Star	673.32
11/21/2025	40393	Blue Star Gas	2,916.91
11/21/2025	40394	Corcoran's Lock and Safe, LLC	4,900.50
11/21/2025	40395	Gillig, LLC	469.68
11/21/2025	40396	Gordon Truck Centers, Inc.	84.69
11/21/2025	40397	District 160	1,708.00
11/21/2025	40398	LegalShield	152.40
11/21/2025	40399	LPi	1,769.00
11/21/2025	40400	Mason County Garbage, Inc.	1,135.51
11/21/2025	40401	Mason County PUD #3	202.95
11/21/2025	40402	Mason County Utilities/Waste Management	110.54
11/21/2025	40403	Purcor Pest Solutions	167.98
11/21/2025	40404	Crystal Springs	380.97
11/21/2025	40405	Northwest Coach Truck Trailer & Marine LLC	6,688.78
11/21/2025	40406	ODP Business Solutions, LLC	211.56
11/21/2025	40407	O'Reilly Auto Parts	126.33
11/21/2025	40408	Pitney Bowes	196.63
11/21/2025	40409	Builders FirstSource	217.12
11/21/2025	40410	Ricoh USA, Inc	11.63
11/21/2025	40411	State Auditor's Office - WA	1,808.30
11/21/2025	40412	Seattle Automotive Distributing	116.26
11/21/2025	40413	The Shoppers Weekly	220.40
11/21/2025	40414	SkyBitz Tank Monitoring	17.38
11/21/2025	40415	Staples Business Advantage	202.19
11/21/2025	40416	Tozier Brothers, Inc.	26.90
11/21/2025	40417	UniFirst Corporation	186.42
11/21/2025	40418	Westbay Auto Parts	259.51
11/21/2025	40419	AWorkSAFE Service, Inc.	3,641.25
11/19/2025	40420	Mason Transit Authority - ACH Account	230,330.63
11/21/2025	40421	AIG Retirement DBA Corebridge Financial	1,653.08
11/21/2025	40422	AWC Employee Benefit Trust	130,612.85
11/21/2025	ACH12.01.2025	Paylocity	2,155.63

Report Total 830,192.33

Signed by:  
Submitted by: *Lissa McClanahan* Date: 12/12/2025  
AF0BE5C751C744C...  
Lissa McClanahan, Finance Manager

Signed by:  
Approved by: *Amy Asher* Date: 12/12/2025  
0C38EAF725EA4B1...  
Amy Asher, General Manager



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

12/2/2025

Manager's Approval:

*John Sheridan*

CB8EEFBDC8D64AF...

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
11/11/25	MRSC	MRSC Small Works/Consultant Roster	\$ 1,000.00	Y	10	509020	
11/12/2025	Fred Meyer	WSTA Meeting refreshments/welcome	\$ 61.84	y	10	509021	
11/12/25	Dollar Tree	Bags for meeting refreshments/swag	\$ 20.42	y	10	509021	

**TOTAL**      \$ 1,082.26

Don't forget to attach original receipts

Signature *Amy Asher*

Date *12/2/25*

*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:** Item 7C – Consent Agenda – *Actionable*  
**Subject:** Proposed 2026 Regular Board Meeting Schedule  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### **Background:**

At its November 18, 2025 Board meeting, the Board provided guidance relating to the preferred location for the April 21, 2026 Board meeting, that being at the Hoodspout Library.

The Board also expressed its preference not to hold the August meeting as has been the trend for three years. Staff did not receive a request to change the time of the meetings, so they remain at 1:00 PM as it has been for the past two years. Accordingly, and with guidance by the Board, we are submitting for approval the proposed 2026 MTA Regular Board meeting calendar.

**Summary:** Proposed final 2026 regular MTA Authority Board meetings.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2025-15 establishing the 2026 schedule of regular meetings.



# MASON TRANSIT AUTHORITY BOARD 2026 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2025-15 on December 16, 2025)*

TIME	DATE	MONTH	LOCATION
1:00 P.M.	20	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	17	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	17	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	21	April	Hoodsport Regional Library 40 N. Schoolhouse Hill Road, Hoodsport, WA 98548
1:00 P.M.	19	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	16	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	21	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	18	August	No meeting.
1:00 P.M.	15	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	20	October	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair
1:00 P.M.	17	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	15	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:  
Phone:  
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

**RESOLUTION NO. 2025-15**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ESTABLISHING THE 2026 SCHEDULE OF REGULAR MEETINGS FOR THE  
MASON TRANSIT AUTHORITY BOARD.**

**WHEREAS**, the Mason Transit Authority (MTA) holds regular monthly meetings on the third Tuesday of each month and those meetings are open to the public; and

**WHEREAS**, the need exists to establish a published schedule of said meetings;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the regular monthly meetings of the 2026 calendar year be held at the times and at the locations as outlined on the attached schedule;

**BE IT FURTHER RESOLVED** any meeting changes and special meetings will be published as required by law.

Adopted this 16<sup>th</sup> day of December, 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:** Consent Agenda – Item 7D – *Actionable*  
**Subject:** Amendment to GCB2282 Agreement  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### **Background:**

Staff is bringing to the Board for approval GCB2282-01, the first amendment of the Regional Mobility Grant Agreement, which relates to the process of release of title of grant funded vehicles. GCB2282 funded, among other things, the purchase of vehicles 320-322 (2017 35' Gillig buses). The amendment states that WSDOT shall retain a legal interest in all Project Assets (as defined in the amendment) through the minimum useful life of the assets. It also states that MTA shall accept WSDOT's legal interest in all Project Assets during their minimum useful life and other related conditions.

Subject to MTA's compliance with all terms of the agreement, WSDOT's legal interest in each vehicle will be released at the end of the minimal useful life. In the case of the buses funded by this grant, the minimal useful life would be 12 years [or] 500,000 miles.

Legal Counsel currently reviewing the Amendment.

**Summary:** Approve amendment to Regional Mobility Grant Agreement for GCB2282-01.

### **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. 2025-16 that approves the Regional Mobility Grant Agreement Amendment GCB2282-01 and authorizing the General Manager to sign same.

**WSDOT Contact:** Emily Geraldts  
**WSDOT E-mail:** [EmilyGeraldts@wsdot.wa.gov](mailto:EmilyGeraldts@wsdot.wa.gov)  
**WSDOT Phone:** 515-451-9594

## Amendment

Regional Mobility Grant			
<b>Amendment Number</b>	GCB2282-01	<b>Grantee:</b>	<b>Mason County Public Transportation Benefit Area</b>
<b>Term of Agreement</b>	Through the useful life of the project equipment		<b>Mason Transit Authority</b>
<b>Vendor #</b>	911554133		<b>790 E Johns Prairie Rd</b>
<b>UEI</b>	ZL58AVGU81E6		<b>Shelton, Washington</b>
<b>ALN # / ALN Name</b>	N/A		
<b>Indirect Cost Rate</b>	N/A		
<b>R &amp; D</b>	No		
<b>Service Area</b>	Unchanged	<b>Contact:</b>	Amy Asher
		<b>Email:</b>	aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT GCB2282 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, GCB2282 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 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 GCB2282.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB2282:

**AGREEMENT**

- 1. RECITALS from this AMENDMENT are hereby incorporated into the AGREEMENT.
- 2. A copy of this AMENDMENT to AGREEMENT GCB2282 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. 2025-16**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AMENDING RESOLUTION NO. 2015-30 BY APPROVING THE FIRST  
AMENDMENT TO THE REGIONAL MOBILITY GRANT AGREEMENT  
GCB2282-01 AND AUTHORIZING THE GENERAL MANAGER TO SIGN  
THAT FIRST AMENDMENT TO AGREEMENT GCB2282.**

**WHEREAS**, by Resolution No. 2015-30, the Mason Transit Authority (“MTA”) Board (the “Board”) approved Regional Mobility Grant Agreement GCB2282 between the Washington State Department of Transportation (“WSDOT”) and MTA and authorized the General Manager to sign that Agreement; and

**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 First Amendment to Regional Mobility Grant Agreement GCB2282-01 between WSDOT and MTA (“Agreement”); and

**BE IT FURTHER RESOLVED** that the General Manager is authorized to sign the Agreement.

Adopted this 16<sup>th</sup> day of December, 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:** Item 7E – Consent Agenda – *Actionable*

**Subject:** Citizen Advisor to the MTA Board

**Prepared by:** Amy Asher, General Manager

**Approved by:** Amy Asher, General Manager

**Date:** December 16, 2025

**Background:**

At its November 18, 2025 Board meeting, the Board expressed that it wished for Mr. Piety to continue to serve as Citizen Advisor to the Board in 2026.

**Summary:** Extend term of John Piety as MTA’s Citizen Advisor for 2026.

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety through 2026.

## Mason Transit Authority Regular Board Meeting

**Agenda Item:** Unfinished Business - Item 8A - *Actionable*  
**Subject:** Proposed 2026 Budget  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### Background:

Following discussions in two prior meetings of assumptions and using a conservative approach to revenue forecasting, staff is bringing the attached proposed 2026 budget with updates to the assumptions previously discussed. Grant funding from the state has been allocated for the biennium and still provides adequate revenue for continued operations and capital projects in 2026.

The draft budget document carries forward goals from previous years and is organized to present highlights, followed by a detail of the proposed operating budget. The numbers in the right column of the 2026 Proposed Operating Budget table correspond to the detailed explanations in the 2026 Budget Notes. The compensation philosophy has been updated to reflect the change in timing of both the General Manager and non-represented staff reviews.

### Assumptions for 2026 include:

#### REVENUE

- **Sales Tax at a 3% increase over 2025 budgeted amounts.** Per the request of the Board, the sales taxes estimated are 3% over the 2025 budgeted amount rather than 3% over the estimated actual returns.
- **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. These funds will support ongoing operations for both Dial a Ride and Fixed Route services as well as capital grants for cutaway vehicle replacements and our ongoing bus stop improvement program.
- **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.

## OPERATING EXPENSES

### Wages and Benefits

MTA's largest expense is in wages and benefits. While benefit costs increased in 2026, there were large decreases in both the PERS employer contribution and L&I rates resulting in an insignificant increase from 2025's wages and benefits.

- **Cost of Living Adjustment:** 3% COLA for non-represented staff in 2026, 4% for Maintenance, and 3% for Operators through mid-2026 when they renew their contract.
- **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.**

### Operating Expenses

- **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

The proposed capital program is included on page 13 and includes projects such as fleet replacement, JP facility study, a maintenance vehicle, and IT equipment replacements. There are several projects from 2025 that are ordered and underway, but delays mean they are being rolled into 2026. There are \$5.1M in proposed capital projects with \$3.2 grant funded.

**Summary:** Approval of proposed 2026 Budget, Compensation Plan and Capital Budget.

### **Fiscal Impact:**

Estimated net income of \$1,190,690.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority approve Resolution No. 2025-17 adopting the 2026 Budget, Compensation Plan and Capital Budget with projected operating revenues of \$12,867,882 and projected operating expenses of \$11,677,192.



# 2026 Annual Budget & Compensation Plan

DRAFT Presented to the MTA Board

December 16, 2025

## Objective

The purpose of the 2026 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

## Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Continued incremental expansion of service.
8. Remain an employer of choice in an increasingly competitive labor market.

## 2026 Budget Overview

The current economic outlook remains positive. MTA has been successful securing both state and federal grant awards for the 2025-27 Biennium and has received additional state formula funds for our special needs populations. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has continued to steadily increase as we close 2025, due largely to an increase in student ridership and increased local community partnerships that encourage transit use. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire, while Dial-A-Ride continues to connect those in rural areas to our larger fixed route services. Management continues budgeting for slow and incremental increases in service levels across all modes as more frequent, convenient service is essential to attract and retain riders.

## Overall Economic Outlook

MTA begins 2026 with healthy cash balances and a projection of increased sales tax. The passage of Move Ahead Washington has allowed MTA to fund a large majority of its capital and operating program this year with state grant funds. MTA is well positioned to grow its service to the community.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue, while remaining conservative.

The 2026 budget reflects a 1% increase to wages and benefits. This is a more conservative overall increase than in years past due largely to a decrease in the employer contribution to PERS as determined by the State and a decrease in L&I rates. The FTE budget has remained the same at 82 positions. See the FTE table on page 9. A comprehensive wage study was conducted in 2023 to ensure MTA remains a competitive employer of choice and the Transit Driver labor agreement was also negotiated in 2023. The next non-rep compensation study will be conducted in 2026 for the 2027 budget. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and similarly sized transit agencies.

## 2026 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 2% increase. The premium Worker Driver Program fare revenue is expected to increase as we have seen more riders and expect to add an additional route during the PSNS construction that will begin in 2026.
2. Non-Operating Revenue reflects an 8% decrease for 2026. Sales Tax Revenue reflects a 3% increase over 2025 budgeted amounts. Operating Grant revenue reflects a 31% decrease as we have spent the remaining COVID relief funds and have programmed formula funding for capital projects. MTA was awarded continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program in the 2025-27 Biennium. Investment income shows a considerable increase to be more in line with realistic returns. Previous years were budgeted too conservatively. Other Income is projected at slightly less as we have lost a tenant at the T-CC and we have had less contracted maintenance work than previously anticipated from outside agencies.
3. Budgeted expenses remain nearly the same as 2025 and reflect a 0% increase. Over the past two years, MTA has incrementally increased service levels, added staff, provided competitive wages, prepared for increases in fuel and utility costs, opened a new building, and prepared for anticipated inflation increases. Not all of the anticipated increases occurred at the level expected, so the 2026 budget reflects a right sizing of anticipated expenses based on this past year. Staff salaries reflect the GWI's adopted in labor agreements, but reductions in Labor and Industries as well as PERS contributions determined by the State mean that wages and benefits show only a 1% increase over 2025's budget. Contracted services amounts are lower as fewer projects are budgeted in 2026. Supplies and utilities are budgeted slightly lower as well now that there is a baseline for expected expenses at our five park and ride locations. Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 82 Full-Time Employees (FTEs) are budgeted for 2026 – the same as 2025.
5. The 2026 capital budget accounts for the grant funded vehicle replacement of sixteen(16) cutaways. Six (6) of these were ordered in 2025, but delivery delays mean

that they have to be rolled over to the 2026 budget. The remaining ten (10) will be ordered in early 2026 before contract increases occur and they will be delivered within the year. Additional capital projects include IT replacement of Operations and Administration laptops, capital facilities improvements, park and ride maintenance, and bus stop improvements. From MTA local funding, the capital budget accounts for equipment for conversion of cutaway vehicles to propane, installation of propane tanks at Belfair, and maintenance at the Johns Prairie complex. Refer to the Capital Budget on page 13 for more details.

## 2026 Proposed Operating Budget

*The Operating Budget does not include Capital expenditures (see Capital Budget on page 13).*

<b>Consolidated 2026 Budget</b>							<b>Budget %</b>	
	2022 Actual	2023 Actual	2024 Actual	2025 Projection	2025 Budget	2026 Budget	Change YoY	
<b>Operating Revenue (Fares)</b>								
Passenger Fares	8,020	-	-	-	-	-		
Worker Driver Fares	79,040	74,371	79,162	83,171	85,000	87,000	2%	
	87,060	74,371	79,162	83,171	85,000	87,000	2%	1
<b>Non-Operating Revenue</b>								
Sales Tax	7,515,228	7,625,304	7,841,439	8,275,835	7,798,533	8,032,489	3%	2
Operating Grants	5,128,989	6,470,410	3,946,121	5,459,071	5,798,609	3,991,983	-31%	3
Rental Income	148,035	143,484	160,378	144,506	144,794	131,410	-9%	4
Investment Income	208,764	958,748	864,066	981,625	150,000	600,000	300%	5
Other income	4,041	1,719,021	2,809,170	36,795	29,350	25,000	-15%	6
	13,005,057	16,916,967	15,621,174	14,897,832	13,921,286	12,780,882	-8%	
Operating Reserves Allocation								
<b>Total Revenue</b>	13,092,117	16,991,338	15,700,336	14,981,003	14,006,286	12,867,882	-8%	
<b>Expenses</b>								
Wages & Benefits	5,721,511	6,369,927	6,618,650	7,222,722	8,824,482	8,934,535	1%	7
Contracted Services	248,529	262,357	215,809	222,654	425,469	316,370	-26%	8
Fuel	475,645	527,752	452,965	489,836	649,000	650,500	0%	9
Vehicle/Facility Repair & Maintenance	315,969	334,301	295,750	245,452	345,775	326,325	-6%	10
Insurance Premium	221,142	280,794	293,584	380,463	344,368	437,049	27%	1
Intergovernmental - Audit Fees	22,379	961	41,410	6,179	55,000	57,000	4%	12
Facility Rent and Park & Ride	17,037	12,295	-	1,125	-	1,500		
Utilities	153,351	174,605	173,879	131,925	203,800	196,800	-3%	
Supplies	247,047	203,715	281,406	282,474	419,570	378,300	-10%	13
Training & Meetings	16,954	23,229	38,848	33,284	74,071	72,266	-2%	14
Other Operating Expenses	114,650	117,985	127,419	134,583	175,133	186,547	7%	15
Pooled Reserves					120,000	120,000	0%	16
<b>Total Expense</b>	7,554,214	8,307,921	8,539,720	9,150,697	11,636,668	11,677,192	0%	
<b>Net Income (Loss)</b>	5,537,903	8,683,417	7,160,616	5,830,306	2,369,618	1,190,690	-50%	
Operating Reserves Allocation					-	-		
<b>Net Income (Loss) Net Reserves Allocated</b>	5,537,903	8,683,417	7,160,616	5,830,306	2,369,618	1,190,690	-50%	

## 2026 Budget Notes

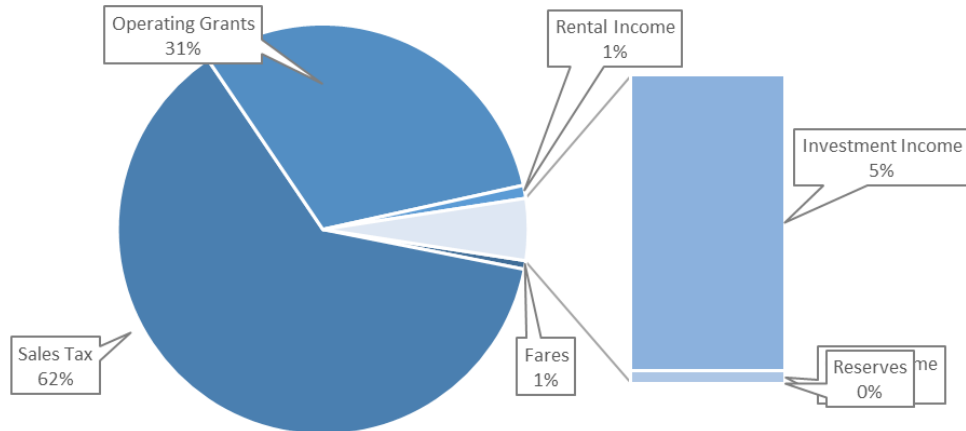
1. Operating Revenue (Fares) is budgeted for a net 2% increase. The premium Worker Driver Program fare revenue is expected to increase as we have seen more riders and expect to add an additional route during the PSNS construction that will begin in 2026. MTA continued its fare-free pilot program for all Dial-A-Ride and Fixed Route services and it currently runs until June 30, 2027.
2. Sales Tax revenue continues to come in higher than projected. Sales tax revenue for 2025 is predicted to be \$8 million. This is a 3% increase over 2025 budgeted amounts.
3. Operating grant revenue is based off the 2025-2027 biennium contracted awards for competitive and formula grants. Formula funds have largely been programmed for vehicle replacements in the capital program and COVID funds for operating have also ended, which is reflected in the reduction of operating grant revenue for 2026.
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy has decreased slightly as one tenant at the T-CC vacated in late 2025. Event rental income is projected to continue to grow.
5. The Treasury Pool Investment account continued to perform well in 2025. The budgeted amount for 2026 has been increased to reflect a more realistic return as they have been far higher than anticipated.
6. Other Income is projected to decrease in 2026 with fewer sales of maintenance services to outside agencies than previously anticipated.
7. Wages and Benefits increased by 1%. Staff salaries reflect the GWI's adopted in labor agreements, but reductions in Labor and Industries as well as PERS contributions determined by the State were significant. Health care premiums for both medical plans increased again: Regence had an increase of 8.7%, and Kaiser increased by 11.6%. Willamette Dental increased 4.3%.
8. Contract Services for 2026 decreased 26% as projects for 2025 came to a close or were moved to other line items.
9. Fuel has been forecasted high over the past couple of years as we have increased service and planned for potential continued volatility in diesel and gasoline prices. The budgeted amount remains unchanged for 2026.
10. Vehicle/Facility Repair & Maintenance is budgeted with a 6% decrease as we have retired our older fleet that required more repair and maintenance.
11. WSTIP Insurance coverage is quoted to increase by 27%. 2026 rates are set per forecasted miles to be driven in 2026. The 2026 WSTIP rate increase also factors in the increased cost to purchase coverage, the increases in vehicle replacement costs, and the addition of the Belfair facility for property coverage. It also reflects the WSTIP Board of Director's commitment to capital funding goals.
12. Standard Intergovernmental Audit fees for 2026 are slightly higher as we anticipate more oversight in 2026 and we will be finishing the audits for 2023, 2024, and 2025.
13. Supplies reflects a 10% decrease. Admin and Dispatch departments moved in 2025 and needed additional furnishings to accommodate the move. There are no further moves anticipated in 2026.

14. Training and Meetings are being held in-person more frequently and the costs to host them has increased significantly. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and are provided for in this budget. This budget also includes Board travel for two members to attend the State Transit Conference.
15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The increase in Other Operating Expenses is largely due to the increases in fees for subscriptions and dues to member organizations.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

## Operating Revenues

Total operating revenue budgeted is projected to decrease from \$14,006,286 in 2025 to \$12,867,882 in 2026. The two major revenue sources making up 93% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

### Funding Source Breakdown



### Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 62% of revenue for 2026. Sales tax revenue has been budgeted over \$8m for 2026 - a 3% increase over the 2025 budgeted estimates.

## **Grant Revenues**

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program as well as formula funding through WSDOT. Operating grant revenue is forecasted to make up 31% of MTA's 2026 operating revenue. This is less than last year, but that is due to formula funds being programmed for capital projects.

## **Fares**

Fares are collected for our premium Worker/Driver service. MTA began a pilot program offering free fares for out of county travel and for free fares for all youth 18 and under that will extend to June 30, 2027.

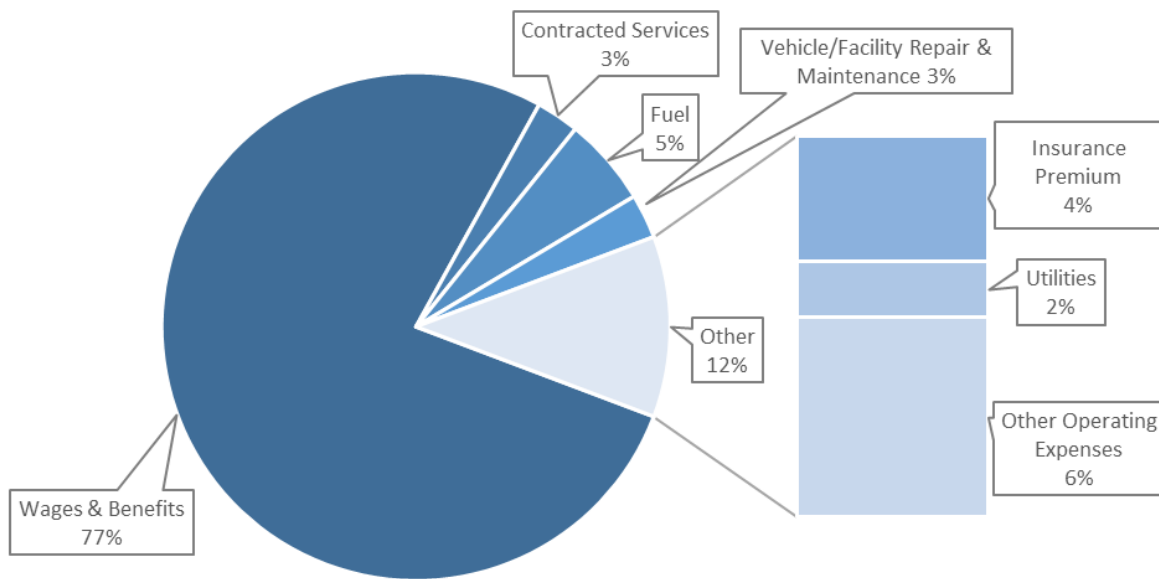
## **Transit-Community Center Revenues**

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the T-CC are 84% from active long-term leases, with the remaining 16% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA conducted an analysis of cost per square foot of its leased space in 2025 to adjust to the changing market.

## **Operating Expenses**

Total operating expenses are budgeted to increase from \$11,636,668 in 2025 to \$11,677,192 in 2026, which is a 0% increase. Wages and Benefits remains our largest operating expense accounting for 77% of total operating expenses. The second highest expense category is Other Expenses including insurance and utilities. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

## **Expense Source Breakdown**



**Wages and Benefits**

2026 Wages and Benefits are budgeted 1% higher than 2025. The Budgeted Positions and Full-Time Equivalents Table <sup>[Page 9]</sup> outlines the staff changes between 2025 and 2026.

Contributing factors to the slightly increased wages and benefits are increases in medical benefits, and general wage increases for all staff.

Details for 2026 non-represented wages and benefits by department can be found below and continuing on the following page. Wage and benefit information for Maintenance, Facilities and Drivers can be found in their respective labor agreements.

**Benefits**

No changes in benefits offered are anticipated for 2026. The cost of medical premiums for the two plans offered in 2026 experienced increases of 8.7% and 11.6%, while the cost of one dental plan rose 4.3%; the cost of all other health care benefits stayed the same for 2026.

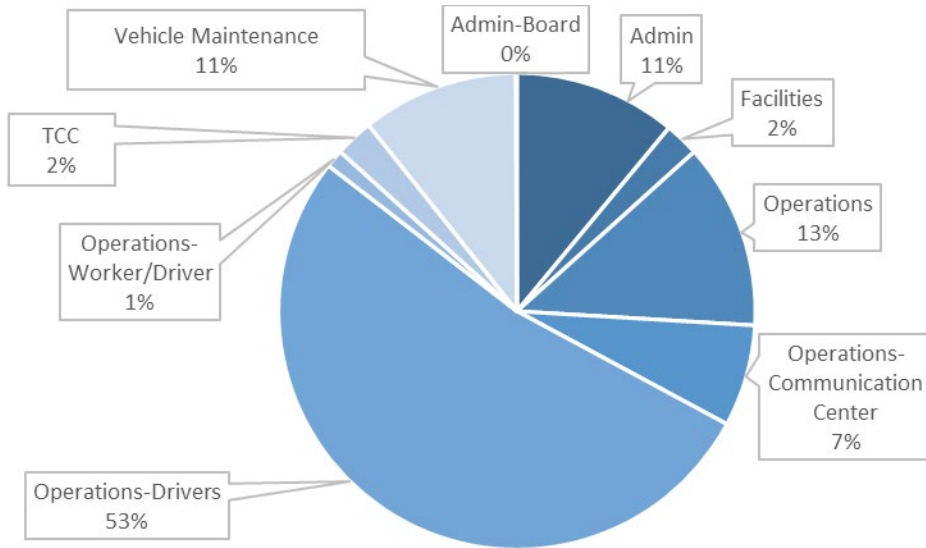
Public Employees' Retirement System (PERS) reflects a reduction in rates for 2026 from 9.11% to 5.58%.

**Wages and Benefits by Department**

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2026.

Department	FTEs	Wages	Benefits	2026 Budget Total	2025 Budget
Admin	7	654,614	255,566	910,180	954,054
Admin-Board		5,400	429	5,829	5,827
Facilities	2	128,392	64,067	192,458	186,775
Operations	8.0	723,243	319,550	1,042,794	1,027,821
Operations-Dispatch	5	393,574	177,823	571,397	536,748
Operations-Drivers	45	2,806,422	1,544,364	4,350,786	4,325,900
Operations-Worker/Driver	6	83,970	16,699	100,669	101,271
Transit Community Center	2	154,552	61,123	215,675	211,447
Vehicles/Maintenance	7	565,603	313,696	879,299	825,274
Total	82.0	5,515,771	2,753,317	8,269,087	8,175,117

The following chart shows each department's % of total wages and benefit expense.



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## Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2025 Budgeted - Positions	Change	2026 Budgeted - Positions
<b>Administration</b>			
General Manager	1.0	0.0	1.0
Human Resources Manager	1.0	0.0	1.0
Finance Manager	1.0	0.0	1.0
Executive Assistant	1.0	0.0	1.0
Accounting Assistant	1.0	0.0	1.0
Accounting Coordinator (Unfilled)	1.0	0.0	1.0
IT System Administrator	1.0	0.0	1.0
<i>Total Administration</i>	7.0	0.0	7.0
<b>Maintenance/Facilities</b>			
Maintenance Manager	1.0	0.0	1.0
Lead Mechanic	1.0	0.0	1.0
Service Mechanics	2.0	0.0	2.0
Mechanic	1.0	0.0	1.0
Fueler/Detailer	2.0	0.0	2.0
Facilities Technician	2.0	0.0	2.0
<i>Total Maintenance/Facilities</i>	9.0	0.0	9.0
<b>Operations</b>			
Operations Manager	1.0	0.0	1.0
Operations Supervisor	6.0	0.0	6.0
Operations Coordinator	1.0	0.0	1.0
Dispatcher	5.0	0.0	5.0
Drivers	45.0	0.0	45.0
Worker/Drivers	6.0	0.0	6.0
<i>Total Operations</i>	64.0	0.0	64.0
<b>Transit-Community Center</b>			
T-CC Assistant/Custodian	1.0	0.0	1.0
T-CC Building Superintendent	1.0	0.0	1.0
<i>Total Transit-Community Center</i>	2.0	0.0	2.0
<b>TOTAL</b>	82.0	0.0	82.0

### FTE Notes

There were no proposed changes to the FTE count for 2026.

## COMPENSATION PHILOSOPHY & PLAN 2026

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

### COMPENSATION PLAN

#### Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. With the 12-month CPI Average as of August 2025 at 2.9% the 2026 proposed GWI is 3%.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to the original increase date.

#### New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

#### Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a minimum of 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2026 GWI for worker drivers is 3%.

#### Annual Performance Evaluations and Performance Compensation

Employees employed with MTA for a minimum of one year as of December 1, 2025 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one-year anniversary date after December 1<sup>st</sup> will be eligible to receive compensation on their anniversary date till December 31, 2026. The performance compensation plan will be re-evaluated for the 2027 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each December, with potential performance compensation increases effective January 1 each year.

#### Summary of Performance Scoring Criteria

- An employee must receive all Satisfactory or better marks on the Employee Performance Appraisal (11 categories available) or all Successful or better on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase. If during an employee's current evaluation, they receive two (2) or more Needs Improvement a PIP must be initiated by their manager.
- The manager of the department will recommend a performance increase for an employee if applicable. The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

#### Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.
- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee, as a part of a 360-review the leadership staff will have direct report feedback included in their review.)

#### **Personal Days**

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

## General Manager

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 3.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

The General Manager performance review will be led annually by the Board Chair with assistance from the Human Resources Manager. A self-assessment by the General Manager and surveys of direct reports will be gathered by the Human Resources Manager and provided to the Chair for review. The Board Chair will complete a performance appraisal and prepare any salary recommendations that will be shared with the full Board during an executive session in November. Following the executive session, the Chair will meet with the General Manager to share feedback from the board.

## Compensation Plan Review

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. A wage study analysis and equity adjustments for non-represented positions was completed by a consulting firm in the fall of 2023. The next wage study analysis will occur in 2026 for the 2027 budget year. The adopted salary schedule is presented below with ranges adjusted to reflect the market analysis and to provide for a consistent spread between grades and address wage compression between positions.

Job Classes / Job Titles	Grade	Range 1		Range 2		Range 3		Range 4	
	1								
Accounting Assistant	Annual	\$46,183	\$49,878	\$49,878	\$53,868	\$53,868	\$58,178	\$58,178	\$62,832
T-CC Facilities Tech	Hourly	\$ 22.20	\$ 23.98	\$ 23.98	\$ 25.90	\$ 25.90	\$ 27.97	\$ 27.97	\$ 30.21
	2								
Dispatch/Scheduler	Annual	\$ 50,766	\$ 54,827	\$ 54,827	\$ 59,213	\$ 59,213	\$ 63,950	\$ 63,950	\$ 69,066
	Hourly	\$ 24.41	\$ 26.36	\$ 26.36	\$ 28.47	\$ 28.47	\$ 30.75	\$ 30.75	\$ 33.20
	3								
Executive Assistant	Annual	\$ 55,240	\$ 59,659	\$ 59,659	\$ 64,432	\$ 64,432	\$ 69,586	\$ 69,586	\$ 75,153
Technical Support Analyst	Hourly	\$26.56	\$28.68	\$28.68	\$30.98	\$30.98	\$33.46	\$33.46	\$36.13
Operations Coordinator									
	4								
Lead Mechanic, Ops Supervisor	Annual	\$69,763	\$75,344	\$75,344	\$81,372	\$81,372	\$87,882	\$87,882	\$94,912
Safety/Train Supv., Accounting Coord., System Administrator; T-CC Building Superintendent	Hourly	\$ 33.54	\$ 36.22	\$ 36.22	\$ 39.12	\$ 39.12	\$ 42.25	\$ 42.25	\$ 45.63
	5								
Finance Administrator	Annual	\$77,603	\$ 83,811	\$ 83,811	\$ 90,516	\$ 90,515.9	\$ 97,757.2	\$ 97,757.2	\$ 105,578
	Hourly	\$ 37.31	\$ 40.29	\$ 40.29	\$ 43.52	\$ 43.52	\$ 47.00	\$ 47.00	\$ 50.76
	6								
HR Manager	Annual	\$87,465	\$94,462	\$94,462	\$102,019	\$102,019	\$110,181	\$110,181	\$118,995
Finance Manager	Hourly	\$42.05	\$45.41	\$45.41	\$49.05	\$49.05	\$52.97	\$52.97	\$57.21
Maintenance Mgr. - Operations Mgr.									
	7								
General Manager	Annual	\$ 116,662	\$ 125,995	\$ 125,995	\$ 136,075	\$ 136,075	\$ 146,961	\$ 146,961	\$ 158,718
	Hourly	\$56.09	\$60.57	\$60.57	\$65.42	\$65.42	\$70.65	\$70.65	\$76.31

# CAPITAL BUDGET

DRAFT Mason Transit Authority Proposed 2026 Capital Budget					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	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		Door locks for Belfair building
Bus stop improvements	200,000	200,000			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 PTCA
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		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		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			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.
Heated Pressure Washer	6,000		6,000		Replacement pressure washer for facilities staff to maintain properties and shelters.
MTA Johns Prairie 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.
<b>Total Misc Capital Projects</b>	<b>1,494,000</b>	<b>400,000</b>	<b>1,149,000</b>	<b>-</b>	
Replace 16 cutaway buses	2,883,210	2,883,210			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		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
<b>Total Vehicle Replacements</b>	<b>\$ 3,653,918</b>	<b>\$ 2,883,210</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Proposed 2025 Capital Projects</b>	<b>\$ 5,147,918</b>	<b>\$ 3,283,210</b>	<b>\$ 1,149,000</b>	<b>\$ -</b>	

## Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

## State of Good Repair

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair.

Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.

*[Remainder of page intentionally left blank]*

**RESOLUTION NO. 2025-17**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC  
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR  
BEGINNING JANUARY 1, 2026.**

**WHEREAS**, the Mason County Public Transportation Benefit Area dba Mason Transit Authority has prepared a budget for the 2026 calendar year; and

**WHEREAS**, the governing authority of Mason County Public Transportation Benefit Area has presented drafts at its October and November public meetings on the preliminary budget; and

**WHEREAS**, management has recommended the 2026 Budget, a copy of which is attached hereto and incorporated herein by this reference.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the attached budget for Mason County Public Transportation Benefit Area dba Mason Transit Authority is hereby adopted.

Adopted this 16<sup>th</sup> day of December, 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:** Item 9A - *Discussion*  
**Subject:** Lease of Belfair Conference Room as Temporary Library Space  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### **Background:**

Staff was contacted by the Belfair Branch of the Timberland Regional Library System inquiring about the use of MTA's conference room, including the desk space outside the conference room for approximately 4 months (through April 2026) while the Belfair branch is being remodeled.

Staff met with Regional Manager, Annie Bowers, to view the space, time frame and other considerations. They will need the space to serve members of the public, allow for checking out and return of a small collection of materials, host a computer work station for public use and anticipate being open from 10AM -6PM Tuesday – Saturday.

There are some logistical considerations to work through. MTA will need to install door locks on at least one bathroom to ensure availability for drivers on short layover. Locks may also need to be installed on other interior doors to break room areas. Staff will need to check with the Washington State Department of Transportation for permission to use the building in this manner as they funded the space. MTA does not have regular maintenance staff to clean the space, so the library will need to furnish their own janitorial services. Staff have reviewed the IT requirements and there are adequate connections and they will use their own wifi.

Staff is looking for guidance from the Board as to whether or not this space should be leased for a short time period. Should the library's project be delayed, the MTA Board can move its October meeting to the T-CC.

**Summary:** Potential lease of Belfair conference room and desk space.

**Fiscal Impact:**  
None at this time.

**Staff Recommendation:**  
None at this time.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Item 9B - *Discussion*  
**Subject:** Van Grant Ranking Process  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### **Background:**

At last month's Board meeting, the Board approved the surplusing of five vehicles, of which at least three were being considered for the MTA van grant program. At a previous meeting, some Board members expressed their wish to be a part of the interview, ranking and award process.

MTA has set a January 9, 2026 deadline to submit an application by interested Mason County non-profit or government agencies.

As we prepare for this process, staff is looking to Board members that wish to be a participant in this process.

**Summary:** Seeking Board participants for van grant interview, ranking & award process of surplus vehicles.

### **Fiscal Impact:**

None at this time.

### **Staff Recommendation:**

None at this time.

## Mason Transit Authority Regular Board Meeting

**Agenda Item:** Staff Report Item 10A – *Informational*  
**Subject:** Financial Reports – November 2025  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** December 16, 2025

### Summary for Informational Purposes:

Included are the updated November 2025 Financial Reports.

### Highlights:

- November Fuel Prices: Diesel \$0, Unleaded \$0, Propane \$1.95
  - MTA did not purchase Diesel or Unleaded in November, as we had enough in our fuel tanks to sustain us through the month.

### *Sales Tax Revenue*

Sales tax revenue for September 2025 (received November 26, 2025) was \$744,108, 3% *under* the 2025 budgeted amount, and 6% *increase* from September 2024.

### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses will be 91.7% (11/12) of the budget at the end of the month. The total YTD Revenue is *over* budget at 99%, largely due to higher than anticipated investment income. The total YTD Operating Expenses are *under* budget at 72.4%.

- Operating Grants are slightly *below* budget as we wait for WSDOT reimbursements.
- Wages and Benefits are *under* budget at 75.1% 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 on budget at 91.7% for the year.

### Fiscal Impact:

November fiscal impact reflects total revenues of \$784,336, and operating expenses of \$748,536; for a net *gain* of \$35,800.

# Mason Transit Authority Statement of Financial Activities

% through the year: 91.7%

December 2025 Board Report

Statement of Financial Activities	November	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	113	69,384	85,000		81.6%
<b>Total Operating Revenue (Fares)</b>	<b>113</b>	<b>69,384</b>	<b>85,800</b>		<b>80.9%</b>
Sales Tax	654,660	7,675,229	7,798,533	1	98.4%
Operating Grants	-	5,019,581	5,798,609		86.6%
Rental Income	10,015	130,370	144,794		90.0%
Investment Income	119,474	937,046	150,000		624.7%
Other Non-operating Revenue	75	33,539	28,550	2	117.5%
<b>Total Revenue</b>	<b>784,336</b>	<b>13,865,149</b>	<b>14,006,286</b>		<b>99.0%</b>
<b>Expenses</b>					
Wages and Benefits	594,659	6,618,339	8,809,811		75.1%
Contracted Services	11,654	203,484	311,970		65.2%
Fuel	37,950	447,820	649,100		69.0%
Vehicle/Facility Repair & Maintenance	22,500	234,996	449,275		52.3%
Insurance	28,697	345,576	344,368		100.4%
Intergovernmental - Audit Fees	1,808	6,955	55,000		12.6%
Utilities	15,403	162,285	242,400		66.9%
Supplies & Small Equipment	26,697	263,620	413,320	3	63.8%
Training & Meetings	361	28,086	121,071		23.2%
Other Operating Expenses	8,808	122,532	133,633	4	91.7%
Pooled Reserves		-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>748,536</b>	<b>8,433,693</b>	<b>11,649,948</b>		<b>72.4%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 35,800</b>	<b>\$ 5,431,455</b>	<b>\$ 2,356,338</b>		

## 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

December 2025 Board Report

## Cash Balances

	10/31/2025	11/30/2025	Change
Cash - MC Treasurer	\$ 4,801,165.43	\$ 4,848,976.69	\$ 47,811.26
Investments - MC Treasurer	33,750,000.00	33,750,000.00	-
Payroll - ACH Columbia Bank	\$ 219,313.88	\$ 215,083.22	(4,230.66)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 38,770,479.31</b>	<b>\$ 38,814,059.91</b>	<b>\$ 43,580.60</b>

## Cash Encumbrances

2025 MTA Capital Budget Items Remaining\* \$ 2,608,154.00

\*(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 <sup>1</sup>	22,000,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 33,478,025.88</b>

Total of Cash	\$ 38,814,059.91
Less Encumbrances	33,478,025.88
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>5,336,034.03</b>
Investments - MC Treasurer (Reserves)	33,750,000.00
Less Encumbrances	33,478,025.88
<b>Undesignated Cash Reserves</b>	<b>\$ 271,974.12</b>

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

## Mason Transit Authority 2025 Capital Budget


Adopted December 17, 2024

Capital Projects	Budget	Grants	MTA Funding	YTD	Purpose
TCC customer service office remodel	100,000		100,000	1,267	Carry forward from 2024. Remove ADA ramp from middle of office and re-design space.
JP Badge Access Door Locks	5,000		5,000	5,044	Downstairs admin office space doors.
Bus stop improvements	150,000	150,000		27,264	Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	165,000		165,000	33,397	Park and Ride Resurfacing. Pear orchard, matlock, belfair
Propane Conversion Kits	35,000		35,000	39,600	Paul to do calcs on existing fleet \$7,000 ea.
Fire Proof file cabinets for Grants and HR Files	15,000		15,000	16,386	Existing cabinets are past useful life and not locking. Tracy getting estimates.
Printer	10,000		10,000	8,718	Printer in Admin. Includes shipping and moving old printer from upstairs.
Maintenance Laptops	7,000	7,000		6,034	Replacement laptops for maintenance department.
Operations Tablets with mounts	30,000	30,000		21,146	Replacement of laptops for buses past useful life
IT Remote Access	5,500	5,500			Cloud solution that will allow IT staff to remote access desktops and laptops and perform required updates. Will no longer need to go to each individual computer to access.
Automated Voice Announcements	150,000	150,000			Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement.
Next Bus Signage at TCC	50,000	50,000			Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus.
Camera on JP Fleet and Wifi Access	17,000	17,000		2,988	Outdoor wifi and additional camera on JP fleet
IT Penetration Test	50,000	50,000		22,500	Recommendation from IT company that did an assessment on MTA's current vulnerabilities. WSTIP Grant will cover 10-15K
Repair/replace TCC Gym floor	130,000		130,000		Carry forward from 2024. Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
<b>Total Misc Capital Projects</b>	<b>1,769,500</b>	<b>459,500</b>	<b>1,310,000</b>	<b>184,346</b>	
Replace 6 cutaway buses	1,023,000	1,023,000			Order replacement vehicles in mid 2025 that may be here by the end of the year or in early 2026.
<b>Total Vehicle Replacements</b>	<b>\$ 1,023,000</b>	<b>\$ 1,023,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Proposed 2025 Capital Projects</b>	<b>\$ 2,792,500</b>	<b>\$ 1,482,500</b>	<b>\$ 1,310,000</b>	<b>\$ 184,346</b>	

# Mason Transit Authority Sales Tax Receipts

December 2025 Board Report

Sales Tax Collected as of 11/30/2025 for 9/30/2025



	2022	2023	2024	2025 Budget	2025 Actual	2025 Budget Variance	% Change 2024 - 2025 Actual	Capital Reserves
January	492,351	528,201	545,346	511,762	571,369	12%	5%	59,607
February	513,550	539,128	559,272	533,760	559,874	5%	0%	26,114
March	646,582	616,540	640,405	671,807	657,816	-2%	3%	(13,991)
April	599,278	599,059	619,533	622,720	652,214	5%	5%	29,494
May	620,580	656,593	671,706	644,825	751,785	17%	12%	106,960
June	677,991	731,134	724,483	704,400	979,805	39%	35%	275,405
July	653,259	679,614	723,443	687,165	768,939	12%	6%	81,774
August	678,818	670,272	697,897	714,017	709,924	-1%	2%	(4,093)
September	733,099	702,464	701,098	771,045	744,108	-3%	6%	(26,937)
October	652,444	613,829	634,367	624,734	-			(624,734)
November	622,319	609,293	628,216	654,660	-			(654,660)
December	624,958	679,178	695,672	657,432	-			(657,432)
	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,841,438</u>	<u>7,798,327</u>	<u>6,395,835</u>			
Budget Variance Average - YTD						9%		(1,402,492)
% Change 2024 vs 2025 Actual Average - YTD							8%	

**Mason Transit Authority Regular Board Meeting**

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

**Subject:** Management Reports

**Prepared by:** Tracy Becht, Executive Assistant

**Approved by:** Amy Asher, General Manager

**Date:** December 16, 2025

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 16, 2025

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 16, 2025

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended joint Mason Chambers and EDC Legislative Sendoff Breakfast in Union.
- Attended Shelton Chamber's State of the Community meeting in Shelton.
- Attended Washington State Transit Insurance Pool Board meeting in Tacoma.
- Attended Mason Economic Development Council meetings.
- Attended Mason County Administrators meeting in Shelton.
- Met with Washington State Transit Association Executive Committee to review 2026 Legislative Agenda.
- Met with Annie Bowers of Timberland Regional Library to tour MTA Belfair Building.
- Met with PSNS staff to discuss 2026 Worker Driver needs as construction begins.
- Attended PTRPO TAC meeting virtually.

### **Internal Activities:**

- Working with Tracy and Rob on public records requests.
- Worked with staff to finalize 2026 Budget.
- Submitted WSDOT grant reimbursement requests.
- Coordination on TIP Pass for December. Fares resume January 2026.
- Policy review with staff.

## TEAM UPDATES

### **MAINTENANCE/FACILITIES – Paul Bolte**

#### **Outreach and meetings:**

**Facilities and Fleet Projects/Purchases/Maintenance:** Working on end of year projects. Finished up budgets and T-CC office remodel. Meeting with new uniform company.

#### **T-CC Events/Maintenance**

- **Gym:** Pickleball sessions numbered 279 participants this November.
- **Kitchen:** The total number of kitchen users in November was 12 people.
- **Conference Room:** The regular MTA Board meeting welcomed 15 members this month.

### **HUMAN RESOURCES – Haley Dorian**

- Staff leave management and bi-weekly payroll processing. Assisted staff with varying benefit and leave needs.
- Wellness Program management: Wellness challenge to Unlock the Laughs and prepping year-end evaluation and survey for program.
- Driver recruitment launched 12/15. Aiming to hire 3 new drivers for a January class.
- Year-end payroll preparations for upcoming 2026 changes.

## OPERATIONS – Jason Rowe

- **Ridership:** November's total ridership appears lower, but this is mainly due to the reduced number of service hours for the month. When we look at our Rides per Hour (RPH) metric, which shows how many rides we provide for every hour of service, November remained strong at over 11 riders per hour, which is in line with our normal expectations.
- **New Drivers Class:** We are preparing for a new driver's class scheduled to start January 21st.
- **Van Grant:** We have launched the van grant and have been receiving a lot of interest.
- **Milestone:** We have already surpassed our ridership numbers for last year with a month still to go!

### **Outreach Activities:** Here is a summary of our outreach efforts this month:

Throughout the month, outreach efforts focused on distributing pamphlets, flyers, and providing in-person information about MTA services. Materials were shared at the following locations:

- Hoodsport Medical Clinic
- DOC Office
- Public Defender's Office
- D&L Automotive
- Evergreen Treatment Services
- Hoodsport Timberland Library
- 1st Baptist Church
- Walk-In Clinic

### **Networking & Community Engagement**

- **11/05** – Participated in the Regional Stakeholders Meeting.
- **11/21** – Attended the Chamber Luncheon.
- **11/14** – Met with Kurtis from Evergreen Treatment Services to answer questions and explore how MTA can support client transportation needs.

### **Special Transportation Requests**

- **11/15** – Provided shuttle service from Glen Resort to Flywheel Gallery.
- **11/22** – Operated transportation for the YMCA community hike.

### **Rider Empowerment**

- **11/12** – Assisted a visually impaired rider in successfully navigating Routes 1 and 3 to help her become familiar with stop locations and ride independently.

### **Events**

- Participated in the **Christmas Parade**.

## **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:** December 16, 2025

### **Background:**

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

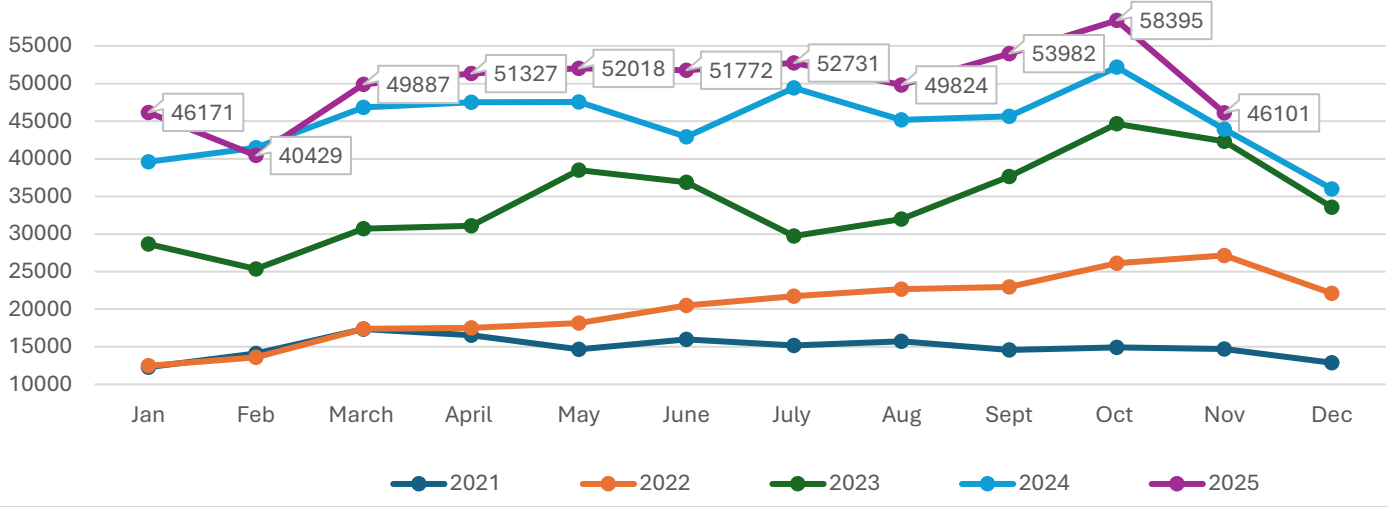
To be easily identifiable, 2025 passenger trips are labeled with the actual number.

November’s ridership numbers appear lower at first glance, but the decrease is largely the result of reduced service hours rather than a true decline in demand. In a typical month, MTA operates 21–23 weekday service days and 4–5 Saturday service days, with Saturdays running at roughly half the service hours of a weekday.

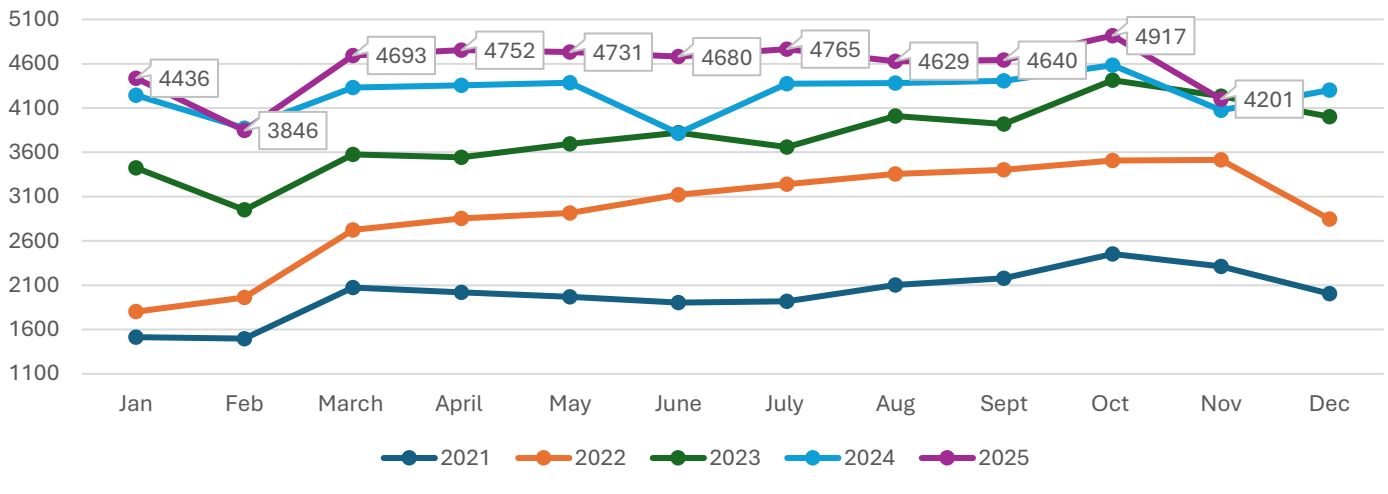
This November, however, included only 17 weekday service days and 6 Saturdays due to the holiday schedule. Although we generally expect a seasonal dip in November, the reduced service hours had an even greater impact on total ridership.

When ridership is analyzed in relation to the number of service hours provided, November’s performance remained steady. The lower overall numbers reflect fewer operating hours—not a drop in usage or interest in our services.

### Total Ridership



### Demand Response - Dial-A-Ride



### Fixed Route

