



The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of December, 2024 were approved by the Mason Transit Authority Board, by motion, on this 21st day of January, 2025.

DocuSigned by:

John Sheridan

John Sheridan, Chair

CB8EEFBD000644E

Wes Martin, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

5964F4E3771E491

DocuSigned by:

Richard Lee

Richard Lee, Authority Member

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Signed by:

Randy Neatherlin

Randy Neatherlin, Authority Member

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Signed by:

Eric Onisko

Eric Onisko, Authority Member

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DocuSigned by:

Ryan Spurling

Ryan Spurling, Authority Member

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Signed by:

Pat Tarzwell

Pat Tarzwell, Authority Member

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Signed by:

Sharon Trask

Sharon Trask, Authority Member

CCF75A9CCEB0422

ATTEST:

Tracy Becht

Tracy Becht, Clerk of the Board

2AD744E0DS3416E

DATE:

1/30/2025

**Mason Transit Authority
Minutes of the Regular Board Meeting
December 17, 2024
Virtually and at
Transit-Community Center**
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 1:01 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Cyndy Brehmeyer, Richard Lee, Wes Martin, Randy Neatherlin and Kevin Shutty.

Authority Voting Board Members Present via Zoom: Ryan Spurling

Authority Voting Board Members Not Present: Sharon Trask

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, Human Resources Generalist; Lissa McClanahan, Finance Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

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

3. PUBLIC COMMENT – No members of the public attended the meeting in person. None present in the conference room or virtually.

4. APPROVAL OF AGENDA

Moved that the agenda for the December 17, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Shutty/Martin. Motion carried.**

5. RECOGNITION OF KEVIN SHUTTY

Ms. Asher summarized the many actions approved, partnership opportunities and other positive community developments during his service on the Mason Transit Authority Board. She also thanked Mr. Shutty for his leadership, working together and promoting transit. Mr. Shutty said that hiring Ms. Asher as General Manager should also be included as one of the best actions and that he looks forward to opportunities for the EDC and transit to work together for the betterment of the community.

6. ELECTION OF OFFICERS

- A. Board Chair Onisko called for nominations for the position of **Board Chair** for 2025:
- Vice Chair Sheridan was nominated by Board member Neatherlin to serve as Chair for 2025.
 - Vice Chair Sheridan accepted the nomination to serve as Board Chair.
 - **Motion:** Vice Chair Sheridan was nominated by Board member Neatherlin to serve as Chair for 2025, and Vice Chair Sheridan accepted the nomination.
Neatherlin/Brehmeyer. Motion carried.
- B. Board Chair Onisko called for nominations for the position of **Board Vice Chair** for 2025:
- Wes Martin was nominated by Board member Neatherlin to serve as Vice Chair for 2025.
 - Wes Martin accepted the nomination to serve as Vice Chair.
 - **Motion:** Wes Martin was nominated by Board member Neatherlin to serve as Vice Chair for 2025 and he accepted the nomination. **Neatherlin/Sheridan. Motion carried.**

7. CONSENT AGENDA

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

- A. November 19, 2024 MTA regular Board meeting minutes.
- B. Payments of October 8, 2024 through October 30, 2024 financial obligations on checks #39217 through #39298, as presented for a total of \$762,998.16.
- C. Approval of Resolution No. 2024-14 establishing the 2025 schedule of regular meetings.

Moved that the November 19, 2024 Regular Board meeting Minutes, Check and Credit Card Approvals, Resolution No. 2024-14 be approved as presented.

Sheridan/Brehmeyer. Motion carried.

8. ACTION ITEMS

Unfinished Business

8A. Approval of Proposed Final 2025 Budget. Ms. Asher, General Manager, summarized MTA's previous versions and progression of the building of the 2025 Budget being proposed for approval. The Board was provided with a walk-in revised version of the 2025 Budget as MTA had received the 2025 L&I rates on Monday following posting of the Board packet. The rate change was going to increase the 2025 L&I rates about \$90,000 or 1% of the proposed budget. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-15 adopting the 2025 Budget, Compensation Plan and Capital Budget with projected operating revenues of \$14,006,286 and projected operating expenses of \$11,649,948. **Shutty/Martin. Motion carried.**

Board member Martin and Vice Chair Sheriden complimented Ms. Asher on the great format and how the information is put together.

Following the motion being carried, Board member Martin inquired as to park and ride activities and cameras. Ms. Asher and Mr. Rowe, Operations Manager, provided updates relating to the park and rides and that since the installation and monitoring of cameras, MTA has seen a decrease in problematic activity. The MTA Supervisors are able to respond more quickly to potential issues.

New Business

8B. Extension of Youth Fares 18 and Under Zero Fare Program. Ms. Asher summarized for the Board the previous steps taken by the Board for modifying fares for Youth (18 and under) reduced to zero and then the Board approving a pilot program to suspend fares for all services except premium Worker/Driver routes, where only those aged 18 and under ride free. Ms. Asher explained that staff had been notified by WSDOT that for MTA to continue eligibility to receive Transit Support Grant funding, MTA needed to update its fare free policy to extend through the end of the biennium, June 30, 2027. **Motion:** Move that the Mason Transit Authority Board approve Resolution No. 2024-16 extending the end date of the previously adopted MTA Fare Structure effective September 2022. **Brehmeyer/Sheridan. Motion carried.**

8C. Approve Statement of Work by AON. Ms. Asher referred to the November Board meeting and AON's presentation on penetration testing of MTA's IT system and determination of any vulnerabilities. This testing is another layer of how MTA continues to strengthen its IT systems overall. Although the testing to be performed is \$52,500, grant funds to be provided by WSTIP in the amount of \$15,000 will reduce the cost to \$37,500. It is possible that MTA may receive additional grant funding, but it will not be known until later. The contract will be between AON and WSTIP, but approval of the expenditure for this testing needs to be approved. **Motion: Move** that the Mason Transit Authority Board approve Resolution No. 2024-17 approving the payment of fees as outlined therein. **Sheridan/Martin. Motion carried.**

Board members inquired as to whether there was a way for agencies to collaborate together in furtherance of strengthening IT systems. Ms. Asher indicated that she would contact WSTIP to explore this avenue.

9. STAFF REPORTS

- **Finance.** Ms. Asher described highlights as provided in the reports and that undesignated cash will be invested. Recently Ms. Asher and Ms. McClanahan attended the pre-exit audit for 2022. Once that year's audit is completed, they will begin the 2023 and 2024 audits and be caught up.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared that MTA provided vehicles for the Washington State Patrol for K9 required testing for fentanyl drugs searches. Mr. Bolte has also been finalizing budget details, including providing training for mechanics to obtain various certifications.
- **Operations.** Jason Rowe, Operations Manager, provided statistics relating to ridership – which is nearly at 500,000 riders. MTA has not had this level of ridership since 2017. He anticipates ridership will continue to grow as MTA will be putting service changes in effect in February, 2025. These service changes will provide later routes and more robust Dial-A-Ride service. Mr. Rowe also wanted to recognize one of MTA's long-term drivers of 24.5 years. Patsy Martinez will be retiring this month.

10. COMMENTS BY BOARD:

- Board member Martin inquired about the email Mr. VanBuskirk had sent relating to his concerns about fallen trees that he felt represented hazards. Mr. Bolte indicated that MTA examined the areas referenced in Mr. VanBuskirk's email. The area that is MTA's responsibility pursuant to interlocal agreements is limited to the Bill Hunter Park only. The affected area described in Mr. VanBuskirk's email is the green belt/buffer zone between Bill Hunter Park and

the taco stand. Ms. Asher indicated that she would reach out to Mr. VanBuskirk to provide details.

- Board member Neatherlin thanked Mayor Onisko for his leadership on the Board and that the meetings were concise.
- Board member Sheridan asked Messrs. Bolte and Rowe to describe the cleaning procedures on the vehicles.

11. UPCOMING MEETING

Mason Transit Authority

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

Regular Meeting

January 21, 2025 at 1:00 PM

Moved that the meeting be adjourned.

12. ADJOURNED: 1:56 PM