



The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of May, 2026 were approved by the Mason Transit Authority Board, by motion, on this 16th day of June, 2026.

Signed by:

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Randy Neatherlin, Chair

DocuSigned by:

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Wes Martin, Vice Chair

DocuSigned by:

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Cindy Brehmeyer, Authority Member

Signed by:

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Tom Gilmore, Authority Member

DocuSigned by:

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Richard Lee, Authority Member

DocuSigned by:

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Pam Schlauderaff, Authority Member

DocuSigned by:

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Judy Scott, Authority Member

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

DocuSigned by:

ATTEST:

721D7A4E9DC34A5...

Tracy Becht, Clerk of the Board

DATE: 7/15/2026

**Mason Transit Authority
Minutes of the Regular Board Meeting
May 19, 2026
Virtually and at
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**



OPENING PROTOCOL

1. CALL TO ORDER: 1:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at the T-CC: Board members
Cyndy Brehmeyer, Tom Gilmore, Richard Lee and Pat Tarzwell.

Authority Voting Board Members Present via Zoom: Randy Neatherlin, Board Chair;
Vice Chair Wes Martin.

Authority Voting Board Members Not Present: Judy Scott, Pam Schlauderaff and
Sharon Trask.

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

Citizen Advisor to the Board Present: John Piety

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

Staff and Others Present Virtually: Colin Boyle

Others Present: Rob Johnson, Legal Counsel

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

5. APPROVAL OF AGENDA

Amy Asher, General Manager, asked that a Closed Session be added to the agenda and be
placed before any action items and to be conducted immediately after the approval of the
agenda, as amended. **Moved** that the agenda of May 19, 2026 Mason Transit Authority
(MTA) regular board meeting be approved as presented and as amended.

Martin/Gilmore. Motion carried.

5A – CLOSED SESSION. The Board Chair asked that voting Board members, the General Manager, Operations Manager and Human Resources Manager, as well as Colin Boyle, remain in the room and virtually and for all others to be excused. The Board Chair stated that the closed session would end at 1:25 PM.

- At 1:25PM, it was extended to 1:35PM.
- At 1:35PM, it was extended to 1:40PM

5B - OPEN SESSION OF REGULAR MEETING. The meeting resumed open session at 1:40 PM.

6. ACTION ITEM – MINUTES

Approval of the following minutes:

- A. April 21, 2026 Regular Board meeting minutes.
- B. April 30, 2026 Closed meeting minutes.

Tarzwel/Gilmore. Motion carried.

7. CONSENT AGENDA

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

- A. Check approval: 4/2/2026 – 4/27/2026
- B. Certifications and Assurances
- C. Statement by Clerk re Scrivener’s error (Resolution No. 2026-16)

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

8. ACTION ITEMS:

UNFINISHED BUSINESS. [None.]

NEW BUSINESS.

8A. Update PTD1081-02 Agreement. Ms. Asher described the need for the amendment, namely adding \$220,000 that would be applied toward existing operating costs. Additionally, there would be no MTA matching costs. **Moved** that the Mason Transit Authority approve Resolution No. 2026-17 approving Agreement PTD1081-02. **Tarzwel/Gilmore. Motion carried.**

8B. Update to POL-204 Code of Ethics Policy. Ms. Asher shared that this change was due to the WSDOT site visit and review of MTA’s policies to ensure they are in compliance with recent FTA changes. **Moved** that the Mason Transit Authority approve Resolution No. 2026-18 updating POL-204 Code of Ethics Policy. **Gilmore/Brehmeyer. Motion carried.**

8C. Update to POL-206 Records Management Policy. Ms. Asher stated this policy was being updated to update definitions to clarify that Title VI, ADA and EEO complaints are considered essential records. Additionally, clarifying that WSDOT grant related records are to be kept for six (6) years after the end of the biennium. **Moved** that the Mason Transit Authority Board approve Resolution Nos. 2026-19 updating POL-206 Records Management Policy. **Gilmore/Brehmeyer. Motion carried.**

8D. Update to POL-307 Equal Employment Opportunity Program and Plan. Haley Dorian stated this policy was being updated to clarify certain sections of the EEO Plan, update MTA's organization chart and the addition of a complaint log to the appendix. **Moved** that the Mason Transit Authority Board approve the updated Equal Employment Opportunity Program Plan for the period January 2025 – December 2028. **Tarzwel/Gilmore. Motion carried.**

8E. Update to POL-504 Americans with Disabilities Policy. Jason Rowe stated this policy was being updated to provide clarity within the policy and improve visibility of the complaint process, as well as incorporate required verbiage to ensure compliance. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2026-20 that approves the revised Americans with Disabilities Policy (POL-504). **Gilmore/Brehmeyer. Motion carried.**

8F. Interactive Mapping and Timetables for MTA Website. Jason Rowe stated this contract was being introduced and to be signed by Ms. Asher if approved by the Board. This program is being recommended as a proposed solution to modernize for riders in real time where the bus is located as it is tied to Google maps. It will also update existing route maps and timetables. **Moved** that the Mason Transit Authority Board approves the General Manager signing the service order with Trillium Solutions Inc. for a term of 3 years. **Tarzwel/Gilmore. Motion carried.**

9. DISCUSSION

Board attendance at Public Transportation Conference. Ms. Asher described the dates and staff attending the conference. She also shared that this will be the 50th anniversary of the conference. Vice Chair Martin was going to check his calendar to see if he would be able to attend and Citizen Advisor, John Piety indicated his interest in attending if no other Board members wished to attend.

10. STAFF REPORTS

Finance Manager: Ms. McClanahan reported they have completed the WSDOT Financial Audit and are working through the Accountability Audit. MTA has proposed an offer to an Accounting Coordinator candidate with a June 1 start date.

Operations Manager: Mr. Rowe reported the recent operational statistics and outreach.

11. COMMENTS BY BOARD:

The Board Chair expressed his appreciation for the great work that staff does and that the trust placed in the staff is well earned.

12. UPCOMING MEETING

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

Moved that the meeting be adjourned.

13. ADJOURNED: 1:58 PM