



The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of July, 2026 were approved by the Mason Transit Authority Board, by motion, on this 15th day of September, 2026.

Signed by:

Randy Neatherlin, Chair

DocuSigned by:

Wes Martin, Vice Chair

Signed by:

Tom Gilmore, Authority Member

DocuSigned by:

Richard Lee, Authority Member

DocuSigned by:

Pam Schlauderaff, Authority Member

DocuSigned by:

Judy Scott, Authority Member

Signed by:

Pat Tarzwell, Authority Member

Sharon Trask, Authority Member

DocuSigned by:

ATTEST:

Tracy Becht, Clerk of the Board

DATE: 9/24/2026

**Mason Transit Authority
Minutes of the Regular Board Meeting
July 21, 2026
Virtually and at
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**



OPENING PROTOCOL

1. CALL TO ORDER: 1:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at the T-CC: Randy Neatherlin, Board Chair; Vice Chair Wes Martin; Board members Cyndy Brehmeyer, Judy Scott and Pam Schlauderaff and Pat Tarzwell.

Authority Voting Board Members Not Present: Richard Lee, Tom Gilmore 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 at T-CC: John Piety

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

Others Present in Person: Rob Johnson, Legal Counsel *[arrived at 1:25 pm]*.

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

5. APPROVAL OF AGENDA

Moved that the agenda of July 21, 2026 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Martin/Scott. Motion carried.**

6. ACTION: Approval of the June 16, 2026 Regular Board meeting minutes. **Moved** that the Mason Transit Authority Board approve the June 16, 2026 meeting minutes as presented. **Tarzwell/Schlauderaff. Motion carried.**

7. CONSENT AGENDA

Approval of the following:

- A. Check approval: 06/04/2026 – 06/25/2026
- B. Surplus Equipment – Resolution No. 2026-23

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

Public Hearing:

The Chair stated that the Board was moving into the public hearing relating to the Transit Development Plan (“TDP”) at 1:05 PM. The Chair described the purpose of the hearing and the ground rules for giving public testimony.

There were no members of the public hearing either in person or virtually at the beginning or throughout the public hearing.

Ms. Asher shared that the initial draft of the TDP had been brought to the Board for review at the June Board meeting. Additional information has been placed in this final draft TDP and are reflected in the agenda page, which Ms. Asher discussed as follows:

- MTA’s six-year plan on its capital and operations priorities. Mr. Rowe, Operations Manager, also discussed future service expansion between Shelton and Belfair and Belfair and Bremerton.
- Ms. Asher referenced the recent MTA Maintenance and Operations Committee meeting, in which she provided a report at the June meeting. She discussed that the MTA Finance Committee meeting of June 30, 2026 covered discussions of formula grant, future competitive funds and estimated future funding that will be used to fund both capital and operating costs over the next six years. Ms. Asher stated she is estimating formula funding will be declining in years ahead as a result of declines in state Climate Commitment Act Funding and has taken that into account in budgeting. Sales Tax Equalization and local sales tax was also discussed. It was helpful for the Finance Subcommittee members, namely, Vice Chair Martin, Board member Gilmore and Citizen Advisor John Piety, to discuss and learn more about these grant funding sources, purposes and how they fit into future budgeting.

Board Chair asked if any further discussion. There were no questions from Board members and hearing none, Board Chair asked for a motion.

ACTION TAKEN: Moved that the Mason Transit Authority Board approve the 2026-2031 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2026. **Tarzwell/Martin. Motion carried.**

The Board Chair closed the public hearing at 1:10 PM.

RESUME OPEN SESSION: The Board Chair stated that the meeting was moving back into open session and announced the time to be 1:10 PM.

8. DISCUSSION

Report Summary of Finance Subcommittee. Ms. Asher shared with the Board the discussions at the June 30 meeting attended by Wes Martin, John Piety, Tom Gilmore,

Jason Rowe and Lissa McClanahan. Ms. Asher had explained grant funding, competitive grants and Sales Tax Equalization. The Finance subcommittee also discussed the project list, operational expansion and how to fund each. The first year of the TDP will comprise most of the 2027 budget, subject to refining. Vice Chair Martin indicated support of possibly looking at upgrading software used by the Finance team to promote efficiency and functionality for the team.

9. STAFF REPORTS

Finance: Ms. Asher reported that the 2023 Audit Exit Conference was held on July 10th with the General Manager, Finance Manager, and both MTA Board Chair and Vice Chair in attendance. The audit included a three-year accountability audit and a financial audit. MTA did receive an accountability finding for the late submission. Ms. Asher also anticipates the same finding for the 2024 audit until the past due audits are caught up, which the Auditor's office understands. MTA also received a finding in the financial audit for inadequate internal controls to ensure proper reporting of financial activities and a lack of trained staff responsible for preparing and reviewing financial statements or to detect errors in financial statements.

Vice Chair Martin shared that there was a perfect storm of events happening in 2022/2023 that MTA is still trying to catch up on. The previous Finance Director left the agency; there was another team member that was tasked with the work and then was out of the office on leave and never returned. Ms. Asher explained that those circumstances, coupled with the conclusion of the 10-year park and ride grant needing to be re-organized for the 2022 audit slowed progress in getting the audits done in a timely manner. The current Finance Manager, Ms. McClanahan, began working first as a consultant in 2023 to help fill the temporary gap left by the staff on leave and was then hired full-time in May of 2024 and has been tasked with focusing on completing and getting caught up on past due audits. After the conclusion of the 2022 submission, Ms. Asher hired a CPA consultant in the summer of 2025 to review in advance all the records being submitted to the Auditor's office to review for accuracy and to provide support.

Ms. Asher will be meeting with the Auditor's office to see how MTA can get caught up on outstanding audits but noted the Auditor's office is also busy. For now, the 2023 Audit is done and closed and staff have already started working on the 2024 audit. The Board Chair also shared that common practices were not followed. It would be good for MTA to determine redundancies and use a CPA to provide checks and balances. Vice Chair Martin indicated that using more modern software may provide an overall positive review by auditors, but MTA has some things to be mindful of in the future, such as the transition from one software to another for the Finance team. Ms. Asher indicated that she will be allocating funds into the 2027 budget for more in-depth assistance and that MTA has hired an Accounting Coordinator that will also provide a second set of eyes. Overall, the Board agreed that Ms. Asher should be looking for new software to make the finance system more streamlined and reduce redundancies and errors.

[Legal Counsel arrived at 1:25pm]

Operations Manager: Mr. Rowe reported that although MTA typically has a reduction in ridership during the summer months, the youth are using MTA to get around this summer. He attributes the increased usage by the students as a result of the assistance that MTA has provided during the school year. Mr. Rowe also wished to recognize the Department of Licensing CDL Trainer certifications achieved by MTA Trainers Lisa Davis and Bryan Pentland. Their commitment to receiving certification not only benefits MTA, but neighboring transit agencies as well, such as Jefferson and Kitsap Transit agencies.

Human Resources: Ms. Asher reported that HR Manager, Haley Dorian, has been working on recruitments. There are currently two open positions at MTA; one Mechanic and one Executive Assistant.

Fleet and Facilities Manager: Mr. Bolte shared that the last 10 cutaways on order this year will be arriving at MTA in the near future.

10. EXECUTIVE SESSION:

The Board Chair announced the Executive Session is commencing at 1:34 PM until 2:05 PM and excused all present other than voting Board members. (No one was attending remotely.)

At 2:05 PM, the Board Chair stated that the Executive Session would continue until 2:25 PM. Ms. Asher was called into the Executive Session at 2:10 PM. The Executive Session ended at 2:25 pm.

11. RETURN TO OPEN MEETING:

The open meeting resumed at 2:25 PM and no action was taken.

12. COMMENTS BY BOARD:

- The Board Chair indicated how appreciative he was of Ms. Asher's consistent work for MTA and that the Board trusts her decisions.

13. UPCOMING MEETING

**Mason Transit Authority
Regular Meeting
September 15, 2026 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