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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of September, 2026 were approved by the Mason Transit Authority Board, by motion, on this 20th day of October, 2026.

Signed by:
39A77CFA629F457...
Randy Neatherlin, Chair

DocuSigned by:
Wes Martin
559C0645CE7B450...
Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Signed by:
Tom Gilmore
CDB30CEEC91B45E...
Tom Gilmore, Authority Member

Richard Lee, Authority Member

DocuSigned by:
Pam Schlauderaff
7440FCCDBD484D8...
Pam Schlauderaff, Authority Member

DocuSigned by:
Judy Scott
F976B7754C564AF...
Judy Scott, Authority Member

Signed by:
Pat Tarzwell
9C8421EEEF92474...
Pat Tarzwell, Authority Member

ATTEST: Signed by: Sabrina D. Arsena 7CBD1445DC34A5... DATE: 10/27/2026

Sabrina D. Arsena, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
Tuesday, September 15, 2026 at 1:00 p.m.
***Virtually* and at**
MTA Transit-Community Center Conference Room
601 West Franklin Street,
Shelton

1. **CALL TO ORDER:** 1:05pm

2. **PLEDGE OF ALLEGIANCE:**

3. **ROLL CALL AND DETERMINATION OF QUORUM:**

Authority Voting Board Members Present at the T-CC:

Board Members Randy Neatherlin- Chair (*arrived at 1:11pm*), Wes Martin- Vice Chair (*arrived at 1:34pm*), Board members Tom Gilmore, Richard Lee, Pam Schlauderaff, Judy Scott and Pat Tarzwell.

Authority Voting Board Members Present via zoom:

None.

Authority Board Members Not Present:

Sharon Trask and Cyndy Brehmeyer were not in attendance.

Authority Board non-voting Members Not Present Virtually:

Zachary Collins, Business Representative, IAM and AW, District Lodge 160 was not in attendance.

Citizen Advisor to the Board:

John Piety- Citizen Advisor was not in attendance.

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, Sabrina D. Arsena- Executive Assistant and Tyler Hildebrandt- IT Administrator were all in attendance.

Others Present

Rob Johnson- Legal Counsel

Total Quorum:

Ms. Becht confirmed there was a quorum of Board members present.

4. **PUBLIC COMMENT:**

Ken VanBuskirk of Belfair spoke about the Bill Hunter Park bus stop and the Belfair Park and Ride.

5. **APPROVAL OF AGENDA:**

The Chair and the Vice Chair were absent at the beginning of the meeting. Request was made by Amy Asher to consult bylaws to see who has authority to be the Acting Chair. Judy Scott was selected by the group to run the meeting in the absence of the Chair and Vice Chair.
Moved that the agenda of September 15, 2026 Mason Transit Authority (MTA) Regular Board meeting be approved as presented. **Gilmore/ Schlauderaff. Motion carried.**

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6. **INTRODUCTION OF SABRINA D. ARSENA**:

Ms. Asher introduced Ms. Sabrina D. Arsena, Executive Assistant, and shared an overview of Ms. Arsena's employment background. Ms. Arsena began working for MTA on August 12, 2026, and has been in training relating to the positions of Executive Assistant, Clerk of the Authority and Public Records Officer.

(Mr. Neatherlin entered the room at 1:11pm and resumed the role as Board Chair. He thanked Ms. Scott for assuming the role.)

7. **APPROVAL OF MINUTES:**

Moved that the minutes from July 21, 2026, of Mason Transit Authority (MTA) Regular Board Meeting be approved as presented. **Scott/ Tarzwell Motion carried.**

8. **CONSENT AGENDA:**

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

9. **ACTION ITEMS:**

NEW BUSINESS:

A.) Ms. Asher shared that the Squaxin Island Tribe had been in contact and wished to continue with the Vehicle Goods and Services Agreement they've had with MTA since 2015. The Fourth Amendment reflects an increase in the labor rate due to the recent salary negotiations in the Maintenance Union Contract. Also attached to the Fourth Amendment are the 2026 Certifications and Assurances, previous contracts, and the WSDOT contract, all previously reviewed by WSDOT. **Moved** that the Mason Transit Authority Board approve Resolution No. 2026-25 approving the Fourth Amendment to the Contract for Goods and/or Services and authorizing the General Manager to sign it. **Scott/ Tarzwell Motion carried.**

B.) Ms. Asher shared a new proposed Commemorative Brick and Pathway Dedication Program policy crafted as a result of being contacted by the daughter of a former employee of Mason Transit Authority, Barb Singleton. She was well known regionally and nationally as the first director of Paratransit Services Inc in Bremerton and as an Associate Director of the Community Transportation Association of America. Ms. Singleton's daughter wanted to honor her mother with an engraved brick on the pathway in the atrium of the TCC. MTA did not have a policy to allow alteration of the property and Legal counsel recommended that MTA have such a policy. Legal counsel has reviewed and approved the policy. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2026-26 to adopt the Policy (POL-801). **Tarzwell/ Schlauderaff. Motion carried.**

C.) Ms. Asher indicated that the MTA Bylaws state that the Authority Board shall appoint a Clerk of the Authority Board. Staff felt it was best to have the new Clerk and Public Records Officer appointed in the same resolution. Given that MTA's current Clerk will be retiring in October, staff felt it was best to have the appointments done in September. **Moved** that the Mason Transit Authority Board approve Resolution No. 2026-27 appointing Sabrina D. Arsena as the new MTA Clerk of the Authority Board and Public Records Officer. **Tarzwell/ Gilmore Motion carried.**

D.) Ms. Asher reported that she and Tracy Becht were the only two with signatory authority to sign agency checks. Given Ms. Becht's upcoming retirement, staff felt it was best to appoint Ms. Arsena with signatory authority so that checks could continue to be signed if Ms. Asher is attending meetings out of the office. **Moved** that the Mason Transit Authority Board approve Resolution No. 2026-28 appointing new signatory. **Schlauteroff/ Tarzwell. Motion carried.**

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10. DISCUSSION ITEMS:

A.) **Public Transportation Conference Attendee Reports**

- **John Piety**: Mr. Piety provided a written report that was included in the Board packet.
- **Paul Bolte:** Mr. Bolte enjoyed the AI presentations and WSDOT sessions.
- **Jason Rowe**: Mr. Rowe received value from the session on RFP's. He enjoyed meeting with the vendors and connecting with other Operations Managers.
- **Amy Asher:** Ms. Asher shared that since this was the 50th anniversary of the conference, each agency was requested to provide items relating to the history of their agency. She was able to share photos of significant events in the history of MTA as well as sharing the robot bus, Mason, to showcase the collaboration and creation by the Shelton High School Robotics club. Ms. Asher also shared about the AI session she attended and that MTA staff will begin researching and preparing an AI policy to be considered in the near future.

B.) **2025 Employee of the Year and Wall of Fame Honoree**

Mr. Rowe and MTA are proud to recognize Ivan Hernandez as MTA's 2025 Employee of the year and Wall of Fame Honoree. Mr. Hernandes has been a driver for MTA for nine years and has consistently shown his desire to help customers, passengers and coworkers. Mr. Rowe placed a picture on the slides of Ivan when he was 12 years old stepping off an MTA bus with Shauna Hollow as the driver- and she is still driving for MTA. Mr. Rowe. Stated that Ivan was very deserving of this award. He was honored at the State Public Transportation Conference in August. *(Wes Martin arrived- 1:34pm)*

C.) **New MTA Bus Schedules and Interactive Map**

Mr. Rowe provided an in-depth demonstration and overview of the new bus schedule features on our website that the Board had approved at its meeting in May 2026. Additionally, he shared that updating the bus schedules is much more efficient and less time consuming to accomplish. The Vice Chair asked as to whether it would be possible to have a video of instructions on the website as well. Mr. Rowe indicated that it would be possible to produce a video. Mr. Lee asked if there was multilanguage support on the website, and Mr. Rowe shared that it is available on the website.

11. STAFF AND INFORMATIONAL REPORTS:

Financial Reports – July and August 2026

No additional reports.

Management Reports

Ms. Asher shared that she has submitted applications for two consolidated grants: One grant is applying for continued support of MTA's Dial-A-Ride service for $2.2M and the second grant application is for one transit bus for service expansion between Shelton and Belfair and Bremerton in the amount of $660K. The PRTPO will be reviewing and ranking the projects and WSDOT will further rank the applications with awards announced in the spring. Ms. Asher also mentioned ongoing recruitment and hiring in Maintenance and Operations with the addition of a new Mechanic, Fueler Detailer and four new bus drivers. Recruitment for a Finance Manager will begin later this fall. A non-represented salary survey is currently underway that will inform the 2027 budget.

Operational Statistics

No updates.

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12. COMMENTS BY BOARD:

Mr. Martin commented on the professionalism of the Public Transportation Conference he attended, noting a deep dedication to the mission of public transit. He also learned that while many transit agencies have purchased other types of buses, such as electric, the purchase of traditional buses are still preferred to the electric. He also stated that Ms. Asher is considered a rockstar by her counterparts in the industry.

Board member Lee shared the experiences of using electric buses for the school district in which he serves as a Board member. He shared the costs for the buses and charging stations and a route for one of the buses exceeds the bus's capabilities, so only 1 of the 2 buses is used.

The Board Chair wanted to give a shout out to the committees, the Vice Chair and Legal Counsel for their work this past year.

13. UPCOMING MTA BOARD MEETING:

Mason Transit Authority
Regular Meeting
October 20, 2026 at 1:00 PM
MTA Belfair Park & Ride Conference Room,
25250 NE SR 3
BELFAIR

Moved that the meeting be adjourned. **Scott/ Tarzwell. Motion carried.**

14. ADJOURNED: 1:54 pm