



AGENDA
Mason Transit Authority Board
Regular Meeting
Tuesday, October 20, 2026 at 1:00 p.m.
Remote Meeting via Zoom

<https://zoom.us/j/93517772859?pwd=yaFh5PEMY1FFFYSSbroJA43QRKOHxF.1>

To join by phone:

12532050468

Meeting ID 935 1777 2859

Passcode 151336

In person attendance:

Mason Transit Authority
MTA's Belfair Park & Ride Building
Conference Room
25250 NE State Route 3
Belfair, WA 98528

- | | | |
|----|--|--------------|
| 1. | CALL TO ORDER | Chair |
| 2. | PLEDGE OF ALLEGIANCE | Chair |
| 3. | ROLL CALL AND DETERMINATION OF QUORUM | Chair |
| 4. | PUBLIC COMMENT - <i>Limit of three (3) minutes per person</i> | 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. | RECOGNITION - SHARON TRASK & TRACY BECHT | Amy |
| 7. | APPROVAL OF MINUTES - ACTION | |

September 15, 2026 - Board Meeting minutes

- | | | |
|----|--|--------------|
| 8. | CONSENT AGENDA - ACTION | |
| | A. Pg. 07: September Check Approval: 09/02/2026 – 9/23/2026 | Chair |

9. ACTION ITEMS:

New Business: None

10. DISCUSSION ITEMS:

- A. Pg. 12:** First Discussion of 2027 Budget
- B. Pg. 14:** Board Meeting Locations for 2027

Amy

Amy

11. STAFF AND INFORMATIONAL REPORTS:

- A. Pg. 16:** Financial Reports - September 2026
- B. Pg. 21:** Management Reports
- C. Pg. 25:** Operational Statistics

12. COMMENTS BY BOARD

13. UPCOMING MTA COMMITTEE MEETING:

Mason Transit Authority
Regular Board Meeting
November 17, 2026 at 1:00 PM
MTA Transit-Community Center Conference Room
601st Franklin Street
Shelton

14. ADJOURNMENT

**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.**

6. INTRODUCTION OF SABRINA D. ARSENA:

Ms. Asher introduced Ms. Sabrina D. Arsenia, Executive Assistant, and shared an overview of Ms. Arsenia's employment background. Ms. Arsenia 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. Arsenia 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. Arsenia 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. **Schlauderoff/ Tarzwell. Motion carried.**

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. Hernandez 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.

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 8A –*Actionable*

Subject: Check Approval

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: October 20, 2026

Summary: See attached Check Register

Check Disbursement Fiscal Impact:

\$872,419.99

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approves the payment of September 2, 2026 through September 23, 2026, financial obligations on checks #41320 through #41403 as presented for a total of \$872,419.99.



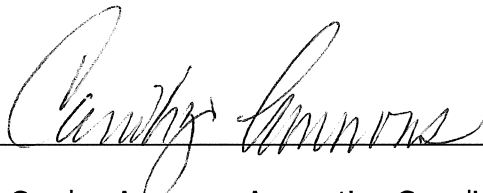
Mason Transit Authority
October 20, 2026, Disbursement Approval

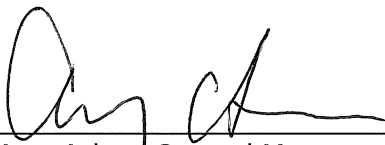
The following checks for the period of September 2, 2026, through September 23, 2026, in the amount of \$872,419.99 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Document Date	Check #	Vendor Name	Transaction Amount
9/2/2026	41320	Advance Glass	408.12
9/2/2026	41321	AIG Retirement DBA Corebridge Financial	1,857.00
9/2/2026	41322	Blue Star Gas	1,317.59
9/2/2026	41323	Comcast	137.26
9/2/2026	41324	Gordon Truck Centers, Inc.	232.44
9/2/2026	41325	Kimball Midwest	124.29
9/2/2026	41326	Mason County PUD #3	2,506.25
9/2/2026	41327	MOHAWK MFG. & SUPPLY	741.60
9/2/2026	41328	ODP Business Solutions, LLC	722.97
9/2/2026	41329	Olympic Lock & Key	98.01
9/2/2026	41330	O'Reilly Auto Parts	76.47
9/2/2026	41331	John Piety	71.33
9/2/2026	41332	The Shoppers Weekly	240.15
9/2/2026	41333	Summit Law Group	510.00
9/2/2026	41334	AWC Employee Benefit Trust	128,778.36
9/2/2026	41335	Westbay Auto Parts	90.13
9/3/2026	41336	Lissa McClanahan	35,297.37
9/3/2026	41337	Haley Dorian	32,150.10
9/9/2026	41338	Mason Transit Authority - ACH Account	230,033.13
9/14/2026	41339	Abila	12,491.19
9/14/2026	41340	Berg Marketing Group	3,801.00
9/14/2026	41341	Blue Star Gas	2,128.20
9/14/2026	41342	Cintas Corp	161.49
9/14/2026	41343	City of Shelton	1,901.16
9/14/2026	41344	Cascade Natural Gas	5,189.68

9/14/2026	41345	Columbia Bank	8,028.86
9/14/2026	41346	Bruce Titus Ford	92.56
9/14/2026	41347	Gordon Truck Centers, Inc.	236.23
9/14/2026	41348	Hood Canal Communications	1,526.64
9/14/2026	41349	Robert W. Johnson, PLLC	1,600.00
9/14/2026	41350	Kitsap Transit	1,891.32
9/14/2026	41351	LegalShield	152.40
9/14/2026	41352	Mason County Garbage, Inc.	604.83
9/14/2026	41353	Mason County PUD #3	110.35
9/14/2026	41354	Purcor Pest Solutions	165.17
9/14/2026	41355	Primo Brands	460.44
9/14/2026	41356	O'Reilly Auto Parts	116.72
9/14/2026	41357	Builders FirstSource	18.61
9/14/2026	41358	Purcell Tire & Rubber Co.	377.00
9/14/2026	41359	Right! Systems, Inc.	6,373.12
9/14/2026	41360	Seattle Automotive Distributing	174.76
9/14/2026	41361	The Shoppers Weekly	132.98
9/14/2026	41362	TEC EQUIPMENT	89.11
9/14/2026	41363	Trillium Solutions, Inc.	11,669.06
9/14/2026	41364	WCP Solutions	553.43
9/14/2026	41365	Westbay Auto Parts	542.47
9/14/2026	41366	Whisler Communications	2,079.42
9/14/2026	41367	Wurth USA Inc.	343.07
9/21/2026	41368	ABC Companies	423.02
9/21/2026	41369	Advance Glass	185.60
9/21/2026	41370	Aflac	730.92
9/21/2026	41371	Alera HR Consulting & Workforce Solutions	342.50
9/21/2026	41372	American Tire Distributors	6,116.49
9/21/2026	41373	Belfair Water District #1	224.29
9/21/2026	41374	Blue Star Gas	3,479.24
9/21/2026	41375	Cintas Corp	311.20
9/21/2026	41376	Daily Journal of Commerce	792.00
9/21/2026	41377	Dobbs Peterbilt - Tacoma	272.87
9/21/2026	41378	Small & Sons Oil Dist. Co.	773.28
9/21/2026	41379	Gillig, LLC	166.77
9/21/2026	41380	Gordon Truck Centers, Inc.	598.32
9/21/2026	41381	Health Care Center	525.00
9/21/2026	41382	Identifix	248.69
9/21/2026	41383	Just-In-Time Asphalt Sealer, Maintenance & Line Striping LLC	51,403.91
9/21/2026	41384	Kimball Midwest	212.16
9/21/2026	41385	LeMay Mobile Shredding	52.27
9/21/2026	41386	Mason County Garbage, Inc.	596.60
9/21/2026	41387	Mason County PUD #3	3,416.43
9/21/2026	41388	Mason County Utilities/Waste Management	121.59
9/21/2026	41389	ODP Business Solutions, LLC	412.03
9/21/2026	41390	Olympic Plumbing Technology	9,767.57
9/21/2026	41391	O'Reilly Auto Parts	77.96
9/21/2026	41392	PetroCard, Inc.	54,882.98
9/21/2026	41393	Pitney Bowes Purchase Power	171.00
9/21/2026	41394	Builders FirstSource	3.25
9/21/2026	41395	Ricoh USA, Inc	63.47
9/21/2026	41396	RingCentral, Inc.	1,346.56

9/21/2026	41397	Mason County Journal	1,514.90
9/21/2026	41398	The Shoppers Weekly	653.01
9/21/2026	41399	TEC EQUIPMENT	464.40
9/21/2026	41400	Verizon Wireless	869.63
9/21/2026	41401	Westbay Auto Parts	222.66
9/21/2026	41402	AWorkSAFE Service, Inc.	516.00
9/23/2026	41403	Mason Transit Authority - ACH Account	232,057.58
		Total 101000 - MC Treasurer Depository	872,419.99
Report Total			872,419.99

Submitted by:  Date: 10/13/2026
Carolyn Ammons, Accounting Coordinator

Approved by:  Date: 10/13/2026
Amy Asher, General Manager



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

10/2/2026

Manager's Approval:

[Signature]

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Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
8/31/26	SHRM	SHRM Recertification	\$ 165.00	Y	10	509020	
9/3/2026	USPS	Certified Mailing of Letters	\$ 22.62	Y	10	503060	
9/5/26	Checkr	Background Checks	\$ 72.50	Y	40	503040	
9/5/26	Amazon	Mouse replacement	\$ 17.37	Y	10	504310	
9/14/26	Amazon	Fly racket- pest control	\$ 14.11	Y	10	504230	
9/14/2026	Amazon	File Folders	\$ 9.36	Y	10	504230	

TOTAL \$ 300.96

Don't forget to attach original receipts

Signature *Amy Asher*

Date *10/2/2026*

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: Discussion – Item 10A- *Informational*
Subject: First Discussion of 2027 Budget
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: October 20, 2026

Background:

The preparation of the first rough draft of the 2027 Budget maintains a conservative approach to revenue forecasting even during recent higher than predicted sales tax returns. Grant funding from the state has been allocated for the biennium and provides adequate revenue for continued operations and capital projects in 2027.

Assumptions for 2027 include:

REVENUE

- **Sales Tax at a 3% increase over 2026 budgeted returns.** We budgeted a 3% increase for 2026 and we are currently 6% above budget.
- **Grant Revenue is steady in 2027.** 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 \$2,717,891 in Sales Tax Equalization grant funds for state fiscal year 2027.
- **Remain Fare Free through 2027-29 biennium.** MTA adopted a Fare Free Pilot Program to suspend all fares except the premium Worker Driver Routes until June 30, 2027. This was introduced after the passage of the Move Ahead Washington funding package that funded the Transit Support Grants through the Climate Commitment Act, which has a requirement that recipients have an 18 and under ride free policy. The MTA Board extended it to all riders, including out of county trips as the costs to print passes and account for the fares exceeded revenue. Staff suggests a continuation of this fare suspension through the 2027 – 2029 biennium in order to remain eligible for the additional grant funding.

OPERATING EXPENSES

- **Non-Represented Staff Salary Survey and COLA for non-represented staff in 2027.** Every three years the represented staff receive a salary survey as part of their labor agreements. MTA has conducted salary surveys on a 3 year cycle to ensure non-represented staff also receive an update as well and management staff have engaged an independent consultant to conduct the survey with results expected in November. CPI U West Region data for August 2026 was 3.2%. Maintenance staff and Operators received a 3% COLA for their 2026/27 contract period. The MTA Human Resources Committee will meet to review the non-

represented salary survey data and discuss an appropriate COLA at their next meeting.

- **Health Insurance increases.** Regence increased 11.4%, Kaiser increased 11.4%, Delta Dental increased 1.9% and Willamette Dental increased 4.2%. MTA will enjoy a 2% discount on all medical premiums in 2027 for being a WellCity Award recipient.
- **Additional staff in 2027.** Per the adopted Transit Development Plan, the 2027 budget will include the addition of one supervisor position to accommodate increased service and growth in North Mason county.
- **Planned 2027 Projects:** Projects that focus on our operations and improved customer service include new ADA compliant website (roll over from 2026), and implementation of our new scheduling software. 2027 will also bring continued training and staff development, continued IT security services, exploration of new finance software, and expansion of service hours between Belfair and Bremerton.

CAPITAL EXPENSES

The 2027 Capital Budget includes many of the items listed and adopted in the 2026 Transit Development Plan plus recently identified items that are well past their useful life. Capital project items for 2027 include:

- Replace one transit bus. Order was placed in 2026 and delivery may occur in late 2027 or early 2028 depending on production delays. Also, MTA submitted a grant for one expansion bus and expects award to occur in the spring of 2027. If awarded, the order will be placed in the 2028 capital budget.
- Replacement of equipment past useful life in the maintenance department including one truck (2019), forklift (1978), trailer (1978), floor scrubber (1981), mower and bus washer.
- Desktop computer replacements.
- Radio hardware for buses and bases.
- Continued Bus Stop Improvements including shelter installation and replacement, sign replacements, lighting installations, and seating. Grant Funded.
- John's Prairie Facility Design. Carryover from 2026 budget.

The draft budget presented in November will include line-by-line detail for the revenue and expense projections for 2027. Staff are still receiving quotes for services, wage assumptions and additional capital projects.

Summary: First review of 2027 operating and capital budget assumptions.

Fiscal Impact:

None at this time.

Staff Recommendation:

None at this time.

Mason Transit Authority Regular Board Meeting

Agenda Item: Discussion – Item 10B -*Informational*

Subject: Board Meeting Locations for 2027

Prepared by: Sabrina D. Arsena, Executive Assistant

Approved by: Amy Asher, General Manager

Date: October 20, 2026

Background

Each year, the Board reviews and selects meeting locations for the upcoming calendar year. Once approved, the meeting schedule and locations are published for public access.

Preferred Facility Requirements

An ideal meeting location should provide:

- Reservable meeting space for approximately 20 Board and support staff members
- Public Wi-Fi access
- HDMI connection and display screen
- Video conferencing capability for Zoom meetings
- Enhanced audio equipment for in-person and virtual attendees
- Additional seating for members of the public
- Adequate parking
- A separate room or enclosed space for Executive Session or other closed meetings
- No-cost use of the facility, when possible

Special Meeting Location Considerations

April Meeting- Potential outreach meeting locations include:

Hoodsport Fire Hall

- Meeting room available
- Cost: \$150 per meeting
- Refundable deposit: \$200
- No enhanced audio capability

Hoodsport Library

- Limited reservation availability
- Reservations may only be made two months in advance
- No enhanced audio capability
- No separate space for Executive Session

Hood Canal School District

- Limited reservation availability, meeting space available only when not in use by the school district.
- No enhanced audio capability

Belfair Park & Ride

- Outreach location available
- Not located within the intended service region for the April outreach meeting

August Meeting:

- No public Board meeting scheduled due to the Public Transportation Conference historically occurring during the same timeframe. It will not conflict in 2027 as they are hosting it a week earlier.

October Meeting:

- Belfair Park & Ride Conference Room

Regular Meeting Location Options

MTA Transportation-Community Center (T-CC), Shelton

- Primary meeting location

MTA Belfair Park & Ride Conference Room, Belfair

- Alternate regular meeting location

Additional Location Suggestions

- Board members and staff are invited to submit additional meeting location recommendations for consideration.

Summary: Discussion regarding the 2027 schedule of location of meetings.

Fiscal Impact:**Staff Recommendation:**

- Continue using MTA T-CC, Shelton as the primary meeting location.
- Continue cancellation of the August meeting as it is during the summer vacation season and typically light on agenda items.
- Schedule the October meeting at the Belfair Park & Ride Conference Room.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 11A–*Informational*
Subject: Carolyn Ammons, Accounting Coordinator
Approved by: Amy Asher, General Manager
Date: October 20, 2026

Summary for Informational Purposes:

Included are the updated September 2026 Financial Reports.

Highlights:

- September Fuel Prices: Diesel \$5.54, Unleaded \$4.52, Propane \$ 1.93

Sales Tax Revenue

Sales tax revenue for September 2026 (received July 2026) was \$769,032, 7% *over* the 2026 budgeted amount, the same amount as from July 2025. Sales Tax remains flat year over year.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 75% (9/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 48.1%, due to a delay in receiving operating grant reimbursements. The total YTD Operating Expenses are *under* budget at 65.8%.

- Wages and Benefits are *under* budget at 66.8%.
- Contracted Services are *under* budget at 47.8% due to reallocation of account codes.
- Insurance is *over* budget as our 2024 assessment was adjusted to reflect more miles driven than originally estimated.

Fiscal Impact:

September fiscal impact reflects total revenues of \$875,071 and operating expenses of \$672,905; for a net *gain* of \$202,166.

Mason Transit Authority Statement of Financial Activities

% through the year: 75%

October 2026 Board Report

Statement of Financial Activities	September	2026 YTD Actual	2026 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ -		0.0%
PSNS WorkerDriver	7,610	62,269	87,000		71.6%
Total Operating Revenue (Fares)	7,610	54,569	87,000		62.7%
Sales Tax	739,975	6,028,609	8,032,489	1	75.1%
Operating Grants			3,991,983		0.0%
Rental Income	10,238	102,018	131,410		77.6%
Investment Income	116,717	1,032,451	600,000		172.1%
Other Non-operating Revenue	531	77,213	25,000	2	308.9%
Total Revenue	875,071	7,294,859	12,867,882		56.7%
Expenses					
Wages and Benefits	589,223	5,984,146	8,955,758		66.8%
Contracted Services	9,247	151,237	316,370		47.8%
Fuel	2,406	308,075	650,500		47.4%
Vehicle/Facility Repair & Maintenance	2,626	310,481	326,325		95.1%
Insurance	36,421	337,169	437,049		77.1%
Intergovernmental - Audit Fees	-	67,295	57,000		118.1%
Facility Rent and Park & Ride	-	-	1,500		0.0%
Utilities	14,828	143,646	203,800		70.5%
Supplies & Small Equipment	5,292	188,583	378,300	3	49.9%
Training & Meetings	826	29,468	72,266		40.8%
Other Operating Expenses	12,036	187,495	186,547	4	100.5%
Pooled Reserves		-	120,000		0.0%
Total Operating Expenses	672,905	7,707,595	11,705,415		65.8%
Net Income (Deficit) from Operations	\$ 202,166	\$ (412,736)	\$ 1,162,467		

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

October 2026 Board Report

Cash Balances

	8/31/2026	9/30/2026	Change
Cash - MC Treasurer	\$ 2,028,746.47	2,925,957.02	\$ (897,210.55)
Investments - MC Treasurer	36,750,000.00	36,750,000.00	\$ -
Payroll - ACH Columbia Bank	\$ 492,456.62	284,155.39	\$ 208,301.23
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 39,271,203.09	\$ 39,960,112.41	\$ (688,909.32)

Cash Encumbrances

2026 MTA Capital Budget Items Remaining* \$ 2,108,587

*(Includes MTA funded items and Grant Funded items that will be reimbursed)

Reserves:

General Leave Liability (Vacation/Sick)	\$ 458,472
Emergency Operating Reserves	\$ 3,883,316
Facility Repair Reserve	\$ 150,000
Emergency/Insurance Reserves	\$ 100,000
Future Operating Reserves	\$ 4,100,000
Capital Project Reserves ¹	\$ 25,000,000
Fuel Reserves	\$ 120,000
IT Investments	\$ 80,000
Total Encumbered	\$ 36,000,375

Total of Cash	\$ 39,960,112
Less Encumbrances	\$ 36,000,375
Undesignated Cash Balance Total (Including Reserves)	\$ 3,959,737

Investments - MC Treasurer (Reserves)	\$ 36,750,000
Less Encumbrances	\$ 36,000,375
Undesignated Cash Reserves	\$ 749,625

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

ADOPTED Mason Transit Authority 2026 Capital Budget

Capital Projects	Budget	Grants	MTA Funding	YTD	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	4,318	Door locks for Belfair building
Bus stop improvements	200,000	200,000		113,580	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 PTSN.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Parking lot seal & Repair	100,000		100,000	51,404	Park and Ride maintenance to include paving, sealing, re-striping. JP reseal cracks and repair.
Propane Conversion Kits	67,000		67,000	39,600	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	41,516	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	31,680	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		45,776	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. <i>This was in Dec 2025, pd in 2026</i>
Heated Pressure Washer	6,000		6,000		Replacement pressure washer for facilities staff to maintain properties and shelters.
MTA Johns Prarie 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.
Total Misc Capital Projects	1,494,000	400,000	1,149,000	327,874	
Replace 16 cutaway buses	2,883,210	2,883,210		2,638,628	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	72,829	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 facilities.
Total Vehicle Replacements	\$ 3,653,918	\$ 2,883,210	\$ 100,000	\$ 2,711,457	
Proposed 2026 Capital Projects	\$ 5,147,918	\$ 3,283,210	\$ 1,249,000	\$ 3,039,331	

Mason Transit Authority Sales Tax Receipts

October 2026 Board Report

Sales Tax Collected as of 09/30/2026 for 07/31/2026



	2023	2024	2025	2026 Budget	2026 Actual	2026 Budget Variance	% Change 2025 - 2026 Actual
January	528,201	545,346	571,369	556,406	594,149	7%	4%
February	539,128	559,272	559,874	567,917	594,962	5%	6%
March	616,540	640,405	657,816	649,463	721,362	11%	10%
April	599,059	619,533	652,214	631,048	668,726	6%	3%
May	656,593	671,706	751,785	691,655	696,665	1%	-7%
June	731,134	724,483	979,805	770,176	834,701	8%	-15%
July	679,614	723,443	768,939	715,905	769,032	7%	0%
August	670,272	697,897	709,924	706,064	-		
September	702,464	701,098	744,108	739,975	-		
October	613,829	634,367	664,350	646,607	-		
November	609,293	628,216	622,742	641,828	-		
December	679,178	695,672	737,559	715,445	-		
	7,625,304	7,841,438	8,420,486	8,032,489	4,879,596		

Budget Variance Average - YTD

6%

% Change 2025 vs 2026 Actual Average - YTD

0%

Mason Transit Authority Regular Board Meeting**Agenda Item:** Staff Reports Item 11B – *Informational***Subject:** Management Reports**Prepared by:** Sabrina D. Arsena, Executive Assistant**Approved by:** Amy Asher, General Manager**Date:** October 20, 2026**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

September Activities Submitted to MT Authority Board October 20, 2026

MTA MANAGEMENT REPORTS

September Activities Submitted to MT Authority Board October 20, 2026

GENERAL MANAGER'S REPORT

External Activities:

- Attended Washington State Transit Insurance Pool (WSTIP) Executive and Board meetings in Everett.
- Presented to and welcomed Washington State Transit Association's (WSTA) The Next Leader Institute (TNLI) fellows at Alderbrook in Union.
- Attended Mason County Fall/Winter Weather Coordination meeting.
- Attended Mason Economic Development Council Executive Committee and Board Meetings.
- Attended Peninsula Regional Transportation Planning Organization (PRTPO) Executive Committee and Board Meetings.
- Attended WSTIP Investment Committee Meeting to review and discuss investment allocation plan.
- Attended Mason County Administrators Coordination meeting.
- Attended Human Services Transit Insights meeting with PRTPO.
- Attended WSTA Finance Officers Leadership Committee meeting.

Internal Activities:

- Finalized Driver recruitment. Onboarded new driving staff.
- Met with HR consulting firm to oversee staff FMLA leave.
- Launched October Wellness activity.
- Met with Paylocity for payroll processing support.
- Processed bi-weekly payroll and benefits management.
- Held retirement gathering for retiring driver.
- Held Equal Opportunity Plan review with management staff.
- Drug and Alcohol Program Management.
- Coordination with consultant on non-represented employee compensation plan.
- 2027 Budget development.
- Staff training and individual meetings.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

- **Outreach and Meetings:**
 - **Attendance:** Attended 2026 RTA fleet conference.
 - **Hosting:** We hosted the Washington state Patrol canine training unit
 - Working on finishing up 2027 budget.
 - **New Employees:** One new Technician hired in August and is in CDL training now.
- **Facilities and Fleet Projects/Purchases/Maintenance**
 - **Beginning Work:** Started on fall and getting ready for winter projects
 - **Procurement:** Working on the last procurement of 2026 heated pressure washer.
 - **Completion:** Finished procurement of last 10 cutaway buses.
- **T-CC Events/Maintenance**
 - **Gym :** Pickleball : September- 652 participants and 125 in resource fair.
 - **Kitchen Use:** September- 33 users.
 - **Conference Room:** September- Regular MTA Board meeting: 15 attendees.

OPERATIONS – Jason Rowe

Staffing and Training: MTA welcomed two new drivers, Sean and Scott, who began their training class on September 21. We look forward to having them join our team as they complete their training and prepare to serve our community.

Bus Technology RFP: MTA issued its Request for Proposals for new bus technology and software systems on August 21. Proposals have been received, and staff are currently evaluating submissions. The new technology is intended to improve scheduling, dispatching, vehicle tracking, and passenger information. Staff anticipate bringing a recommendation before the Board at the November meeting.

DOL Testing Course Recertification: Following the recent resurfacing of MTA's parking lot, staff took the opportunity to make improvements to the Department of Licensing (DOL) testing course. The updated course has successfully been recertified, allowing MTA to continue conducting commercial driver testing on-site.

Community Resource Fair: On September 24, MTA hosted a Community Resource Fair at the Transit Community Center, bringing together more than 30 community organizations to connect residents with valuable local services and resources. The event received coverage in the *Shelton-Mason County Journal*, helping highlight MTA's ongoing commitment to community partnerships and engagement.

Community Transportation and Outreach: Throughout September, MTA continued supporting community activities by providing transportation for events including the Sacred Waters Art Fair, Banjorama, and the YMCA Community Hike. Staff also participated in YMCA Community Day, outreach at Hope Plaza, and local networking opportunities, further strengthening connections with community partners.

Rider Education and Empowerment: Staff continued providing individualized travel training to help community members become more confident and independent using public transportation. September efforts included assisting a rider with navigating bus schedules and coordinating with local paraeducators to help students learn to use MTA services.

Overall, September reflected MTA's continued commitment to improving operations, investing in employees, expanding community partnerships, and making public transportation more accessible throughout Mason County.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 11C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: October 20, 2026

Background:

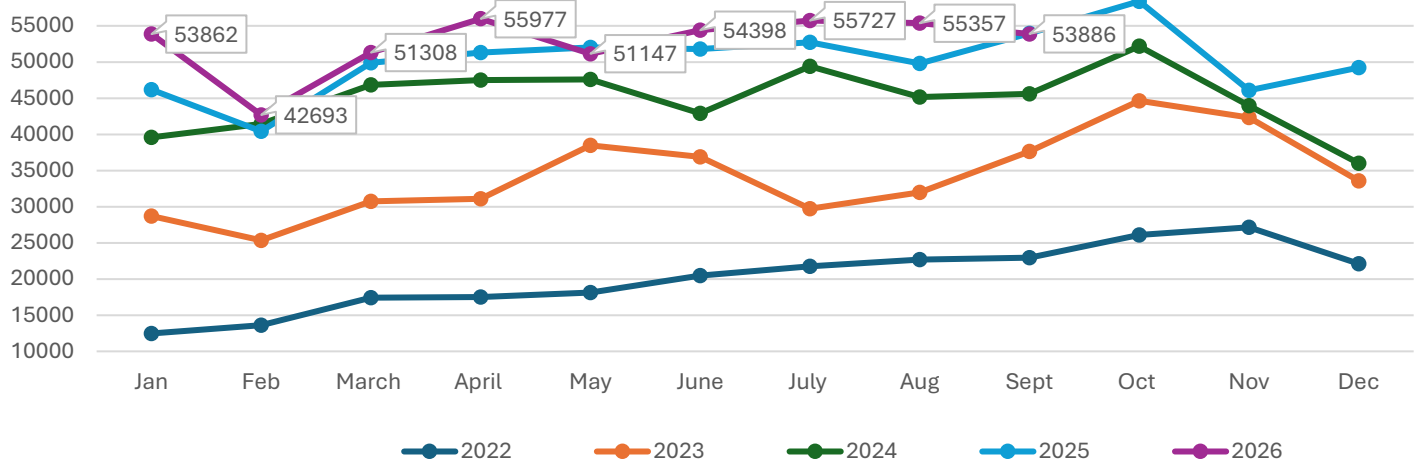
The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2022.

To be easily identifiable, 2026 passenger trips are labeled with the actual number.

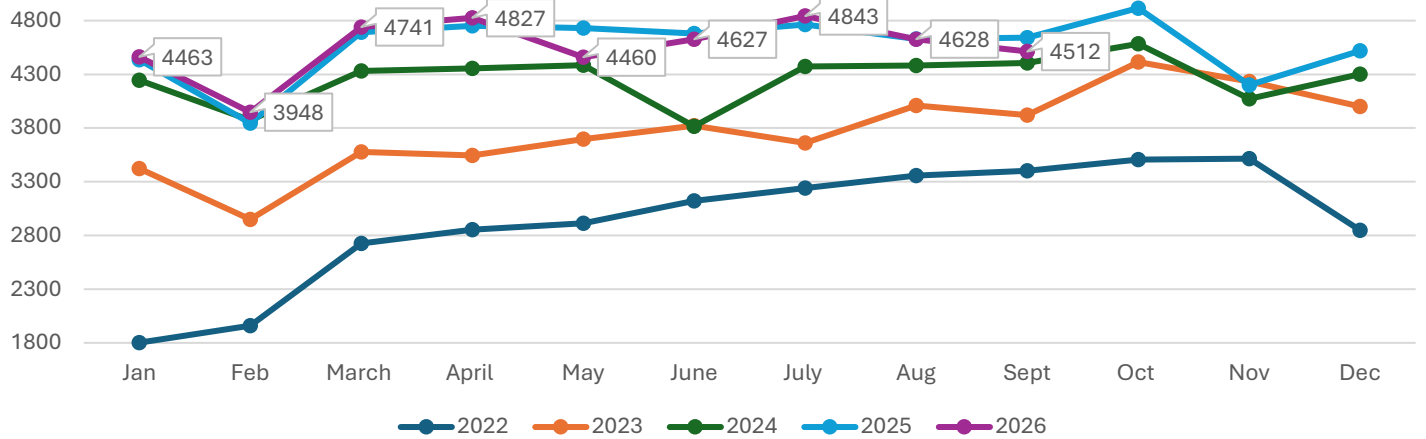
Mason Transit Authority continues to experience strong and consistent ridership throughout 2026, with passenger volumes remaining above most historical levels. September recorded 53,886 total passenger trips, a slight decrease of 2.7% from August's 55,357 trips. Despite this modest decline, ridership remains strong, reflecting sustained demand for MTA services.

Fixed-route ridership accounted for 49,374 trips in September, while Dial-A-Ride provided 4,512 trips. Both services experienced slight decreases from August, consistent with the seasonal transition from summer into fall. Overall, 2026 ridership continues to track favorably compared to previous years, demonstrating continued community utilization of MTA's transportation services.

Total Ridership



Demand Response - Dial-A-Ride



Fixed Route

