AGENDA

Mason Transit Authority Board
Regular Meeting
Tuesday, November 17, 2026 at 1:00 p.m.

Remote Meeting via Zoom
https://zoom.us/j/93517772859?pwd=yaFh5PEMY1FFFYSSbroJA43QRKOHxF.1

Meeting Chat link
https://zoom.us/launch/jc/93517772859

To join by phone: 12532158782
Meeting ID 935 1777 2859
Passcode 151336

In person attendance:
Mason Transit Authority
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

DRAFT

1.	**CALL TO ORDER**	Chair
2.	**PLEDGE OF ALLEGIANCE**	Chair
3.	**ROLL CALL AND DETERMINATION OF QUORUM**	Chair
4.	**PUBLIC COMMENT - *Limit of three (3) minutes per person***	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. APPROVAL OF MINUTES – ACTION Chair

A. Pg. 003 - October 20, 2026, Regular Meeting

7. CONSENT AGENDA – ACTION Chair

A. Pg. 006: Check Approval: 10/2/2026 – 10/26/2026
B. Pg. 011: GM November Purchase Log

8. ACTION ITEMS:

Unfinished Business:

A. Pg. 012: **Actionable:** 2027 Calendar of Regular Meetings Amy
(**Resolution No. 2026-29**)

9. DISCUSSION ITEMS:

A. Pg. 016: **Discussion**: Citizen Advisor Position Amy

B. Pg. 021: **Discussion**: Board Officer Election Amy

C. Pg. 000: **Discussion**: Second Discussion 2027 Budget

[to follow Monday, November 16, 2026] Amy

10. STAFF AND INFORMATIONAL REPORTS:

A. Pg. 022**:** **Financial Reports –** NOVEMBER 2026

B. Pg. 027: **Management Reports**

C. Pg. 030: **Operational Statistics Report**

11. EXECUTIVE SESSION: Chair

Pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. Action is anticipated to be taken following Executive Session.

12. COMMENTS BY BOARD

13. UPCOMING MTA BOARD MEETING

Mason Transit Authority
Regular Meeting
December 15, 2026 at 1:00 PM
MTA Transit-Community Center
Conference Room
601W Franklin Street
Shelton

14. ADJOURNMENT

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

Mason Transit Authority
Minutes of the Regular Board Meeting
Tuesday, October 20, 2026 at 1:00 p.m.
Virtually and at
MTA's Belfair Park & Ride Building
25250 NE State Route 3
Belfair

1. **CALL TO ORDER**: 1:00pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND DETERMINATION OF QUORUM:**

   Authority Voting Board Members Present at Belfair:
   Board Members: Randy Neatherlin- Chair, Judy Scott and Pat Tarzwell.

   Authority Voting Board Members Present via Zoom:
   Wes Martin- Vice Chair, Pam Schlauderaff, Tom Gilmore were present via Zoom

   Authority Board Members Not Present:
   Board Members Cyndy Brehmeyer and Richard Lee 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 in attendance.

   MTA Staff present at Belfair:
   Amy Asher- General Manager, Paul Bolte- Facilities & Fleet Maintenance Manager, Carolyn Ammons- Accounting Coordinator, Tracy Becht- Executive Assistant, Sabrina D. Arsena- Clerk of the Authority Board and Tyler Hildebrandt- IT System Administrator were all in attendance.

   Others Present
   Rob Johnson- Legal Counsel, was in attendance.

   Total Quorum:
   Ms. Arsena confirmed there was a quorum of Board members present.

4. **PUBLIC COMMENT:**

   Ken VanBuskirk shared his thoughts on the need for a public restroom at Belfair and hoped MTA would encourage business development in the area in cooperation with the Belfair, Mason EDC and the Port of Allyn.
   Wes Martin, via Zoom, shared his thoughts and appreciation for Tracy.
   Herb Gerhardt shared his appreciation for Tracy as well.

DRAFT

5. **APPROVAL OF AGENDA – ACTION**:

Moved that the agenda of September 15, 2026, Mason Transit Authority (MTA) Regular Board meeting be approved as presented. **Scott/ Tarzwell. Motion carried.**

6. **RECOGNITION (TRASK AND BECHT):**

Commissioner Trask was thanked and recognized for her many years of service on the Board serving the public, especially her time supporting the Belfair Park and Ride Project. The Board recognized and thanked Tracy Becht for her 11 years of dedication to the agency. Ms. Asher highlighted Tracy's contributions as Executive Assistant, Public Records Officer, and Clerk of the Board, noting her professionalism, attention to detail, and commitment to supporting the Board, staff, and public records program. Tracy earned her Certified Municipal Clerk designation in 2024 and served in leadership roles with the Washington State Association of Public Records Officers (WAPRO). She was also recognized for her kindness, positive attitude, excellent customer service, and commitment to public service. Board members and staff shared their appreciation and thanked Tracy for her many years of service and positive impact on the agency and her smile.

7. **APPROVAL OF MINUTES – ACTION:**

Moved that the minutes from September 15, 2026, of Mason Transit Authority (MTA) Regular Board Meeting be approved as presented. **Tarzwell/ Scott. Motion carried.**

8. **CONSENT AGENDA – ACTION:**

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

9. **ACTION ITEMS:** None

10. **DISCUSSION ITEMS:**

A. First Discussion of 2027 Budget

Ms. Asher presented the first draft of the 2027 budget. Sales tax revenue is projected to increase by 3%, state grant funding is expected to remain stable, supporting operations, capital projects, Dial-A-Ride service, and special transportation programs through 2027. She reported working with Cabot Dow and Associates for a compensation analysis of non-represented staff. Both Maintenance and Operators have a 3% COLA in the next year. Medical premiums are increasing 11.4%, but MTA qualifies for a 2% discount as a Well City. Ms. Asher also answered questions from the Board. Ms. Schlauderaff and Mr. Martin reacted to the insurance increases.

B. Board Meeting Locations for 2027

Board members were asked for consensus on continued cancellation of the August meeting and a decision on whether to continue to meet in Hoodsport after reviewing meeting space and technology limitations. Mr. Tarzwell commented that he appreciates the Board spreading the meetings around the county, he commented as proof that we have 2 guests today. Ms. Asher stated there would be no labor negotiations next year so a closed room might not be needed. Mr. Neatherlin stated his opinion that the August meeting should be canceled and that Hoodsport would be the ideal location for the April meeting. Staff will bring a final schedule for adoption at the next meeting.

11. STAFF AND INFORMATIONAL REPORTS:

A. Financial Reports - September 2026:
Ms. Asher reviewed the September 2026 financial report and answered questions from the Board relating to the increase of healthcare insurance overall and general increases in insurance. Our lower fuel cost than the public is due to the state contract for bulk price fuel.

B. Management Reports:
Ms. Asher - reported that she has been developing reports, offering her support with payroll and working on the 2027 Budget. Ms. Asher said that she had been training Ms. Ammons and appreciated her work.

Mr. Bolte - Shared that we hosted a State Police Canine Training last month. He said that his Nationwide Training Conference in Chicago was enlightening and that we are doing well as a state comparatively.

C. Operational Statistics:
Ms. Asher presented the operations report and noted that MTA provided 1,000 rides during Oyster Fest.

12. COMMENTS BY BOARD:

Mr. Martin shared appreciation for Commissioner Trask for her dedication and thanked Tracy Becht for her years of service commenting that she is leaving some large shoes to fill.

13. UPCOMING MTA COMMITTEE MEETING:

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

Mr. Neatherlin entertained a motion to adjourn the meeting.
Moved that the meeting be adjourned. **Tarzwell/ Scott**. **Motion carried.**

14. ADJOURNMENT: 1:44pm

DRAFT

Mason Transit Authority Regular Board Meeting
Agenda Item: Consent Agenda- Item 7A- *Actionable*
Subject: Disbursement Approval
Prepared by: Staff
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Summary:
See attached Check Register for the Month of October.

Check Disbursement Fiscal Impact:
$961,804.66

Staff Recommendation:
Approval

Motion for Consideration:
Move that the Mason Transit Authority Board approves the payment of October 2, 2026 through October 26, 2026, financial obligations on checks #41101 through #41505 as presented for a total of $961,804.66.

Docusign Envelope ID: 825AE100-0862-8555-82CA-A0ECAD8F4F01

Mason Transit Authority
November 17, 2026, Disbursement Approval

The following checks for the period of October 2, 2026, through October 26, 2026, in the amount of $961,804.66 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.

101000 - MC
Treasurer
Depository

Document Date	Check #	Vendor Name	Transaction Amount
10/9/2026	41101	LeMay Mobile Shredding (check spoilage, lost in mail)	(25.95)
10/2/2026	41404	ABC Companies	179.93
10/2/2026	41405	Ecolube Recovery, LLC	140.00
10/2/2026	41406	Blue Star Gas	3,794.30
10/2/2026	41407	Cintas Corp	352.41
10/2/2026	41408	Comcast	137.26
10/2/2026	41409	Cummins Northwest, LLC	2,890.51
10/2/2026	41410	Dobbs Peterbilt - Tacoma	121.86
10/2/2026	41411	Gordon Truck Centers, Inc.	457.65
10/2/2026	41412	Health Care Center	350.00
10/2/2026	41413	Hood Canal Communications	1,528.44
10/2/2026	41414	Identifix	248.69
10/2/2026	41415	Kirk's Automotive, Inc.	2,600.00
10/2/2026	41416	Mason County PUD #3	2,247.23
10/2/2026	41417	Purcor Pest Solutions	338.19
10/2/2026	41418	ODP Business Solutions, LLC	104.14
10/2/2026	41419	O'Reilly Auto Parts	49.63
10/2/2026	41420	Builders FirstSource	12.10

Docusign Envelope ID: 825AE100-0862-8555-82CA-A0ECAD8F4F01

10/2/2026	41421	Ricoh USA, Inc	18.41
10/2/2026	41422	Right! Systems, Inc.	1,751.46
10/2/2026	41423	SkyBitz Tank Monitoring	17.38
10/2/2026	41424	Spike's Hydraulics	88.17
10/2/2026	41425	Westbay Auto Parts	278.30
10/7/2026	41426	Northwest Coach	22,484.75
10/8/2026	41427	Aflac	730.92
10/8/2026	41428	AIG Retirement DBA Corebridge Financial	3,564.00
10/8/2026	41429	Blue Star Gas	1,608.71
10/8/2026	41430	Cintas Corp	161.49
10/8/2026	41431	City of Shelton	1,698.10
10/8/2026	41432	Small & Sons Oil Dist. Co.	747.39
10/8/2026	41433	Gillig, LLC	27.35
10/8/2026	41434	Gordon Truck Centers, Inc.	340.47
10/8/2026	41435	LegalShield	152.40
10/8/2026	41436	Mason County Garbage, Inc.	647.58
10/8/2026	41437	Mason County PUD #3	116.97
10/8/2026	41438	Primo Brands	347.37
10/8/2026	41439	O'Reilly Auto Parts	28.52
10/8/2026	41440	PetroCard, Inc.	50,268.75
10/8/2026	41441	Builders FirstSource	22.33
10/8/2026	41442	Ricoh USA, Inc	98.60
10/8/2026	41443	AWC Employee Benefit Trust	121,716.86
10/8/2026	41444	WCP Solutions	151.66
10/8/2026	41445	Westbay Auto Parts	171.01
10/7/2026	41446	Mason Transit Authority - ACH Account	241,574.55
10/13/2026	41447	AIG Retirement DBA Corebridge Financial	1,782.00
10/13/2026	41448	Berg Marketing Group	3,801.00
10/13/2026	41449	Blue Star Gas	2,095.34
10/13/2026	41450	Cascade Natural Gas	2,807.52
10/13/2026	41451	Columbia Bank	6,336.43
10/13/2026	41452	Check spoilage (Fire Tek, payment canceled, L&I)	0.00
10/13/2026	41453	Liquid Enviromental Solutions of Washington LLC DBA Flohawks	374.72
10/13/2026	41454	District 160	3,157.72
10/13/2026	41455	Robert W. Johnson, PLLC	1,600.00
10/13/2026	41456	Kitsap Transit	2,265.74
10/13/2026	41457	LeMay Mobile Shredding	26.32
10/13/2026	41458	LPi Digital LLC	1,770.00

Docusign Envelope ID: 825AE100-0862-8555-82CA-A0ECAD8F4F01

10/13/2026	41459	Mason County Garbage, Inc.	566.97
10/13/2026	41460	Mason County PUD #3	3,213.39
10/13/2026	41461	MOHAWK MFG. & SUPPLY	705.12
10/13/2026	41462	ODP Business Solutions, LLC	496.51
10/13/2026	41463	O'Reilly Auto Parts	26.67
10/13/2026	41464	Port of Shelton	1,800.00
10/13/2026	41465	Builders FirstSource	93.39
10/13/2026	41466	RingCentral, Inc.	1,333.85
10/13/2026	41467	Right! Systems, Inc.	4,585.50
10/13/2026	41468	The Shoppers Weekly	1,221.75
10/13/2026	41469	TK Elevator Corporation	914.56
10/13/2026	41470	Tozier Brothers, Inc.	34.81
10/13/2026	41471	UniteGPS, LLC	2,434.81
10/13/2026	41472	WCP Solutions	283.23
10/13/2026	41473	Westbay Auto Parts	266.93
10/13/2026	41474	Whisler Communications	2,079.42
10/21/2026	41475	Mason Transit Authority - ACH Account	240,392.72
10/26/2026	41476	Aflac	730.92
10/26/2026	41477	AIG Retirement DBA Corebridge Financial	1,782.00
10/26/2026	41478	Alera HR Consulting & Workforce Solutions	5,083.75
10/26/2026	41479	Ecolube Recovery, LLC	164.00
10/26/2026	41480	Sabrina Arsena	146.00
10/26/2026	41481	Belfair Water District #1	224.29
10/26/2026	41482	Blue Star Gas	3,891.78
10/26/2026	41483	Cintas Corp	322.98
10/26/2026	41484	Community Transportation Association	1,250.00
10/26/2026	41485	Small & Sons Oil Dist. Co.	651.42
10/26/2026	41486	FireTek	3,886.64
10/26/2026	41487	Liquid Enviromental Solutions of Washington LLC DBA Flohawks	774.83
10/26/2026	41488	Gillig, LLC	686.79
10/26/2026	41489	District 160	1,533.73
10/26/2026	41490	iPROMOTEu	2,176.83
10/26/2026	41491	LegalShield	152.40
10/26/2026	41492	Mason County PUD #3	28.65
10/26/2026	41493	Mason County Utilities/Waste Management	156.37
10/26/2026	41494	Purcor Pest Solutions	165.17
10/26/2026	41495	O'Reilly Auto Parts	59.13
10/26/2026	41496	Builders FirstSource	6.08

Docusign Envelope ID: 825AE100-0862-8555-82CA-A0ECAD8F4F01

10/26/2026	41497	Right! Systems, Inc.	58,730.26
10/26/2026	41498	Staples Business Advantage	679.48
10/26/2026	41499	TEC EQUIPMENT	249.22
10/26/2026	41500	Tozier Brothers, Inc.	87.21
10/26/2026	41501	AWC Employee Benefit Trust	123,799.78
10/26/2026	41502	Westbay Auto Parts	95.65
10/26/2026	41503	AWorkSAFE Service, Inc.	3,188.66
10/26/2026	41504	Washington State Transit Association	150.00
10/26/2026	41505	Wurth USA Inc.	118.38
		Total 101000 - MC Treasurer Depository	961,778.71

Backout Item #41101 for LeMay Mobile Shredding (item was a lost check for $25.95 that has since been reissued but was deducted from the total for the month.....+$25.95

961,804.66

Report Total

Submitted by: Signed by: Carolyn Ammons 9ED051615DDD480... Date: 11/13/2026

Carolyn Ammons, Accounting Coordinator

Approved by: Signed by: Amy Asher 0038EAE72AEA4B1... Date: 11/13/2026

Amy Asher, General Manager

MASON TRANSIT AUTHORITY

PURCHASE LOG

Name: Amy Asher

Department: Administration

Manager's Approval:

Date Submitted
10/2/2026

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
10/5/26	Checkr	Background Checks	$ 186.52 ✓	Y	22	503040	✓
10/12/2026	SHRM Olympia Chapter	Training	$ 25.00 ✓	Y	10	509024	✓
10/16/2026	7 Cedars Hotel	WSTA Finance Meeting	$ 161.81 ✓	y	10	509021	✓
10/27/26	Amazon	Coffee carafe for meetings (2)	$ 80.86 ✓	Y	10	504220	✓
		TOTAL	*$ 454.19* ✓				

Don't forget to attach original receipts

Signature Amy Asher Date 11/3/2026

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: Unfinished Business Item 8A- ***Actionable***
Subject: 2027 Regular Board Meeting Calendar
Prepared by: Sabrina D. Arsena, Clerk of the Authority Board
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Background

At its October 20, 2026 Board meeting, the Board reviewed the proposed 2027 meeting locations and provided guidance relating to the preferred location for the April 20, 2027 Board meeting. Staff researched locations to hold the meeting and determined that the Hoodsport Fire Hall would be the best location as it will accommodate the number of attendees expected and there is no fee to public entities to use the meeting space.

The Board also expressed its preference not to hold the August meeting as has been the trend in years past. Accordingly, and with guidance by the Board, we are submitting for approval the proposed 2027 MTA Regular Board meeting calendar.

Summary: Proposed final 2027 regular MTA Authority Board meeting schedule.

Fiscal Impact:
None

Staff Recommendation:
Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2026-29 establishing the 2027 schedule of regular meetings.

MASON TRANSIT AUTHORITY BOARD
2027 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. XXXX-XX on [Date])

TIME	DATE	MONTH	LOCATION
1:00 P.M.	19	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	16	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	16	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	20	April	Hoodsport Fire Hall Meeting Room 331 North Finch Creek Road, Hoodsport, WA 98548
1:00 P.M.	18	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	15	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	20	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	17	August	No meeting.
1:00 P.M.	21	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	19	October	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair 98528
1:00 P.M.	16	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	21	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office: 790 East Johns Prairie Road, Shelton, WA 98584
Phone: 360.432.5741 or 360.545.2651
Clerk of the Authority E-mail: clerk@masontransit.org

RESOLUTION NO. 2026-29

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD ESTABLISHING THE 2027 CALENDAR OF REGULAR MEETINGS FOR THE MASON TRANSIT AUTHORITY BOARD.

WHEREAS, the Mason Transit Authority (MTA) holds regular monthly meetings on the third Tuesday of each month and those meetings are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings**;**

WHEREAS, that the regular monthly meetings of the 2027 calendar year be held at the times and at the locations as outlined on the attached schedule;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD any meeting changes and special meetings will be published as required by law.

Adopted this 17th day of November, 2026.

_____	_____
Randy Neatherlin, Chair	Wes Martin, Vice Chair
_____	_____
Cyndy Brehmeyer, Authority Member	Tom Gilmore, Authority Member
_____	_____
Richard Lee, Authority Member	Pam Schlauderaff, Authority Member
_____	_____
Judy Scott, Authority Member	Pat Tarzwell, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____DATE: _____
Sabrina D. Arsena, Clerk of the Board

Mason Transit Authority Regular Board Meeting
Agenda Item: Item 9A – *Discussion*
Subject: Citizen Advisor Position
Prepared by: Sabrina D. Arsena, Clerk of the Board
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Background:

At this time, our long-time Citizen Advisor, John Piety, has decided not to seek reappointment as Mason Transit Authority's Citizen Advisor for the 2027 term. His last meeting with the board will be in December.

The non-voting Citizen Advisor position has been part of the MTA Board since December 2019 and has been filled by John Piety since then.

An application to serve on the board will be posted on the MTA website and notice to fill the position vacancy will be advertised in the Journal. Staff will bring forth applications for board consideration at the December meeting.

A copy of the draft application is attached. Staff are seeking input on any changes or additional information to be included for the board to evaluate applicants.

Recognition:

Mr. Piety is Mason Transit Authority Board's longest serving member, having begun as a member of the Mason County Transit Advisory Board (MCTAB) in 2009. Mr. Piety continued his service as a member of the Mason Transit Authority Board when a Citizen Advisor was included in 2019 after MCTAB was disbanded. He has provided guidance and feedback to the board and staff, participated in many community outreach events, and has been a constant advocate and champion for Mason Transit. MTA, the staff, and the community wish to thank him for his many years of service.

Summary: MTA's Citizen Advisor position for 2027 is open for applications

Non-voting Citizen Advisor to the Board Application Form - DRAFT

Mason Transit Authority is committed to equal opportunity and values diverse perspectives on public transportation. Please complete this form to apply for a position on the Mason Transit Authority Board.

General Information

- Full Name: _____
- Street Address: _____
- City, State, Zip: _____
- Mailing Address (if different): _____
- Phone Number: _____
- Email Address: _____

Affiliation & Representation

- Are you a Mason Transit rider? [ ] Yes [ ] No

Transit Services or Programs You Use (Check all that apply):

☐ Fixed-route bus ☐ Dial-a-ride ☐ Worker Driver ☐ Park-and-ride facility

☐ I do not currently use transit ☐ Other: _____

• Are you a full time resident of Mason County? [ ] Yes [ ] No

• How long have you been a resident of Mason County?_____

• Which area of Mason County do you live in?

[ ] City of Shelton [ ] Northeast [ ] South Mason

[ ] West Mason / Hoodsport [ ] Other: _____

• Do you represent a specific community group, agency, or demographic? (e.g., seniors, youth, business community, individuals with disabilities, labor):

_____

_____

Perspectives You Could Represent

Check all that apply:

☐ Person with a disability or mobility limitation ☐ Older adult ☐ Youth or student

☐ Person with low income ☐ Rural community resident ☐ Commuter

☐ Business or merchant ☐ Social-service organization ☐ Medical community

☐ Environmental interest ☐ Bicycle or pedestrian interest ☐ Tribal community

☐ Neighborhood or community organization ☐ Transit-dependent household

☐ Citizen at large ☐ Transportation-related experience ☐ Other: _____

Interest and Experience

1. Why do you want to serve on the Mason Transit Authority Citizen Advisory Committee?

(Please describe your interest in public transportation).

_____

_____

_____

2. What previous experience do you have with community service, advisory boards, or public transit advocacy?

3. In your opinion, what is the most important issue facing public transit in Mason County today?

Availability and Commitment

• The Mason Transit Authority Board meets the third Tuesday of every month at 1:00 PM. Are you generally available to attend meetings at this time?

[ ] Yes [ ] No

• Are you willing to commit to a 1-year term?

[ ] Yes [ ] No

• Applicant Signature: _____ Date: _____

Return Instructions

Please return this application to Mason Transit Authority via e-mail to Mason Transit's Clerk of the Board at clerk@masontransit.org. If you have questions regarding this application, please contact the Clerk at (360) 432-5741. You may also mail the application to

Mason Transit Authority
ATTN: Clerk of the Board
790 E John's Prairie Rd
Shelton, WA 98584

Mason Transit Authority Regular Board Meeting
Agenda Item: Item 9B –*Discussion*
Subject: 2027 Nominations of Officers
Prepared by: Sabrina Arsena, Executive Assistant
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Background:

The MTA Authority Board customarily elects its New Board Chair and Vice Chair at the December meeting of the preceding year.

In 2027, MTA will also have one new Board member once elections are finalized.

Staff wanted to bring this reminder forward so that Board members could consider nominations of Officers for 2027.

Summary: Consideration of nominations to be made at December meeting for MTA Authority Board Officers.

Mason Transit Authority Regular Board Meeting
Agenda Item: Staff Report – Item 10A – *Informational*
Subject: Financial Report: October 2026
Prepared by: Carolyn Ammons, Accounting Coordinator
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Summary for Informational Purposes:

Included are the updated October 2026 Financial Reports.

Highlights:

- September Fuel Prices: Diesel $4.52, Unleaded (no purchase), Propane $ 1.96

Sales Tax Revenue

Sales tax revenue for October 2026 (received August 2026) was $760,556, 8% *over* the 2026 budgeted amount, and 7% over actual August 2025 receipts. Year to date, sales tax is up 1% over last years collections.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 83% (10/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 66.3%, due to a delay in receiving operating grant reimbursements. The total YTD Operating Expenses are *under* budget at 73.8%.

- Wages and Benefits are *under* budget at 73.6%.
- Contracted Services are *under* budget at 55.6% 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 $992,596 and operating expenses of $812,072; for a net *gain* of $180,524.

Mason Transit Authority Board

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	71,676	Ten conversion kits for new propane vehicles. MTA staff to install.
Propane fueling station Belfair	25,000		25,000		$15,000 for prep and 10k for pedestals
HVAC Replacement at JP Maintenance			45,000	41,516	Replacement of two units past useful life at JP facility. Moving from gas to electric.
Bus Wheel Washer			10,000		Wheel washer for large coaches.
Operations and Admin Laptops	34,000		34,000	31,680	Replacement laptops for Administrative and Operations department.
Automated Voice Announcements	150,000	150,000			Roll over from 2025. Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement. Grant funded with Sales Tax Equalization funds.
Next Bus Signage at TCC	50,000	50,000		45,776	Rollover from 2025. To be done in late December. Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus. Grant funded with Sales Tax Equalization funds. ***This was in Dec 2025, pd in 2026***
Heated Pressure Washer	6,000		6,000		Replacement pressure washer for facilities staff to maintain properties and shelters.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Rollover from 2025. Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Total Misc Capital Projects	**1,494,000**	**400,000**	**1,149,000**	**359,950**	
Replace 16 cutaway buses	2,883,210	2,883,210		2,638,628	Six buses are a roll over from 2025 because delivery won't occur until January. Ten buses to be ordered early 2026 and delivered 2026.
Replace 1 Transit Coach	770,708	770,708			Grant funded with Sales Tax Equalization funds. Order in 2026 for delivery in 2027. Will be paid in 2027.
Maintenance Bucket/Utility Truck			100,000	72,829	Bucket and utility truck for maintenance staff to access TCC atrium, lights and cameras at park and rides, taller lights and shelters at bus stops, gutters at facilities.
Total Vehicle Replacements	**$ 3,653,918**	**$ 2,883,210**	**$ 100,000**	**$ 2,711,457**	
Proposed 2026 Capital Projects	**$ 5,147,918**	**$ 3,283,210**	**$ 1,249,000**	**$ 3,071,407**	

Mason Transit Authority Cash and Investments

November 2026 Board Report

Cash Balances

	9/30/2026	10/30/2026		Change
Cash - MC Treasurer	2,925,957.02	2,962,308.64	$	(36,351.62)
Investments - MC Treasurer	36,750,000.00	36,750,000.00	$	-
Payroll - ACH Columbia Bank	284,155.39	286,373.34	$	(2,217.95)
Petty Cash/Cash Drawers	-	-		-
TOTAL	$ 39,960,112.41	$ 39,998,681.98	$	(38,569.57)

Cash Encumbrances

2026 MTA Capital Budget Items Remaining*	$	2,130,511

*(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]	$	25,400,000
Fuel Reserves	$	120,000
IT Investments	$	80,000
Total Encumbered	$	36,422,299

Total of Cash	$	39,998,682
Less Encumbrances	$	36,422,299
Undesignated Cash Balance Total (Including Reserves)	$	3,576,383
Investments - MC Treasurer (Reserves)	$	36,750,000
Less Encumbrances	$	36,422,299
Undesignated Cash Reserves	$	327,701

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

Mason Transit Authority Statement of Financial Activities

% through the year: 83%

November 2026 Board Report

Statement of Financial Activities	October	2026 YTD Actual	2026 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	$ -	$ -	$ -		0.0%
PSNS WorkerDriver	6,830	69,099	87,000		79.4%
Total Operating Revenue (Fares)	6,830	69,099	87,000		79.4%
Sales Tax	760,556	7,026,734	8,032,489	1	87.5%
Operating Grants			3,991,983		0.0%
Rental Income	11,678	115,196	131,410		87.7%
Investment Income	115,433	1,147,884	600,000		191.3%
Other Non-operating Revenue	98,099	176,840	25,000	2	707.4%
Total Revenue	**992,596**	**8,535,752**	**12,867,882**		**66.3%**
Expenses					
Wages and Benefits	605,752	6,589,898	8,955,758		73.6%
Contracted Services	21,731	175,861	316,370		55.6%
Fuel	64,365	527,641	650,500		81.1%
Vehicle/Facility Repair & Maintenance	37,180	226,189	326,325		69.3%
Insurance	36,421	410,007	437,049		93.8%
Intergovernmental - Audit Fees	-	67,295	57,000		118.1%
Facility Rent and Park & Ride	-	-	1,500		0.0%
Utilities	15,254	159,770	203,800		78.4%
Supplies & Small Equipment	15,067	240,735	378,300	3	63.6%
Training & Meetings	5790	35,999	72,266		49.8%
Other Operating Expenses	10,512	202,326	186,547	4	108.5%
Pooled Reserves		-	120,000		0.0%
Total Operating Expenses	**812,072**	**8,635,721**	**11,705,415**		**73.8%**
Net Income (Deficit) from Operations	$ 180,524	$ (99,969)	$ 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 (buses sold in October); Sales Tax Interest Income; Insurance Recoveries (October); 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 Sales Tax Receipts

November 2026 Board Report

Sales Tax Collected as of 10/30/2026 for 08/31/2026

	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	760,556	8%	7%
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	5,640,152		
Budget Variance Average - YTD						7%	
% Change 2025 vs 2026 Actual Average - YTD							1%

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 17, 2026

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 17, 2026

GENERAL MANAGER'S REPORT

External Activities:

- Attended Mason Economic Development Council Board and Executive Meetings.
- Attended Peninsula Regional Transportation Organization (PRTPO) Board meeting in Poulsbo. Also attended Human Services Transportation Plan coordination meeting for plan being adopted by the board.
- Attended Washington State Transit Insurance Pool Executive Committee Meeting.
- Attended Washington State Transit Association (WSTA) Finance Officer Leader Committee in Sequim. Discussed AI use in finance, WSDOT financial grant outlook.
- Met with Senator Cantwell, Senator Murray and Representative Randall's staff to review MTA's history, current projects, and future needs.
- Attended Washington State Transit Association's Transit's Next Leader Institute capstone presentations.

Internal Activities:

- Continued 2027 Budget preparations.
- Payroll/AP/AR review and processing.
- Drug and Alcohol Program Management.
- HR/FMLA/Benefits Management.
- Prepare for 2027 Employee Benefits Fair.
- Held retirement gatherings for staff.
- Submitted WSDOT Grant Reports.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Attended MTA Board meeting, attended RTA Maintenance Conference, attended Top 100 Fleets webinar kick off and Top 20 GTA webinar on government fleets

Facilities and Fleet Projects/Purchases/Maintenance
Facilities guy fixed roof leaks in Johns Prairie Admin building, fall cleanup of Park & Rides, grounds and drain pipes, finishing up propane conversion on the last of the cutaway buses.

T-CC Events/Maintenance

- **Gym**: Pickleball sessions numbered 533 participants this October. The Morris Baby Shower welcomed over 150 people.

- **Kitchen:** The total number of kitchen users in October was 37 people. The annual Rotary Club Oyster stew gathering for Oyster fest welcomed 25 volunteers!

OPERATIONS – Jason Rowe

October was another busy month for Mason Transit Authority, with staff supporting numerous community events, providing special transportation services, and continuing outreach efforts throughout Mason County.

Oysterfest Transportation

MTA once again provided shuttle services for Oysterfest on October 3rd, transporting approximately 1,084 passengers throughout the event, along with an additional 30 passengers utilizing the Yacht Club/Oysterfest shuttle. This annual event continues to be one of MTA's largest special transportation efforts, providing a convenient transportation option for attendees while helping reduce traffic and parking congestion.

Community Outreach and Events

MTA participated in several community events throughout October, including the YMCA Community Day Resource Fair, Hope Plaza Block Party with the Guatemalan Consulate, and The Evergreen State College Career Fair.

One of the month's highlights was MTA's participation in Mason General Hospital's Trunk or Treat event on October 23rd. Staff enjoyed the opportunity to connect with local families and engage with the community in a fun and welcoming environment. MTA also participated in Shelton Youth Connection's Trunk or Treat festivities at the YMCA.

In addition to these events, MTA continued supporting community organizations through special transportation services, including trips for local youth groups, educational outings, and the International Conference of Shellfish Restoration. Staff also provided a presentation and ride-along for Choice Pathways students, helping introduce participants to public transportation and build confidence in utilizing MTA services.

New Driver Class Update

MTA's newest driver class continues to make excellent progress! We are pleased to report that Scott and Sean both successfully passed his Commercial Driver's License (CDL) examination, marking an important milestone in their training.

We look forward to welcoming both drivers into regular service as they complete their training and appreciate the continued efforts of our training staff in preparing the next generation of MTA operators.

Overall, October was a successful month of community engagement, special transportation services, and employee development, reinforcing MTA's commitment to connecting people and supporting the communities we serve.

Mason Transit Authority Regular Board Meeting
Agenda Item: Staff Reports Item 10C – *Informational*
Subject: Operational Statistics Report
Prepared by: Jason Rowe, Operations Manager
Approved by: Amy Asher, General Manager
Date: November 17, 2026

Background:

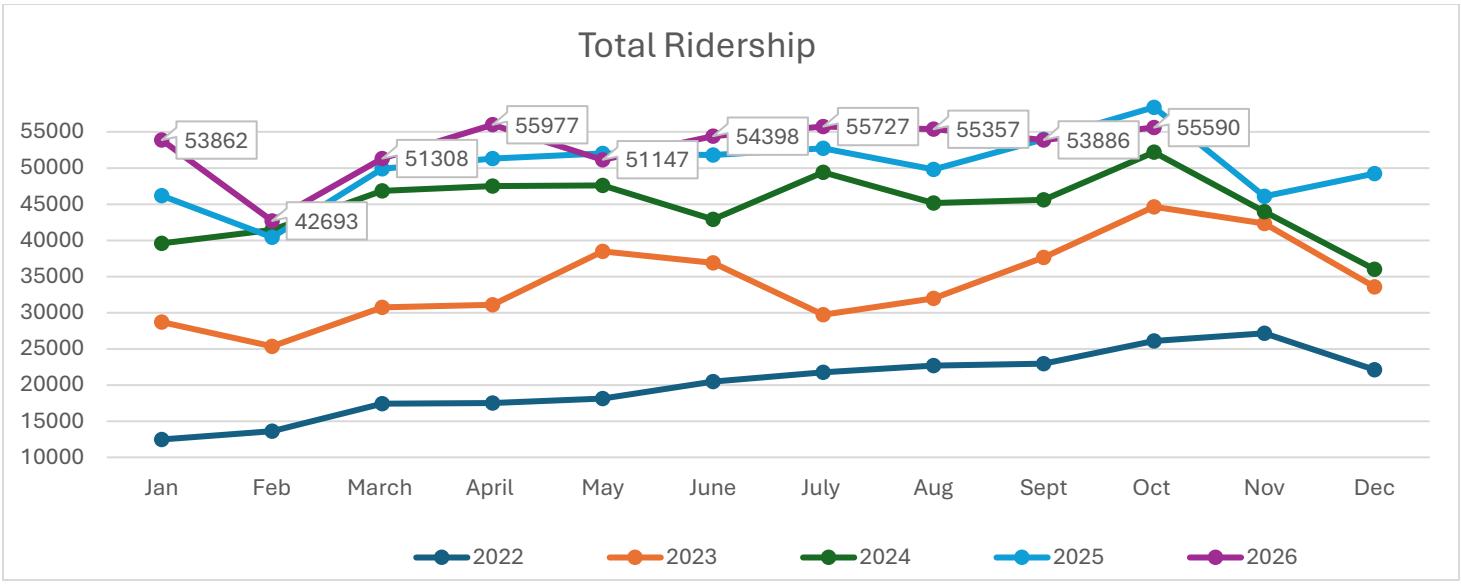
The attached ridership data displays Total Ridership, Demand Response "Dial-a-Ride" and Fixed Route with combined Total Ridership monthly since 2022.

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

Ridership remained strong and consistent throughout October, with Mason Transit Authority providing 55,590 passenger trips, an increase of 1,704 trips (3.2%) compared to September.

Fixed Route ridership remained steady at 47,554 trips, reflecting continued consistent demand for regularly scheduled transit services. Dial-A-Ride ridership increased to 4,745 trips, a 5.2% increase over September.

October saw a significant increase in Special Event transportation**,** with 1,278 passenger trips recorded, primarily attributable to transportation provided for Oysterfest. This represents the highest monthly special event ridership of 2026 to date and highlights MTA's continued role in supporting community events and providing accessible transportation options.


Total Ridership
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40000
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15000
10000
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54398
55727
55357
53886
55590
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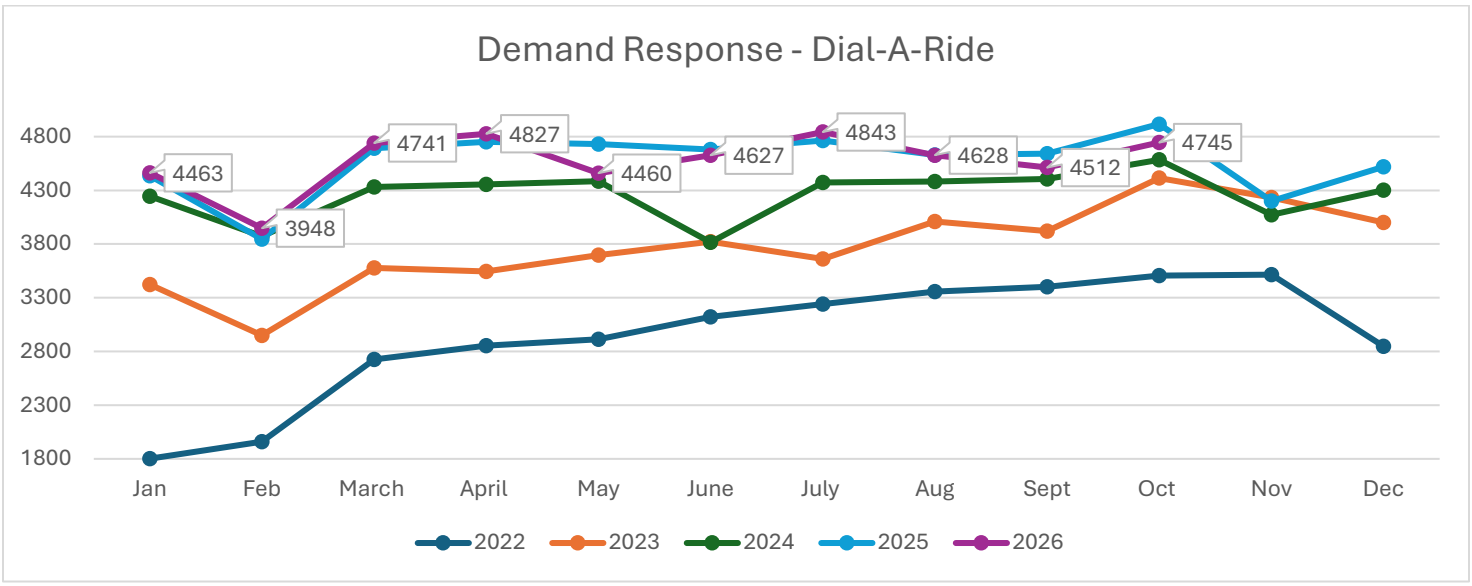
Demand Response - Dial-A-Ride
4800
4300
3800
3300
2800
2300
1800
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3948
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4827
4460
4627
4843
4628
4512
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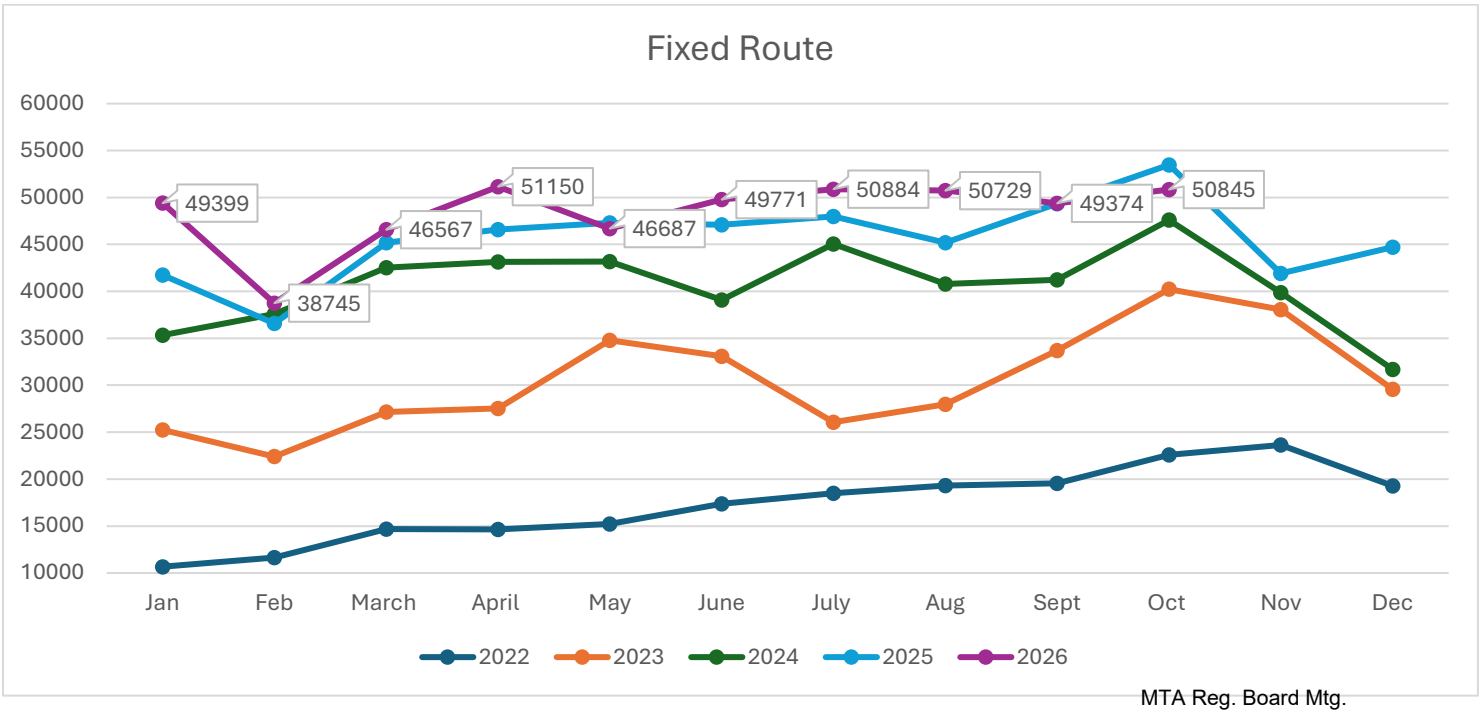
Fixed Route
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46687
49771
50884
50729
49374
50845
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