



Regular Board Meeting Minutes

April 30th, 2024

of the

LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba LEWIS COUNTY TRANSIT)

Held at the Port of Chehalis Board Room located at 321 Maurin Rd. in Chehalis.

Chair Mark Westley called the meeting to order at 3:30 p.m.

Directors Present: Mark Westley, City of Centralia
Scott Brummer, Lewis County
Tony Ketchum, City of Chehalis
Debbie Lytle, Twin Transit, on behalf of there
Kurt Eckerson, Twin Transit, on behalf of the represented maintenance staff

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Maleah Kuzminsky, Community Services Supervisor
Timi Johnson, Finance and HR Specialist
Makenzie Wilson, HR Manager
Allen Unzelman, Twin Transit Attorney

A. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
 - a. No public discussion at this time.
2. Board Member Reports
 - a. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Construction Update
 - i. Mr. Clark gave an update on the hydrogen fueling station. There was a previous discussion about looking for different vendors. The vendor that was originally selected had conducted some reengineering of their product and the discharge pressure coming out the of electrolyzer. The compression and storage dispensing were based on a 34 bar, and their previous model was based on 10 bar. The vendor was able to reengineer, meet the timelines, and so everything is back on track with them.

- ii. Mr. Clark stated that Exit 68 is almost ready to close out. The final item is waiting on the weather for the hydroseeding to take place. There was a little scaling back at Exit 68 as there is no induction charging. However, there is EV charging through a partnership with Energy Northwest. They were pleased and Lewis County Transit received a closeout letter from them for that portion of the project.
- iii. Mr. Clark shared that he was in a meeting with the Superintendent for Mt. Rainier National Park, Mindy Brooks, and two attendees from WSDOT that had to do with a lot of the monitoring of the highway-based projects, such as Hwy 7. There was discussion on the pilot of the Packwood route with the concept of servicing around the park for those with zero-emissions vehicles.
- iv. Mr. Clark announced that there was a notification that Lewis County Transit could be eligible to repurpose the unused funds from the Exit 68 project on the Exit 77 project. The unused funds are due to not installing an induction charger at Exit 68. Lewis County Transit is just waiting on the final decision from WSDOT.
- v. Mr. Clark said Mellen Street now has solar security cameras. If you're looking for something specific such as a man in a red shirt, the system will pull up all clips involving a man wearing a red shirt. It uses similar technology to the flock cameras.
- vi. Mr. Clark added that Lewis County Transit is procuring a temporary hydrogen fueling station at Locust Street for the hydrogen buses. The last 2 buses will be delivered by the end of May. Lewis County Transit will have an interim fueling trailer to give just enough hydrogen to conduct the acceptance test for the buses. By the end of August, there will probably be a larger trailer and dispenser that can be used while hydrogen is being sourced from Douglas County PUD.

b. Fleet Update

- i. Mr. Palmateer shared that Lewis County Transit received 2 cutaway buses from Schetky Bus Sales. They went through the delivery acceptance inspection last month and they have been decaled.
- ii. Mr. Palmateer added that there will be a pilot program run with these buses. Instead of having a central radio that goes up to Bafa tower, these buses will have a tablet installed with a cellular connection that will work similarly to a walkie-talkie. The first one will go out on the road next Monday. The second one won't be too far behind.

c. Communications Update

- i. Mrs. Kuzminsky stated that April 17th-19th she attended the CTA Northwest conference in Ocean Shores. The topics covered were mobility management, travel training best practices, and others. A big take away is that Intercity Transit had great travel training videos that she would like to kind of replicate for Lewis County Transit. Also, the National Center of Global Mobility Management has a presentation on a mapping tool like ArcGIS in the census data used for grants management. The difference is this tool demonstrates some of the ADA needs in certain regions. Lewis County Transit was given a free license for this tool which could be a good asset for route planning this fall.
- ii. Mrs. Kuzminsky reminded everyone that the 4-day ACT conference in Vegas is coming up. Mr. Clark will be presenting alongside a few other agencies. His topic

will be on pioneering sustainable urban commuting and what Lewis County Transit has done with battery electric and hydrogen fuel cell technology. During this time, there is also a Hydrogen Safety conference that one of the maintenance staff will be attending.

- iii. Mrs. Kuzminsky shared that the RHA conference is at the beginning of June which will be taking place in Spokane. Lewis County Transit has been asked to present and take a role in the panel for the Northwest projects and Hydrogen Hub updates. That conference will cover items such as policies for the northwest hydrogen economy build out of market. It will also focus heavily on the northwest utilities perspective on how to move, store, and use hydrogen.
- iii. Mr. Clark shared that Lewis County Transit has been working with the Boys and Girls Club in a variety of different ways. There was a grant to complete the sidewalk between 20th and 21st Street as that is the only piece not completed in that area. Mr. Clark added that the Boys and Girls Club would like to provide the students with more field trips in the summertime. He has been helping them design some trips within the service area.
- iv. Mr. Clark shared that Lewis County Transit is working with the city through SCUD and alongside the county to coordinate the future installation of the waterline which has been going well.

d. Finance Update

- i. Miss Towner updated on the cashflow. Overall, the budget is about 28% spent for all categories. It's a little higher than she would like to see as it should be around the 25% range. Some concerns that we will have to watch are vehicle supplies and tires/tubes. The vehicles are gaining so many miles that oil changes and preventative maintenance is happening frequently per vehicle. There has also been an increase in price for a lot of these parts. It is likely that in the future there will be a request for an adjustment to this budget. There may be a need to accelerate some grant funding that is received over the next 4 years and potentially look for more operational money opportunities. Some categories may be able to get shifted around instead of having to go that route.
- ii. Miss Towner pointed out that dues and subscriptions were overspent by \$44. That's typical to be spent so early in the year, as renewals come due at the beginning of the year.
- iii. Miss Towner updated that for the capital side, she invoiced for the first hydrogen bus. Lewis County Transit is in the process of getting reimbursement for that from WSDOT. However, it is a slow process.
- iv. Miss Towner stated that Lewis County Transit received an invoice for 30% down on the hydrogen fueling station equipment that was approved. That was just for the fueling station infrastructure, not the electrolyzer. Lewis County Transit did receive a grant for that and that is through Commerce. That is another reimbursement that is being waited on.
- v. Miss Towner stated that having both large capital items coming out at the same time is quite the hit on the cash flow. She would like to explore the opportunity of either a line of credit or perhaps going out for additional bond funds. A few years back there was a \$1.5 million bond taken out and it's about a \$90,000 payment twice a year. So, it is manageable. This is just to alleviate some stress as waiting for the reimbursements from those agencies can take some time.

- vi. Tony Ketchum asked, “When you do the line of credit, the grants and things don’t pay for the interest that comes out of the transit’s pocketbook, correct?”
- vii. Mr. Clark replied yes. He added that the legislature has passed a bill that allows for progressive payments. Upon delivery with the new buses, that is 95% of the cost owed then 5% after the acceptance testing is completed. With the new law, you can set things up to be 30/30/30/10. Upon the signature of the purchase order, 30% is due, halfway through the manufacturing of the bus, 30% due, then another 30% at delivery and then 10% after the acceptance testing. This would alleviate a lot of what Miss Towner was just explaining. Right now, it’s 45-60 days from the time an invoice is paid until reimbursement is received from the state. Smaller projects and amounts of money aren’t too difficult to manage, but these larger projects are a bit more impactful. This isn’t something that has to be done or decided on today, but it is likely a route that will have to be pursued.

e. Human Resources Update

- i. Mrs. Wilson shared that there were 2 new operators hired, Jerome Parkison and Craig Zion. They started training and are currently getting their passenger endorsements. They are very community focused, and Lewis County Transit is excited to have them on board.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #31700-31788 including Capital and Operating expenditures for March 1-31, 2024.

i. Capital Warrants	\$	336,209.12
ii. Operating Warrants	\$	295,927.79
iii. Operating ACH	\$	151,528.63
iv. <u>Payroll ACH</u>	<u>\$</u>	<u>164,382.46</u>
Total	\$	948,048.00

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

D. Action Items

Action

- 1. 1. Approval of Board Minutes
 - a. Adoption of minutes from April 30, 2024 Regular Board Meeting.

Vice Chair Brummer moved, Chair Westley seconded, Secretary Ketchum abstained motion passed 2-0

- 2. Authorization for the Executive Director to enter into a purchase agreement with Schetky NW in the amount of \$172,499.05 for the procurement of one (1) new 14-passenger ADA Shuttle Bus.

Secretary Ketchum moved, Vice Chair Brummer seconded, motion passed 3-0

3. Approval of PNWH2 Budget Justification Workbook, Budget Narratives, Cash Flow, and Risk Mitigation Plan.

Secretary Ketchum moved, Vice Chair Brummer seconded, motion passed 3-0

4. Approval of Temporary fueling station equipment consisting of one mobile refueler, one mobile dispenser, one mobile high-capacity trailer at a cost of approximately \$27,000 per month.

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

C. New Business

1. Request second reading of POL 213, 214, 216, and 507.

- a. POL-213: Personnel Records
 - Added annual requirement to review/update driving abstract record for CDL drivers
 - Added language regarding employees' right to request copies of their personnel records and the employer's duty to make these records within 10 business days under Washington State Law.
- b. POL-214: Workplace Safety
 - Updated list of workplace areas that visitors may not enter without an employee escort (HR & Finance Offices, Records Room).
 - Revised length of time that light-duty accommodations may be authorized by the Executive Director to 12 months, to align with current CBA.
- c. POL-216: Grievances
 - Added clarification that management will respond to union-represented employee grievances in accordance with the CBA.
 - Non-represented grievances responses will follow most of the same procedures as the CBA, including the right to representation when speaking with management staff.
- d. POL-507: Business Travel
 - Changed to new policy number under Finance category (previously POL-211).
 - Removed alternative reimbursed mileage rate for employees who choose to drive their personal vehicle; all mileage will be reimbursed at the current IRS recognized rate.
 - Added section for other allowable travel expenses such as airfare, train, or rental car.
 - Added requirement for employees to submit a Travel Request form prior to booking/purchasing allowable travel expenses.

Secretary Ketchum moved, Vice Chair Brummer seconded, motion passed 3-0

Adjournment

The Board recessed the regular meeting at 4:05 p.m. No action to follow.

The next regular meeting is on May 28th, 2024, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Mark Westley, Chairperson

Scott Brummer, Vice Chairperson

Tony Ketchum, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board