



Regular Board Meeting Minutes October 24th, 2023

of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

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

Chair Tony Ketchum called the meeting to order at 3:31 p.m.

Directors Present: Tony Ketchum, City of Chehalis
Mark Westley, City of Centralia
Debbie Lytle, Twin Transit, on behalf of the represented operators
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
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. Miss Towner brought up that the holidays were approaching and typically November and December board meetings are merged. A discussion of when the next board meeting was made and set for December 5th, 2023 at 3:30 p.m.
3. Staff Reports – Discussion
 - a. Construction Update
 - i. Mr. Clark shared that Twin Transit would be entering negotiations with US department of Energy, specifically the Clean Energy Department to talk about the hydrogen hub of Oregon, Washington and Montana.
 - ii. Mr. Clark explained that previously Twin Transit had previously requested from the board the authority to be able to sole source to find a solution that would fit both the operational and financial capabilities for getting the hydrogen station up and running. The previous RFPs had been rejected as the proposals were beyond what the budget allowed. Due to this, Mr. Clark would like to have a

workshop with the board to share some preferred vendors and discuss this and the process in more detail.

- iii. Allen Unzelman stated that sole sourcing would be the fairest way to procure the hydrogen fueling station equipment. This new technology does not fit the under the paradigm of the existing procurement framework. We will bring contracts forward next month for approval.
- iv. Mr. Westley asked, "Other than REVIT, what kind of conversations are being had about things that we can do at a high school level to begin some specialty training for students who can be job ready to help in those areas when this all goes into production?"
- v. Mr. Clark replied, "I think we need to start looking at what our CTE programs are really about. One of the things that's very interesting to me is when we look at welding, electrical, and things of that nature, those are looked at as more of a light duty trade. Residential vs. commercial duty."
- vi. Mr. Clark gave an update on the Lewis County Mall bus pullout. There were 14 respondents. Barcott was selected as they were the lowest bidder.
- vii. Mr. Clark gave an update on Exit 68. He shared a slide to the board showing where the stanchions for the electric vehicle (EV) charging will go as well as offset curbing, shelters, and a pedestrian walkway. The team was getting ready to lay asphalt. It is anticipated that this will be open at the beginning of the month or at least no later than Thanksgiving.

b. Strategic Plan

- i. Mr. Clark shared that Twin Transit updated their Strategic Plan. He explained the vision and the process to the board. He highlighted some of the goals that have been set and accomplished in the past and new goals that have been set for the future. Mr. Clark also touched on the organizational chart, the hierarchy, and the importance of this distinction.

c. Fleet Update

- i. Mr. Palmateer shared that he had been looking at data from the brown route and the ridership has really been increasing at a more accelerated rate than anticipated. With the increase, there has been some research on finding an additional vehicle such as a cutaway that holds up to 15 passengers to accommodate the demand and increase in ridership. A few options are refurbished with new engines or new transmissions.
- ii. Miss Towner stated that there is the Paratransit Formula Funding that was awarded, and that funding can be used for either operating or capital projects. The decision was to use it to purchase up to three buses as well as any ADA stops that still need to be completed or bus pullouts like the Chehalis Library.
- iii. Mr. Palmateer gave an update that the hydrogen buses are about 5 weeks out from entering the building phase. Once those hit the production line, he will take a trip to New Flyer to take photos and get updates to share with the team.
- iv. Tony Ketchum asked, "Now that you have three more buses coming, does that mean you need more drivers or is there enough?"
- v. Mr. Palmateer replied, "Right now we're okay with drivers but eventually with expansions, we'll need some more drivers. We're looking at stationing vehicles out in Morton, so drivers don't have to deadhead out there." Mr. Palmateer

also stated it would be nice for them to start out in Morton instead of having to come all the way into Centralia to get a vehicle and then back out to Morton. Morton will become a hub area.

d. Communications Update

- i. Mrs. Kuzminsky shared that the big focus for rebranding this month has been website development. The website will really focus on accessibility and travel training. There will be portal resources, so it is more user friendly for the riders and then new signage for the local streets, stops, and transit stations.
- ii. Mrs. Kuzminsky also stated that there has been good progress made with the promotional items, ID badges, business cards, and letterhead.
- iii. Mrs. Kuzminsky shared that she gave a presentation to the international students at the Centralia College, and she was encouraged to hear how many of those students and families are utilizing the translated web services. She has received some good feedback from the travel training session to possibly implement into the new website.

e. Finance Update

- i. Miss Towner went over the cash flow. All departments are underspent except for the admin budget. It is just slightly over by 1.42%. As a total, the budget is 2.9% under budget. There are a couple of months left in the year and will evaluate what categories money can be moved from to cover any deficits that there may be.
- ii. Miss Towner stated that there is about \$1.2 million outstanding from WSDOT right now. They're a little bit slow because of the new biennium and they had to activate all of the grants in their GMS system, but that amount is coming.
- iii. Miss Towner stated that for capital, there was a little more activity this month. The first payment request from Rognlin's was received for about \$201,000. The grant reimbursement from WSDOT for \$191,000 will go towards this.
- iv. Miss Towner shared that Twin Transit is purchasing a training simulator. It's virtual reality with images all around you. It's like you're actually in a bus. This is going to be used by the drivers, not only for learning to get their CDL, but also for refresher courses and be put into certain situations to teach you to how to react. So far we have spent \$13,000 and it will go up to about \$17,000 in total.
- v. Miss Towner stated that there was a purchase of a tractor. With the winter months coming, it will be important for plowing the park and rides, spreading deicer, and things of that nature.

f. Policy Update

- i. Miss Towner updated that for the attendance policy there was added language about breaks that wasn't in there previously. This is to abide by the WA State Law as well as Labor and Industries. There was also quite a bit of language added from the Collective Bargaining Agreement such as rest and meal periods because that differs. Also added language about unplanned absences and recording that on the electronic timecards. Previously we were only limited to working remotely for up to one week, which in today's climate is not feasible. So now we have revised the language to allow employees to work off site if they get advanced approval from the executive director.

- ii. Miss Towner stated that 206 is the unpaid leave policy. The previous version stated that employees could use general leave to make up for their holiday pay. That statement was removed and added that employees will be paid either a holiday paid time off or will be given a flex day if the day fell on the employee's normal day off. The expiration period for extended medical leave was updated as well. Also using the CBA as our guide and then there was a lot of language around pregnancy and parental leave added. This was taken directly from the Washington paid family medical leave site.
- iii. The policies from last month were presented again for second reading and adoption. No changes have been made, and all of these policies have been reviewed by Twin Transit legal counsel.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #31270-31337 including Capital and Operating expenditures September 1-30 of 2023.

i. Capital Warrants	\$	45,178.74
ii. Operating Warrants	\$	205,889.06
iii. Operating ACH	\$	117,678.34
iv. Payroll ACH	\$	179,036.07
Total	\$	547,782.21

Vice-Chair Westley moved, Chair Westley seconded, Motion passed 2-0.

D. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from September 26, 2023, Regular Board Meeting.

Vice-Chair Westley moved, Chair Westley seconded, Motion passed 2-0.

- 2. Authorization for the Executive Director to enter into a construction services contract with Barcott Construction, LLC in the amount of \$281,300.00 for the construction of the Lewis County Mall bus pullout located at 151 NE Hampe Way, Chehalis.

Vice-Chair Westley moved, Chair Westley seconded, Motion passed 2-0.

E. New Business

1. Request first reading of POL 203 and 206.

a. POL-203: Attendance

- Added section regarding non-operator employee rest breaks and meal periods in accordance with WA State law.
- Revised language to allow employees to work offsite with the advance approval of the Executive Director.
- An employee shall document their unplanned absence on their electronic timecard and complete a Return-to-Work questionnaire.
- Added language from CBA regarding rest and meal periods and notification of short-notice absences.
- Added section regarding employee confirmation of work schedule when there are adverse weather conditions.

b. POL-206: Unpaid Leave

- Removed statement about employees using general leave to compensate for time lost due to holiday; Twin Transit now offers flex days or paid holiday hours for all employees.
- Updated the expiration period for extended medical leave based on current CBA.
- Updated language regarding pregnancy and parental leave, adding language directly from the WA PFML program guidelines.

Vice-Chair Westley moved, Chair Westley seconded, Motion passed 2-0.

2. Request second reading and adoption of POL 202, 204, and 208

a. POL-202: Job Descriptions & Organizational Authority

- Added section about pay scales, performance pay.
- Added section about performance evaluations and operator skills evaluations conducted annually.
- Defined line of managerial authority and updated position titles.

b. POL-204: Fringe Benefits

- Added statement about Social Security applicable to all employees.
- Added statement about Paid Family Medical Leave and Twin Transit covering 100% of the premium.
- Clarified that health and welfare insurance through Teamsters is available for all employees who work 80 hours or more in a month, regardless of probation status.

c. POL-208: Progressive Discipline

- Updated terminology to match the progressive steps listed in the Collective Bargaining Agreement.
- Added section regarding expiration of disciplinary action in the employee personnel file.

Adjournment

The Board recessed the regular meeting at 4:12 p.m. No action to follow.

The next regular meeting is on December 5th, 2023, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Respectfully prepared by:

Timi Johnson
Clerk of the Board