



**Regular Board Meeting Minutes**  
**December 21st, 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 10:01 a.m.

Directors Present: Tony Ketchum, City of Chehalis  
Mark Westley, City of Centralia  
Scott Brummer, Lewis County  
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. No board member reports at this time.
3. Staff Reports – Discussion
  - a. Construction Update
    - i. Mr. Clark gave an update on the progress with Exit 68. There will be a meeting tomorrow with the contractors to go over the punch list. The bus parking is in as well as the Energy Northwest chargers. The grand opening will probably be in March when the weather is a little better. Exit 68 should be open for use on December 26<sup>th</sup>.
    - ii. Mr. Clark shared that Twin Transit has been working with Mr. Ingram who bought the Lewis County Mall. He has been doing some upgrading and getting the forms set for the bus pullout. The goal is to have it done by the end of January.

- iii. Mr. Clark gave an update on the Northwest Hydrogen Hub. He explained the process of communication between the different offices involved, the awarded funding amounts, and how it is to be disbursed. Right now, it is in the negotiation stage. If everything goes as planned, negotiations should be done around March or April. There are 3 sources of funding for this project. Funding sources are from a state capital budget appropriation, the Coal Transition Board, and from the Bonneville Environmental Foundation.
- iv. Mr. Clark introduced Buck Endemann. Buck introduced himself and shared a little about his background in the industry. Buck Enderman is a lawyer in renewable energy at Perkins Coie out of San Fransisco. He explained the purposes and what each contract means regarding the hydrogen fueling station project. The first contract is for the purchase order for the electrolyzer equipment with a warranty from Ohmium, the manufacturer. The second contract with Ohmium is a service contract. Then there is a contract with Chart Industries which will be responsible for the fueling station infrastructure.
- v. Mr. Clark introduced Matthew Potter. Matthew Potter a consultant from California. Matt gave approximately a 20-minute presentation to the board outlining the process of the beginning planning stages of the hydrogen fueling station, what didn't work for Twin Transit's needs for the project, and an evaluation between different options and vendors to arrive at a solution for the needs of the project.
- vi. Mark Westley asked Buck Endemann, "Was there anything in the contract you felt uncomfortable with or unsatisfied that would cause you concern that we need to be aware of?"
- vii. Buck Endemann replied, "No, these contracts stated off as relatively industry or market standard contracts from an electrolyzer supplier point of view as well as a fueling station point of view." He also stated, "Given the state of the industry, given the counterparties which have a good track record of being able to deliver, and given some of the concessions and the liquidated damages increases from the response times terms, I think we did a good job mitigating the project risks where we could and that these contracts are pretty consistent with any contracts that we're able to go out and find in the industry."
- viii. Mark Westley asked Matthew Potter, "How can we make sure that we're fully aware of issues that are being worked out in the field already and we be ahead of that curve and make sure those aren't embedded in the project?"
- ix. Matthew Potter responded, "A lot of times there are small things that go wrong and require a screw to be turned or a filter to be switched out. It takes someone to go and fly or drive down and do that, so it's multiple days. Having the team on site that can handle some of the small stuff is going to be a big driver of increased reliability of the system. We went for a type of compressor that has more frequent scheduled maintenance, but far less unscheduled maintenance, like corrective maintenance. It's a more reliable system and this is a hydraulic compressor, which is what we're going for versus a diaphragm compressor. Diaphragms can be more robust in terms of throughput while hydraulic is smaller, so more maintenance is required, but it's planned maintenance. This is a new industry; things will go wrong. We need to be trained and ready and there will be circumstances in which the refueling station won't work or the electrolyzer won't work. We've built in enough redundancy that I think we're



comfortable to where it is now. Without a doubt there will be occasions when it's down and requires fixing and it may require having additional support."

b. Fleet Update

- i. Mr. Palmateer shared that the passenger count on the green, purple, and brown routes have really increased which is overburdening the vehicles. Currently the Ram Promasters are running these routes, which hold 5 or 6 passengers, but are seeing about 7 or 8 people needing a ride. He said he has been looking for supplemental vehicles to fill these routes until the Hydrogen buses are on the road.
- ii. Mark Westley asked, "Do we know the factors that are influencing that increase in ridership? Is it a one-time thing during the holidays? Is it consistent? Is the data showing this?"
- iii. Mr. Clark stated, "I think there's several factors. One, expansion. We've grown our area. Two, I think more and more people, particularly in light of the cost of gasoline and fuel are using public transportation where they can. I think the third one is that it's a pretty good reliable source of getting where you want to go is comfortable."
- iv. Mark Westley stated, "I asked because with the rebranding and publicity, I was wondering if something had already gotten out to where it's more visual. If there already has been some growth, we do some rebranding and there is a lot more advertising, more initial public imaging, then I would expect at least a little bump in that also."
- v. Mr. Clark said, "I think so. The rebranding has been really gone well and January 1, you'll start seeing a lot of information out there."
- vi. Mr. Palmateer gave an update on the hydrogen bus build. They are still targeting the March delivery date. He said he would most likely fly down in January for initial inspections.
- vii. Mr. Palmateer shared that Twin Transit was approved for a grant that will allow him to purchase an ECO 60-17 In-ground Lift. This can be used for both heavy-duty buses as well as the cutaways.
- viii. Tony Ketchum asked, "Will this replace the lift that's currently there?"
- ix. Mr. Palmateer said, "We haven't had an in-ground lift. We have individual wheel lifts which lift the vehicle by the wheel. The Eco lift will pick the vehicle up at the axles. With the Eco Lift, we can perform different tasks and maintenance, whereas if we need to pull the wheel off, if we lift it with the wheels, you have to jack it up put on stands and pull the wheels off at basically chest height, which is very difficult."
- x. Mr. Clark added that if Twin Transit was to change or move facilities, this lift is able to move to wherever the new facility location will be.
- xi. Scott Brummer asked, "What is your proposal on the cutaways when you spec two brand new ones and the one used one?"
- xii. Mr. Palmateer replied, "The used one is coming out of the capital funds what is available. The two new ones have different price points because one has specs with an additional hard drive so operations can swap it out between the three vehicles."
- xiii. Mr. Clark stated that this funding is coming from the Move Ahead Washington transportation support grant.



c. Communications Update

- i. Mrs. Kuzminsky updated on the rebranding effort. She stated it was a whole team effort. Facility signage is arriving next week, vehicle decals are being transferred over, uniforms are ordered, letterheads, business cards, and some promotional gear has been ordered.

d. Finance Update

- i. Miss Towner shared a spreadsheet of the awarded grants. These funds are what Twin Transit has available to spend from 2023-2027. The Bonneville, TransAlta, and commerce grant will fund the hydrogen fueling station and electrolyzer system. The Paratransit Special Needs formula will fund the cutaways, a total of \$300,000. Twin Transit will cover about \$40,000-\$50,000 to get those in place. The lift will use the WSDOT Bus and Bus Facility grant, in total of \$907,720. Twin Transit will have to go for a separate grant for the Chehalis Library bus pullout around the timeframe of 2025. Also, bus annunciators and screens will be included in that grant. Those should come probably around spring. Twin Transit just received a grant from CWCOG transportation alternatives funding opportunity for just under \$200,000 to do a sidewalk, crosswalk, and ADA improvements by the Boys and Girls Club. That should be started around the beginning of the year and looking to finish around September.
- ii. Miss Towner added that there are also REVIT grants that are still being spent on curriculum development. Twin Transit did just apply for another round of Career Connect Washington funding that was around \$174,000.
- iii. Mr. Clark added that the REVIT curriculum team has finished the first unit. They're almost done with the second and third units. The fourth unit will be worked on early next year. Next year the exploratory class will head over to W. F. West and these new units will be at Centralia. There are currently 23 students enrolled in the pilot at Centralia. There is a good mix of freshmen to seniors taking the class and have received really good feedback from those students.
- iv. Miss Towner stated that there was \$120,800 received from Bonneville Environmental that was to help cover some of the pre-construction engineering costs that have already been incurred against the hydrogen fueling station. It is expected that another \$541,600 is to be received from them this month. That was a total of \$662,400 that they gave this year and last year they gave \$150,000.
- v. Miss Towner shared that there is great progress made on Exit 68. She is still waiting on the final bill for that and looking to end around \$600-700k. Twin Transit is partnered with Energy Northwest on this project, and they will be reimbursing a portion of the costs related to electrical installation, about \$104,000.
- vi. Miss Towner updated that the training room is now complete. She is waiting for the training simulator to be delivered, which should be within the next few days. The device will be about \$20,000 all in. This will be used to help with CDL training as well as refresher training.

- vii. Miss Towner said Twin Transit is looking to end the year with just under a million dollars, that is after deducting \$400,000 for a transfer to ops. Twin Transit is a little light on the Operations fund side because we exhausted our grant funding in the first half due to being under the old, consolidated grant. Now Twin Transit is fully funded. We now have a lower match rate from 71% to 34%, so she is going to make another review in July through the end of the year and get all reimbursements that she can out of this grant cycle. We should see the cash balance back up to where it should be, but it is likely that there will need to be a transfer from capital just to sustain until the fund balance can catch up.
- viii. Miss Towner stated that there are not a ton of categories that are overspent. Overall, it is about 1.5% under budget for expenditure. Under professional services, there are a lot of extra-legal fees due to the hydrogen fueling station contracts, licensing, and software. Tubes, tires, and cleaning supplies are overspent slightly, but we will move around categories at the end of the year so they are under budget.

e. Board Officer Elections

- i. Mr. Clark shared that in the policy, it states that every 2 years the chairs need to be re-elected. Tony Ketchum's term ends on the 31<sup>st</sup>. He can continue as chair, or everyone can do a rotation. Mark Westley's term ends in March. This was brought up so the board could have a conversation among themselves about what they would like to do.
- ii. Scott Brummer said he would like to see Mark Westley take the chair. There was discussion between the board members on who would fill each position starting at the new year.



## B. Consent Agenda

### 1. Approval of Financial Warrants

- a. Request to approve financial warrants #31338-31381 including Capital and Operating expenditures October 1-31 of 2023.

i. Capital Warrants	\$	67,063.84
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	184,014.95
iv. Operating ACH	\$	153,970.77
v. Payroll ACH	\$	157,558.86
Total	\$	649,933.97

- b. Request to approve financial warrants #31382-31478 including Capital and Operating expenditures November 1-30 of 2023.

vi. Capital Warrants	\$	280,821.14
vii. Operating Warrants	\$	181,135.13
viii. Operating ACH	\$	132,841.42
ix. Payroll ACH	\$	167,967.10
Total	\$	762,764.79

**Vice-Chair Westley moved Secretary Brummer moved, Motion passed 3-0.**

## D. Action Items

### 1. Approval of Board Minutes

- a. Adoption of Minutes from October 24, 2023, Regular Board Meeting.

**Vice-Chair Westley moved, Secretary Brummer abstained, Chair Ketchum seconded Motion passed 2-0.**

2. Approval to change the DBA of Lewis Public Transportation Benefit Area from Twin Transit to Lewis County Transit effective January 1, 2024.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0**

3. Approval for the Executive Director to enter into a purchase agreement with Northwest Bus Sales in the amount of \$59,269 for the procurement of a used 2014 Chevy Goshen 15-passenger ADA Shuttle Bus.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0**

4. Approval for the Executive Director to enter into a purchase agreement with Schetky NW in the amount of \$344,998.10 for the procurement of two new 14-passenger ADA Shuttle Buses.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0**

5. Approval for the Executive Director to enter into a purchase agreement with Northwest Lift and Equipment LLC in the amount of \$370,880.66 for the procurement and installation of a bus/equipment Steril-Koni Heavy-Duty ECO Lift.

**Vice-Chair Westley moved Secretary Brummer moved, Motion passed 3-0.**

6. Approval for the Executive Director to enter into a purchase agreement with Ohmium in the amount of \$1,047,600 for the procurement of an electrolyzer system to be installed at the Port of Chehalis Hydrogen Fueling Station.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0.**

7. Approval for the Executive Director to enter into a purchase agreement with Chart in the amount of \$3,300,000 for the procurement of compression, storage, and dispenser to be Installed at the Port of Chehalis Hydrogen Fueling Station.

**Vice-Chair Westley moved Secretary Brummer moved, Motion passed 3-0.**

8. Approval of electing Mark Westley as Chairperson, Scott Brummer as Vice Chairperson, and Tony Ketchum as Secretary of the Lewis County Transit Board for the years 2024 and 2025.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0**

#### **E. New Business**

1. Approval of second reading and adoption 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 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 notifications of short-notice absences.
    - Added section regarding employee confirmation of work schedule when there are adverse weather conditions.



b. POL-204: Unpaid Leave

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

**Vice-Chair Westley moved Secretary Brummer moved, Motion passed 3-0.**

**Adjournment**

The Board recessed the regular meeting at 11:15 a.m. No action to follow.

*The next regular meeting is on January 30<sup>th</sup>, 2024, at 3:30 p.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY

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Tony Ketchum, Chairperson

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Mark Westley, Vice Chairperson

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Scott Brummer, Secretary

Respectfully prepared by:

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Timi Johnson  
Clerk of the Board