



Regular Board Meeting Minutes - Amended March 29th, 2022

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

Held via audio conference application (Microsoft Teams) due to COVID-19 pandemic. The board agreed that an audio conference was best to protect the health of those in attendance.

Chair Tony Ketchum called the meeting to order at 3:30 P.M.

Directors Present: Tony Ketchum, City of Chehalis
Mark Westley, City of Centralia
Lee Grose, Lewis County
Debbie Lytle, Twin Transit, on behalf of the represented bus operators
Kurt Eckerson, Twin Transit, on behalf of the represented maintenance

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Timi Johnson, Finance and HR Specialist
Maleah Kuzminsky, Communications Relations
Jason King, Communications Relations
Tim Palmateer, Fleet 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. Mark Westley suggested that it may be time for Twin Transit to consider or discuss a name change and image branding. Twin Transit in his mind makes him think of what Twin Transit has traditionally done in the past. Twin Transit is morphing and evolving into so much more and expanding outside of the Twin Cities. This would be an opportunity to rebrand and almost campaign that Twin Transit is here, they're in the now and the becoming.
 - b. Mr. Clark stated that this has been talked about since Chad Taylor was on the Board when Mr. Clark first joined Twin Transit. There has been a lot that has been done and this would be an important part as well. Mr. Clark wasn't sure what to rename Twin Transit yet, but there have been multiple ideas.

4. Staff Reports – Discussion

a. Admin Update

- i. Mr. Clark directed everyone to look at a screen presentation. He stated when he joined Twin Transit in May of 2019, the budget was \$2.9 million, and the cities contributed \$1.7 million. The budget this year is \$8.9 million, and the cities contribute is \$1.7 million. As you can see, the majority of that is grant dollars that Twin Transit received and are continuing to pursue. With these upcoming grants and the ones that have already been awarded, Twin Transit is nearing \$35 million in three years. Twin Transit thinks it will be probably in the \$50 million within the four-year timeframe. More and more of our growth is funded through grants.
- ii. Mr. Clark shared that Twin Transit is pursuing an EDA grant. That's the Economic Development Agency. It is a federal grant for \$4.1 million. That is for a hydrogen fueling station and an electrolyzer.
- iii. Mr. Clark stated that the Regional Mobility grant is what allows Twin Transit to go to Olympia, Longview, and Kelso. The consolidated is the main grant. That is operational funds that Twin Transit uses to pay the drivers, to turn the lights on, to buy supplies, etc.
- iv. Mr. Clark also said the 5339(b) is a \$2.965 million grant that contains some equipment and a couple of hydrogen buses. There is the 5339(c) grant that is \$2.4 million. It also contains two hydrogen buses.
- v. Mr. Clark then explained that there is a Congressionally Directed Spending (CDS) grant. Twin Transit is really excited about being invited from Senator Murray's office. In the initial part of the fueling station, Twin Transit is going to transport fuel from Douglas County to here. It would have been a little antithetical to transport that fuel with a diesel-powered vehicle. Rebecca Towner went out did a little research and was told it's about 1.7 million metric tons of carbon dioxide saved per year per vehicle and Twin Transit needs four of them. A few Twin Transit members went up to Kenworth last Monday and talked to them about partnering with Twin Transit on this CDS grant. Kenworth was excited to build two trucks for Twin Transit. One would be the fuel cell electric, and one would be battery electric. That way they would be taking advantage of our infrastructure because Twin Transit would have a fueling station and charging stations. In conjunction with that, Twin Transit is adding Douglas County PUD and Centralia College Center of Excellence because one thing Kenworth said is "We'll work with you for two years. We'll teach and train you, but after that, we need you to start supporting the program." So, we'll bring your technicians alongside of us, we'll develop a curriculum, and we'll grow that diesel tech program into a renewable energy program as well. It really a big deal for Twin Transit. We're hoping we can get this into the congressional budget. It's due next Tuesday, and we've been working on it quite a bit for they're probably in the neighborhood of \$12 to \$15 million.
- vi. Mr. Clark added that everyone should try getting a look at the TransAlta bus wrap. It is cool. A bus wrap was done for TransAlta because they were the ones that gave Twin Transit the original transformer at 212 East Locust. This allowed the electric buses and the EV charging for the electric buses in their stalls to happen. The bus was wrapped, and on the wrap, there are circles down below along the bottom. Those are all the community projects that TransAlta has contributed to, and they go

all the way around that bus. Twin Transit just felt like it was important to acknowledge their contribution to our community before they leave.

- vii. Mr. Clark stated that Twin Transit is excited about that about \$25 million in grant pursuits this year. As far as construction projects, we're going to talk to you about a special session to go through this and some construction management award. We need help with these because they're big, and they've never been done before. So, we've reached out to some civil engineers. We have Foresight Surveying. Ken Frazier and his team working on the topography. We have JSA, who was developed just recently out of SCJ Alliance. They helped us on the Mellen Street project, as well as Hultz BHU, who also helped us on the Mellen Street project with the electrical engineering. So, we put an engineering team together with HTEC. HTEC are the ones that will assemble the station for us to bring all those guys together. Twin Transit hasn't finalized the contract but has tentatively awarded to JSA Civil for construction management.

b. Facilities Update

- i. Mr. Clark shared that Twin Transit awarded contracts to construct a bus stop at Centralia High School. We are putting in a culvert and everything to make it ADA compliant and we're doing the same thing at Jefferson Lincoln. We are working to get a stop at Borst and Scheuber, which is the pullout in front of the Grace Church. They do a lot of evening classes and recovery and it's going to really help them out. Then we're expanding our parts room and offices to give Tim and his team some more room.

b. Communications Update

- i. Mrs. Kuzminsky shared that Twin Transit is hosting the South Sound Regional Transit Symposium on March 30th, 2022, at the TransAlta Commons. That's from 10 a.m. to 1 p.m. Mason, Grays Harbor, Rural Transit, the Thurston Regional Planning Council, Intercity, River Cities, Pacific, Cowlitz, and Chehalis tribes will be present. Twin Transit is really looking forward to that. There will be an opportunity to discuss GTFS and our agency alerts, our service gaps, renewable energy, and then resource sharing. We can also discuss how we'll be using Mellen Street as an opportunity for agencies to come together and connect folks. So, we're really looking forward to that.
- ii. Mr. Clark shared that in October of 2019, we brought this group together at the college to begin this collaborative effort really to say "Hey, we're a small Southwest Washington regional transit. How can we performed better working together and be intuitive?" So, Maleah Kuzminsky has done an outstanding job of bringing this group back together. We can reacquaint ourselves with that conversation and use some of that to facilitate some different models of how transit can work with Mellen Street. Grays Harbor wants to go there and there's just so much more openness to sharing resources and doing that. Part of the rebranding is this community connection that we're trying to develop. Maleah Kuzminsky and Jason King do a wonderful job in helping us.
- iii. Mrs. Kuzminsky stated Twin Transit hasn't had the chance to meet in person since she's been here. She's been here for two years and hasn't met any of these people face to face, so she is really looking forward to it. A lot of position changes have

happened with River Cities and Pacific and a couple of our other partners. So that will be great.

- iv. Mrs. Kuzminsky went on to the next item. The Texas A&M study was a detailed survey that Texas and Institute of Transportation sent to us that she filled out last week. It was talking about how our staff responded during the COVID 19 pandemic, how our drivers did things differently, and how we worked to accommodate schedules. It also asked how when folks were sick, what we did to address and support those who were elderly and living with his disability. It was insightful to look back on some of the things we did, things we did well, and some of the things we needed to improve upon. So, starting the dial-a-ride or DARTT program was huge. We did the senior meals which was great, but it really opened our team's eyes to how we didn't have materials printed in Spanish or in Braille, and how our ADA has really been lacking for some time now. Mrs. Kuzminky will have a follow up with the research team at the beginning of April to discuss what they've learned, if they have any other questions, and maybe if they've learned anything that we could implement with the research.
- v. Mrs. Kuzminsky stated that the Unite Us platform is a cool software that we just got up and running. Twin Transit is getting signed up for this so that we can receive and send out referrals for our DARTT and our LIFTT services, which is fantastic. It takes the burden off the client or the individual to reach out and allows us to close that gap, which will be powerful for our older population and some of those who don't have access to internet. We have 50 in our area who are using it and we know that it's growing. So, if someone parks themselves at a senior center out in East County and they learn of needs, they can just plug a person in there and say "Okay, you're going to get some calls from six different groups to connect you to some resources." So it is pretty powerful and Twin Transit is excited to see what that will mean for us.
- vi. Mrs. Lytle asked "Is there an opportunity for people to access our DARTT program, at no charge through these programs? Say someone is coming out of an addiction center, they have no money and have a baby."
- vii. Mrs. Kuzminsky replied that is has been talked about and it needs to be researched more. Twin Transit does have some great partnerships with Cascade with Valley View. You can direct those individuals if you hear of them to those location. Maybe they might be able to find them rides. We started working with the DSHS and the jail. There are some great groups that could take care of that burden for people.
- viii. Lee Grose suggested that the county health department could be contacted as well.
- viii. Mrs. Kuzminsky went on to her last point. She stated that Twin Transit had recently been working with the Chehalis and Cowlitz tribes and it has been rewarding. Last month, she and Joe went out and chatted with Amy and David out at the Chehalis tribe and discussed some of their transportation needs, which was informative. They're very excited about the DARTT program, not so much a fixed route service. They're really excited about seeing how we can partner together to get DARTT or maybe their own system up and running. But that was a fruitful conversation. Then they were also invited to our symposium. We think it opens the door to furthering that conversation and making sure that the tribes are included in our planning and how our agencies can meet those transportation needs. There is a meeting with the Cowlitz Tribe next month. That will be to go over some of our funding of the Longview connection and some of their needs such as where they would like us to stop.
- ix. Mr. Clark added that the Chehalis Tribe called us to learn about EV charging, and then they met Maleah and they learned a whole bunch more about what Twin

Transit does. They were very thankful that we came and talked about a variety of services. With Maleah Kuzminsky and Jason King, we've been able to broaden our reach. Another person who does a lot of unrecognized things in our agency is Tim Palmateer, the fleet manager. He is up every day, very early helping the drivers get whatever they need done. There is the diesel and electric fleet, along with the DARTT and Admin or service vehicles. Then we'll be bringing in some hydrogen buses along with the hydrogen fueling stations that he will need to maintain. He will share what he has up his sleeve for the upcoming year.

c. Fleet Update

- i. Mr. Palmateer shared an update about the ProMaster vans. Twin Transit has finally narrowed down our specification list. We sent out an RFP to multiple vendors and put in the newspaper to get a broad advertisement of what we're looking for in a vehicle. We did have two vendors respond: Schetky Northwest Bus Sales and Creative Bus Sales. A team of us got together and reviewed the RFP applicants using a scoring method. Ultimately, we're going with Schetky because they were able to find us 5 vans within our requested specifications. These vans will be added to our DARTT fleet.
- ii. Mr. Palmateer added that there had been a few issues with our Wave Charging System over at the Mellen Street Station. We've been in contact with Wave to get this resolved. There was an issue with the software update with the charging system. That is now resolved. We've been up and running now. So, we can kind of cycle that electric buses back through and get a full daily use out of them. We usually can get two buses out all day, which is a 13-hour day. That's exciting to get them out.
- iii. Mr. Palmateer said that he has been working on fleet mapping. He has been reviewing the useful life cycle of the older vehicles, trying to map out mileage and predict about which year we can phase out a vehicle and start purchasing the replacement vehicle.
- iv. Mr. Palmateer states that Twin Transit is getting ready to order an additional Wave charging pad to place at Mellen Street. Right now, the charging pad must be shared between the two electric buses, so they must share and take turns with the pad. Once another pad is installed, both electric buses will be able to charge at the same time, which will be exciting. This will also help the buses be successful while out on route because they both will be able to maintain their charge throughout the day.

d. Finance Update

- i. Miss Towner shared an updated operations budget versus actual. There is one category that's slightly overspent and that's just taxes. For our rental property, we agreed to pay half of the real estate taxes, so that just kind of pushed us a little bit over. Overall, out of the fleet, admin, facilities, and operations budgets, we were only about 15% spent out of our total budget and normally you'd be around 16.67% for two months out of the year. We're on a good track so far. We did have some items change on the capital side; we learned that we did not get the 5339(b) grant that we applied for last year. We're adding it to our ask for this year, so those items that were listed will be pushed into later years.

e. Policy Update

- i. Miss Towner started with POL-105 Customer Service for the policy updates. She said that the biggest change is requiring customers to submit their complaint in written form. Customers can't just call the office and have the office record it. We want them to sign something with their complaint on it. We also have an electronic form on the driver's intranet. We're going to train the drivers on how to use those as well.
- ii. Mr. Clark added that the problem that is trying to be curtailed is that the random complaints with no real basis to stand on are reduced. The drivers are professionals and its seldom that they make a mistake. It is just best that there is a document that we can visually look at instead of trying to interpret some of these phone calls. If the complainant wants to remain anonymous for fear of retaliation or whatever the case may be, they can mail in their complaint form with the complaint and not sign it. They don't have to fill out the electronic form. However, if they're wanting contact on the situation, they're going to have to leave their contact information such as their name and phone number, email address, etc.
- ii. Miss Towner shared that the second policy is service development. The first part of it explains what our taxation boundary is, Chehalis and Centralia. Then it also explains our service boundary, which is different. We've specified in here that although the taxation dollars that we get are from Chehalis and Centralia, they're spent on the services in Chehalis and Centralia. We have made a point to only use grant funding, fares, or just any other types of revenues to fund anything that goes beyond those two cities.
- iii. Mr. Clark shared about the third policy. Mr. Clark stated that this was brand new. the governor signed the Washington move ahead bill. The transportation bill that just passed, \$16 billion over 16 years. Transit is \$3 billion over that same period of time. Within that legislation, there is money to pay us to transport 18 years and under for free so that kids can get to school, get to jobs, do the things they need to do without a socio-economic barrier. This is additional funding for Twin Transit. This is a good thing, but they didn't go far enough again to help those people and to help the initial conversation where somebody is coming out of rehab, and they have nothing because they're getting rehab. How do you get to them? Maybe that will be phase two of this effort.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #29992-30053 including Capital and Operating expenditures February 1-28 of 2022.

i. Capital Warrants	\$	71,349.63
ii. Operating Warrants	\$	149,949.77
iii. Operating ACH	\$	79,766.26
iv. Payroll ACH	\$	<u>145,161.62</u>
Total	\$	446,227.28

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

C. Action Items

Action

1. Approval of Board Minutes
 - a. Adoption of Minutes from March 1st, 2022, Regular Board Meeting.

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

2. Approval of the 2022-2024 Collective Bargaining Agreement between Twin Transit and Teamsters Local #252.

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

3. Approval to surplus and dispose of the following:

- a. 2010 GM Titan Glaval Bus #223
- b. 2010 GM Titan Glaval Bus #224
- c. 2011 Chevy Supreme Bus #227
- d. Bus Shelters
- e. 1997 Ventilation System
- f. 1998 Office Space
- g. 1999 Remodel
- h. 2006 Flooring in Reception Area
- i. Public Bay Nets
- j. Card Lock System
- k. Diagnostic Scan Tool – Modis Ultra
- l. Tone Remote

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

4. Approval to authorize the Executive Director to enter purchase contract with Schetky Northwest Sales, Inc. for the procurement of five (5) 2021 VMI Ram ProMaster 2500 ADA Vans in the amount of \$424,504.00
5. Approval to authorize the Executive Director to enter a public works contract with MDK Construction Inc. for the construction of two (2) bus shelter concrete pads located at 400 W Summa St. and 813 Eshom Rd in Centralia, in the amount of \$9,541.04.

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

6. Approval to authorize the Executive Director to enter contract with the Washington State Department of Commerce for \$2.55 million to construct a hydrogen fueling station at the Port of Chehalis.

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

D. New Business

1. Approval of first reading of POL 105 and 108.
 - a. POL-105: Customer Service
 - i. Updated policy number, remains as Admin policy.
 - ii. Removed language for call-in complaints; all complaints shall be submitted in either writing, either electronically or on paper.
 - b. POL-108: Service Development
 - i. Updated policy number, remains as Admin policy.
 - ii. Revised language specifying Twin Transit's service boundary to explain that sales tax dollars are only spent on fixed route services conducted within the incorporated cities of Centralia and Chehalis. All other services outside of these boundaries are paid with federal, state, and/or local resources.
 - iii. Removed specification that fixed routes operate on a 60-minute frequency; instead, frequency shall be consistent with the route configuration, road speeds, and service objectives.
 - iv. Removed specific/restricting language around the design and locations of bus stops. Bus stops will be installed according to design standards adopted by WSDOT.

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

2. Request second reading and adoption of POL 412, 413, 501, and 508.
 - a. POL-412: Facility Security
 - i. Updated policy number, moving from Operations to Fleet & Facilities series.
 - ii. Added language about issuance of keypad lock combinations and requirement for changing annually and each time an employee departs from Twin Transit.
 - iii. Added language regarding access to safes and the cash box.
 - b. POL-413: Snow & Ice
 - i. Brand new policy regarding fleet and facilities staff response to snow fall and/or inclement weather.
 - c. POL-501 Purchasing
 - i. Updated policy number, moving from Admin to Finance series.
 - ii. Revised position titles throughout the document.
 - iii. Revised threshold for the requirement of an RFP, IFB, or RFQ from \$25,000 to \$100,000.
 - iv. Revised threshold for purchasing personal or purchased services from \$25,000 to \$50,000.
 - d. POL-508: Electronic Signatures
 - i. Brand new policy regarding the use of electronic signatures; unless exempted by this policy, electronic signatures shall have the same force and effect as signatures affixed by hand.

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

Adjournment

The Board recessed the regular meeting at 4:33 p.m. No action to follow.

The next regular meeting is on April 26th, 2022, at 3:30 p.m.



Respectfully prepared by:

Timi Johnson
Clerk of the Board