



Regular Board Meeting Minutes
August 24th, 2022
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 4:12 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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Maggie McCarthy, Operations Manager
Timi Johnson, Finance and HR Specialist
Jason King, Community Relations
Maleah Kuzminsky, Community Relations
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. Bill Bauman introduced himself as the new liaison for WSDOT. He is replacing Matthew Kramer, who is still a liaison but has moved to the Puget Sound area. Bill Bauman has been with WSDOT for 2 months but has 7 years of experience with human services transportation, advocating for people having difficulties with transportation. He looks forward to working with Twin Transit.
2. Board Member Reports
 - a. Lee Grose asked, “How did we do at the fair?”
 - i. Mr. King stated that the numbers were up from last year as last year we were coming out of Covid. Next year Twin Transit will look at using a couple different spots. Mr. King stated that there was a lot of great feedback on the purple line. Twin Transit was trying to talk to people about DARTT and the fixed route, but it seemed as though purple route was the main topic. It was well received, so the fair was good.
 - ii. Tony Ketchum stated that every time he was there, there was always somebody at the booth.

- b. Allen Unzelman shared that he has heard from several people on how excited they are to see Exit 77 getting cleaned up. Eight loads of garbage is not fun work, so thank you to all the Twin Transit employees and everyone else down there working to get things cleaned up.

3. Staff Reports – Discussion

a. Admin Update

- i. Mr. Clark explained that Twin Transit had previously added a compressor room but are now working towards adding on a parts room. The contractors should be starting within the next couple of weeks to get that done.
- ii. Mr. Clark mentioned that the HTEC contract had been revised and will need to have approval.
- iii. Mr. Clark shared that there is a final review with HTEC and JSA Civil Engineering on the August 25th. There aren't any major edits being envisioned, so the only outstanding criteria is the scoring. This will be evaluated during the review.
- iii. Mr. Clark stated the electrolyzer market is accelerating and one of the vendors that was previously visited, has now doubled their production. The current lead time on an electrolyzer is 10 months, which puts Twin Transit into May of next year. Proposals will probably be due by the 15th of September and then scored with a committee.
- iv. Mr. Clark shared that he was hoping that the excavation for the Borst & Scheuber Rd. pullout would be completed before school started. The rest of the project is off the road, so it shouldn't impact the buses too much. This shouldn't be too long of a project.
- v. Mr. Clark updated that the Mellen Street e-Transit Station restrooms are waiting for authorization from WSDOT to put the restrooms in. This is a prefabricated restroom, so it will be set up with a crane as soon as Twin Transit gets the authorization. The contractors will be ready to go and hook up the electrical and water.
- vi. Tony Ketchum asked, "Why do you believe there's a \$300,000 difference between contractors? That doesn't mean at some point we're going to get a bunch of change orders and price is going to go up?"
- vii. Mr. Clark replied that he believed one of the contractors did not understand the project. The project entails digging a trench down to the on ramp from the corner where you enter Mellen Street. For about \$7,000, the city will place water lines across. There will be mains and meters set at both connections. Then there will be water and sewer on site. About a year ago there was a conversation about this, and Twin Transit was shown examples of where this has been done previously and the winning bid seems consistent with previous projects.
- viii. Mr. Clark shared some drawing concepts for the Exit 77 project. The idea is to clean up the site and make it more attractive. Twin Transit is writing another Green Tech grant for a major construction effort. He went on to explain that in the drawing there is EV charging, bus pullouts to the south end, and a renovated building. The site will also include some multimodal activities such as walking trail that will connect with the bike trail.
- ix. Mark Westley asked, "What was the inspiration or motivation behind the dog park?"

- x. Mr. Clark replied that there was an analysis done of what amenities people like to have. Number one was restaurants, then the dog park and EV charging. Mr. Clark mentioned that maybe at some point in time maybe food trucks can go into that area. Jeremy's is just up the street as well as downtown. These are just some preliminary things to give the people and idea of what might happen here.

b. Communications and Grants Update

- i. Mr. Clark stated that there were a number of construction bid processes that had taken place. From the previous months board meeting, there was a request to provide the bids. The bids were included in with this month's board packet.
- ii. Mr. Clark shared that Twin Transit is getting ready for the Consolidated grant, which is a big piece of the budget. There will be an ask for a considerable increase in that funding. The ask is going to be aggressive so that way Twin Transit can continue to extend service and expand.
- iii. Mrs. Kuzminsky shared that Twin Transit is working on the Green Tech grant, and that is due at the end of September. There should be a good draft ready in a couple of weeks. This will be to go out and get some more EV charging stations.
- iv. Mr. Clark added that this grant that Twin Transit will ask for the money to make the improvements for Exit 77 as well. That combination of funding would be about \$1.8 million. Between Green Tech and the EV charging from the coal transition, Twin Transit would be able to place 21 EV chargers in Lewis County.
- v. Mr. Clark stated that Mrs. Kuzminsky put together a CDS grant, which is Congressional Direct Spending. That will go to Centralia College for the development of the REVIT program. That is about \$685,000.
- vi. Mr. Clark added that Twin Transit recently found out that the Department of Ecology has money for STEM 8-12. There are a group of people within the community putting together a grant for about \$200,000. That will give an articulated pathway from eighth grade to graduate or an undergraduate program at the college.
- vii. Mr. Clark shared that in January there will be another grant written for ESD Career Connect to add to that STEM. That would be roughly around \$1,000,000 to workforce development that will support a student entering a career choice of renewable energy in the eighth grade, all the way to an undergraduate degree.
- viii. Mrs. Kuzminsky shared that Twin Transit was approached about joining and sitting on two different disability boards. One of the boards is run through Lewis County Public Health and the other one is through the DSHS in Tumwater. They work closely together, but the purpose of these groups is to work with the community partners to connect individuals, their families, and their providers to resources. She has been doing some travel training with some of these folks and have used their feedback to improve some of Twin Transit's current practices.
- ix. Mrs. Kuzminsky added that Twin Transit launched their new Spare software. So far there has been pretty good success. There are a few bugs to work out. One of the features will allow clients or providers to book rides on behalf of their clients online. This will be a huge asset to places such as the hospital or the school districts. It is a secure system and can even allow you to store a secure payment option, which is some flexibility that wasn't there before. It's also allowing parents to feel safe about their children as they will be able to track the

vehicle, have the license plate number, watch their kids on the camera. People can also go into the app and see what appointments they have already booked.

- x. Mr. King stated Twin Transit participated in Egg Days, Cheese Days, several parades, and the fair was the last big even for the summer. Twin Transit is currently working with the Chamber on Trick or Treat Transit. The route for this year has been mapped out for both Chehalis and Centralia. Currently he is looking for sponsors and will meet with the Chamber about that in the few couple of weeks. Then for rest of the year there is the Santa Parade, Lighted Tractor Parade, and the holiday lights tour through Borst Park.
- xi. Mr. Clark added that Mr. King has done a really good job getting Twin Transit out in the community, getting awareness out there. Particularly the purple line now going down to Castle Rock, which has been very well received.

c. Operations Update

- i. Mrs. McCarthy shared that the new purple line had about 25 rides in the first week. Debbie Lytle who is the purple line morning driver shared with her that there has been good success. Mrs. McCarthy believes that the numbers are going to build fast.
- ii. Mrs. Lytle shared that she is getting a lot of people going from Seattle all the way to Portland. There have been people riding out to Winlock to see family that they haven't been able to. They'll get off at Exit 63 and walk into Winlock, so she has been sharing with them about the DARTT and LIFTT programs as well. She has been shocked by the number of passengers on the purple line already. It took quite a while for the green line to build their numbers up.
- iii. Mr. Clark shared that there was a conversation with Rural Transit because Twin Transit started stopping at Exit 88 and there was a bit of an overlap there and they just wanted to understand. So Twin Transit is trying to coordinate with InterCity, Rural Transit, Cowlitz, Pacific, Grays Harbor, so that everyone is getting the same updates and route change schedule so that everyone can look at everyone else's information.

d. Fleet Update

- i. Mr. Palmateer shared that with the new routes, both the purple line and the green line has a ProMaster with a wheelchair lift out on route. The spares will be used to alternate out when a ProMaster needs to come in for preventative maintenance, or they will be used on any future expanded routes.
- ii. Mr. Palmateer stated that the Ford Transits are on hold right now. They are being tied up in a lengthy approval process. The anticipation for these vehicles is to use them for the DARTT program and have a straight-lined fleet.
- iii. Mr. Palmateer said he has been working on hydrogen bus procurements. He met with New Flyer and got a quote from them. There is a secondary manufacturer, Eldorado National California, that makes a similar model. He reached out to them to get more information on their coach vehicles and to do a comparison between the two models and see which works best for Twin Transit's needs.
- iv. Allen Unzelman asked, "What is the analysis of hydrogen? At what point did we have a hydrogen bus ordered?"

- v. Mr. Clark replied that Twin Transit has ordered two electrics and got them in 2021 and two more coming at the end of next year. Then if this procurement is completed, the first hydrogens should start rolling in from 2024-2026.
- vi. Allen Unzelman asked, "Are they pretty expensive?"
- vii. Mr. Clark replied that the electric buses were \$967,000 each. The hydrogen buses are coming in at about \$1.2 million. That is why Twin Transit is building the electrolyzer, to accommodate the fleet and some of the municipal fleets in the area.
- viii. Allen Unzelman asked if the legislature was warming up to bills for the next session yet or if that would help address the retail side of things.
- ix. Mr. Clark replied, "There is IGA money that is going to state agencies, the Build Back Better that should be following, then the IRA that was just released. The problem with that is they're getting so much money at one time, building out all the rule makings, then building the RFIs, the NOFOs, getting the proposals, evaluating the proposals, awarding is 18 to 24 months before that stuff starts to get distributed. Twin Transit already has some grants in asking for hydrogen bus money. Twin Transit should know about this later in the fall. We haven't been selected yet, but they've been funded for that purpose. What we're hearing from Dave and others is more about the production side. It is building out a network of electrolyzers that will allow people to have a more secure feeling about purchasing a hydrogen vehicle. This week, we learned that Ford's F-550 vehicle in 2025 will be hydrogen only. BMW and Toyota announced a partnership today to bring some 250,000 hydrogen vehicles to the market in the next three years. So, I think the movement is on."
- x. Tony Ketchum asked, "Is hydrogen not regulated a rule that we can sell it once we produce it?"
- xi. Mr. Clark replied that he thinks and hopes there is an amendment. The amendment originally was for ports and PUDs and now they want to add transit. Although ports and PUDS could do some, transit would be more advantageous for Twin Transit to do our own on-site generation. What he'd want to start doing is go out to the cities and the counties and start building a fleet cooperative like a Lewis County Renewable Energy Cooperative. That would allow Twin Transit to scale this because we can go all the way to seven and a half megawatts on this one, which would be 3000 kilograms a day. As you receive federal funds, you must have a zero-emission plan in place by June of 2023, or you won't be able to receive federal funds. Timi Johnson has been spearheading Twin Transit's zero-emission transition plan. It was reviewed it today and she's done a really good job building it out. Mr. Clark think's it needs to be told to everybody that the transition is coming. We can build the model that we can be supplying people with hydrogen as well. It doesn't make sense for the county or the city for the fleet size that they must invest millions of dollars into an electrolyzer when Twin Transit has one right here that they will share. Currently Twin Transit can not sell and produced hydrogen. What is really getting exciting is there are PTCS, Production Tax Credits that are baked into the IRA legislation, which is \$3 a kilogram. Then there is the Low Carbon Fuel Standard Credits. That's an additional \$3 s kilogram. Lastly there's the Carbon Credits coming out of the Department of Ecology here in Washington. That is 60 cents per kilogram. Twin Transit's production cost has been estimated at \$6.65 a kilogram. With those incentives, Twin Transit would be at a \$6.60 rebate and would be making hydrogen for five cents a kilogram. Mr. Clark thinks there's

going to be incentives for adoption and those will sunset over a period but they're there to incentivize the market production up to speed, drive down cost and then it'll level and those will come off. As a public entity for the next several years, it's a great way for us to transition to this as a fuel source.

e. Human Resources Update

- i. Miss Towner announced that there are currently five people in the lineup for CDL training. There are two mechanics and three operators. One driver, Adam Showers, passed his CDL test. He can drive in the parades and events and is very excited about it. Recruitment has been a little bit challenging as it is a nationwide issue. There haven't been any quality applications come through yet. They either don't have their CDL or do not want to get one. Recently the open position was posted around the CDL training schools. Employees have also been trying to spread the information by word of mouth as much as possible.
- ii. Mr. Clark added that Twin Transit has been working with the union. Other staff members such as to supplement our driving staff for a few days. An IT, facilities, and a mechanic had to drive, so its impacting. Twin Transit is trying to not let it impact the client services side.
- iii. Miss Towner stated that there are 2 new positions. There was a final decision made for the shop supervisor. This position was put into place to help Tim Palmateer with his workload. Kind of help with scheduling and making sure the preventative maintenance is done on time. Paul Busek was chosen. He has been a journeyman mechanic for a year.
- iv. Mr. Clark added that Paul Busek has over 20 years of experience working around the community. He has also brought a lot of innovation and has worked with Tim Palmateer previously. I just seemed like a good fit.
- v. Miss Towner updated that there is a pending application open. The position was posted internally for the community services supervisor. There were 3 candidates, and all their interviews were conducted last week. Currently reference checks are being completed. Then there will be a debrief with the interview committee.
- vi. Tony Ketchum asked, "What does this person do?"
- vii. Mr. Clark replied, "Combination of grant development and community outreach. Kind of what Andrea does and what Maleah has filled in for."

f. Finance Update

- i. Miss Towner shared that she added next years budget into the board packet. Currently Twin Transit is only .5% overbudget. That's great because as previously talked about, fuel prices are just out the door. It is very expensive right now, as well as parts and other items. There are a few categories that are over budget, but then there are categories that make up for that.
- ii. Tony Ketchum asked, "Why is the unemployment out of whack?"
- iii. Miss Towner stated that there were quite a few separations from Twin Transit last year and are now seeing the claims come through.
- iv. Miss Towner updated that there is an audit exit conference scheduled for Sept 1st. Overall it was a clean audit. There were a few formatting issues. There was a depreciation issue with one of the assets. IT wasn't being depreciated. It was around \$3,500 that it was understated. So, corrections were made, and it will be

taken off the aggregation misstatements. The audit was virtual as will be the exit interview.

- v. Miss Towner reviewed the 2023 budget with the Board. Starting with the 2023 Capital Budget, it looks a little intimidating as the budget is starting at \$5,783,000 in revenue and going up to \$33,076,000. The reasoning for this is that all the grants that Twin Transit has potential winning built in. Those are marked with asterisks. Twin Transit also wants to ask for full authority to spend up to those amounts, spending all that grant money coming in. If the grants don't come in, then the money won't be spent.
- vi. Mr. Clark emphasized that in the public sector you ask for authority to spend up to a budgeted amount. If this amount was reduced, then there would be a lot of amendments to the budget throughout the year. It's clear where those monies are coming from and have been successful with grant applications. That's quite the leap in the budget, but there is Exit 68, exit 70, and electrolyzers. There is a lot of work to accomplish next year.
- vii. Tony Ketchum questioned what stops Twin Transit from spending \$33 million if that money was not to come in.
- viii. Mr. Clark stated that there are checks and balances and appropriate measure and policies that are in place to prevent that from happening. The other important thing is that this represents a biennium. A lot of this money can be spent over a two-year period. If a project doesn't get done, there is the authority and the money to complete the project the following year.
- ix. Miss Towner added that the items marked with the asterisks are the projects that would be paused if Twin Transit wasn't able to get the money. In total, the fund balance is only changing by \$41,005. 68 for the better. It can be thought of as that much value is being added.
- x. Miss Towner stated that on the operating side, the budgeted expenses are being increased by \$1.2 million. A lot of that is coming from salaries, partly increase for the current staff but also adding more positions for drivers. There was a huge increase accounted for in fueling as well since there are only 2 electric buses at this point. With the rising costs of fuel, the budget was a little higher than usual. \$188,000 or about 20% was added.
- xi. Tony Ketchum asked if this was all pertaining whether a grant was received or not.
- xii. Miss Towner explained that the money would come from the consolidated operating grant. It is unknown the amount that Twin Transit will receive. It is a four year ask, which is about \$20 million. Everything else in the list has been awarded or it is anticipated that Twin Transit will make that money based on the year's activities.
- xiii. Miss Towner explained that the TDP structure was revamped. Twin Transit added a couple of new selections, all performance measures.
- xiv. Mr. Clark added that Twin Transit is always using data for making informed decisions and are more than willing to accept accountability of what the operation does. The TDP required performance metrics, it wasn't challenging for a framework to be built around that. The analysis was done using ArcGIS. Shared in the last meeting was the 18 and younger are fare free and Twin Transit was reimbursed for that totality of what Twin Transit used to get for fares. That required this kind of analysis. Twin Transit took a one-mile circle around each stop, which there are 80, and built a dashboard for every stop. Then that is done for every route, then the entire service area and built a

dashboard. From this point, we could look at the operational functionality of what we're doing daily, at various levels. The assumption is that when WSDOT sees this type of analytical capability, Twin Transit will be fine. As this is being aggregated, this is going to be a 20-30 page document of data. Once it is ready, it will be presented to the board. It will be ready for the September 1st submission, which is submitted electronically.

- xv. Mr. Clark went over the examples WSDOT gave in the TDP to be used and then explained the metric that was used for determining goals to be reached for the TDP.
- xv. Miss Towner stated that she forecasted out to 2027 for both operating and capital funds. She put in a few accelerators using a system that could calculate payroll costs based on how many employees are anticipated to be employed. Miss Towner feels that it is a very comprehensive and accurate budget.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30322-30413 including Capital and Operating expenditures July 1-31 of 2022

i. Capital Warrants	\$	25,274.24
ii. Capital ACH	\$	4,622.07
iii. Operating Warrants	\$	183,556.83
iv. Operating ACH	\$	130,842.62
v. Payroll ACH	\$	153,407.98
Total	\$	497,703.77

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from July 26, 2022, Regular Board Meeting.

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

2. Approval to surplus the following assets:

- a. Small & Attractive: Refrigerator, Oven, Credenza, Desk, and other non-functioning items
- b. Chevrolet Express Van #302 (surplus to Experience Chehalis)
- c. Chevrolet Express Van #303 (surplus to Hope Alliance)
- d. Dodge Grand Caravan #350 (surplus to Lewis County Coroner's Office)
- e. Dodge Grand Caravan #353 (surplus to Lewis County Juvenile Department)
- f. Dodge Grand Caravan #354 (surplus to Lewis County Veterans VFW)

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

3. Approval of Resolution 2022-08, Adopting the Twin Transit Budget for Fiscal Year 2023.

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

4. Approval of the 2021 Annual report and 2022-2027 Transit Development Plan.

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

5. Approval to authorize the Executive Director to enter into a professional services contract with Hydrogen Technology & Energy Corporation (HTEC) for procurement support, design, engineering, and construction support for the Port of Chehalis Hydrogen Fueling Station, for the amount not to exceed \$724,656.

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

D. New Business

1. Approval of second reading and adoption of POL 505.
 - a. Replaces former POL-112 Cost Recovery.
 - b. Passengers 18 years of age and younger shall ride free regardless of type of service provided, provided that appropriate personal identification is provided if asked to confirm eligibility.
 - c. Parents or guardians of children under the age of 18 are required to schedule and/or cancel all ridership related to all Twin Transit services (Fixed Route or Demand Response) being offered.

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

E. Executive Session

At 5:30 p.m., the Board adjourned into executive session, Pursuant to RCW 42.30.110(1)(i)(iii). The session is expected to last no longer than 60 minutes.

Adjournment

The Board recessed the regular meeting at 5:29 p.m. No action to follow.

The next regular meeting is on September 27th, 2022, at 3:30 p.m.

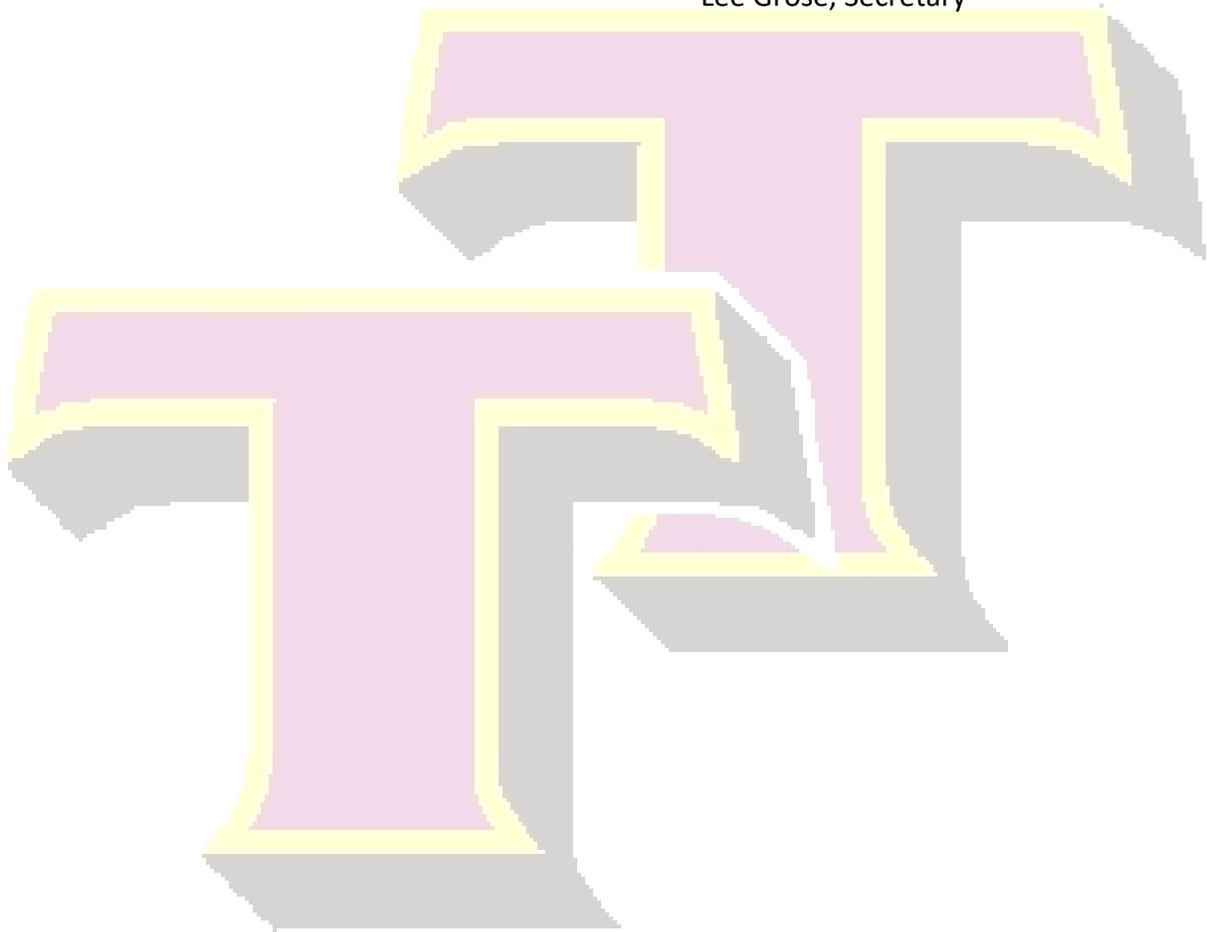
APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Lee Grose, Secretary



Respectfully prepared by:

Timi Johnson
Clerk of the Board