



**PUBLIC NOTICE**  
REGULAR BOARD MEETING  
of the  
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA  
(LPTBA dba LEWIS COUNTY TRANSIT)

To be held at the Port of Chehalis conference room located at 321 Maurin Rd, Chehalis.

**MEETING AGENDA— March 25<sup>th</sup>, 2025 @ 3:30 PM**

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Call to Order 3:30 PM

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, Lewis County Transit, on behalf of the represented staff

Staff Present:          Joseph Clark, Executive Director  
                                 Rebecca Towner, Director of Finance and Human Relations  
                                 Tim Palmateer, Fleet Manager  
                                 Maleah Kuzminsky, Community Services Supervisor  
                                 Makenzie Wilson, HR Manager  
                                 Allen Unzelman, Twin Transit Attorney  
                                 Rafael del Castillo from Copper Strategic  
                                 Megan Wirtz CWCOG

**A. Approval of the Meeting Agenda as presented.**

**B. Discussion Only Items**

- Call to the Public – *Public discussion on any item not listed on the agenda.*
- Board Member Reports
- Staff Reports – Discussion
  - a. Construction Update
    - i. Mr. Clark explains that the POC H2 project is progressing well. All vendors are coordinated, and delivery timelines are aligning as scheduled. We are targeting July 28th for major site work, with an internal goal to begin moving dirt no later than May 1st to prepare pads and lay gravel. Certain pieces of equipment may require crane installation. We are currently awaiting additional permitting related to Exit 77. Final project costs are still pending confirmation following

the upcoming legislative meeting.

- ii. Temporary Hydrogen Fueling- Mr. Palmateer explained that the GTL team has been onsite to set up the high-pressure fueling system and conduct initial commissioning activities. We are close to being fully operational for bus fueling. One minor issue between the bus and the fueling station remains and is being addressed. The unit has successfully fueled the bus during testing, and with a few additional adjustments, the system will be fully operational.
- iii. Mr. Ketchum asked Where are you getting the hydrogen? Mr. Palmateer explained that for now, Lewis County Transit is getting it from Kalama, where we are able to get it for a lot less than from Livermore, California. Mr. Ketchum asks, Are they making it, or are they getting it delivered in Kalama? Mr. Palmateer clarified by stating that they are making the hydrogen themselves.
- iv. Future Planning and Hydrogen Sales- Mr. Clark explains that the items that Mr. Palmateer is currently addressing will position us well as our facility comes online. We are actively engaging with other users across the state and are in negotiations with WSDOT and additional potential partners regarding the purchase of hydrogen. While there are some concerning developments at the federal level, we remain confident in the long-term success and future phases of this project.

b. HR Update

- i. Recruiting Update- Mrs. Wilson explained we have had several strong candidates move through the hiring process. Two new employees, Machele Sheddy and Jeremy Engel, started in March, and a third new hire is scheduled to begin in late May. While Machele and Jeremy do not yet have their CDLs, we are arranging training for them to obtain the necessary certifications in the near future. For now, both Machele and Jeremy are completing DARTT rides and gaining hands-on experience as they learn the operational procedures. The third candidate, who is relocating from Skagit County to be closer to family, brings seven years of experience as a bus operator and will add valuable skills to our team.

c. Finance

- i. Updated Revenue/Cash Flow Presentation- Consent Agenda- Miss Towner stated Lewis County Transit is two months into the fiscal year and ideally would be at approximately 16% of budgeted spending; currently, we are at 15%. Some categories, such as dues and subscriptions, appear over 50% spent, but this is expected since these expenses are typically paid at the beginning of the year and will not recur. The leasing category is also higher than average, as we renewed certain agreements. In May, she will finalize the financing arrangements. With construction activity ramping up, it will be important to ensure that funds are flowing in to support project needs.
- ii. Financing Proposal Update- Miss Towner explained the financing process is taking longer than expected. We have a meeting scheduled for May 4th, where we hope to complete a comparison and finalize details. Mr. Clark noted that cash flow considerations are the primary reason for structuring the service this way. With several large bills due in the coming months, it was determined that this approach would simplify management. The financing has been booked out into 2026, with plans to repay it by late 2025 or early 2026.
- iii. Mr. Brummer noted two notable payments appearing in the ledger: one for attending the Pope's Kids Place gala, and another related to the lease for the Morton office. Miss Towner explained that the Harrison Christian is the monthly lease amount for the Morton office, and we purchased a sponsorship for the Pope's Place Gala.

**C. Review of Claims**

- a. Request to approve financial warrants #32239-32301 including Capital and Operating expenditures for November 1-30, 2024.

i. Capital Warrants	\$	30,748.79
ii. Capital ACH	\$	218,818.20
iv. Operating ACH	\$	140,669.12
v. <u>Payroll ACH</u>	<u>\$</u>	<u>216,202.94</u>
Total	\$	606,439.05

**Vice Chair Scott Brumer moved, Secretary Tony Ketchum seconded, motion passed 3-0**

**D. Action Items**

1. Approval of Board Minutes Action
  - a. Adoption of minutes from February 25th, 2025, Regular Board Meeting.  
**Vice Chair Scott Brumer moved, Secretary Tony Ketchum seconded, motion passed 2-0**
2. Request approval to surplus Capital Assets on FOR-104A dated 03/25/2025.
  - a. Vehicle 111  
**Secretary Tony Ketchum moved, Vice Chair Scott Brummer seconded, motion passed 3-0**

**Executive Session**

- E.** The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110(i), for the purpose of attorney-client privilege discussion of matters with a potential legal or financial consequence to the agency. The session is expected to last no more than 45 minutes.

**Adjournment**

The Board recessed the regular meeting at 3:45 p.m. No action to follow.

Executive Session recessed at 4:42 PM.

*The next regular meeting is on April 29<sup>th</sup>, 2025, at 3:45 p.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION BENEFIT  
AREA AUTHORITY

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Mark Westley, Chairperson

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Scott Brummer, Vice Chairperson

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Tony Ketchum, Secretary

Respectfully prepared by:

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Makenzie Wilson

