



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 — April 28th, 2026 @ 3:30 PM

Call to Order 3:30 PM

Chair Scott Brummer called the meeting to order at 3:30 p.m.

Directors Present:

Scott Brummer, Lewis County
Tony Ketchum, City of Chehalis
Debbie Lytle, Lewis County Transit, on behalf of the represented staff

Staff Present:

Tim Palmateer, Fleet Manager
Makenzie Wilson, HR Manager
Tim Brunton, Interim Operation Manager
Timi Johnson, Finance & HR Specialist
Allen Unzelman, Twin Transit Attorney
Joe Clark, H2 Technical Advisor
Megan Wirtz, CWCOG
Trevor Elliott, HUB Insurance

A. Approval of the Meeting Agenda as presented.

1. *Mr. Brummer motions for approval of the agenda.*

Vice Chair Tony Ketchum moved, Chair Scott Brummer moved, motion passed 2-0

B. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
 - i. Trevor Elliott with HUB Insurance gave a short presentation on insurance coverage. He passed out coverage detail and explained the different insurance coverages that will need to be in place for the hydrogen fueling station project. There was discussion around the coverages needed, quotes, dates to be instated by, and budgets.

- ii. Tony Ketchum asked, “What’s the possible pollution content?” Joe Clark replied, “Excessive wastewater from the production of the hydrogen. The concentrations are so minimal that it would take an enormous amount. It would have to be left running unabated for two weeks. It’s highly unlikely but it is still important to have coverage.” Scott Brummer asked, “If a suit is brought against for some sort of contaminations or some sort of leakage, any idea on the possible cost of the equipment?” Trevor Elliott provided and passed out quotes to the board. Scott Brummer followed with, “What is our date for meeting this and has this been budgeted?” Joe Clark stated, “A little less than 3 months to have it all buttoned up. It is anticipated that the full operational costs including power, water, staff, being around \$460,000 per year.”
2. Board Member Reports – *No Discussion at this time.*
3. Staff Reports – Discussion
- A. Construction Update**
- i. **POC H2 Project**
Joe Clark shared that there was a workforce training effort at the Centralia College with the Regional Hydrogen Association (RHA) out of Portland and the Centralia College Clean Energy Excellence Center. Joe Clark, Tim Palmateer, and Mark Pickrell represented LCT. After the presentation and discussions, they took people on the hydrogen bus down to the hydrogen station and gave a walking tour.
 - ii. The commissioning of the hydrogen station should take about 60 days. It could be completed as early as the end of June to mid-July. The last thing needed for construction is to set the office in the middle. They’re just waiting for it to dry out before digging and then the frontage improvements.
 - iii. **Exit 77**
There is a contract to be approved for the construction phase with Barcott. Barcott was used at Mineral and a couple of other jobs and have been happy with their work. In May there will be days when that park and ride will be shut down so they can mobilize and bring in the equipment needed. The official closing dates will be June 1st through Labor Day. The public will be notified via posted signage and a post in the paper. Security will be checking the area and there is a possibility of extending the fence to reduce the potential of the equipment being tampered with.
 - iv. There will be a request to place 2 dual head Puget Sound Solar electric vehicle chargers at Exit 77 through the DES state contract. They can charge a single car in approximately 10-12 minutes. If charging 2 cars at once, it’ll take about 25-30 minutes. The idea is to make Exit 77 like a mini Mellen Street. Make it more of a community space with more parking, improved aesthetic, EV charging, etc.
 - v. **Mineral**
The chargers are installed out at Mineral. The ribbon cutting will be held May 8th at 11:30am. ChargePoint needs to come out and commission them before they can be open for use. Tim Palmateer is trying to get that scheduled.
- B. Fleet Report**
- i. Tim Palmateer updated that buses 447 and 448 was sent to be fully decommissioned and scrapped in exchange for the hydrogen fuel cell buses. Picture documentation and certification of deconstruction have been completed, and Rebecca Towner sent the packet off for reimbursement.
 - ii. The Pro Master vans that were previously on a stop sale are now released. Bus

Sales set the delivery date to Thursday at 8:00am for all three of the vans. These will help with the DARTT and LIFTT operations once they're branded and have all the essentials installed.

- iii. Tim Palmateer had been working with an advertising agency. They want to do 4 half wraps on a bus then 3 back panel wraps. Contract agreements are being finalized and set out tomorrow. This should generate approximately \$21,000 for a 6-month period.

C. Operations Report

- iv. Tim Brunton shared that the month of March was focused on getting routes ready for the 40-foot hydrogen buses. They are ready. They are great on straight running routes.
- v. The Chehalis Library stop had to be abandoned as was requested by the City of Chehalis. The stop has been moved to across the street at the Presbyterian Church. The ridership numbers have increased at that stop as well.
- vi. There was a shake up in March with another one happening at the end of May as there will be a driver retiring.
- vii. There is an increased need for DARTT and LIFTT services. Currently there are not enough resources to be able to meet those needs. Right now the focus is looking at bringing on a weekend dispatcher to be able to increase services on the weekends. Tony Ketchum stated that he appreciated that this is being looked into.
- viii. Tim Brunton stated that he would like to get into the community such as Woodland Village, Creekside, The Colonial, and the Lewis and Clark building in Centralia to spread the word about DARTT and LIFTT to help the elderly population who have been missing out on the opportunity to get them where they need to go more efficiently.
- ix. There is now a new Assistant Operations Manager, Lydia Tennyson. She along with Stephan Nagel, Jessica Nissel, John Gilligan, and Kevin Crowley along with the fleet and admin team as they went outside of their job duties in supporting getting ready with the route changes, rider guide updates, and feedback on the hydrogen buses.
- x. Tim Palmateer shared that he had been looking into bus shelters. He has 2 quotes and was waiting on a third. So far, they range between \$8,000-\$12,000.

D. Human Resources Report

- i. Makenzie Wilson shared that there were a couple of new hires. Chris Brown who is the facilities tech. He started in March. Then in April there was Kayla Young, Mike Anzelini as operators. They currently do not have their CDL so they're going to go to Gray's Harbor once scheduled to train for their CDL. Next week there will be a third operator starting, John Paul.
- ii. Makenzie Wilson attended the FDA Drug and Alcohol Conference held in Portland this year. With her information she brought back, she is working on creating training for the supervisors and the Ops team on reasonable suspicion and post-accident thresholds.
- iii. Makenzie is looking to schedule CRP and first aid training. Everyone is due this year to have their cards renewed and they are due every 2 years. This allows the new hires to get their cards as well.

E. Executive Director Report

- i. Scott Brummer shared that everyone is excelling at their jobs, is in communication with each other, and keeping things from falling through the cracks. Without having a

full-time director, he comes into the office a few times a week for a couple hours at a time. The goal is to be in the office during the driver's shift change. He has learned a tremendous amount by talking with the drivers. They have been a great source of education.

- ii. Scott Brummer announced that Tim Brunton is officially the Director of Operations. Tim has been doing an outstanding job. He has the confidence of the operators. Everybody has positive things to say about the he handled the route changes, jumping in and fulfilling the role.
- iii. Lydia Tennyson has been promoted to Assistant Operations Manager, that has been vacant for some time. She starts her new role on Friday the 1st. This should help Tim Brunton out a lot instead of having to cover operations by himself.
- iv. Friday there is a meeting at the Sports Hub with the Downtown Association and the Outlets to discuss shuttle service during events and tournaments. Joe Clark reminded that you must be careful when offering shuttle services and that there is criteria that has to be met in doing so.
- v. Scott Brummer wanted to have an internal discussion about creating an outline for the hiring process on the new executive director without using an outside agency. Tony Ketchum would like to hold a special executive meeting with the board first. Scott Brummer is projecting the hiring to happen around late summer, early fall due to all the projects happening in the meantime.

F. Finance Report

- i. Joe Clark updated on the Mineral capital budget vs. actual report. \$354,000 was budgeted and the actual cost was \$291,000. There is \$62,000 remaining. A lot of that came from the EV chargers as they came down in price. \$30,000 was co-developed with the Economic Alliance of Lewis County on the tourism side and Lewis County Transit contributed some financial funds. Mike and Melody of the Mineral General store were happy with the way it came out. It's a great demonstration of a public private partnership that worked well for the community. Tony Ketchum asked if the \$62,000 must go back to WSDOT or if it can be used elsewhere. Joe Clark shared that this particular grant money can be used for the same type of project but spread across different locations. The remainder of this money could be used at Exit 77 or there are still plans for Exit 88 and Exit 74 as well.
- ii. In the operating budget vs. actual Joe Clark highlighted that PTO cash out category. He cashed out some of his PTO as his employment with the transit is coming to an end. Therefore, the category is a little higher than normal for this time of year. The overall budget is sitting pretty good. It is about .2% over at the end of the quarter, but that is manageable. There are a lot of annual subscriptions that come out at the beginning of the year, so that should start to even out as the year progresses. Tax collections for 2025 were about \$254,000 more than what was budgeted. The conservative budgeting model used is applying 2% to the previous year in terms of overall growth year over year.

C. Review of Claims

- a. Request to approve financial warrants #33278-33343 including Capital and Operating expenditures for February 1-28, 2026.

i. Capital Warrants	\$	1,328,153.02
ii. Capital ACH	\$	2,527.13
iii. Operating Warrants	\$	331,089.34
iv. Operating ACH	\$	180,132.85
v. Payroll ACH	\$	250,237.14
Total	\$	2,092,139.48

Vice Chair Tony Ketchum moved, Chair Scott Brummer moved, motion passed 2-0

- b. Request to approve financial warrants #33344-33415 including Capital and Operating expenditures for March 1-31, 2026.

i. Capital Warrants	\$	2,738,298.39
ii. Operating Warrants	\$	321,946.58
iii. Operating ACH	\$	146,142.50
iv. Payroll ACH	\$	194,140.41
Total	\$	3,400,527.88

Vice Chair Tony Ketchum moved, Chair Scott Brummer moved, motion passed 2-0

D. Action Items

- 1. Approval of Board Minutes Action

- a. Adoption of minutes from February 24, 2026, Regular Board Meeting.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

- 2. Approval of public works with Barcott Construction LLC for an amount not to exceed \$578,000.00 before sales tax for construction of the Exit 77 e-Transit Station.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

- 3. Approval to purchase two (2) Level 3 Electric Vehicle Chargers for the Exit 77 e-Transit Station from Puget Sound Solar for a total of \$93,156.79, as quoted per ChargePoint Sourcewell Contract #021825-CPI.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

Executive Session

- B. The Board will adjourn into Executive Session, Pursuant to RCW42.30.110(1)(i), to discuss a matter of current or potential litigation. The session is expected to last no more than 10 minutes.
 - i. No decisions were made. Motion to agree settlement for Kurt Eckerson litigation as purposed.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

Adjournment

The regular board meeting recessed at 4:19 p.m

Executive Session recessed at 4:30 p.m.

The regular Board meeting adjourned at 4:33 p.m. No action followed.

The next regular meeting is on May 26th, 2026, at 3:30 p.m

APPROVAL

Scott Brummer, Chairperson

Tony Ketchum, Vice Chairperson

Ray Chapman Wilson, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board