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 MINUTES — September 29th, 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
Talisa Vasquez, Lewis County Transit, sitting in for Debbie Lytle on behalf of the represented staff

Directors Absent:

Ray Chapman Wilson, City of Centralia

Staff Present:

Rebecca Towner, Finance Consultant
Tim Brunton, Operations Director
Makenzie Wilson, HR Manager
Allen Unzelman, Lewis County Transit Attorney
Joe Clark, H2 Technical Advisor (Remotely)
Megan Wirtz, CWCOG (Remotely)

A. Approval of the Meeting Agenda as presented.

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

B. Discussion Only Items

1. Transit Development Plan Public Hearing
    a. Public Comment
    b. Recess Transit Development Plan Public Hearing
2. Call to the Public – Public discussion on any item not listed on the agenda.
3. Board Member Reports
4. Staff Reports – Discussion

A. Construction Update – Joe Clark

i. POC H2 Project – There is an action item on today's agenda for an amendment to the easement regarding a power pole that needs to be moved; the guy wire for the pole will be located on Port property. If approved today, it will be sent to the Port of Chehalis for approval. Work continues on the switches. The original manufacturer has been brought on

site to evaluate an issue with the rectifier; the vendor was initially hesitant because the evaluation is costly, but agreed it was necessary. Good progress is being made, and the project is down to the last vendor being brought online. Once complete, the coordination effort and testing will begin, followed by hydrogen production and fueling of buses shortly thereafter.

ii. Exit 77 – In addition to the existing right-of-way permit, a sign permit was required because the station sign on Main Street is being upgraded. The permit was signed and sent to JSA, who will submit it to the city. The chargers are on site; the project is waiting on PUD to finish installing their equipment so Travers can wire up the chargers. The city walkthrough last week covered utilities, storm, sewer, and electrical, and the city approved everything and issued its final report. The project is approximately 99% complete, other than the charger hookup and sign installation.

iii. Chair Brummer asked about the timing on the chargers. Mr. Clark replied that the transformer has arrived and the project is waiting on PUD to install it, after which Travers can route the electrical to where the charger bases will be placed. Mr. Clark will be on site Thursday to check with PUD and will follow up with Chair Brummer by email, including any delays.

B. Fleet Report – presented by Chair Brummer on behalf of Tim Palmateer, who was attending the WSTA Maintenance Committee Meeting.

i. The Schetky/Sunset vans were repaired: van 382 for an inoperative door and van 381 for a seat detection issue. The modules were replaced and a speaker repair was completed for an audio fault so the vans can return to service.

ii. Bus 443 has a drivability issue (lack of power and will not complete regeneration) and is undergoing further testing and diagnosis. The diagnostic software on the shop laptop is due for renewal, and the laptop does not meet the system requirements, so the shop laptop will need to be upgraded. The estimated cost is $1,000–$3,000, though based on conversations with IT it is likely to be closer to $3,000 or above.

iii. Three-year forklift certification training took place on the 25th for fleet and facilities staff.

iv. Hydrogen Bus Repair Service Bay – The building permit application was submitted to the City of Centralia. The city advised that the vendor, Platinum Finishing Systems, has not performed work in Centralia and must obtain a UBI number, a City of Centralia endorsement, and a current Washington State L&I contractor license. The vendor is working on acquiring these so the building permit process can be completed.

C. Operations Report – Tim Brunton

i. August 2026 ridership was up 13% over August 2025, consistent with the 12–15% increase seen throughout the year. Demand response totaled 1,221 rides, within 10 rides of June and July. Rides are still being turned down, though fewer than before, and additional vehicles on the road have helped.

ii. DARTT is now offered on a limited basis on weekends. With two drivers on duty and current LIFTT demand, 6–10 DARTT rides per day are available on Saturday and Sunday on a first-come, first-served basis. To limit strain on fleet, the weekend service area has been narrowed from the weekday boundaries (Vader to the south, Olympia to the north, Morton to the east, and Pe Ell to the west) to approximately Silver Creek, Exit 63, and Grand Mound.

iii. New Green and Lacey Routes – On September 14th, the updated Green route began as a true express route to L&I. Initial feedback has been good; ridership looks about the same, but at a week and a half there is not yet enough data to draw conclusions. The Lacey Express route runs up to Martin Way, stopping at Exit 77, and is holding just east of the new park and ride until it is complete. It also serves Grand Mound and connects to Intercity Transit's 9X frequency route through Olympia and the 600 line. It is a weekday route, and after about 12

days of service is averaging 10–15 riders per day, which is expected to grow as word spreads.

iv. Post Shake-Up Report – The shift shake-up went smoothly, with slightly more movement than last time. Route changes were minor, with each route having one or two small changes, such as a stop moving to a different route. Both weekend LIFTT run cards were filled, so those shifts are no longer covered by relief drivers. Some drivers in their first four to five weeks have already secured run cards.

v. Vice Chair Ketchum asked whether the shake-up was a route change or a personnel change. Mr. Brunton clarified that it was a shift bid, and route changes are timed to coincide with it. Ms. Towner asked whether there were 35 run cards; Mr. Brunton replied there are 29.

vi. Trunk or Treat will be held Friday, October 30th, at the Veterans Museum. A fleet vehicle, likely a DARTT van, will be decorated with a ghost for handing out candy and toys. The event draws heavy traffic and is a good community interaction.

vii. Megan Wirtz, CWCOG, recognized Mr. Brunton for his outreach work this year, including coordinating resource fairs held twice a year at each of the six senior centers (most recently Winlock, with Morton upcoming), and for meeting with Cowlitz Tribe Transit last week to discuss coordination, shared services, and referrals. Chair Brummer agreed, noting Mr. Brunton has done a fantastic job.

D. Human Resources Report – Makenzie Wilson

i. There was one new hire this past month, Darrell Cardwell. He previously worked as a lead for a bread company, stocking grocery stores in his area. He does not have prior transit experience but has been doing well. He does not yet have his passenger endorsement and will be sent to Grays Harbor for training so he can operate the larger buses.

ii. Chair Brummer asked about operator staffing. With Mr. Cardwell, one more FTE is needed to be fully staffed; however, several operators are currently out, and one is expected to return shortly.

E. Executive Director Report – Scott Brummer

i. Chair Brummer stated that all pertinent items in his report would be covered in executive session.

F. Finance Report – Rebecca Towner

i. Budget vs. Actual – LCT is doing very well on budget. Including REVIT expenditures (the workforce development program), LCT is 2% over budget; excluding those expenditures and looking only at transit operations, LCT is within 1% of budget. Categories running higher than budgeted include insurance, fuel (LCT is paying for hydrogen fuel until it can produce its own), and employee paid absence, which has been over budget throughout the year.

ii. Capital – Exit 77 construction work was invoiced $329,560 this month, and reimbursement was immediately requested from WSDOT; the project is 100% grant funded. The second milestone payment of $82,790 was paid for the hydrogen maintenance bay at the 212 E. Locust Street facility. Fund balance is in good shape. Approximately $300,000 in reimbursements from Commerce is on hold until a certificate of occupancy is issued for the hydrogen fueling station, which will pay off the remaining invoices from Chart, the hydrogen storage and dispensing vendor.

iii. Chair Brummer asked whether Commerce might allow reimbursement once work is complete and functioning, prior to occupancy, to keep cash flow in balance. Ms. Towner replied that it is possible, pending more detail on the city's final requirements, and noted Commerce has been very flexible, including extending the original grant awarded in 2021, which is awaiting a final report to close out.

iv. SAO Audit Report Finalized – LCT received another clean audit. The audit included both a

financial audit and a single audit of grant reimbursements, triggered by exceeding $750,000 in federal funds. Ms. Towner thanked Chair Brummer for attending the entrance and exit conferences.

v. Grants Update

a. Consolidated Grant – The final applications for the year were submitted. The consolidated grant, LCT's core operating grant, requested approximately $23.9 million over the next four years to support service expansion and improvements to dial-a-ride and paratransit services. Awards are expected around April–May 2027, and WSDOT indicated more funding is available than originally anticipated.

b. Department of Ecology – LCT received an additional $400,000 grant to continue expanding the REVIT program to other school districts, such as Spokane and South Bend. The program includes an introductory course and four prep courses focused on renewable energy, running from middle school through high school, with a pathway to certification or college.

c. Department of Commerce – Commerce had unanticipated additional funds, and LCT submitted an application to expand the Port of Chehalis hydrogen site by an additional one megawatt of production, for $2.5 million if fully awarded. Mr. Clark added that LCT also requested $1.25 million for a transfer station to offload hydrogen from ground storage into trailers and to receive trailers, providing resiliency and emergency backup. If both are awarded, production would reach close to 1,000 kg per day. There is significant interest from potential off-takers, including a possible project at the Port of Chehalis.

d. Bus and Bus Facilities (Federal) – LCT plans to apply for the federal Bus and Bus Facilities grant for the Port of Chehalis Operations and Maintenance Center. LCT has already applied at the state level; if awarded both, the funds could be used as match for each other.

C. Review of Claims

a. Review financial warrants #33680-33763 including Capital and Operating expenditures for August 1-31, 2026.

i. Capital Warrants	$525,287.84
ii. Operating Warrants	$360,241.86
iii. Operating ACH	$175,281.63
iv. Payroll ACH	$235,239.63
Total	$1,296,050.96

D. Action Items

1. Approval of Board Minutes

a. Adoption of minutes from August 28, 2026 Regular Board Meeting.

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

2. Acknowledgment of the Modification to the Distribution Line Easement document that will be added as an addendum to the current Port of Chehalis lease agreement dated February 10, 2023.

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

3. Request approval to surplus Small & Attractive Items listed on FOR-104A dated September 29, 2026.

a. The items are operator laptops. Ms. Wilson explained that operators previously each had an assigned laptop for email and time cards, which became costly to purchase and track as staffing grew. LCT has moved to a kiosk model with four kiosk computers and a printer. Surplused laptops will be offered to operators for $40 each, and there is a sizable list of

interested operators. Any remaining laptops will be donated (LCT has previously donated to the Boys & Girls Club) or recycled if broken. Laptops are still in the process of being collected.

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

4. Approval of Lewis County Transit Public Comment Guidelines.
    a. Chair Brummer explained that LCT has not previously had public comment guidelines. Ms. Towner stated that the guidelines are based on Lewis County's, with edits, and allow three minutes per speaker, compared to LCT's historical practice of one minute. Vice Chair Ketchum noted the City of Chehalis allows five minutes. The Board discussed whether to set an aggregate cap on public comment time; Chair Brummer noted the RCW leaves time limits to the governing body's discretion and that written comment is always accepted. The Board agreed three minutes is reasonable and that the built-in Board discretion is beneficial.

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

5. Chair Brummer confirmed with Ms. Towner that the 2025-2031 Transit Development Plan was approved at the previous meeting and does not require further action.

E. Executive Session

At 4:00 p.m., the Board adjourned into Executive Session, pursuant to RCW 42.30.110(1)(i) for the purpose of discussing with legal counsel matters relating to potential litigation, and pursuant to RCW 42.30.110(1)(g) for the purpose of evaluating the qualifications of an applicant for public employment. The session was expected to last no more than 45 minutes, returning at 4:43 p.m. Allen Unzelman and Rebecca Towner remained for the session.

F. Action Item

1. Discussion and action to approve employment contract.

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

Adjournment

The regular Board meeting adjourned at 4:46 PM.

The next regular meeting is on October 27th, 2026, at 3:30 p.m.

APPROVAL

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Scott Brummer, Chairperson

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Tony Ketchum, Vice Chairperson

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Ray Chapman Wilson, Secretary

Respectfully prepared by:

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Makenzie Wilson