



Regular Board Meeting Minutes
June 27th, 2023
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 3:30 p.m.

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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Resources
Tim Palmateer, Fleet Manager
Timi Johnson, Finance and HR Specialist
Maleah Kuzminsky, Community Services Supervisor
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. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Construction Update
 - i. Mr. Clark provided an update on the progress for the hydrogen fueling station. The project has been broken up into four sub projects: fueling station, electrolyzer, operations and maintenance, and off-take agreements. Talking with the vendors, they are looking for ways to help Twin Transit save money. For instance, there needs to be some level of ground storage until the electrolyzer comes online. They're also working on incremental strategies so some revenue can be generated and expended as opposed to waiting on grants. Twin Transit has been getting some guidance with the tax credits. There are production tax credits and investment tax credits. It was decided to go the production route. The hydrogen fueling station is in the final design and permitting stages.

- ii. Mr. Clark shared that all the permits are complete and assigned last week for Exit 68. Rognlin's out of Aberdeen will be doing the excavation. A lot of that dirt will be moved to the Veteran's Memorial Museum to help the Twin Cities Rotary Club with building a large fire pit area. This will allow more veterans with PTSD to sit around the fire and have their "table talks."

b. Communications Update

- i. Mrs. Kuzminsky updated that two weeks ago Twin Transit submitted an application for the CFI grant. This grant is the charging and fueling infrastructure grant through DOT. The total project ask was \$11.16 million. The ask to DOT was \$6.8 million with 39% cost share. We asked for one hydrogen electrolyzer to produce 2,000 kilograms of hydrogen a day, site storage for 2,000 kilograms with the potential to expand to 4,000 kilograms, one 1.5-megawatt solar array to offset power consumption, and twelve level 3 DC fast chargers to install at six different locations.
- ii. Mr. Palmateer shared that there is a piece of equipment that will be placed on the buses to help those with some mobility and disability issues. This piece of equipment is an annunciator, and it has a few different components to it. There is an AVL TV screen that you can see. You can view route maps and there is GPS tracking so people will know where to get off the bus as far as which location they will need. The annunciator will also announce the next stop as it is approaching so the visually impaired will have a better idea of their whereabouts.

c. Finance Update

- i. Miss Towner shared that the cash flow is still about 2.8% below budget on the operating fund. Facilities is the one category that is now overspent, due to a purchase of a mower. Funds will be shifted from a different category with extra funds to bring everything back into balance. Overall, the budget is doing quite well.
- ii. Mr. Clark asked Mr. Palmateer to talk about the new WAVE Charger.
- iii. Mr. Palmateer shared that WAVE came and installed a second charging pad at Mellen Street. There are now two active charging pads available for the electric buses. There are still some testing phases to go through to make sure everything is functional, but once it's all said and done, they'll both be available for use.
- iv. Miss Towner explained that there is a remaining invoice for \$103,000 that Twin Transit will see next month because there is still a final payment after the charging pad is tested and accepted. Then there can be a request for reimbursement made and close out the WSDOT Green Transportation grant. This would be the first Green Transportation grant that was received.
- v. Miss Towner updated that there was very little activity on the capital side. There were permitting and design fees for the hydrogen fueling station and for Exit 68. Only a total of \$17,005.69 was spent and the annual bond payment of \$87,000 was made. So, the fund balance is still above \$1 million and does not anticipate to change much throughout the rest of the year. The Exit 68 project is starting, so there will be some bills coming in for that.
- vi. Miss Towner stated that Twin Transit received Regional Mobility grant funding. This was for the Castle Rock route for 4 years of operational funding. That was about \$1.7 million. Twin Transit also received Consolidated 5311 grant funding, which funds the city routes and the demand response service.

- vii. Miss Towner stated that there is a second part to the consolidated grant. It is the Special Needs Formula program. There is an additional \$3.9 million over four years. That one is really going to be focused on the DARTT and LIFTT services. The cost to operate, payroll, fuel, etc. Then there is demand response staffing and program support which is another \$1.9 million. Then there is the Mobility Management grant which allows for some travel training, planning and meetings that happen with CWOG and the regional transits, as well as software costs.
- viii. Miss Towner pointed out that there were some grants that Twin Transit did not receive but that doesn't mean that they can't be applied for again next year. Twin Transit was awarded the two hydrogen fuel cell buses for about \$2.8 million. The grant for the annunciators is about \$907,000. Then there were unanticipated funds. WSDOT had extra money from the Move Ahead Washington from the Special Need's Formula funding, which was about \$1.9 million. Then there is the Transit Support grant which is supposed to make up for lost revenue because we are zero fare for fixed route and LIFTT. Those two together are about \$2.6 million and those can be applied to either operating or capital type projects. Twin Transit is going to start its Transit Development Plan which covers the next 6 years and decide how to use those funds. All in, Twin Transit received \$23.355 million for operating and \$3.68 million for capital. From 2021 to 2027, a six-year period, Twin Transit will have received \$41 million in grants.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #31021-31076 including Capital and Operating expenditures May 1-31 of 2023.

i. Capital Warrants	\$	105,329.25
ii. Operating Warrants	\$	171,026.69
iii. Operating ACH	\$	95,462.39
iv. Payroll ACH	\$	<u>144,444.31</u>
Total	\$	516,262.64

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

C. Action Items

Action

- 1. Approval of Board Minutes
 - a. Adoption of Minutes as amended from May 30, 2023, Regular Board Meeting.

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

D. Executive Session

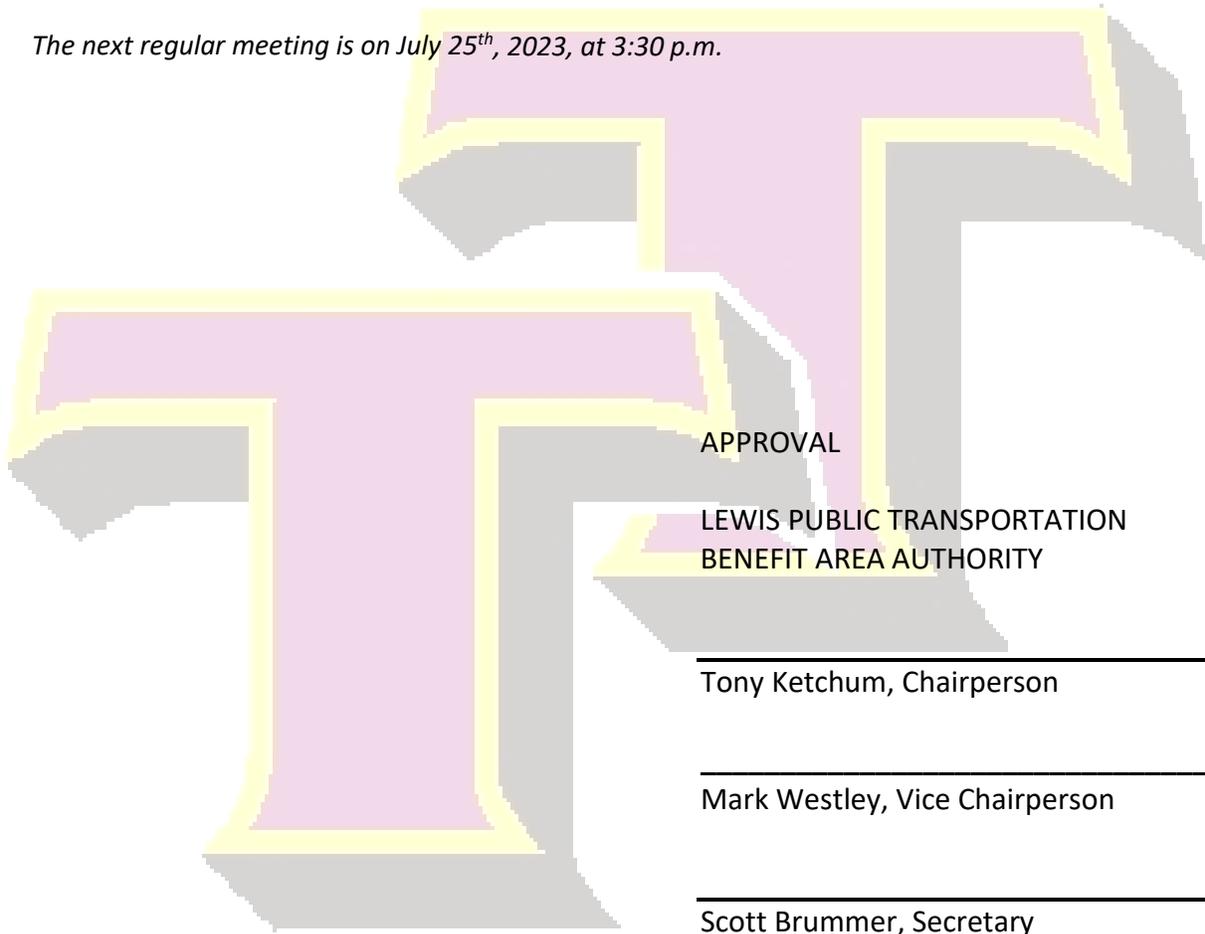
The Chair announced that the board, Mr. Clark, Miss Towner, and Mr. Unzelman will enter the executive session, pursuant to RCW 42.30.110(1)(g) for the purpose of discussing the Director of Transit Service’s annual performance review. The session is expected to last no more than 30 minutes.

Adjournment

The Board recessed the regular meeting at 3:58 p.m.

The executive session adjourned at 4:30 p.m. No action to follow.

The next regular meeting is on July 25th, 2023, at 3:30 p.m.



Respectfully prepared by:

Timi Johnson
Clerk of the Board