



Regular Board Meeting Minutes
May 30th, 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 3:31 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 Relations
Tim Palmateer, Fleet Manager
Timi Johnson, Finance and HR Specialist
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. Charlie Severs with JSA Civil Engineering attended the meeting to explain the vendor selection process for Exit 68.
2. Board Member Reports
 - a. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Finance Update
 - i. Miss Towner gave an update on the operations budget. Twin Transit is currently under budget so far for the year. This is mainly due to the current fueling costs.
 - ii. Miss Towner stated that there has been minimal activity within the last month with the capital budget and Twin Transit is well over the minimum threshold for the capital reserves.
 - iii. Tony Ketchum asked, “at Exit 77, are we getting close to finalizing the rental agreement and then are we waiting for some definition of property?”
 - iv. Mr. Clark responded to Tony Ketchum’s question stating that a legal description has been completed.

b. Policy Update

- i. Miss Towner gave an update on the recent site visit and a revision of the Title VI Policy.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30974-31020 including Capital and Operating expenditures April 1-30 of 2023.

i. Capital Warrants	\$	276,532.40
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	168,278.11
iv. Operating ACH	\$	123,116.29
v. Payroll ACH	\$	160,614.96
Total	\$	815,867.31

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

C. Action Items

1. Approval of Board Minutes

- a. Adoption of Minutes as amended from April 25, 2023, Regular Board Meeting.

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

2. Approval of second reading and adoption of Twin Transit's Zero-Emission Transition Plan.

- i. Mr. Clark gave a synopsis of what the requirements for needing the Zero-Emission Transition Plan and what the plan says.

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

D. New Business

1. Approval to authorize the Executive Director to enter into a public works contract with Rognlin's Inc. in the amount of \$452,760.00 for construction of Exit 68 Energy Station.

- i. Charlie Severs explained the process and how the conclusion of the bid selection was reached.
- ii. Mr. Clark explained the construction process, funding, and the timeline for this project.

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

2. Approval of Resolution 2023-04 reaffirming the authority to waive competitive bidding requirements for the purchase of hydrogen fueling station equipment from a single source of supply.
 - i. Mr. Clark explained the process of how the changes within the resolution were made.
 - ii. Tony Ketchum asked, “what happens overall if we don’t do this?”
 - iii. Mr. Clark explained that the process would have to start over from the beginning and everything that would entail if that was to happen.

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

3. Approval to authorize the Executive Director to enter into contract negotiations with Air Liquide Advanced Technologies U.S., LLC for procurement of the Port of Chehalis hydrogen fueling station equipment for up to \$4,350,000.
 - i. Mr. Clark explained that this is a four part process and the funding for this project.

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

4. Approval to surplus Capital Assets and Small & Attractive items as listed for FOR-104A dated 5/30/2023.
 - i. Miss Towner stated that the items listed were items that had reached their useful lifetime, or they were in poor condition. These items can be sold at a garage sale or recycle them.
 - ii. Allen Unzelman explained another option is that if there is an organization that could use the items for the same purpose Twin Transit used the items, it is not a gift of public funds and it is allowable.

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

5. Approval of first reading of POL-117: Title VI Plan.

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

6. Approval of second reading and adoption of POL 107, 118, 201, and 215.
 - a. POL-107: Ethics
 - Added definition and examples of an Organizational Conflict of Interest.
 - Added a statement that prohibits the payment of a bonus or commission to an employee or board member for obtaining a grant award.
 - Added a section placing restrictions on lobbying and political activity.
 - Added a section that prohibits employees and board members from providing false or fraudulent statements and claims for grant-funded projects.

- b. POL-118: ADA Passenger Compliance
 - Added statement regarding the use of portable oxygen.
 - Revised statement that previously required a mobility device to be equipped with specific features in order to be transported.
 - Added statement that LIFTT service operates the same hours and days as fixed route.
 - Added a section about Twin Transit's compliant procedure, including contact information.

- c. POL-201: Equal Employment Opportunity
 - Added instructions for submitting written reports of apparent discrimination and/or harassment to Human Resources.
 - Added procedure for Human Resources to respond to a written complaint.
 - Added definition and examples of harassment.

- d. POL-215: Drug and Alcohol Program
 - Updated contact list of Substance Abuse Professionals, Medical Review Officer, Collection Sites, and Twin Transit's Drug and Alcohol Program Manager and Designated Employer Representative.
 - Updated list of Twin Transit positions that have been designated as safety-sensitive or as non-safety sensitive.

- i. Miss Towner explained the policies listed had changes made within them that were recommended from the WSDOT site visit. This was the second reading and no changes have been made since the adoption of the first reading.

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

Adjournment

The Board recessed the regular meeting at 4:05 p.m. No action to follow.

The next regular meeting is on June 27th, 2023, at 3:30 p.m.

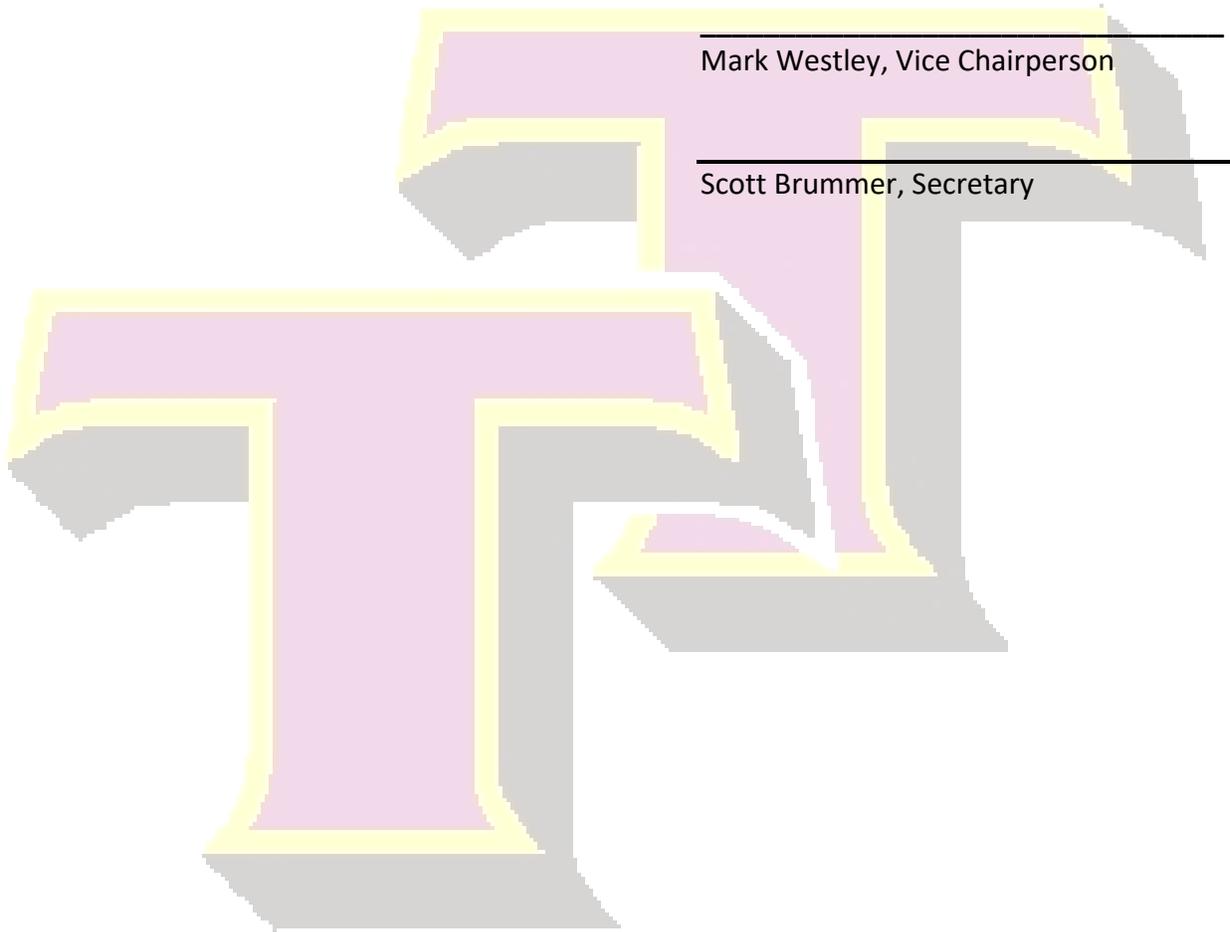
APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Scott Brummer, Secretary



Respectfully prepared by:

Timi Johnson
Clerk of the Board