



Regular Board Meeting Minutes
January 26, 2021
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

Held via audio conference application (Microsoft Teams) due to COVID-19 pandemic. The board agreed that an audio conference was best to protect the health of those in attendance.

Chair Chad Taylor called the meeting to order at 8:00 a.m.

Directors Present: Chad Taylor, City of Chehalis
Rebecca Staebler, City of Centralia
Gary Stamper, Lewis County
Debbie Lytle, Twin Transit, on behalf of represented bus operators

Staff Present: Joseph Clark, Executive Director
Melissa Shoemaker, Director of Operations
Andrea Culletto, Director of Communications
Rebecca Towner, Director of Finance

A. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
 - a. No members of the public were present.
2. Board Member Reports
 - a. Rebecca Staebler shared that she enjoyed seeing Twin Transit in the news over the past couple of months, with very positive news from bus stops to grants. These have been challenging times, but Twin Transit has been able to move on and do great things in the community.
 - b. Chad Taylor announced that as of February 8, 2021 he has resigned from the City of Chehalis council after 19 years and serving on the Twin Transit for 10 years. He shared that he has not enjoyed being on the board as much as he has over the last two years thanks to Mr. Clark and his team.
 - c. Debbie Lytle shared that is very exciting to see all of the construction taking place with the Market Street bus pullout and the 212 Locust remodel. She also expressed her appreciation for Chad Taylor’s service on the board. She thoroughly enjoys being on the board and having the ability to share the information she learns from these board meetings with the rest of the drivers.
3. Nominations & Selections for 2021 board positions for two-year terms
 - **Chair Taylor nominated Rebecca Staebler as Chair. Rebecca Staebler consented. Hearing no further nominations, Chair Taylor motioned, Director Staebler seconded. Rebecca Staebler has received the majority of the votes and is the new Chair for the two-year term beginning in 2021. Motion passed (2-0).**

- **Chair Staebler nominated Gary Stamper as Vice Chair. Gary Stamper shared his consent prior to this meeting. Hearing no further nominations Chair Staebler motioned, Chad Taylor seconded Gary Stamper for Vice Chair. Motion passed (2-0).**
- **Chair Staebler nominated Chad Taylor as Secretary. Chad Taylor consented. Hearing no further nominations Chair Staebler motioned, Chad Taylor seconded Chad Taylor for Secretary. Motion passed (2-0).**
- **Chad Taylor moved to approve Debbie Lytle as a non-voting member of the board and Rebecca Towner as clerk of the board. Chair Staebler seconded. Motion passed (2-0).**

4. Staff Reports – Discussion

a. Administration

- Mrs. Culletto provided a quick update regarding the Highway 12 EV Charging project. Twin Transit's partner, Energy NW, was recommended for grant funding, so it is likely that this project will proceed. Twin Transit will provide project management for the project. This project involves the installation of electric vehicle chargers between Centralia/Chehalis and Packwood and the goal is to open up tourism and increase the use of these technologies in east county.
- Mrs. Culletto shared that Twin Transit has received a \$75,000 grant from the National Center for Mobility Management. Only five entities were awarded such grants, and Twin Transit was the only one that did not go through an intensive preparation process because of our impressive application and project. This will fund the new DARTT program through June 30, 2021.
- Mrs. Culletto further shared that Twin Transit received a WSDOT planning grant to fund the LC-REC partnership, the goal of which is to increase usage of clean energy in Lewis County.
- Mrs. Culletto gave a quick update regarding bus advertising; two new Lucky Eagle wraps have been installed and Red Wind Casino has also renewed its contract for advertising.
- Mrs. Culletto stated that the two electric buses are projected to arrive the first week of March. Mr. Clark clarified that the buses were originally anticipated end of 2020, but due to COVID-19 setbacks, Twin Transit received an extension from the Department of Ecology until June 30, 2021 for all grant deliverables. Despite the delays with the bus manufacturer and with Mellen Street construction, Twin Transit will be able to make these deadlines in plenty of time.
- Mrs. Shoemaker provided an update about the DARTT pilot, which is still in Phase 1. Data collected in this phase will be utilized to run a more efficient and targeted second phase. DARTT has provided about 50 rides thus far. Twin Transit had to adjust its advertising strategy with more targeted outreach to health organizations/social services to partner with directly. Phase 2 starts March 1, and will be funded with grant dollars and advertising

funds. Mrs. Shoemaker will bring an updated plan for Phase 2 to the next meeting. There is discussion of adjusting the program to better help outlying communities who really need help getting a ride by broadening the service area.

- vii. Mrs. Shoemaker shared that the Operations team has been working diligently over the past few months to take a full inventory of shelters and stops in preparation for spring routes. The team has been geocoding these locations and connecting this data to a new software RouteMatch, which will allow for more efficient vehicle tracking and routing and more effective dispatching.

b. Financial Update

- i. Miss Towner shared that Twin Transit's 2018 and 2019 audit was finalized on December 22nd. This audit consisted of three parts: a financial, accountability, and federal single audit. Twin Transit passed the single audit with flying colors and also received a clean audit opinion for the state financial and accountability audit.
- ii. Miss Towner provided a brief summary of the results of the 2020 operations and capital budget v. actual. On the operations side, Twin Transit received \$830,252 more in revenue and spent \$232,902 more in expenditures than originally budgeted. The increase in revenue was primarily due to the COVID-19 Cares distribution of \$1.2 million. Expenditures were kept at an acceptable level despite the effects of operating double buses on each route, additional cleaning and PPE costs due to COVID. On the capital side, Twin Transit underspent by nearly \$3.6 million and revenues were lower by approximately this same amount. This is due to delays in construction of the Mellen St. Park & Ride as well as the 212 E Locust Street remodel, which means that grant revenue has been deferred to 2021. The remainder of the construction costs as well as the cost of the two electric buses will now be recognized in the 2021 budget, which is why the resolution to revise the 2021 annual budget was necessary. The 2020 ending fund balances appears to be much higher than anticipated; the total fund balance increased by 55% over last year. However, management fully anticipates spending down these fund balances in 2021, while still maintaining the minimum fund balance requirements.
- iii. Miss Towner shared another major change to the 2021 budget, that being the addition of the expected grant match for the 2021 Green Transportation Exit 63 project. Twin Transit is still waiting for grant award, which is typically announced in the spring, but our application has already been recommended to the legislature for funding. It is expected that Twin Transit will end the year with \$700,966 in capital and \$990,958 in operating, as outlined in the proposed Budget Resolution 2021-02.

c. Policy Update

- i. Mrs. Shoemaker presented Policy 118 ADA for first reading. She also shared edits that were made to Policy 205, which added three company holidays and added guidance for employee compensation in the event they are asked to work on a designated company holiday. Miss Towner shared edits that were made to Policy 101, which added language stating that the Twin Transit Board shall approve any increase to a construction contract or

personal service contract when the change order has caused the contract to exceed any of the purchasing thresholds.

- d. Construction updates
 - i. Mr. Clark gave a quick construction update regarding the property at 0 National Avenue in Chehalis. Twin Transit has hired a contractor to clean up, grade, and gravel the site, which is meant to be utilized in the summer with new routes.
- e. Bylaws & Charter
 - i. Mr. Clark reminded the Board that Twin Transit will begin negotiations with the union this summer; in preparing for this process, he requested a legal opinion on the existing Twin Transit bylaws and charters. According to the RCW governing PTBA entities, the bylaws should be reviewed on a regular basis. In March, the management team will plan on organizing a work session with the board to review the drafts that Twin Transit's legal counsel is currently working on. Chad Taylor inquired whether it would be an appropriate time to take a look at the board structure and potentially add additional members. Mr. Clark agreed that this would be a topic for consideration, especially as plans continue to develop for service area expansion.

B. Consent agenda

- a. Request to approve financial warrants #28729-28803 including Capital and Operating expenditures for November 1-30 of 2020.
 - i. Capital Warrants \$ 150,235.15
 - ii. Operating Warrants \$ 146,487.00
 - iii. ACH Disbursements \$ 45,926.04
 - iv. Payroll ACH \$ 115,665.34
 - Total \$ 458,313.53
- b. Request to approve financial warrants #28804-28909 including Capital and Operating expenditures for December 1-31 of 2020.
 - v. Capital Warrants \$ 244,877.07
 - vi. Operating Warrants \$ 202,550.31
 - vii. ACH Disbursements \$ 18,269.66
 - viii. Payroll ACH \$ 122,805.55
 - Total \$ 588,502.59

Secretary Taylor moved, Chair Staebler seconded. Motion passed 2-0.

C. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from November 24, 2020 Board Meeting.
 - b. Adoption of minutes from January 12, 2021 Special Board Meeting.

Secretary Taylor moved, Chair Staebler seconded. Motion passed 2-0.

2. Amending 2020 Final Budget
 - a. Request approval of Resolution 2021-01 Amending Final Budget 2020.

Secretary Taylor moved, Chair Staebler seconded. Motion passed 2-0.

3. Amending 2021 Operating & Capital Budgets
 - a. Request approval of Resolution 2021-02 Amending Twin Transit 2021 Budget.

Secretary Taylor moved, Chair Staebler seconded. Motion passed 2-0.

D. New Business

1. Request first reading of POL 118.
 - a. **POL 118- ADA Policy**
 - Restructured policy to include general provisions, LIFTT specific, and Fixed Route Specific
 - Changed parameters for trespassing passengers.
 - In past, passengers were trespassed indefinitely or suspended for the day
 - Created more options, such as temporary suspensions for 30, 60, 90, 180 days.
 - Up to TT management discretion
 - Allows passengers who are trying to better themselves and get to resources, still be able to do so.
 - Does not trespass indefinitely for an act that is not extreme.
 - Still will allow for indefinite trespass for extreme circumstances (safety, threats, etc.)

Secretary Taylor moved, Chair Staebler seconded. Motion passed 2-0.

Adjournment

The Board recessed the regular meeting at 9:31 a.m. No action to follow.

The next regular meeting is February 23rd, 2021 at 8:00 a.m.

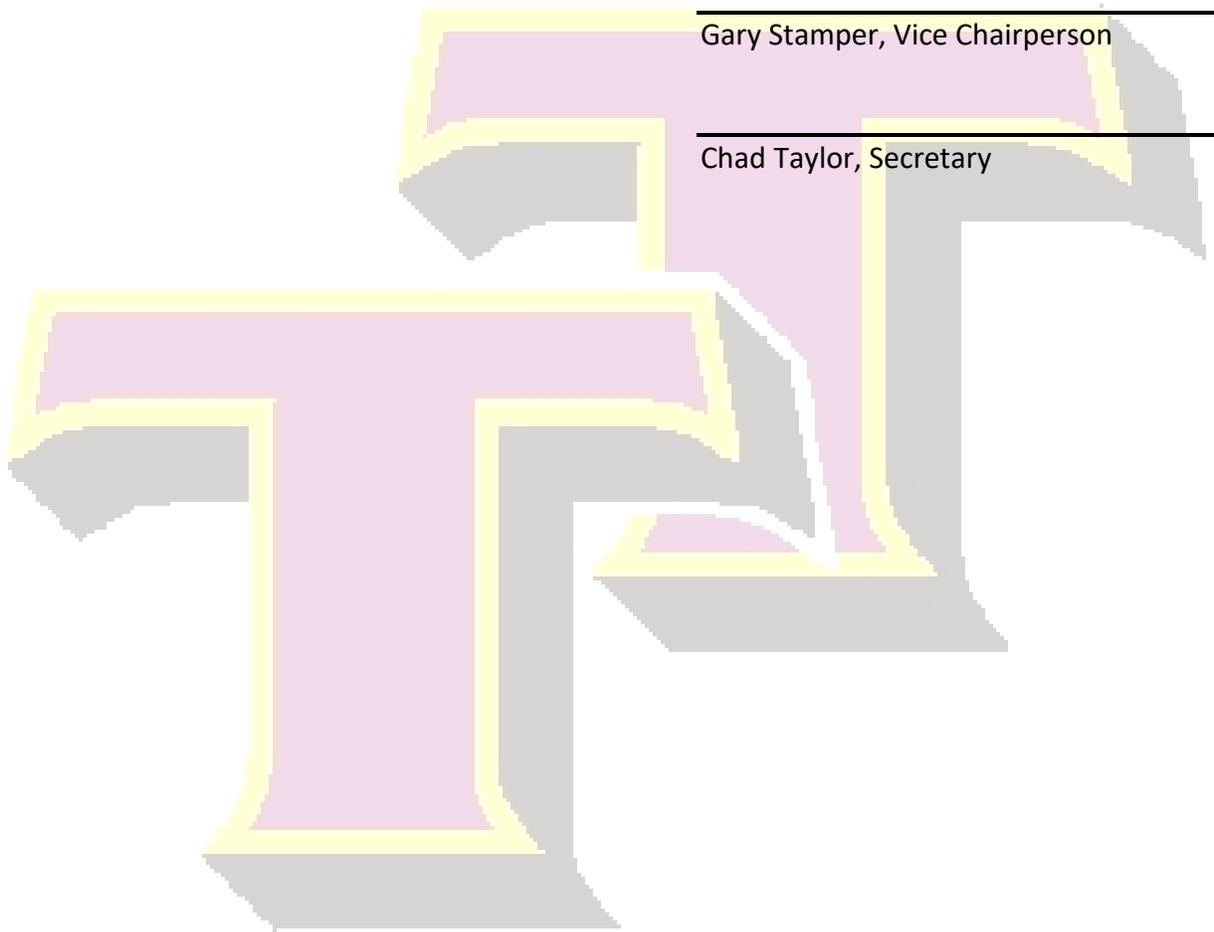
APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Rebecca Staebler, Chairperson

Gary Stamper, Vice Chairperson

Chad Taylor, Secretary



Respectfully prepared by:

Rebecca Towner
Clerk of the Board