



Regular Board Meeting Minutes

April 26th, 2022

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 Tony Ketchum called the meeting to order at 3:40 p.m.

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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Andrea Culletto, Director of Communications
Tim Palmateer, Fleet Manager
Maggie McCarthy, Operations Manager
Jodie Ditch, Assistant Operations Manager
Timi Johnson, Finance and HR Specialist
Jason King, Community Relations
Maleah Kuzminsky, Community Relations
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. Guest Elizabeth Hill wanted to suggest there be 30-minute bus routes as opposed to 60-minute bus routes. She currently catches the yellow line at the courthouse.
 - b. Mr. Clark replied that there will be route updates in July to be established in August. He asked that Ms. Hill contact him so he may get more of her feedback.
2. Board Member Reports
 - a. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Admin Update
 - i. Mr. Clark mentioned that Twin Transit is still working on the construction project for the expansion of the parts room and more offices.

- ii. Mr. Clark updated that Twin Transit received a \$150,000 grant from the Bonneville Environmental Foundation. This will help offset some of the additional engineering costs, pre-application process, topography, and other items previously discussed.

b. Communications Update

- i. Mrs. Culletto updated that earlier in the day Twin Transit took an electric bus over to the TransAlta building at the college. In honor of TransAlta, this bus was wrapped in many of the community projects they have funded over the years. Many of these groups came to share their updates with their projects. Tim Palmateer gave everyone the tour of the electric bus and explained how it operates. Twin Transit can have the electric buses because TransAlta provided Twin Transit with the grant funding about five years ago for the infrastructure to charge electric buses.
- ii. Mrs. Culletto shared that she is going to be stepping away from Twin Transit as her family will be moving overseas for a few years. Jason King and Maleah Kuzminsky will be taking over the communications role within Twin Transit.
- iii. Mrs. Kuzminsky shared that Twin Transit is continuing to work with the Chehalis and Cowlitz Tribes and building partnerships. She has been working with the Chehalis Tribe on the ZEVIP grant application which will be wrapped up in about a week.
- iv. Mr. King shared that on Earth Day, Twin Transit members went along the side of Airport Road in Chehalis and picked up trash.
- v. Mr. King updated that there are several events coming up and the first one is in a few weeks. Twin Transit will participate at Egg Days, Cheese Days, and the 35 to 40 events that Twin Transit participated in last year.
- vi. Mr. Clark added that for Earth Day there was a partnership with the Twin Cities Rotary. About 25 people showed up. Half started at the Mellen Street Transit Station and half started at Les Schwab and met in the middle. In total, there was around half a ton of garbage that was picked up that day from that area.
- vii. Mr. Clark stated that May 12th is a save the date. Twin Transit will be having an announcement to the community about the hydrogen fueling station. This will be at the TransAlta building from 4 p.m. to 6 p.m.
- viii. Mr. Clark announced that one of the circuit judges struck down the mask mandate for public transportation. Twin Transit has gone from masks required to masks being optional. There is a Department of Justice appeal right now so public transportation may have to go back to wearing masks. Masks are still supplied to those who want one.

c. Operations Update

- i. Mr. Clark updated that routes, stop times, and maps have been completed for the Longview and Kelso run. Joey Zurfluh sent this information off to RiverCities Transit to be reviewed.
- ii. Tony Ketchum asked, "When do you think that might be?"
- iii. Mr. Clark replied that he would like to get it done over the next 45 days. Jim with RiverCities has a Board Meeting in mid-May that he wants to take this to.
- iv. Mr. Clark shared that Twin Transit is currently doing the analysis on the Morton route stop times. Before this is implemented, probably next year sometime,

there must be some construction projects and securing some locations along Hwy 12 to be done first. There is also the concern about Lewis Mountain Highway and how long they'll continue to operate.

- v. Mr. Clark spoke to some data that was shared. There is a concern that DARTT doesn't grow too fast so there is a dependable and reliable service being provided. Twin Transit has been researching a software program to adopt in May or June. This will allow passengers to schedule their rides online which will alleviate pressure on the staff.

d. Human Resources Update

- i. Ms. Towner stated with the expansion in mind, Twin Transit is trying to get the employment up to meet those standards. Dave Rubert was recently hired as a DARTT driver and is doing quite well. Twin Transit is currently interviewing for a washer detailer position. There will be a posting for one DARTT driver and two CDL fixed route drivers. Hopefully those will be filled by August.
- ii. Mr. Clark added that Twin Transit is going to continue to look for CDL drivers because there are some people on the seniority list who are thinking about retiring.

e. Finance Update

- i. Ms. Towner presented a cashflow report for capital and operations budgets. For the capital budget she explained the cashflow between grants that are being received and the construction projects expenditures that each grant will be funding.
- ii. Ms. Towner explained that operations side is right on budget. We are 25% through the year and the operations budgets is landing at 24.67% spent. She is very happy with the different departments.
- iii. Mr. Clark spoke about a contract for construction management with JSA Civil. The contract is for 3 projects; Exit 68, Morton energy station, and the Port of Chehalis. There was a discussion with the Board on how grant funds were going to be expended in a certain order with the payments on the various projects.
- iv. Mr. Clark talked about the Foresight Surveying contract. They will be doing the topography over 23 acres at the Port of Chehalis to find out where the water is coming from and where it flows through. However, Twin Transit is only leasing 8 acres of that.
- v. Tony Ketchum asked, "So this is a partnership or is Twin Transit paying the whole bill?"
- vi. Mr. Clark stated that Twin Transit is paying the whole bill because it must be done to pass the SEPA requirements. If there is an unknown source of water or where the points of entry are, that could slow things down. It was suggested that it be done this way.
- vii. Lee Grose asked, "So Joe, we're going to have the same kind of contract for exit 68?"
- viii. Mr. Clark replied, "exactly". He said it may not be as expensive because the plots are smaller especially in Morton.
- ix. Mr. Clark added that with the NEPA study for the hydrogen fueling station, that could be a little bit more money because it's kind of an unknown area. That's why some of the numbers have been baked in the way that they were.

- x. Mr. Clark stated that he thinks Twin Transit will be in good shape. Twin Transit received a wonderful donation and grant award from the Coal Transition Board of \$1.807 million for a hydrogen electrolyzer to sit next to the fueling station.
- xi. Mr. Clark added that Twin Transit is going to have a three 15-passenger vans that are going to be surplus. One will go to the Lewis County Special Olympics. They are excited to have their own vehicle to transport people to various events. Experience Chehalis as well as Hope Alliance expressed an interest in a van, and the vans have been set aside for them.
- xii. Ms. Towner proposed a new plan to avoid bringing forward multiple budget amendments as new grant rewards are coming in. She proposed that quarterly she will reevaluate and bring forward a new budget resolution.
- xiii. Tony Ketchum agreed to do so as long as it is following the rules. Mr. Clark added that as we enter into each of these new contracts, the Board is granting approval beforehand, and it takes a while to start the contract process. So by doing this on a quarterly basis, we will not be doing approvals out of sequence.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30054-30133 including Capital and Operating expenditures March 1-31 of 2022

i. Capital Warrants	\$	60,082.67
ii. Operating Warrants	\$	159,978.44
iii. Operating ACH	\$	78,430.40
iv. Payroll ACH	\$	122,991.24
Total	\$	421,482.75

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from March 29th, 2022, Regular Board Meeting, as amended.
- b. Adoption of Minutes from April 19th, 2022, Special Board Meeting.

Vice-Chair Westley Moved, Secretary Grose seconded, Motion passed 3-0

- 2. Approval to authorize the Executive Director to enter into a public works contract with JSA Civil for construction management services in a total amount of \$445,000 to be disbursed as follows: \$115,00 for the Exit 68 Energy Station, \$115,000 for the Morton Energy Station, and \$215,000 for the Port of Chehalis Energy Station.

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

3. Approval to authorize the Executive Director to enter into a purchase agreement with WAVE for the purchase of two (2) induction charging pads to be installed at the Mellen Street e-Station for a total of \$445,700.
 - a. Mr. Clark stated that this is the amount that was paid for the first pad, now Twin Transit will be able to get two for that price.
 - b. Mark Westley asked, "Do we have a timeframe on this?"
 - c. Mr. Clark replied, "Six to eight weeks. We're hoping to have those in during the weather window for construction. That will be before October."

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

4. Approval to authorize the Executive Director to enter into a grant agreement with the TransAlta Coal Transition Board in an amount of \$1,807,500 for the purchase of a containerized green hydrogen electrolyzer to be installed in the Port of Chehalis Hydrogen Fueling Station.

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

5. Approval to authorize the Executive Director to enter into a grant agreement the Bonneville Environmental Foundation in the amount of \$150,000 for engineering services related to the Port of Chehalis Hydrogen Fueling Station.

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

6. Approval to surplus vehicle #301 to Lewis County Special Olympics.

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

D. New Business

1. Approval of second reading and adoption of POL 105 and 108
 - a. POL-105 Customer Service
 - b. POL-108 Service Development

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

Adjournment

The Board recessed the regular meeting at 4:26 p.m. No action to follow.

The next regular meeting is on May 31st, 2022, at 3:30 p.m.

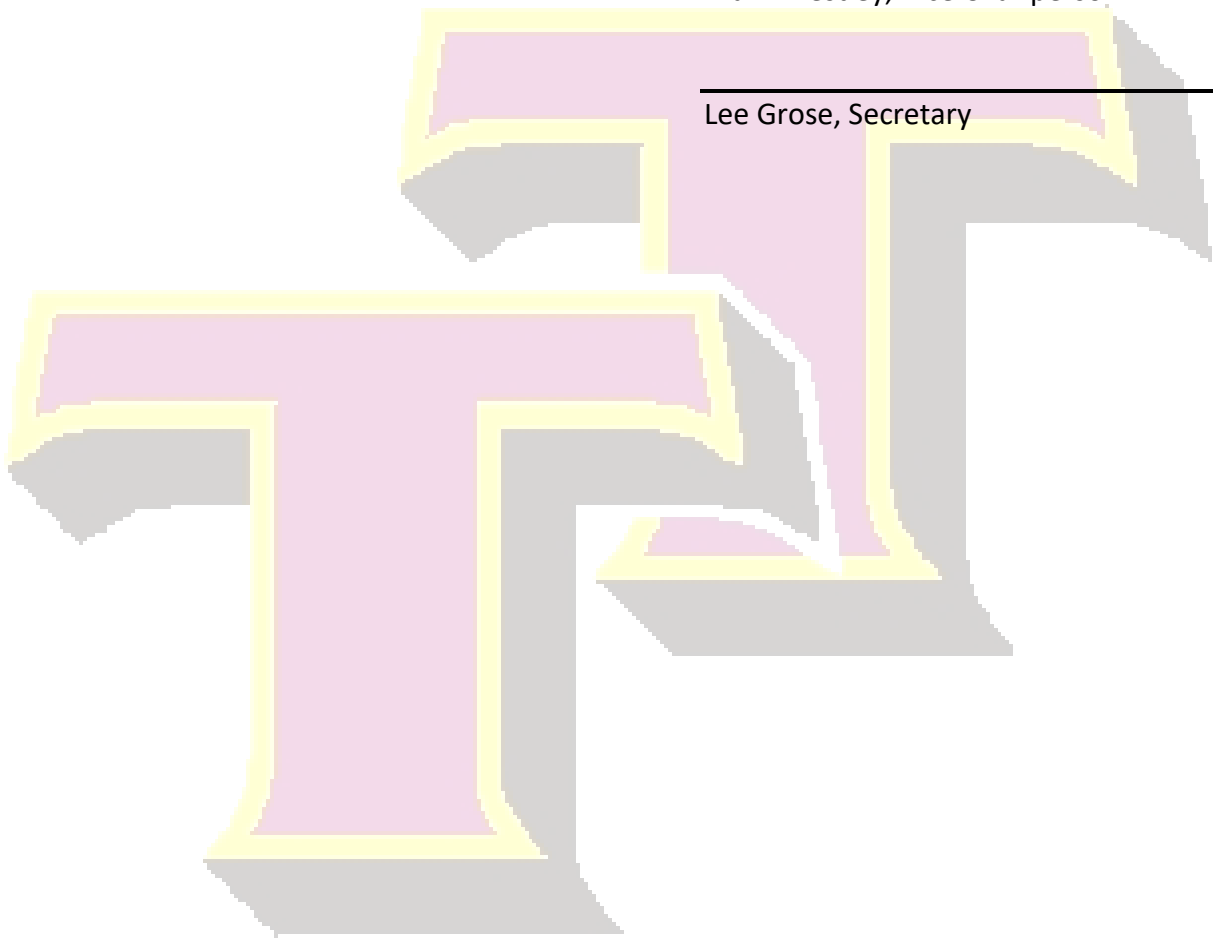
APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Lee Grose, Secretary



Respectfully prepared by:

Timi Johnson
Clerk of the Board