



Regular Board Meeting Minutes
April 27, 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 Rebecca Staebler called the meeting to order at 8:02 a.m.

Directors Present: Rebecca Staebler, City of Centralia
Gary Stamper, Lewis County
Tony Ketchum, City of Chehalis
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
Timothy Palmateer, Fleet Manager

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. Tony Ketchum inquired about public input and the reasoning behind the current regular board meeting time. Mr. Clark responded that since COVID-19, public participation during the board meetings has dropped significantly. However, in late 2019, he and Mrs. Culletto hosted a number of public forums to gain input from the community about changes they would like to see in the bus routes and service in general. The board meeting has been held at 8:00 am for a long time, mainly since it was a common time that all of the board members could join due to their regular work hours. Meetings used to be held in the evenings, but oftentimes current riders would join the meeting and by the time it was over, the bus service had ended, and they didn't have a way of getting home. Tony Ketchum thanked Mr. Clark for this explanation and there was no further discussion on this topic.
 - b. Rebecca Staebler mentioned that she received an email from a current passenger with comments about the upcoming bus route changes. She wanted to make sure that Twin Transit is managing that critique and responding appropriately. More discussion to follow in the staff reports.

3. Staff Reports – Discussion

a. HR Update

- i. Mrs. Shoemaker shared that as Twin Transit rolls out the new routes, Twinwill need more coverage for vacations and long-term absences. Thus, Twin Transit is planning to hire two more CDL drivers. We are also wanting to have all vehicles detailed more frequently, so Twin Transit will be hiring a detailer only. The tasks of washing and fueling have been given back to the drivers. Finally, Twin Transit has added a third dispatching role for coverage and safety reasons, who will also have dual role for IT capacity.

b. Operations Update

- i. Mr. Clark and Mrs. Shoemaker explained that the new stops have been identified based on various criteria; using data we were able to determine where the key places were that Twin Transit was not serving and the places where Twin Transit was going where there was little to no ridership. Shelters will be stationed only in major locations with high concentration of people waiting for the bus. The new routes will touch every school in both cities and the routes are now color coded so that they are easier to understand for our riders.
- ii. Mr. Clark presented the left/right sheets and maps for each new route and gave a detailed report for the Board's understanding of the changes.

c. Construction Update

- i. Mr. Clark shared an update for each of the construction projects underway. Construction at the Mellen Street e-Transit Station is making great progress; electrical is now being pulled, and the project should be completed by the end of May. Phase 4 of the Locust Street Remodel will soon begin which will involve completion of everything except for the air movement system that is now required to be put into the building. The air system was initially included in the scope of work for Phase 3, but because it was expected to cost \$90,000 as currently specced, Twin Transit has decided to re-bid the project. Twin Transit crafted an RFP last month, but we are not getting a response since so many of the vendors have been busy and unable to form a timely response. Twin Transit will continue to ask for bids in the following weeks. The construction at Bishop Road Building B has been completed, and there are just a few cosmetic items left. The Twin Transit board will meet at this location, still offering virtual access to the public, until the Centralia College meeting room becomes available once more. Finally, Mr. Clark shared that Twin Transit is conducting a study of the land located at Exit 63, which could potentially be the home of a second e-Transit Station. We are investigating land to the south for potential purchase, since the leased WSDOT land at Exit 63 is not quite large enough for all the infrastructure that would be installed there.

d. Alternative Fuels / Green Tech

- i. Mr. Clark provided an update regarding the hydrogen fueling station project. Twin Transit, in conjunction with the Lewis County EIC group, is investigating the possibility of constructing the hydrogen fueling station in the Port of Chehalis. There is potential to pursue a RAISE/BUILD grant in conjunction with the Port, City of Chehalis, Lewis County, the Bonneville Environmental Foundation, the Hydrogen Alliance, and Toyota of North America. Once the \$2.5 funding from the legislature is appropriated in July, start engineering and studies, online Spring 2022

e. Communications

- i. Mrs. Culletto provided a brief summary of the various forms of communication she has published including, radio ads, route maps inside buses, brochures, and social media updates.

f. Fleet

- i. Mr. Palmateer and Mr. Clark shared their experience from their April California site visit. They first visited Complete Coach Works, the electric bus vendor, to inspect the two electric buses and conduct a test drive. The first electric bus will arrive on May 10th. CCW will be sending a trainer for both the mechanics and the drivers once the bus arrives. Twin Transit expects to put the buses on the road around May 27th. During the visit, Mr. Palmateer and Mr. Clark also visited Sunline Transit's facility to experience how the hydrogen electrolysis manufacturing process works.

g. Financial Update

- i. Miss Towner presented the updated cash flow and budget v. actual reports through the end of March 2021. She explained that the Operations budget is underspent by 3.4% for being a quarter of the way through the year. She also explained why there are significant dips in the capital cash flow analysis throughout 2021; since each electric bus is \$750,000, Twin Transit is going to pay for one of the buses only in June, apply for DERA grant reimbursement by the funding deadline of June 30th, and then pay for the second bus once the grant reimbursement is received. The second bus will then be submitted for reimbursement by the Volkswagen grant. The Green Technologies grant also covers Twin Transit's match requirement for the DERA and VW grants and reimbursement will be requested and paid during this timeframe as well. Finally, due to conservative budgeting, Twin Transit has set aside about \$500,000 in grant match for the Exit 63 e-Transit Station in 2021, causing the cash flow to drop substantially at the end of the year. This match requirement applies to the entire project, but it is more likely that the match requirement will be spread more evenly through early 2022 so that Twin Transit still meets its required \$500,000 ending capital fund balance in 2021.

B. Consent agenda

- a. Request to approve financial warrants #29053-29157 including Capital and Operating expenditures for March 1-31 of 2021.
 - i. Capital Warrants \$ 441,149.67
 - ii. Operating Warrants \$ 153,994.75
 - iii. ACH Disbursements \$ 45,154.91
 - iv. Payroll ACH \$ 112,355.20
 - Total \$ 752,654.53

Secretary Ketchum moved, Vice Chair Stamper seconded. Motion passed 3-0.

C. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from March 30, 2021 Board Meeting.

Secretary Ketchum moved, Vice Chair Stamper seconded. Motion passed 3-0.
- 2. Approval of Resolution 2021-03
 - a. Twin Transit new Spring 2021 routes.

Secretary Ketchum moved, Vice Chair Stamper seconded. Motion passed 3-0.
- 3. Approval of Resolution 2021-04
 - a. Designation of Applicant’s Agent obtain FEMA federal emergency or disaster assistance funds. These representatives are authorized on behalf of the to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

Vice Chair moved, Secretary Ketchum seconded. Motion passed 3-0.
- 4. Approval of MDK Construction Inc. contract of \$94,245.72 for the purpose of completing Phase 4 of the Transit Facility Renovation, Remodel and Addition at 212 E. Locust St, Centralia.

Secretary Ketchum moved, Vice Chair Stamper seconded. Motion passed 3-0.

D. New Business

- 1. Request first reading of Bylaws.
 - a. Establishes the composition and operational structure of the Board of Directors and provides guiding parameters for Board Meetings.
 - b. Removed direct references to the Open Public Meetings Act to avoid incomplete or outdated language.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 3-0.

Adjournment

The Board recessed the regular meeting at 9:45 a.m. No action to follow.

The next regular meeting is May 25th, 2021 at 8:00 a.m.

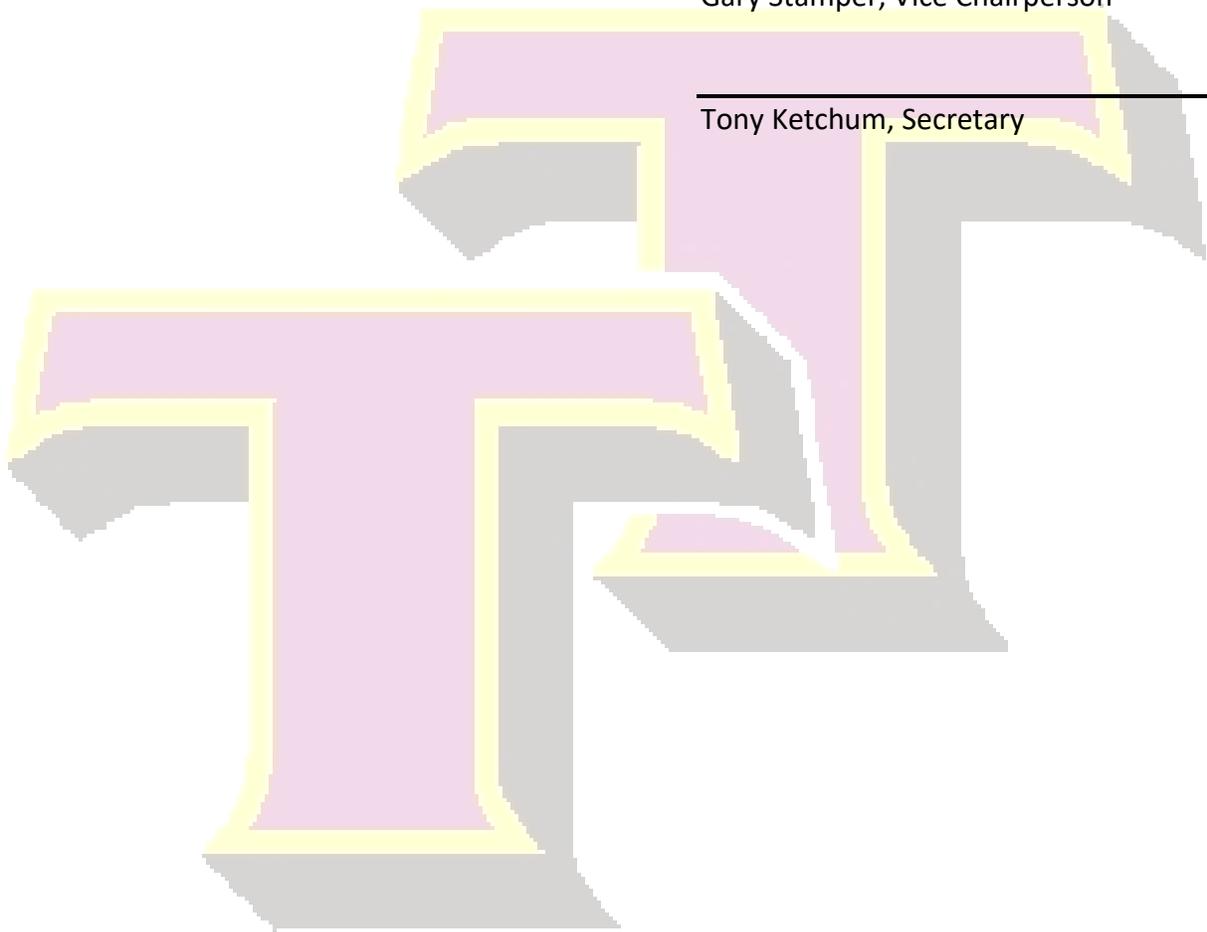
APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Rebecca Staebler, Chairperson

Gary Stamper, Vice Chairperson

Tony Ketchum, Secretary



Respectfully prepared by:

Rebecca Towner
Clerk of the Board