



Regular Board Meeting Minutes
May 25th, 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 4:00 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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Maggie McCarthy, Operations Manager
Timi Johnson, Finance and HR Specialist
Jason King, 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. No public discussion at this time.
2. Board Member Reports
 - a. Mark Westley stated that he attended the hydrogen symposium and was blown away at the direction that the Lewis County area is heading and the potential opportunities this will bring. In correlation to that, Mr. Westley challenged the city council to be thinking of a long-range plan to transition the city fleet from gas to electric or hydrogen vehicles. It seems as if there would be a natural progression with the new facilities landing in our backyard. It would be the responsible and prudent thing to do.
3. Staff Reports – Discussion
 - a. Admin Update
 - i. Mr. Clark mentioned that Twin Transit is adding on to the parts room and creating additional office space on the east side of the building. Due to contractors not being able to honor their bids because of the increased pricing

of materials, Twin Transit decided to buy the materials and contract only for the labor. This should save about 15 to 20% on the overall cost of the project.

- ii. Mr. Clark shared that he was going to be heading over to Montana for a hydrogen conference in Missoula. From there he would be going to Canada to meet with Twin Transit's fuel station provider, HTEC, to tour some hydrogen fueling station sites up there.
- iii. Mr. Clark shared that Fortescue is looking to be a strong partner within this community. There are several other corporations and companies have been calling to ask how they may assist or participate in the hydrogen effort.

b. Communications Update

- i. Mr. King announced the summer events lineup. The events will be in June, July, and August. Twin Transit will participate with having a booth at the Winlock Egg Days, Toledo Cheese Days, Onalaska Logger's Jubilee, Napavine Funtime Festival, and the Southwest Washington Fair to list a few.
- ii. Mr. King shared that Twin Transit applied for a ZEVIP grant. If awarded, the grant would go towards 450kW EV charging stations at the Northwest Sports Hub, the Veteran's Museum, and at the Penny Playground. Twin Transit is hoping to hear an answer by May 31st.
- iii. Mr. Clark added that ZEVIP is the zero-emissions vehicle infrastructure program. Twin Transit already has a grant out that focuses on electrifying rural Lewis County such as Highway 12. The ZEVIP focuses on the areas where people congregate most within the communities. When this project is finished, there will be somewhere around 32 EV charging stations spread across Lewis County and throughout the cities available for public charging. These charging stations are also available to municipality, county, or state vehicles at no cost.

c. Operations Update

- i. Ms. Towner shared that Twin Transit is in the process of writing a grant for Regional Mobility that is due June 28th. There are two different applications. The first one is for capital. The ask is for two hydrogen buses at about \$1.2 million each. The other application is for operating. This will be for the expansion into Longview. Twin Transit will be asking for \$2.2 million, \$1.8 million when taking the match into account. Maleah and Jason have been a real asset in getting these grant applications out the door.
- ii. Mr. Clark added that this is a joint effort between Twin Transit and RiverCities Transit, which is Kelso/Longview. This will mend the last piece of the broken link.
- iii. Mr. Clark shared that the group Lewis County Cultivating Inclusion looks to award special recognition to people in the community that are really making a difference, such as helping people find housing, those in domestic violence, needing transportation, etc. This year, Maleah Kuzminsky has been doing a lot of travel training, where she has gone out with various sized groups, helping people understand how to ride the bus. In addition to that, she took on the responsibility to have the Twin Transit rider guide, which contains maps, instructions, and schedules, and had it published in braille. Then she distributed them throughout the community. She was submitted as a candidate to receive this award and last Friday, she was announced as the recipient of the award.

This is another example of the commitment of the Twin Transit team, and the work that is being done in the community.

- iv. Mrs. McCarthy shared that the operations team is looking to update their demand response software. The operations team has been reviewing routes for possible changes for the Fall as well as getting ready for bigger changes to come in the Spring. There have been a few new hires and there are a few employees training for their CDLs.

d. Fleet Update

- i. Mr. Palmateer updated that Schetky Northwest announced that the first ProMaster van will be delivered on Friday, two more the following week, then the last two will be delivered the week after that. Once they're all received, they can be outfitted and hopefully they'll be ready in time to roll out for the new route expansion in August.
- ii. Mr. Palmateer announced that Twin Transit is going to be surplus-ing cutaway buses. There was a discussion with Tony Ketchum on potential interest from the Gospel Mission in possibly wanting a bus.
- iii. Mr. Palmateer wanted to share that Elma school district has an electric bus that they had purchased from Schetky Northwest. They drove it to Portland for the Daimler's Presentation and stopped at Mellen Street to use one of Twin Transit's fast EV chargers. Mr. Palmateer said, "It's pretty neat to see some new technology and new vehicles coming in and using our charging station."
- iv. Mr. Clark added that Tim Palmateer and Colleen Touhey worked together to surplus one of the Twin Transit 15 passenger vans to the Special Olympics group in Lewis County. They were excited to have that van. There will be another 15-passenger van surplus-ed to the Renaissance group as well as to Hope Alliance.

e. Human Resources Update

- i. Ms. Towner shared that Twin Transit is looking for new hires. Two people have been hired already, Sonya Byrd and Adam Showers. Sonya Byrd has her CDL, and Adam Showers will start as a DARTT driver until he is able to obtain his CDL. As previously spoken about, Twin Transit had lost the P endorsement certification, so Twin Transit had to send 2 employees to Grays Harbor for training. Grays Harbor offered to train at a very reduced cost. \$250 a day and then Twin Transit will pay for the employees lodging and meals as it is 2 weeks straight of training.
- ii. Mr. Clark added that Rebecca Towner and Timi Johnson have been doing a wonderful job tracking down high-quality candidates and onboarding them. Spokane Transit Authority is offering a \$9,000 hiring bonus and a \$6,000 retention bonus. Twin Transit hasn't had to do that yet. Twin Transit has given some money for COVID and being in a hazardous situation of \$500, but not \$9,000. That is the competitive nature of trying to find CDL drivers, or drivers in general.
- iii. Mr. Clark shared that there was a conversation with the operations team. There will be about 25 positions available in the August bid for what Twin Transit calls a limited relief position. This is a floater position that covers vacations, sick days, etc. With this model, Twin Transit would want about 25% which would be about 10 people. Twin Transit doesn't think it needs

that many people. Over the course of the summer there will be at least 2 more to 4 more hired.

- iv. Ms. Towner shared that Twin Transit has their P endorsement back, according to the Department of Licensing website. If it is working correctly, Twin Transit won't have to spend as much on CDL training.

f. Finance Update

- i. Ms. Towner shared a cashflow presentation on the screen. All budgets are on track for being 33% through the year. The presentation reflected through the end of April. Facilities is just a little under at 32%, Fleet is right at 33%, and Admin is just a little over at 34%. There are only 2 categories that overspent right now, so just continuing to watch all the categories.
- ii. Ms. Towner updated that there is an annual report that is due every year in May. The report must be submitted to the State Auditor's Office. It is basically a financial summary of what has been happening throughout the year and what the future outlook is. Mr. Clark and Ms. Towner has been working on the MD&A together and it was finished today.
- iii. Mr. Clark added that Ms. Towner has done a good job. It's a big document, over 40 pages. The final version will be shared with the board members for the next board meeting.

v. **Consent Agenda**

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30134-30201 including Capital and Operating expenditures April 1-30 of 2022
 - i. Capital Warrants \$ 38,891.49
 - ii. Operating Warrants \$ 173,958.71
 - iii. Operating ACH \$ 114,237.69
 - iv. Payroll ACH \$ 160,949.28
 - Total \$ 488,037.17

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 April 26, 2022, Regular Board Meeting.

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

2. Approval to surplus the following:

- a. Vehicle #102
- b. U-Shaped Desk S&A #0021

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

2. Approval of Columbia Motors Inc. purchase order totaling \$70,695.45 for one (1) 2018 Ford Explorer and two (2) 2021 Ford Explorers.

- a. Tony Ketchum asked why these vehicles were not purchased locally.
- b. Mr. Clark stated these vehicles are about \$22,000 each and they were not able to be found less than \$30,000 locally.

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

3. Approval of Resolution 2022-05, voiding warrant 29714 payable to Onalaska Alliance in the amount of \$10.00.

- a. Ms. Towner stated this is an Onalaska Parade entry fee that was lost. The payment will be reissued once resolution 2022-05 is approved.

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

D. New Business

1. Approval of first reading of POL 112, 408, 409, and 410.

- a. POL-112: Business Continuity
- b. POL-408: Using & Maintaining Shop Equipment
- c. POL-409: ADA Fleet Compliance
- d. POL-410: ADA Facilities Compliance

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

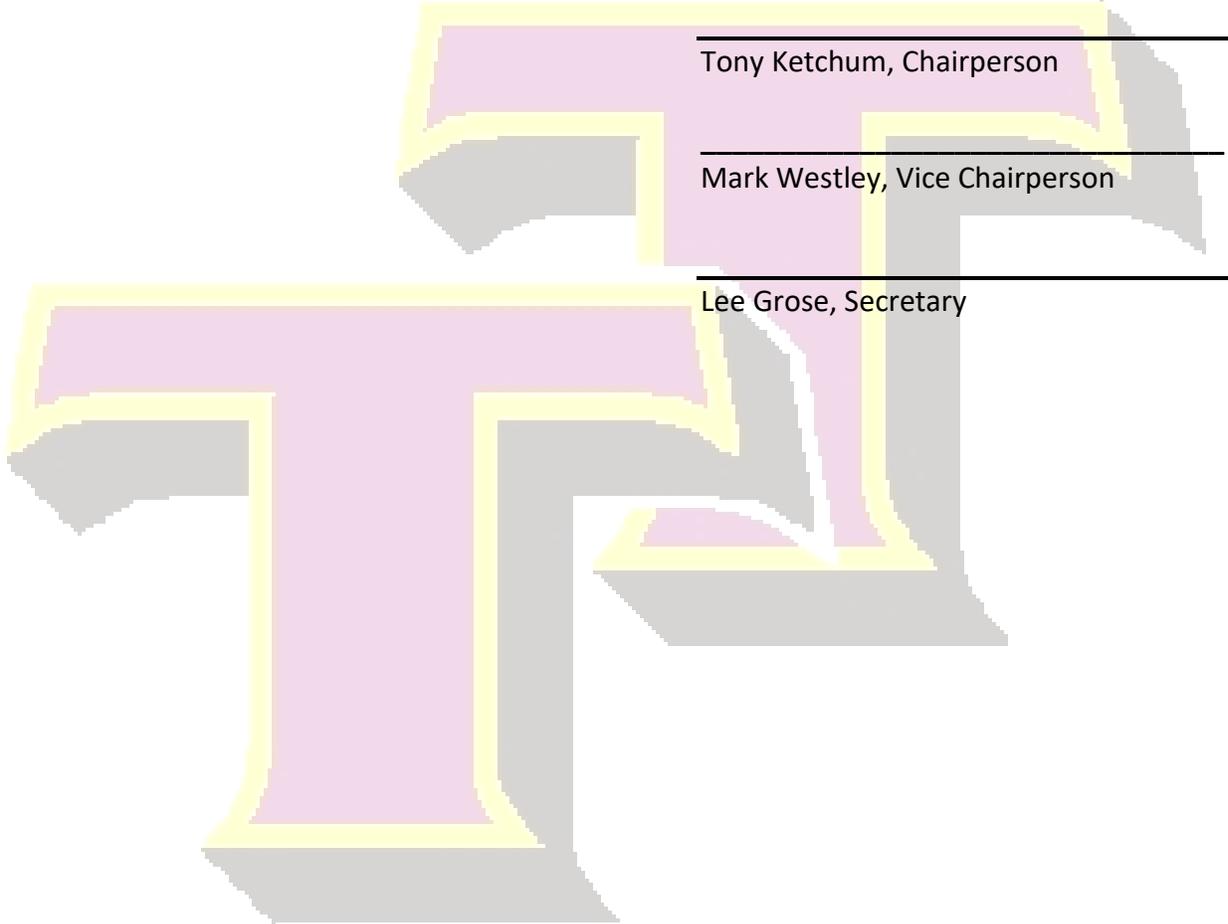
Adjournment

The Board recessed the regular meeting at 4:40 p.m. No action to follow.

The next regular meeting is on June 28th, 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