



Regular Board Meeting Minutes
July 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 3:34 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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Timi Johnson, Finance and HR Specialist
Maleah Kuzminsky, Community Relations Specialist
Jason King, Community Relations 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. Lauren Reed from CWCOC introduced herself. She is from the Cowlitz-Wahkiakum Council of Governments and is in the process of updating their coordinated public transit, human services transportation plan. Part of that would be holding public input meetings. There will be one in August in Lewis County at the Centralia College in the science room. The information is on the website as well. She also brought a couple of hard copies of the public input survey to get feedback of the needs in Lewis County and try to incorporate that into their plan.
2. Board Member Reports
 - a. No board member reports at this time.

3. Staff Reports – Discussion

a. Admin Update

- i. Mr. Clark announced that the parking lot at Locust Street has been striped, and the parking blocks have been placed. Donny Ramacher and Kurt Eckerson have been busy cleaning up the patio and it looks great.
- ii. Mr. Clark shared that the parts room is still on hold due to finding an architect. Once there is an architect, can proceed with obtaining a permit as the permit is just waiting on the final drawings.
- iii. Mr. Clark stated that Twin Transit had their pre-application meeting today for the hydrogen fueling station with the City of Chehalis. The next phase is to have the environmental assessment. That entails the NEPA, SEPA, and the DAHP studies. There were also some preliminary estimates on site construction and engineering done as well. There is a meeting with the PUD on Friday to talk about power consumption and how much of the substation Twin Transit will be allowed to use.
- iv. Tony Ketchum asked, “Does it draw that much power?”
- v. Mr. Clark replied that it depends on the size of electrolyzer and that we're doing it in phases. The PUD is asking what the maximum load is going to be, and if we weren't taking a phased approach, the consumption would be about five and a half megawatts.
- vi. Tony Ketchum asked, “You won't use hydrogen power to use your power?”
- vii. Mr. Clark answered that it is our hope for the future to use renewables such as solar and wind if it becomes available. This would be to offset the price per kilogram or gallon of the cost to produce it. That is critical because electricity is the biggest cost for producing hydrogen. Preliminary information has been shared about carbon credits; it is a complicated algorithm but it is expected that we will receive credits for production, distribution, dispensing, and usage.
- viii. Mark Westley asked, “Is there a concern that the potential need that we would have would exceed the capacity for power or for production?”
- ix. Mr. Clark replied that the current substation that we will be drawing from is 25 megawatts, and it's currently about 60-65% used, which is right at 18. So, if we took all five, it would be at near capacity. Concurrently, upgrades to local power is expected to take place as there are potential customers coming into the Port that will maybe either take some or all of that power. Mr. Clark will be meeting with the Board of Commissioners on Thursday morning to talk about that and then meeting with the PUD on Friday.
- x. Mr. Clark stated that Twin Transit will be asking approval to put in a bus pull-out at Borst and Scheuber. There are a lot of evening church programs, apartments, and the schools in that area and the buses block off traffic every time they stop there. This also makes it easier for the riders as well.
- xi. Mr. Clark shared that Twin Transit is still waiting on the Mellen Street restroom. Due to the property being leased from WSDOT, the City of Centralia will not let Twin Transit proceed without a letter of authorization from WSDOT before any changes can be made to the property. The employees Twin Transit was working with at WSDOT have now retired and we are starting over, building new partnerships with new employees from WSDOT.
- xii. Mr. Westley asked, “Going back to Scheuber and Borst, will that be on the westbound side or the eastbound side?”

- xiii. Mr. Clark replied that it will be on the eastbound, south side right in front of the church. It will give Twin Transit and the school buses an opportunity to get off that road. There are a lot of kids that are coming from the high school and middle school, and there's a lot of those apartments in the north.
- xiv. Mr. Westley asked, "Was that on right-of-way or was right-of-way purchased?"
- xv. Mr. Clark answered that it was on right-of-way. We did have to put in some sidewalk modifications, and we had to get an easement from the church to do that. The only other issue outstanding is whether we must move their water meter.
- xvi. Mr. Westley asked, "When is the construction date for that?"
- xvii. Mr. Clark said that we will start on August 15th. The bus pullout is somewhere between 25-to-30-day construction. It is very similar to what was constructed on Market Street, the pullout in front of the Senior Center.
- xviii. Mr. Clark added that the property at Exit 77 had become available for lease. With the combination of the building and the park-n-ride, it was too good of an opportunity for Twin Transit to pass up. Alan Unzelman worked over the weekend to make a lease document for the owner. Once an agreement is executed, Twin Transit will clean up that area and will use it as a future e-Transit Station.

b. Communications Update

- i. Mr. Clark stated that Twin Transit is working on several grants. The main one is the Consolidated Grant, which will last four years. Rebecca Towner, Maleah Kuzminsky, and Joe Clark had a meeting today with the WSDOT grant managers, Jill Nordstrom and Evan Olson. This meeting was to talk about what Twin Transit can really propose and why it is important. Mr. Clark stated that before he started with Twin Transit, there were a lot of missed opportunities within the consolidated grant. He wanted to clarify with the WSDOT managers that Twin Transit was going to be coming after a list of opportunities and wanted to know if that was acceptable. The WSDOT managers basically said yes on all accounts.
- ii. Tony Ketchum asked, "What does a consolidated grant consist of?"
- iii. Mr. Clark replied that the sales tax monies that Twin Transit receives is about \$1.7 million and the consolidated grant is about \$1.4 million. So, the combination of those two is a major portion of our operations budget. Now because of some of the legislation that passed, there were some capital monies included.
- iv. Mr. Clark went on to explain that there is a bus and bus facility grant coming out from WSDOT. Green Tech, which is typically been \$8 million to \$10 million is \$37.5 million in the coming biennium.
- v. Mr. Clark shared that there are a lot of grant opportunities right now and Twin Transit is working on two with the college and the high schools to develop renewable energy technician and career pathways in the CTE environment. Mr. Clark had talked to Mike Stratton at the Centralia High School, Rick Gobel, and Christine Bolpur out of Mossyrock. All these people listed, Jake Fay and Monica Brummer from Centralia College, and Mr. Clark are all getting together tomorrow to build these 8 to 16 pathways to build out our renewable energy workforce through our two high schools and college. We've already had a lot of interest from other high schools and other community colleges around the state. Twin Transit put in a \$685,000 CDS grant request and made it into Senator

Murray's budget. She is the chair of the committee that appropriates that money. Twin Transit is thinking they have a good shot at that. That will be money used for the college.

- vi. Mr. Clark added that there are two other grants. One of the grants is through the Department of Ecology. That is through the Clean Diesel Workforce Training Act. The other one is Career Connect Washington, which is through the education service district. That grant typically has a three-year period to plan, prepare, and launch. The grantor looked at what Twin Transit has done so far, with the documentation and the planning, and determined that the project is ready to launch. Twin Transit will apply for this grant, and the funds should land the first of the year in 2024. Twin Transit will bring experts together to develop the curriculum, and hopefully will be able to launch in the spring or the fall at the College and the two high schools. This will provide some career CTE pathways for renewable energy. The program will be known as the Renewable Energy Vehicle and Infrastructure Training (REVIT). With all that's coming down the pipeline, this is going to be another opportunity for Twin Transit to help encourage people into this industry.
- vii. Mark Westley asked, "Will that include any of the other county schools? Will they ever be included?"
- viii. Mr. Clark replied that the intent, because of the service areas, would be to give the 13 school districts in Lewis County an opportunity to use and share this curriculum. That could then help drive enrollment to Centralia College for this program.
- ix. Mr. Clark stated that Ryan Beard from Richland called and stated that he wanted to be a part of this. Also, the Wenatchee ESD would like to participate and so would the Columbian Basin Community College. The goal is to try to get the curriculum built and shared at no cost so it can be done locally in Lewis County, but also as a statewide model.
- x. Mr. Clark talked about workforce development. He said that he and Maleah Kuzminsky went to the Missoula, MT conference and spent some time there with the RHA. It wasn't a large conference, but it was informative. They had learned about what is coming for hydrogen and the different grant applications. They talked about power generation to new fuel technologies. It is a growing industry and its coming with a lot of momentum. Due to the work Twin Transit has done, Mr. Clark said he had been appointed to the Hydrogen Hub Advisory Council for the Pacific Northwest to help inform and guide the board on what strategies should be used as the PNW is applying for the hydrogen hub grant of \$2.2 billion.
- xi. Mr. Clark stated that he spoke at the Clean Tech Alliance in downtown Seattle. He spoke about Twin Transit's renewable efforts in using EV charging, induction charging, and hydrogen.

c. Operations Update

- i. Mr. Clark shared that the summer events are coming up. There are several parades and the fair that Twin Transit will be participating in. There will be a booth and a bus at the events.

- ii. Mr. Clark stated that the semi-annual shift bidding has started. There are 21 positions. There is the A.M. and P.M. routes, the Olympia route, and in this agenda Twin Transit is asking for the approval to add the Castle Rock route. That will be the first time in 25 years you'll be able to go from Vancouver, WA to Vancouver, Canada on public transportation. Starting August 15th, Twin Transit will start running service to Castle Rock, if approved.
- iii. Mr. Clark talked about Twin Transit changing the demand response software. As shared before, the dial-a-ride program, DARTT, has been successful. In the last four months, Twin Transit has been averaging about 950 phone calls a month for rides. The old software is a little antiquated and couldn't keep up with the demand response and scheduling. So, Joey Zurfluh, Maleah Kuzminsky, and the operations team have been training and getting drivers ready for the change.

d. Fleet Update

- i. Mr. Palmateer announced that Twin Transit received the last of 5 ProMaster vans about two weeks ago. The mechanics have been outfitting the vans with radios and decals. The camera systems will be installed this week. They should be road ready in time for the new route launch and expansion.

e. Finance Update

- i. Miss Towner spoke about CDL training. One of the mechanics, Colby Shoemaker had received his CDL, as well as dispatcher, Matthew Baldwin. They went to Gray's Harbor for training as there was an error in the Twin Transit license, but the DOL has finally fixed that issue. So now Twin Transit is in the process of training 2 more drivers for CDLs. Right now, they are driving DARTT. They're expected to test next week.
- ii. Miss Towner shared that Twin Transit will be needing to hire another driver. There was a candidate, but unfortunately he had to back out at the last minute.
- iii. Miss Towner shared that Twin Transit is on track with the budget, 0.2% over what should have been spent. Unfortunately, this came from increased fuel costs that can't necessarily be controlled. She also stated that the capital budget was reviewed again. At first most of the expenditures for the hydrogen fueling station and Exit 68 were going to be spent this year, but now they are going to be phased out into 2023. Mainly it is going to be the engineering and architectural costs that will be focused on this year and the rest will be pushed to February 2023. That will help the fund balances for 2022.
- iv. Mr. Clark shared that it is expected that the two new electric buses are delayed until November of 2023. Two more induction chargers are needed to be purchased and placed at Mellen Street for these additional buses; however, the vendor was asked to pause on this while some investigations are being done. Twin Transit is going to see if that purchase can be pushed off until next year as well, which would improve the fund balance position.
- v. Miss Towner stated that with the \$114,000 awarded funds, Twin Transit was able to get two vans instead of one cutaway bus due to being able to change the scope of the 5339(b) grant agreement. The money will be able to be expended on time by June 2023.
- vi. Miss Towner shared the 2021 MD&A report and the financial statements because this was the focal point of the financial audit currently in progress. Miss

Towner explained that the net position increased by \$2,708,202. Twin Transit added \$5,057,000 in asset value. Essentially the increase was due to all of the construction work and the buses added in 2021.

- vii. Miss Towner shared that Twin Transit's cash did go down according to the financial statements; however, the grant receivables were much higher than usual. They were \$1,269,000 essentially. The reason for this was because during the COVID-19 pandemic, state employees were working from home primarily, and there was just a delay in processing our grant payment requests. For the operating consolidated grant and the regional mobility grant, the money must be spent first before Twin Transit is reimbursed. That was primarily why the cash went down. All in all, total assets did not decrease. Finally, Miss Towner shared some key financial ratios. Looking at the current ratio, which is the assets to liabilities, Twin Transit's is 2.64. This means that for every dollar of debt, Twin Transit has \$2.64 to cover it. Also, the interest coverage ratio 2.26. So, Twin Transit can pay the interest on the bond using only advertising and fare revenue for two years.
- viii. Mark Westley asked what created the disparity with the current assets. The report shows assets had not gone down, yet cash balances were \$1.5 million in the red on the report.
- ix. Miss Towner replied that this was due to capital activity from Twin Transit finishing up projects, and there was a match associated with the grants. Also, there was a payback toward the bond which is about \$175,000 per year. They are more like one-time expenditures. At the beginning of 2021, Twin Transit recorded the \$1.5 million bond that really inflated the balances, because the purpose of the bond was for capital projects. There was also the remodel of 212 E. Locust that was funded by Twin Transit, not by grants. That is another reason why there is a decrease in current assets. The total non-current assets make up for that, so the total asset value has essentially gone up.
- x. Mr. Clark explained that with the MD&A, there must be a third-party CPA that looks at the books and make comment to the agency where necessary. In this session, there were no comments by the CPA. Now the auditors are here, so Rebecca Towner has been working since April, trying to keep up with all the requests.
- xii. Miss Towner stated that she had a meeting with the auditor on Monday and the auditor stated that there should only be about a week left for the audit. The auditor said that there were only minor formatting and differences that she wasn't able to reconcile. Overall, the audit is going well.
- xii. Miss Towner stated that Twin Transit is in the process of writing the Transit Development Plan (TDP). Every year Twin Transit is required to adopt the TDP by September 1st. The board will be provided a copy of the TDP well in advance to approve the plan at the August board meeting.
- xiii. Mr. Clark added that the TDP is submitted to WSDOT. WSDOT will use this plan to compare against Twin Transit's grant applications to see whether the grant asks are outlined in the plan. Rebecca Towner has forecasted out through 2027, and if all goes well, the numbers are pretty impressive.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30202-30246 including Capital and Operating expenditures May 1-31 of 2022

i. Capital Warrants	\$	1,514.00
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	129,923.93
iv. Operating ACH	\$	91,652.00
v. Payroll ACH	\$	<u>145,589.82</u>
Total	\$	456,005.30

- b. Request to approve financial warrants #30247-30321 including Capital and Operating expenditures June 1-30 of 2022

vi. Capital Warrants	\$	33,508.69
vii. Operating Warrants	\$	176,261.34
viii. Operating ACH	\$	85,701.53
ix. Payroll ACH	\$	<u>141,136.18</u>
Total	\$	436,607.74

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 May 25th, 2022, Regular Board Meeting.

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

2. Approval of Resolution 2022-06 voiding warrant 30037 payable to Precision Printing & Copy Depot in the amount of \$106.58.

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

3. Approval of Resolution 2022-07 authorizing Twin Transit to operate fixed route service to Exit 49, Castle Rock.

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

4. Approval to authorize the Executive Director to enter into an agreement to lease the Exit 77 property located in the vicinity of 821 W Main Street, Chehalis as a part of Twin Transit's corridor route planning activities. The proposed lease rate is estimated to be \$5,000.00 per month with an initial payment of first and last month's rent, and deposit of \$2500.00 for a total of initial payment of \$12,500.00

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

5. Approval to authorize the Executive Director to enter into a public works contract with MDK Construction Inc. for the construction of a transit bus pullout located in the vicinity of Borst Ave. and Scheuber Rd., Centralia, in the amount of \$98,997.42.

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

6. Approval to authorize the Executive Director to enter into a public works contract with MDK Construction Inc. for the the excavation and construction work necessary to install a prefabricated restroom at Mellen Street e-Transit Station, in the amount of \$131,131.91.

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

D. New Business

1. Approval of first reading of POL 505.
 - a. Relaces former POL-112 Cost Recovery.
 - b. Passengers 18 years of age and younger shall ride free regardless of type of service provided, provided that appropriate personal identification is provided if asked to confirm eligibility.
 - c. Parents or guardians of children under the age of 18 are required to schedule and/or cancel all ridership related to all Twin Transit services (Fixed Route or Demand Response) being offered.

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

2. Approval of second reading and adoption of POL 112, 408, 409 and 410.
 1. POL-112: Business Continuity
 - a. New policy number.
 - b. Updated Job titles throughout.
 - c. Added language regarding Key Person Insurance.
 2. POL-408: Using & Maintaining Shop Equipment
 - a. New Fleet & Facilities policy outlining procedures and safety measures when maintaining shop tools and equipment.
 - b. Specifies procedures for cleaning and maintaining bus shelters.
 - c. Emphasizes that shop facilities and floors are to be kept clean and free from trip hazards.

3. POL-409: ADA Fleet Compliance
 - a. New Fleet & Facilities policy describing vehicle standards as outlined in the Americans Disabilities Act.
 - b. Explains procedure for testing equipment operating condition and responding to an inoperable lift or ramp.
 - c. Reiterates standards for passenger mobility devise that Twin Transit vehicles can accommodate.

4. POL-410: ADA Facilities Compliance
 - a. New Fleet & Facilities policy stating that Twin Transit facilities must meet the accessibility standards established by the U.S. Department of Justice and U.S. Department of Transportation.
 - b. Lists specific facility accommodations that are subject to transit facility ADA requirements.

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 August 24th, 2022, at 4:00 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