



Regular Board Meeting Minutes

July 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 8:00 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: Melissa Shoemaker, Director of Operations
Jennifer Dowdy, Human Relations Manager
Andrea Culletto, Director of Communications
Rebecca Towner, Director of Finance
Tim Palmateer, Fleet Manager
Donny Ramacher, Facilities Manager
Maggie McCarthy, Operations Manager
Timi Johnson, Finance Specialist
Jenny Olsen, Organizational Support Specialist
Allen Unzelman, 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. Ms. Lytle wanted to know how many people were currently employed at Twin Transit. Miss Towner answered that there were 41 employees including the two newest drivers.
 - b. Rebecca Staebler stated that she had attended a planning commission for Centralia. The commission was talking about new developments coming into the area and wondering if there was a transit bus that serviced Reynolds Rd. Rebecca Staebler said that there are a lot of changes in housing and there are going to be some requests for permanent supportive housing; some of those are tied to transit by how close they are to the stops. What determines whether some of those units can be built there is if transit services the area and how many times a day the area is serviced. Rebecca Staebler would like to keep these connections, especially the planning commission, as that is where the requests come from before they get to

the council. She would like to work with the cities to help contemplate and improve upcoming developments.

- c. Gary Stamper shared that he attended the Lewis County EDC Stakeholders meeting and he said Richard did a good job. Gary Stamper said projects are going on all over the county which would be tied to transportation. Gary Stamper said everyone is excited about this next step.

3. Staff Reports – Discussion

a. HR Update

- i. Ms. Dowdy shared that 2 new CDL drivers are coming on board at Twin Transit. Craig McCown and Alex Rajic. Twin Transit also internally hired a driver, John Baysinger, into dispatch since Colleen Touhey was promoted from Dispatch to Dispatch Supervisor. There has been a conversation on hiring 1-2 more drivers around September. Currently, Twin Transit can use the detailer, Matt Baldwin, to pick up some extra driving hours to help out if need be.

b. Construction Update

- i. Miss Towner updated that Mellen St. needs to finalize a few items on the closeout checklist. Twin Transit received the final pay request from Barcott Construction. Twin Transit was only 2.5% over what the contract stated due to some change orders because there was not enough conduit. This is extremely good for these types of contracts as they usually end up being about 10% over the contracted amount. There needs to be one more inspection from WSDOT and then the Mellen St. project should be complete.
- ii. Miss Towner stated that Locust St. is currently in phase 4. Maverick Construction has made good progress on the stormwater and paving project and has billed for the majority of the earthwork. The HVAC crew has been there almost every day working. Miss Towner said it is coming along quite well. September 1st is the projected end date of both projects. Ms. Dowdy shared that they were working on the plumbing the day before and everyone is plugging along.

c. Communications Update

- i. Mrs. Culletto stated that Twin Transit has been involved in a lot of the events going on around the county forming connections and it has been a positive experience. Lately, Twin Transit has been promoting the DARTT program which is huge to the out-laying communities. They can use the program to get into the Twin Cities, go to doctor appointments, or just get to wherever they need to go. Mrs. Culletto shared that there was a mom that approached her at one of the events and asked if she could schedule a DARTT ride for her teenage son; Mrs. Culletto shared with her that yes, it is available to anyone.

- ii. Rebecca Staebler asked if there is a minimum distance that DARTT can travel? Mrs. Culletto states that there isn't an established minimum distance but there is a minimum cost of \$3.00 each way.
- iii. Mrs. Culletto shared that it is been fun promoting DARTT to the outlying areas as those areas have been waiting for something like this program for quite a while. Particularly there are seniors who want to age at home, who can't necessarily drive or have access to family members to take them anywhere.
- iv. Rebecca Staebler asked if there is a synopsis as to who DARTT is available for. It appears many people believe this service is for seniors and that it isn't available for all the public. Mrs. Culletto stated that she'll give Rebecca Staebler a stack of fliers. Rebecca Staebler suggested using social media to share and help get the message out to the public that DARTT is available for anyone in the community.
- v. Gary Stamper asked if there is a radius that DARTT can travel. Mrs. Culletto explained that DARTT travels as far east as Morton and as far north as Olympia. Twin Transit has talked about possibly expanding that again in the future, hopefully relatively soon. There have been a lot of requests to go down to Longview due to a lot of people having their medical experts down in that area as opposed to Olympia. Twin Transit has grant funding that lasts through the end of the year and is hoping to make good use of that.
- vi. Mrs. Culletto shared that Twin Transit trying to get back to the strategic planning efforts. This is something Twin Transit was doing pre-COVID. Twin Transit wants to re-visit those efforts to make sure the objectives are still in alignment with Twin Transit's purposes. Mrs. Culletto would like to keep this as an ongoing practice. The management team has already met to discuss the strategic planning and will be branching out to discuss with the whole organization in September.
- vii. Mrs. Culletto stated that Twin Transit has switched over some of the DARTT outreach to the promotion of the Olympia Line. The traffic is slowly starting to pick up but Twin Transit would like to see more people riding that route.
- viii. Mrs. Culletto said that DARTT is doing very well. Twin Transit had a visit from Will Reckley from National Center for Mobility Management. This is the organization that funded the grant to Twin Transit to support the DARTT program. Will Reckley came out to see the area and toured the two different Twin Transit locations. Will Reckley met the DARTT coordinator, saw how the program works, and was able to meet some of the people who use the program. Mrs. Culletto believed this to be a powerful experience for him to see what an impact it has been to have in the community. Will Reckley also was able to meet some of Twin Transit's partners (Cascade Community Health Care, Valley View, and the county) so that he could see how Twin Transit is working in tandem with those other entities. Mrs. Culletto shared that Will Reckley was pleased when he left. He loved the effort that was being done, the connections, and the growth.
- ix. Mrs. Culletto discussed Twin Transit's new Travel Training program. Maleah James is a Twin Transit employee who has a big heart for this line of work. She will be the Twin Transit Travel Trainer. Intercity calls their program the

Bus Buddy program, however, Twin Transit is going to call it Travel Training. This program is for people with a disability, cognitive disability, kids, or adults who have never rode on a transit system before. There is some form of barrier uncertainty. Twin Transit's Travel Trainer will go along with that person and do a couple of training sessions to get the rider used to it. The travel trainer will also help them learn the timetables and streamline that process for them. Twin Transit is rolling out this process; it is being introduced slowly in the beginning. For the first month in a half or so, Twin Transit will be working with the folks over at Reliable Enterprises and building the program that way then branch it out to the rest of the community. Miss James will also be going on field trips with schools to acclimate the kids to use the system. Not only will they feel more comfortable using the transit system after school or go see a friend, but they'll also know how to use the transit system when they go away to college. This will give them the confidence to get around a bigger city with having that knowledge of how the transit system works.

- x. Rebecca Staebler commented that it is not too soon to be speaking about winter events.
- xi. Mrs. Culletto stated that some events are coming up. There is the Apple Harvest Festival, Santa Parade, and Lighted Tractor Parade. Mrs. Culletto shared that Twin Transit would like to do the shuttles again this year. Rebecca Staebler stated that the city will be planning on Girls Night Out and the Lighted Tractor Parade soon. Rebecca Staebler suggested getting involved with those events soon to verify that the event is going to happen and to plan accordingly for coordinating promotion and logistics. Mrs. Culletto agreed that would help the Twin Transit team as well. The more advance notice given, the easier it is to staff.
- xii. Rebecca Staebler also shared that what she'd like to see is a holiday shopping shuttle that runs on the weekends. The shuttle would do a loop so people can get on, go around the outlets and into Chehalis, and experience the different local areas and holiday shops.
- xiii. Mrs. Culletto also stated that there has been a conversation about doing something similar for the sports hub. Mrs. Culletto said this could happen maybe one weekend a month, or maybe every weekend. Mrs. Culletto believes it would maximize all the people coming into the community and it would be good advertising. Mrs. Culletto also suggested one of the cutaways could be designated for a shuttle like this and it could be uniquely wrapped or branded, and everyone would know what that specific bus was used for.

d. Financial Update

- i. Miss Towner shared that Twin Transit is still on track with the budget. She stated that the monthly sales tax revenue was just under \$200,000 again. The only month that has been under budget so far was February and the other months' revenue has since made up for it.
- ii. Miss Towner stated that Twin Transit was awarded a Consolidated Operating Grant, again. This grant will last 4 years. There was a \$50,000

increase on the consolidated operating side. Twin Transit also was awarded Paratransit Formula Funds, which are specifically to fund the LIFTT operations. This funding came in with a 30% raise. The Paratransit Formula Funding can be used for either capital or operating costs. There is some research going on to see if Twin Transit can purchase an ADA van or a cutaway instead of using the grant funds entirely for operations like it has been done in the past.

- iii. Miss Towner explained that the Transit Development Plan (TDP) is soon approaching and will need to be submitted at the end of September. At the next board meeting, Twin Transit will be bringing forward the 2022 budget and a draft of the TDP which will need to be open for comment for about a month.
- iv. Rebecca Staebler asked if the revenue offsets the budget categories currently overspent. Miss Towner replied that the revenue offsets the overages. The other category that is over budget is COVID-19 supplies because that is something that wasn't originally budgeted for. There were some reimbursements from the county for LCMVP and an amount from FEMA that helps to offset those overages.
- v. Mrs. Culletto shared that Will Reckley explained how impressed he and his organization was that Lewis County was able to have quick coordination between multiple agencies and form the Mobile Vaccine Clinic. This was not something commonly seen in their experience and Will Reckley has been telling everyone in Washington D.C. how Lewis County set this up and has been encouraging other people to do the same thing.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #29319-29416 including Capital and Operating expenditures for June 1-30 of 2021.

i. Capital Warrants	\$ 152,200.13
ii. Operating Warrants	\$ 173,685.50
iii. Operating ACH	\$ 25,463.07
iv. Payroll ACH	\$ 140,442.92
Total	\$ 491,791.62

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from June 29, 2021 Board Meeting.

Secretary Ketchum abstains as he was not here. Vice-Chair Stamper moved, Chair Staebler seconded. Motion passed 2-0.

2. Approval of Surplus Items

- a. There were questions on the process of the surplus of these buses. Request to donate cutaway buses #272, 273, and 274 have reached their useful life cycle. These buses will go to the local fire departments for \$1.00 to be used in training.
- b. Request to surplus furniture, IT equipment that will no longer be used, facilities tools and items that are no longer being used, and an old trailer that is beyond its useful life.

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

3. Approval of State Auditor Interagency Data Sharing

- a. There was a discussion about this action item. Request to approve a new agreement going to audited entities for permission in sharing data electronically then being stored in their digital storage system. Payroll items and bank account information is the kind of sensitive information that may potentially be shared with the auditor. Some information can be redacted. This is only for the course of the audit period.

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

Adjournment

The Board recessed the regular meeting at 8:38 a.m.

The Chair announced that the board, Mrs. Culletto, Miss Towner, and Ms. Dowdy would enter the executive session for 60 minutes as authorized by RCW 42.30.110(1)(g) to review the performance of a public employee.

The executive session adjourned at 9:37 a.m. No action to follow.

The next regular meeting is August 31st, 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