



Regular Board Meeting Minutes August 31st, 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 4:00 p.m.

Directors Present: Rebecca Staebler, City of Centralia
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
Jennifer Dowdy, Human Relations Manager
Andrea Culletto, Director of Communications
Rebecca Towner, Director of Finance
Maggie McCarthy, Operations Manager
Timi Johnson, Finance 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. No board member reports at this time.
3. Staff Reports – Discussion
 - a. 2022 Operating Budget Update
 - i. Miss Towner explained the operating funds summary. She stated that the paratransit and special needs formula funds have decreased on the operating side. Twin Transit had received roughly \$640,000 but had decided to use more of that money toward capital expenditures instead of pure operating as it has been done in the past. With those funds, Twin Transit will be able to purchase vans or cutaways or what will fit that model. At this moment, Twin Transit is thinking specialty vans.

- ii. Miss Towner shared that Twin Transit had received \$2.2 million in CRRSAA Funds. In 2021 Twin Transit had budgeted for the full amount, however, Twin Transit only plans on using about \$380,000 of that this year and the rest will be pushed forward to 2022 to be used for additional salary cost, cleaning costs, and anything related to the COVID-19 expenditures.
- iii. Miss Towner stated that sales tax is projected to increase. Twin Transit is being conservative still with a 2% increase over what is expected 2021 to end at.
- iv. Mr. Clark added that this is the operations budget and there will be a decrease in numbers not so much on the revenue side but on the expense side. Some items were moved from the operations side to the admin side.
- v. Miss Towner explained that on the expenditure side salaries have moved around a little bit. Timi Johnson, Finance Specialist was moved from fleet to the administrative side. Twin Transit also added two new positions to the admin side, so that is another reason why for the salary increase. For the benefits portion, what Twin Transit is going to ask for later in the agenda is to add in Social Security. Currently, Twin Transit only offers PERS as a retirement benefit as well as deferred composition, which is at the employees' discretion. Ever since the inception of Twin Transit, they have not had Social Security and Twin Transit really feels that this is a benefit that should be offered to all employees. That will be a 6.2% hit to both the employee and another 6.2% for the company. That is another reason why there is an increase in the admin budget.
- vi. Rebecca Staebler asked if this has already been included in the budget. Miss. Towner stated that it has been included. Miss Towner explains that is best to estimate higher than the other alternative.
- vii. Miss Towner explained the fleet and facilities budget is standard. For the fleet side, fuel costs are expected to continue to rise as well as vehicle supplies.
- viii. Rebecca Staebler referred to a chart on the screen and asked, "up there with the interest that is revenue decreasing, that was because we used quite a bit of what was in our reserves, right?"
- ix. Miss Towner replied by saying that Twin Transit overbudgeted for interest in 2021 as Twin Transit hasn't been receiving as much this year due to the impacts of COVID-19. This is just interest on cash balances that is earned with the Treasurer's Office. Twin Transit has started looking into other investment opportunities but there is a risk if you go outside of the treasurer's pool, so nothing has been done to change that yet. Twin Transit is still in the process of researching alternatives.

b. 2022 Capital Budget

- i. Miss Towner explained the capital budget. Miss Towner stated that the second Green Technologies grant will fund the construction of the Exit 68 E-Station and a portion of another electric bus. Twin Transit anticipates receiving another DERA grant through the Department of Ecology to help cover the remainder of that bus. This was included in the budget, along with the 5339 funds. The 5339 funding has not been applied for yet, but Twin

Transit anticipates applying. Twin Transit will be buying a vehicle lift which is about \$220,000 and maybe some vehicles or maintenance tools that the shop sees as necessary. \$91,543 is the grant that Twin Transit has already been awarded for 5339, which is for a purchase of a paratransit vehicle. Twin Transit anticipates using those funds in early 2022.

- ii. Mr. Clark added that the 5339 for \$91,543 is the state support portion. There is a match that Twin Transit must cover, and it has been calculated into the budget. Twin Transit needs to cover 20% of that cost. Twin Transit can spend up to that amount and get the full \$91,543. If Twin Transit spends less than 20%, then the full \$91,543 will not be awarded and instead will receive around 80% of that total. Mr. Clark stated that is important to realize that Twin Transit is asking the board to approve the authority to spend up to these amounts rather than coming and asking for an amendment to the budget later.
- iii. Rebecca Staebler asked if those grants are guaranteed or if Mr. Clark is pretty sure that they will be granted. Mr. Clark replied that the Green Technologies grant has been awarded, along with the \$91,543 5339 grant that has been awarded. Twin Transit is waiting for the NOFO, Notice of Funding Opportunity, for the second 5339. If there is any potential increase or decrease around the \$568,000 based on what is awarded on this next round of funding, Twin Transit can ask for an amendment to the budget. As Miss Towner said, we ask for it now in anticipation that Twin Transit will receive it and to have the authority to spend it when it does arrive. Mr. Clark stated other than that, the rest of this is concrete.
- iv. Miss Towner said overall Twin Transit expects to end the year 2022 with almost \$820,000 in operating funds and \$541,000 in capital funds. Twin Transit needs \$500,000 to be kept on the capital side and 2 months' worth of expenditures on the operating side.
- v. Mr. Clark stated both of those fund balance amounts are in policy, so Twin Transit needs to maintain those levels. If Twin Transit falls below those levels, and it has happened in the past, the board will be informed of the large purchase that has caused the shortfall prior to payment. Until the reimbursement comes back, that fund balance may fall below that minimum level, but this is on an annual basis not a month-to-month. At the end of 2022, Twin Transit anticipates meeting this minimum fund balance.

c. 2022 Transit Development Plan

- i. Miss Towner stated that it is usually hard to budget anything past 2022 but Twin Transit has a good idea until 2024 of what the revenues will be so the expenditures can be matched accordingly to that. The government is always hit later with the impacts of world events such as COVID-19. The impacts were felt with the sales tax, but as far as grant funding, that hit has not been seen yet. It is anticipated that in 2025 and 2026, the operating consolidated grant funds may potentially be impacted by COVID-19 because the legislature may later decrease what is available for transit. It is hard to forecast that at this time, but a conservative approach was taken on forecasting out beyond 2024.
- ii. Mr. Clark added that the majority of Twin Transit's large-scale capital projects land between 2019 and 2024. Due to this, Twin Transit doesn't

anticipate the need for much money in 2025 and 2026 and has de-escalated the amount for capital projects. With the decrease in funding, there will also be a decrease in projects because a lot of the objectives will be completed by then.

- iii. Miss Towner shared in a presentation that Twin Transit has decreased in expenditures but is still able to meet the \$500,000 threshold per the policy for capital funds.
- iv. Miss Towner stated that Twin Transit plans to receive ARPA funds, but Twin Transit is unsure of what that amount will be yet. It has been said that the funds through ARPA can be spent through 2029. Twin Transit would like to spread those funds over the next 4 years, more 2023-2026. Twin Transit would frontload it in 2023 just based on expansion and plans to go county-wide potentially.
- v. Mr. Clark stated that Twin Transit tried to front-load this forecast if any capital needs are anticipated or hiring or anything of that nature, then this would be the next three to four years that Twin Transit would be doing those things. Beyond that, Twin Transit doesn't want to get too aggressive with the forecast and the budget reflects a conservative approach. Should fund balances increase, or should consolidated grant money increase, then Twin Transit would have a better forecast for years 2024, 2025, and 2026.
- vi. Rebecca Staebler referenced the presentation and inquired about the increase in advertising except for the year 2022 when there is a decrease.
- vii. Mr. Clark explained that when he and Andrea Culletto, Communications Director, came on board, advertising revenue was around \$24,000-\$25,000. Andrea has been doing a great job and now bus wraps and other advertising are currently sold out. Until Twin Transit increases the size of the fleet, those revenues won't increase as much.
- viii. Rebecca Staebler pointed out that the revenues increase in 2021 but they drop down in 2022. She asked whether the potential decreased in 2022.
- ix. Mr. Clark stated that he believes that is how the contracts landed. There are some 2-year contracts and renewals and so there was more space available in 2021 than there will be available in 2022 due to the 2-year contracts.
- x. Miss Towner added that based on the TDP Twin Transit planned on increasing advertising by 25% every year. Miss Towner didn't want to inflate the year 2022 and based the 25% increase on every year after 2022 and being more conservative with the year 2022.

d. Expenditures

- i. Miss Towner stated that expenditures are mostly operating. Most of the increases are due to salaries, wages, and fringe benefits. On the premise that Social Security is approved, Twin Transit still maintains a high fund balance that meets the policy.
- ii. Rebecca Staebler asked if Mr. Clark could provide an update about the 0 National capital project and explain how that plays into the overall plan. It is budgeted for \$375,000 in 2022.
- iii. Mr. Clark stated that in the first Green Technologies grant, Twin Transit originally indicated to WSDOT that 1820 National, Twin Transit calls it 0 National, would be another transit station. Since the direction has been changed and Twin Transit wants to place the transit station at Exit 68 with

the Green Tech 2 funds, Twin Transit is not going to put a wave induction charger there. The cost is less than what Twin Transit originally anticipated. If you were to look back at a previous year's budget, that number was set at around \$560,000. Twin Transit is going to use the charger that was there, and it is going to be used at Mellen St. This will allow dual charging simultaneously. When Twin Transit has 4 electric buses, those buses will be alternating loops and charging at Mellen St. It would have been inefficient to put a charger in at O National. That \$375,000 is some work that needs to be done at O National. The City of Chehalis is declaring that Twin Transit put in sidewalks, stormwater, and paving, and EV charging is what Twin Transit would like to put in there. That is a rough estimate of the costs for those items.

- vi. Rebecca Staebler asked if the benefit of having that there is to serve as a hub.
- vii. Mr. Clark replied that it is a transfer point within the cities. The Chehalis and Centralia buses can transfer there. Twin Transit will have parking, a nice area for passengers to get on and off the bus, EV charging, and curb/sidewalk, and gutter on both street fronts of National Ave and Median Ave.
- viii. Rebecca Stabled stated that the idea is to enhance the ridership experience.
- ix. Mr. Clark replied that it is and to do it in a way that brings aesthetic value to the community as well. That is what Twin Transit is planning on doing at O National.

e. Transit Development Plan

- i. Miss Towner shared the forecast objectives for 2021-2026.
- ii. Mr. Clark stated that this is a 2-part report. The first part is the annual report. Many people were involved, but Rebecca Towner did the majority share of compiling this report and did a fantastic job. The 2020 report is a recap of all the things Twin Transit accomplished in 2020. Some of those items included the Mellen e-Transit Station, the expansion to Olympia, and several things that were planned and then executed in 2020 or early 2021. The things that Twin Transit is planning on accomplishing going forward are important as well. The expansion of the corridor routes includes taking passengers from the Twin Cities to Olympia as well as Longview. This will be very meaningful. It will help people find jobs as well as bring people here to work. Something worth repeating is the DARTT and LIFTT effort that is going on. Melissa Shoemaker, Rebecca Towner, Andrea Culletto, Maggie McCarthy, Colleen Touhey, and Jodie Ditch have all been a part of the effort and have done a fantastic job. When this program started, Twin Transit put about \$50,000 of its own money into it and in November 2020 there were 20 rides for the month. Last month, July, between the LIFTT and DARTT combination there were about 450 rides. The ridership of those services has increased dramatically. There have been a few positive comments from the community about how valuable it is in getting people back to essential life services. These trips are to go to doctors, pharmacies, and to get groceries. Twin Transit is looking to expand that. It is believed that several people in the area use doctors and things in the Longview area and Twin Transit wants to be able to offer DARTT trips down there. Twin Transit also wants to be

able to go as far east as to Morton so people can be picked up and brought into the Twin Cities so they can go to their doctor or do some shopping or whatever the case may be. This is looked at to be an economic contributor to the Twin Cities. The numbers that are being seen are going to continue to grow. There was a meeting about school and how that is going to impact DARTT and Twin Transit fixed routes. Both Chehalis and Centralia school districts have had a significant impact due to the loss of CDL drivers. They had 21 routes, 21 drivers, and had to cut those routes to 14 last year. Now they have about 9 drivers and are double routing. In Centralia, Twin Transit has increased the ridership a little bit, but usually, summer is a bit slow. People usually choose to ride their bikes or walk. Twin Transit anticipated the school year coming back in-person, and back in June the routes were changed in anticipation of this so that Twin Transit touches every school in both cities. Twin Transit thinks parents and students will take advantage of that because it gives them another option to go to and from, especially in the double routing environment. Twin Transit continues to do a lot of work with students at the college. Twin Transit thinks that some of the routing and some of the DARTT will help some of the students get a chance to further their education at the college.

- iii. Mr. Clark said Twin Transit is going to take on 2 more bus pullouts. One will be this year and one will be next year. One will be at Borst and Scheuber in Centralia at the Four-Square Grace Church. A lot of the riders go there for programs, and there are a lot of students right in that area, as well as apartments. With the changes and with the direction of our route, it was necessary to put a pullout there because it gets the bus out of the way of traffic, and it keeps traffic flowing. It is a significant safety change. The other pullout is the Chehalis Library. Where we can stop now is down by the fountain. The current stop makes it really rough on our ADA passengers. The stop is going to move to the top of the block and redo the ADA ramp by putting more of a gentle slope to the ramp. As mentioned earlier, Andrea Culletto has overseen expanding the advertising services and working within the community. Jason King has come on working for Andrea and attended many events this summer. There was so much positive feedback from those efforts. It was humbling and inspiring. The community wants more transit and appreciates what has been done in the last two and a half years to change what has been done with transit in the Twin Cities.
- iv. Mr. Clark explained that Twin Transit believes that as the economy continues to grow over the next 3 years, sales tax will increase. Mr. Clark said that he thinks that revenues are in good shape.
- v. Mr. Clark reminded everyone about the appropriation that Twin Transit received from the Spring 2021 legislative session was about a \$2.5 million appropriation from the capital budget through commerce to build the first hydrogen fueling station in the state of Washington. In this month's agenda action items, there are a few contracts to approve with consultants and the Port of Chehalis. Everyone believes Twin Transit has the ability of project managers and the staff to be able to carry this forward, but we're going to need some help. These contracts that are being asked to be approved are both industry-leading experts. The Warren Group is out of Olympia and works with the Northwest Hydrogen Alliance and has done a tremendous amount of work in moving hydrogen into an alternative form of fuel in our

state. The other one is EPC and they're a contracting company out of Cheyenne, Wyoming and they have been in the hydrogen business since about 2003. They will hopefully be here next week. They have done a lot of work around hydrogen fueling stations and hydrogen electrolyzers. The money for this needs to be spent by the end of the legislative year, which is June 2023. Twin Transit has an MOU with Douglas County which is producing the hydrogen fuel. This is a bit of a risky adventure due to the snow, weather, and that sort of thing. The supply will be there but bringing it across the mountains is where it can be challenging. Twin Transit wants to look at what it will take to either partner or develop an electrolyzer here in Western Washington, hopefully in the Port of Chehalis. In the third line item, is an MOU to enter discussions with Port of Chehalis to set aside some land for the electrolyzer and to set aside some land for the hydrogen fueling station. Twin Transit is excited about hydrogen and what it's going to bring and think it is going to change the opportunities for Chehalis and Centralia for other renewable energy corporations and companies to come here. Andrea Culletto and Mr. Clark are part of a group called EIC, Energy Innovation Coalition. This was put together with a grant that was received for \$35,000 from WSDOT and now that has grown. Twin Transit is working with the EDC/Business Alliance to communicate how renewable energy will be a catalyst for economic development here in Lewis County.

- vi. Mr. Clark stated that Twin Transit will be purchasing two more electric buses. Those will be ordered this fall as soon as Twin Transit hears about the DERA grant; that will give Twin Transit a total of four electric buses. That will allow the routes within the Twin Cities to run with electric buses. They're cleaner, they're quieter, and they have Wi-Fi on them. This is going to be a marked improvement in what has traditionally been done. Twin Transit will also be ordering some hydrogen buses. They're out probably even further to the year 2024 or even 2025 before they'll arrive. Twin Transit is trying to move the fleet to a newer model of renewable energy, low emission, or no emission buses. Twin Transit anticipates buying some new DARTT and LIFTT vehicles that will run on either gasoline or diesel as well as maintain some diesel buses for a period. Those LIFTT buses have a useful lifetime of about 5 years. The cost of buying a van is about \$80,000 and about \$250,000 for an electric one. Twin Transit is not ready to spend \$250,000 per van so Twin Transit will wait for one more five-year cycle, when it is believed that price will come down as competition adds availability.
- vii. Mr. Clark mentioned other items that contribute to the success of the micro-transit model, or "collect and connect". This is using nimbler types of vehicles to go into more rural areas with DARTT and LIFTT and bring people to these corridor places that are running along I-5 and Hwy 12 to be able to keep the cost of the transportation down to these users. This also allows flexibility. For instance, if someone from Mossyrock needs to buy a DARTT ride every to go to Olympia, that could get very expensive. If someone bought a DARTT ride and caught the bus at Hwy 12, that could save them a lot of money. Also, if a passenger buys a DARTT ride, a passenger can ride the bus for free. That is what it means to collect and connect with these corridor routes. This model is being adopted around the world.
- viii. Mr. Clark shared that eventually, Twin Transit would like to increase its weekend hours. The operations team has been looking at some data that

shows a trend that the Saturday and Sunday ridership is about the same average ridership as the Monday through Friday ridership, even though the weekend routes run four less than the weekday.

- x. Mr. Clark stated that with all that Twin Transit has been doing with DARTT, LIFTT, facilities, and more equipment, Twin Transit will need to increase the number of employees it has. Currently, Twin Transit has around 40 employees. Melissa Shoemaker and Jen Dowdy will have to craft a plan because there are some triggers once Twin Transit hits 50 employees. There will be some things that will need to be done that currently do not have to be done because Twin Transit is currently under 50. Twin Transit is currently looking at how to grow employees and recruit people who want to work for Twin Transit long term. What Twin Transit has to offer is a career, and Mr. Clark stated that more and more people are starting to see that. Twin Transit just hired 3 CDL drivers and 2 DARTT drivers. Twin Transit believes the staff will grow considerably over the next four to six years.
- x. Melissa Shoemaker brought forward a concern about the organizational chart and how her current position was labeled on that version. She and Rebecca Staebler asked whether it was appropriate to have the current version of the organizational chart or if it should be 2020. Miss Towner responded that the TDP includes references to historical, current, and future staffing levels and that the organization chart usually is displayed as a current snapshot of the organization. Mr. Clark responded that personnel questions or issues will not be discussed during board meetings, but Melissa's question shall be addressed at a later date with Mr. Clark.
- xi. Rebecca Staebler commented on how Twin Transit's goal is ridership and connecting people to services and destinations could be found throughout the TDP. Rebecca stated she would like to keep that as a focal point of what Twin Transit does; it's not just about growth and buying buses. Getting more people to their destinations is the reason for growth. The TDP should explain how Twin Transit is going out and getting new riders and connecting them and getting new people to use the services.
- xii. Mr. Clark said that is the focus, either through service offerings that have not been available before or through service community events and talking to people and explaining how to access it. Advertising, radio, print, various sources of social media, and the web are all forms of communication and engagement with the community. Community service is really the focus of Twin Transit. Mr. Clark stated that there will be a travel trainer who will go out in the community and help those who are in senior homes, care facilities, and living centers, to help people learn how to ride the bus.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Rebecca Staebler had a question about "US Bank - New Cards" on the listing of ACH transactions. Miss Towner explained that the credit card payment was for all the credit cards. The reason why Twin Transit switched to the new cards was to be able to get a rebate which averages around \$1,000.00 per quarter. This rebate can then be used for employee appreciation.

- b. Request to approve financial warrants #29417-29495 including Capital and Operating expenditures for July 1-31 of 2021.

i. Capital Warrants	\$ 748,219.00
ii. Operating Warrants	\$ 166,450.38
iii. Operating ACH	\$ 20,664.62
iv. Payroll ACH	\$ 145,339.50
Total	\$ 1,080,673.50

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of minutes from July 27, 2021 Regular Board Meeting.
- b. Adoption of minutes from August 9, 2021 Special Board Meeting.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

2. Approval of Resolution 2021-05 Adopting the Twin Transit Budget for Fiscal Year 2022

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

3. Approval of the 2020 Annual Report and 2021-2026 Transit Development Plan.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

4. Approval of Resolution 2021-06 to offer Social Security coverage to all eligible Twin Transit employees, beginning January 1, 2022

- a. Mr. Clark emphasized that it is a 6.2% contribution from the employee and another 6.2% contribution from the company for a total of 12.4%. This amount will come out of fringe benefits along with PERS and deferred compensation.
- b. Miss Towner stated that passing this resolution doesn't mean it will get Twin Transit Social Security. Once the resolution passes, the Department of Retirement Services will conduct a vote across all the employees of Twin Transit. If there is a majority vote, then starting January 1st, 2022 Twin Transit will have Social Security. The vote will probably take place in December.
- c. Rebecca Staebler asked if this is something the employees can opt-in or out of. Miss Towner replied that it must be across the board. It is a vote by retirement group.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

5. Approval of Northwest Bus Sales purchase of 2019 Ford Transit TCI 250 van for \$59,870

- a. Mr. Clark stated that this van is being purchased to augment the fleet. The van comes with a high capacity lift. This allows Twin Transit to transport mobility devices that are either wider or heavier. Andrea Culletto wrote a grant two years ago which was the 5339 for \$91,543 that was mentioned earlier, asking for 6 new vehicles. All of the DARTT and LIFTT cutaways are beyond their useful lifetime. Twin Transit is trying to circle

through that and not buy all at once so that , in 5 years from now, they won't have to be replaced all at once.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

6. Approval of Centralia-Chehalis Pupil Transportation Co-op Interlocal Agreement for the period of September 1, 2021, to August 31, 2022.
 - a. Mr. Clark stated that Twin Transit has an annual agreement with the Centralia-Chehalis Pupil Transportation Co-op. This is just a renewal of this agreement. With the Co-op, Twin Transit has used their diagnostic equipment for some of the Twin Transit engines, and has shared different kinds of tools, training, or facilities.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

7. Approval of City of Centralia Interlocal Agreement authorizing the use of the Small Works Roster maintained by the City, for a period of one year from date of signature.
 - a. Mr. Clark stated that Twin Transit has an annual agreement with the City of Centralia to use their Small Works Roster. Mr. Clark shares that for the Small Works Roster, the agreement would be for anything under \$100,000. This simplifies the process. Twin Transit still must go out after \$25,000, put out an RFP but Twin Transit can post the RFP on the Small Works Roster and on the Twin Transit website and get local contractors to bid on it as opposed to contractors out of the county. It keeps the money local and expedites the procurement process.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

8. Approval for the Executive Director to enter a contract with Green Flush Restrooms for Construction and installation of a prefabricated restroom at the Mellen Street e-Transit Station, Centralia .
 - a. Mr. Clark stated that this is a state contract bid. This is coming from the Department of Enterprise Services state contract. If this is ordered now, they may be 6 months out. This restroom will have two restrooms and a mechanical room. The mechanical room will house the water control system for the irrigation system as well as router and Wi-Fi systems. The restroom will have timed locks on them, potentially a half an hour before to a half an hour after operating hours. Twin Transit is thinking about having them open from 5:30 a.m. to 7:30 p.m. There will also be security cameras.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

9. Approval for the Executive Director to enter a contract with the Warren Group, LLC to provide professional legislative affairs and government relations services.
 - a. Mr. Clark shared that the Warren Group represents Northwest Hydrogen Alliance. This group is working with Twin Transit. The Warren Group is going to help navigate contracts and other legislative opportunities that may be available to Twin Transit to help get additional funds to help build out the hydrogen fueling station.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

10. Approval for the Executive Director enter a contract with Engineering, Procurement & Construction, LLC for general consulting services to assist Twin Transit in the development of a hydrogen electrolyzer to be located in the Port of Chehalis

- a. Mr. Clark stated that this company is based out of Cheyenne, Wyoming. This group has been doing hydrogen projects since 2003. They will be here next week to walk around the Port to get a general idea of what type and size of site Twin Transit will need to put the fueling station in place. They will help with the engineering and design of it later down the road when Twin Transit begins to go out for bids for the construction of it.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

11. Approval of Port of Chehalis Memorandum of Understanding to encourage the development of infrastructure that supports the efficient use of hydrogen and other alternative fuels.

- a. Mr. Clark stated that the fueling station, based on the legislative appropriation, needs to be in the Port of Chehalis. That was the intent and purpose of that legislation. To honor that, Twin Transit must have a good working relationship with the Port of Chehalis and also a memorandum of understanding to allow Twin Transit to put some concrete things together.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0.

Adjournment

The Board recessed the regular meeting at 5:43 p.m.

The executive session has been postponed to a later date for when the third commissioner can participate. No action to follow.

The next regular meeting is September 28th, 2021, at 8:00 a.m.

APPROVAL

**LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY**

Respectfully prepared by:

Rebecca Towner
Clerk of the Board

Rebecca Staebler, Chairperson

Gary Stamper, Vice-Chairperson

Tony Ketchum, Secretary