



**Regular Board Meeting Minutes**  
**October 25th, 2022**  
of the  
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA  
(LPTBA dba TWIN TRANSIT)

*Held at the Port of Chehalis Board Room located at 321 Maurin Rd. in Chehalis.*

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Chair Tony Ketchum called the meeting to order at 3:30 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 Supervisor

**A. Discussion Only Items**

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
  - a. Lauren Reed is the regional mobility coordinator for 5 counties, Lewis County being one of them. She shared that they are getting ready to apply for 4-year funding to continue their program. This program helps market services that the transit agencies offer as well as outreach travel training. She is asking that Twin Transit provide matching funds for the program.
  - b. Mr. Clark stated that is a \$8,000 commitment each year for four years. Twin Transit has been doing it for two years. What this program also does is that they help the coordination of five counties. A couple of times a year, the counties get together. This is how a meeting was facilitated between River Cities and Castle Rock and Twin Transit didn't have to go all the way down to Exit 39. They have done a great job helping to grow kind of the Southwest Washington Regional Transit Collaboration. Mr. Clark wanted to recommend amending the agenda for the \$16,000 that goes towards additional planning services that is provided as well scoring and letters of support at times for the Rural Mobility Grants. That was almost \$3 million this year. They coordinate with other transit agencies on Twin Transit's behalf and then Twin Transit attends meetings that they set up to do that coordination. Due to several of us have a very limited scope of ask in the consolidated grant application, we contribute to help offset their match and that is what this is for.

## 2. Board Member Reports

- a. No board member reports at this time.

## 3. Staff Reports – Discussion

### a. Admin Update

- i. Mr. Clark stated that the RFP for the hydrogen fueling station is posted.
- ii. Mr. Clark shared that Twin Transit is getting close to the lease agreement for the property for fueling station. The agreement will be critical to have in place because to spend any of the grant funds associated with this project.
- iii. Mr. Clark announced that there is still a little bit of work to be done at the Borst and Scheuber pullout. This is close to identical to the pullout on Market Street. This is going from the high school to the middle school in Centralia. Something to be considered was the church after-hour programs, different mental health, and addiction programs that are offered at the church. A lot of the people that ride the buses to get to these services. Donnie and Kurt got a non-vagrancy bench that no one can lay on and it will be placed at the pullout.
- iii. Mr. Clark updated that the Mellen Street restrooms were scheduled for November 15<sup>th</sup>. Those will be placed on the foundation by a crane. All the civil engineering is completed and are just waiting for the surveyors to come and stake it. Then it should be on its way. A couple of things that are hoped to be done by Thanksgiving, there will be lights, cameras, and there will be time locked doors. They will open at 6am and lock at 7pm. The security guard hours will be changed to go until 7:30pm as well so the bathrooms can be checked before getting off shift. If it becomes a problem that the restrooms are open to the public, then they will only be accessible to drivers only.

### b. Fleet Update

- i. Mr. Clark shared that Tim Palmateer, Maggie McCarthy, and himself looked at a bus by Hometown Trolley while they were at a conference in Spokane. If Twin Transit buys a standard cutaway, it has a 15 +1 capacity which requires a CDL to drive. The buses from Hometown Trolley are 14 +1, which does not require a CDL to drive. The engine is placed under the driver, there is a wheelchair station in the back with a side ramp door there, and there is the availability of being able to have them configured in a variety of different ways. Mr. Clark and Tim Palmateer were going to get more information on these buses and see if they could come in an electric or hydrogen set up to keep going with the zero-emissions track.

### c. Communications Update

- i. Mrs. Kuzminsky shared that Twin Transit is in the process of finalizing the consolidated grant applications that are due in 2 days. The consolidated is split into separate asks but the total asking amount is approximately \$21 million. The total funding will be split out for operating, demand response, mobility management, and for the capital projects. Those projects are the Exit 88 and Exit 63 e-Stations.

- ii. Mrs. Kuzminsky shared that Twin Transit submitted three applications for Green Tech grants. One for the Exit 77 Main Street Transit Station, one for the Morton Transit Station, and then one for the electric vehicle (EV) charging stations. The EV charging stations will be placed at the Lewis County Mall and Resource Center, the Port of Chehalis, and two additional stations to be placed at Mellen Street.
- iii. Mrs. Kuzminsky shared that there was good news on the Regional Mobility ask. Twin Transit had received notification that the ask had been accepted and they had reached out to Twin Transit stating that they had if Twin Transit wanted to add any extra expenditures for inflation as they had more money due to receiving less asks than what was anticipated.
- iv. Mrs. Kuzminsky stated that the Bus and Bus Facilities grant is open and is due in January.
- v. Mrs. Kuzminsky talked about the Hydrogen Focus event. It had a good turnout with a variety of different agencies throughout the state showing up as well as lawmakers and industry leaders. It was great to be able to connect with all of these groups.
- vi. Mrs. Kuzminsky added that Twin Transit hosted a transit agency out of Moses Lake. They are very open to Hydrogen and are kind of wondering if that is something they want to pursue and where to start.
- vii. Mr. Clark added that they are a similar agency size to Twin Transit. Some of the things they do are like Twin Transit and some of the things they do are different. Mr. Clark thinks this is just the beginning to transit agencies reaching out and asking how the hydrogen stuff is being done.
- viii. Mrs. Kuzminsky stated that Twin Transit also had a chance to talk to the Cowlitz tribe. It was neat to see how open they were to be working together and talking about maybe helping them with some grant opportunities in the future.
- ix. Mrs. Kuzminsky shared that Trick-or-Treat Transit is this upcoming Monday. Rebecca Towner has led the effort in getting the transit teams outfits. Everyone will be dressed up as a character from Harry Potter. Then there will be the Lighted Tractor Parade, Santa Parade, and the Borst Christmas lights coming up to end this crazy grant season.

d. Human Resources Update

- i. Mr. Clark stated that the transit agencies get on a call every 2 weeks and have collectively been discussing a transit only CDL. People can be trained, and they go get their Class B CDL, then they can leave to go drive dump truck and make twice as much money. With a transit only CDL, the only thing you could drive is transit. There has been a struggle trying to get the Department of Licensing to respond, but if this could get moving, there could be some legislation around it this session, then rulemaking this next summer and adopted by January 2024. That would lighten the load and burden for everyone.
- ii. Miss Towner shared that Twin Transit is still looking for drivers. There was a mechanic who was working under Tim but has since moved over to operations as a bus operator. There is another person who currently operates under admin who is thinking of doing the same thing to just transition to the role of an operator. In the meantime, interviews are still being conducted. There have

been 2 banners printed. One will be placed outside our office and the other one will be placed at Mellen Street.

e. Finance Update

- ii. Miss Towner shared a cashflow with the board. She states that Twin Transit is basically in the same position as far as which categories were over budget or anticipate being overbudget. If Twin Transit continues to spend money as we have been, it is projected to be 3% over budget. Twin Transit is really going to have to hone down on spending and hold off on what we can until next year. Of course, there are things such a fuel that we can't control and of course it has been higher than expected, however there is quite a bit we can control.
- iii. Miss Towner shared that there has been little construction activity this month. There was a repair at 212 E. Locust in August or September, but it showed up on this month's billing cycle. So very little activity this month, but in the next couple of months there will be more due to the remodel at 212 E. Locust for Tim Palmateer's office and shop expansion.
- iv. Miss Towner shared that Bill Bauman, the WSDOT committee liaison visited Twin Transit a few weeks ago. He got the tour of all the different exits and transit stations that are being planned so he could see where they are being built. He got to see Mellen Street, as well as Borst and Scheuber and talked about the plan over the next few years and what will be asked for in the Consolidated grant. He was very supportive.
- v. Mr. Clark added that Bill Bauman is new to his position, but he stepped into it with a background and understanding in transit. He was very helpful and very thorough and detail oriented. Mr. Clark thinks he will be great for Twin Transit. He will help us understand the best way to approach certain things, whether it is grants and capital planning, or that sort of thing, so Twin Transit can be the most successful.

**B. Consent Agenda**

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30479-30566 including Capital and Operating expenditures September 1-30 of 2022

i. Capital Warrants	\$	224,279.92
ii. Operating Warrants	\$	135,849.20
iii. Operating ACH	\$	151,526.13
iv. Payroll ACH	\$	<u>140,103.16</u>
Total	\$	651,758.41

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

## C. Action Items

Action

1. Approval of Board Minutes
  - a. Adoption of Amended Minutes from September 27th, 2022, Regular Board Meeting.

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

2. Approval of City of Chehalis draft license agreement for the property near 821 W Main Street, Chehalis at Exit 77. This agreement will allow Twin Transit to conduct a feasibility review of the property.

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

3. Approval of City of Chehalis draft lease agreement for the property near 821 W Main Street, Chehalis Exit 77. Twin Transit will use the property to build, develop and operate a transit and electric vehicle charging station, which will be known as the Main Street e-Transit Station.
  - a. Tony Ketchum stated that that the City Attorney was looking at it but is not sure where they are with it.
  - b. Mr. Clark said that if there are any changes, Twin Transit will amend the motion at a future board meeting.

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

4. Approval of lease agreement for real estate property located at 200 Westlake Ave, Morton. Twin Transit will use the property to build, develop and operate a transit and electric vehicle charging station, which will be known as the Morton e-Transit Station.

- a. Mr. Clark stated that the purpose for this is because Lewis Mountain Highway has had some challenges and there has been some things that have happened that have put some of our riders in a bad situation. Lewis Mountain Highway is asking for proof of vaccination. The governor lifted all of those requirements. They only operate on Wednesdays and by appointment only. Twin Transit has a plan and we're getting the grant money to operate it. We are looking at vehicles to operate for it and as we get closer to that, we will bring it to the board for adoption.
- b. Debbie Lytle stated that there are a lot of people stranded at the exit because they think they can connect with Lewis Mountain Highway, and they end up hitchhiking all the way to where they need to go because that bus doesn't show up. There are women and children and it's tough to watch.

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

- 5. Approval of Resolution 2022-09 voiding warrant 30429 payable to Controlled Rain in the amount of \$686.42

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

- 6. Approval of \$24,000 four-year grant for the Southwest Regional Transportation Planning Office.

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

**Adjournment**

The Board recessed the regular meeting at 4:15 p.m. No action to follow.

*The next regular meeting is on December 13<sup>th</sup>, 2022, at 3:30 p.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY

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Tony Ketchum, Chairperson

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Mark Westley, Vice Chairperson

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Lee Grose, Secretary

Respectfully prepared by:

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Timi Johnson  
Clerk of the Board