PUBLIC NOTICE

REGULAR BOARD MEETING
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba LEWIS COUNTY TRANSIT)

To be held at the Port of Chehalis conference room located at 321 Maurin Rd, Chehalis.

MEETING AGENDA — July 28th, 2026 @ 3:30 PM

Call to Order 3:30 PM

Chair Scott Brummer called the meeting to order at 3:30 p.m.

Directors Present:

Scott Brummer, Lewis County
Tony Ketchum, City of Chehalis
Debbie Lytle, Lewis County Transit, on behalf of the represented staff

Staff Present:

Tim Palmateer, Fleet Manager
Makenzie Wilson, HR Manager
Tim Brunton, Interim Operation Manager
Timi Johnson, Finance & HR Specialist
Allen Unzelman, Twin Transit Attorney
Rebecca Towner, Finance and HR Consultant
Megan Wirtz, CWCOG (Virtual)

A. Approval of the Meeting Agenda as presented.

1. *Mr. Brummer motions for approval of the agenda.*

Vice Chair Tony Ketchum moved, Chair Scott Brummer moved, motion passed 2-0

B. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda*.

2. Board Member Reports – *No reports provided*.

3. Staff Reports – Discussion

A. **Construction Update**

i. **POC H2 Project**

ii. Tim Palmateer shared the construction updates in Joe Clark's absence. At the hydrogen fueling station, Plug Power is working on safety sensors that were showing offline. Lewis County Transit is pausing on introducing anything with the hydrogen station until further notice.

iii. Scott Brummer stated that there needs to be a resolution with the fire Marshall regarding the emergency water system.

iv. **Exit 77**

v. Tim Palmateer will be meeting with JSA Civil at the compacted area at Exit 77 as there is a soft spot. They're going to review the area to see what could be done to correct it.

vi. Scott Brummer asked if this was expected to create additional charges (change order) and Tim P. was not sure of that until a site visit is conducted.

B. Fleet Report

i. Tim Palmateer updated that the 2-way radio process will be changing on how to communicate with the shop. Currently, the shop is monitoring all radio traffic which can be overwhelming at times when trying to concentrate on their work yet listening for specific callouts. The process going forward will be to call dispatch and tell them the issue. If dispatch thinks the shop is needed, there will be a private channel just for the shop.

ii. A vacant shelter had been located and opted to use that shelter at the Market and 16th Streets location. That saved approximately $12,000 by not having to purchase a brand-new shelter.

iii. For vehicle updates, it is the busy and hot time of the year when things are more prone to fail quite frequently and need larger repairs. The buses tend to need a/c repairs and brakes replaced. The spare fleet is limited.

iv. Tim Palmateer had a vendor on site to take some measurements to determine the location for the hydrogen service bay last month. The anti-bay inside the shop has a higher pitch and gives the most access length and height wise than the bay outside. It will allow space to get the hydrogen bus in the air. The vendor updated the drawings with Tim Palmateer's approval and submitted them to the City of Centralia.

v. Scott Brummer asked about the deadline for grant funds to be spent and if the equipment can be moved for use in a future location. Rebecca Towner stated the deadline was June 30, 2027 and the equipment is moveable.

C. **Operations Report**

vi. Tim Brunton gave an update on June 2026 ridership. Compared to June of 2025, ridership had increased by 15.44%. June typically seems to be a month that is on a downward trend each year and June of 2026 was lower than last May by just under 2000 riders.

vii. Linda Rajic, one of the operations dispatchers, is retiring at the end of the month. Stephan Nagel and Glinda Creekmore, both previous bus operators, are now fully onboard as dispatchers and can fulfil the role well. They both bring different skillsets. Lydia Tennyson's onboarding is not complete yet, but she is doing a great job as the new operations manager. She has made some nice changes to the rider guides in her first month and has been leading the new hire training.

viii. Mount Rainier Scenic Railroad needed a fire evacuation. Riders were stuck on a

train line near the museum while there was a fire in Mineral. They called Lewis County Transit to assist. Tim Brunton was pleased with the fleet and flexibility of 3-4 drivers who were ready to go. They called Lewis County Transit off after about a minute of the buses rolling out as Eatonville School District to respond and was able to help them out successfully. Eatonville School District was located closer to where they were. However, it was nice to see that the team was ready to respond.

ix. Linda Rajic and Stephan Nagel participated in the community engagement at the Senior Center for some LIFTT and DARTT travel training. There was a good amount of participation from the seniors there.
x. The 4th of July shuttle didn't get a lot of ridership or engagement this year and by talking to Joey Zurfluh, the previous operations manager, it sounds like it was on par with the previous years as well.
xi. Intercity changed their bus schedules and routes. They're now going into Labor and Industries with three fixed route services that cover the whole city. There is no longer a need to go to the downtown hub any longer and they aren't really using that location anymore. Tim Brunton stated that he is looking at maybe pulling the green route back a little bit to keep the buses out of downtown and staying more in the Tumwater area.
xii. Scott Brummer asked about the status of the Sports Hub route.
xiii. Tim Brunton replied, " I drove it last week because we didn't have enough driver staffing. That has been really challenging for the last 30 days. There wasn't much ridership. The sports hub is going to start promoting it a lot more and if the route holds up, great.
xiv. Scott Brummer stated, "It's a pilot, it's something he has been trying to get going for a while."
xv. Tony Ketchum asked, "When you drove it, how much ridership did you get?"
xvi. Tim Brunton replied, "About 2 people who had nothing to do with the event but the advantage to it was you don't lose you parking spot. There were about 4 or 5 different baseball fields going that day. It looked like maybe 10 teams going at once. The parking lot was pretty full. This was the weekend after the 4th of July. If after October it still isn't ridership, I am not sure that we should continue to push that route."

D. Human Resources Report

i. Makenize Wilson said, "We have had some good interviews though some offers have things pop up or have been declined." Interviews are still happening trying to get the operations staff back to functional.
ii. Tony Ketchum asked, "Have you tried Fort Lewis service, the one with Peter Lahmann?"
iii. Makenzie Wilson replied, "You haven't to my knowledge. I can certainly reach out."
iv. Tony Ketchum stated, "It's a good program and they're willing to train people to get CDL's before sending their people."

E. Executive Director Report

i. Scott Brummer shared that other than the challenges of the staffing of operators due to medical, retirement, etc. things have been operating well. Some days are more chaotic, and other days are lower key, but Scott is impressed with the staff and how they keep everything functioning well. That is why most of the updates come from the staff.
ii. Scott Brummer mentioned that he executed contract extensions with Joey Zurfluh

and Rebecca Towner to the end of the year as well as Joe Clark's contract. They have all been signed. A finance director and executive director will need to be recruited however, it may be necessary to keep Rebecca's expertise on board during the transition.

F. **Finance Report**

i. Rebecca Towner presented the budget vs. actual. The organization is within 1% of the budget. That is kind of unheard of. She highlighted some areas that were a little over their budget for this time of the year, such as fuel, insurance, and professional services. June had zero activity with the capital budget as there was a pause in the spending.

ii. The audit is going well. There is only one outstanding request currently which is a legal matter and will need Allen Unzelman's sign off. Timi Johnson has been able to help with gathering support. Everything has been on schedule. They're targeting the end of August.

iii. Scott Brummer stated that he forgot to mention he did attend the audit entrance.

iv. Rebecca Towner went over a list of grants that Lewis County Transit will be applying for, the amount being asked for each grant, and what that grant will be used towards. Green transportation and bus and bus facilities grants are due August 18th. Green Transportation will be used for 2 more E-transit stations as well as completing the zero emissions schedule and replace the rest of the fleet, which about 22 vehicles total. The bus and bus facilities grant would be used for bus stop improvements such as ADA improvements, installing shelters, upgrades, etc. Also there will be an ask for a new bus facility. Previously the ask was for $10 million, but it has been lowered to be about $7.75 million for a full facility. The total ask for bus and bus facilities would be about $8.5 million. Rebecca listed a few other grants that will be due in September for operations. Letters of support will be going out pretty soon.

C. Review of Claims

a. Review financial warrants #33526-33588 including Capital and Operating expenditures for June 1-30, 2026.

i. Capital Warrants	$	0.00
ii. Operating Warrants	$	375, 638.36
iii. Operating ACH	$	183, 541.21
iv. Payroll ACH	$	210, 906.45
Total	$	770, 086.02

Vice Chair Tony Ketchum moved, Chair Scott Brummer moved, motion passed 2-0

D. *Action Items*

1. Approval of Board Minutes Action

a. Adoption of minutes from June 30th, 2026, Regular Board Meeting as amended.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

2. Approval of second reading and adoption of POL 117
    a. POL 117: Title VI Plan
        i. Updated LCT service information and the name of the assigned Title VI Coordinator (Makenzie Wilson)
        ii. Removed specific references to sex, age, disability, income status, or retaliation within complaint procedures as those are not protected by Title VI.
        iii. Removed reference to Executive Orders 12898 and 13166 within documents.
        iv. Added Title VI Notice to the Public and ADA Paratransit Application to the list of documents required to be translated.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

3. Approval of second reading and adoption of POL 205
    a. POL 205: Paid Leave
        i. Changing the Employee PTO Accrual Rate to be calculated from the employee's anniversary date of hire. The accrual rate for both exempt (salaried) and represented (union) employees will remain as provided in Policy 205 and the current Collective Bargaining Agreement (CBA). Effected employees in calendar year 2026 will have the rate calculation date changed to the anniversary date and credit provided for all PTO accruals. All employees will have PTO accrual rates calculated from their anniversary date with the change to this policy.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

4. Approval of second reading and adoption of POL 202
    a. POL 202: Job Descriptions
        i. This change is for Apprentice Mechanic and will be documented in the CBA under an executed MOU with Teamsters Local #252.
        ii. An apprentice who has previous automotive or heavy-duty repair, maintenance, or other industry experience may request credit for such experience. The apprentice must provide documentation sufficient to verify prior employment, training, certifications, and work experience.
        iii. The Employer shall review the documentation and may grant credit for previous experience toward apprenticeship progression, wage advancement, required training hours, or early completion of the apprenticeship program. Credits shall be awarded based on documented experience, demonstrated competency, and the requirements of the apprenticeship program.
        iv. The determination of whether to grant credit, the amount of credit awarded, the Apprentice's placement within the program, and any eligibility for early completion shall be made by the Employer in a fair, equitable, and nondiscriminatory manner and in accordance with applicable apprenticeship standards and program

requirements.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, motion passed 2-0

The chairman announced at 4:00pm that the board would enter Executive Session, Pursuant to RCW 42.30.110(i) for the purpose of attorney-client privilege discussion of matters with potential legal or financial consequence to the agency. The session is expected to last no more than 10 minutes.

The board returned from executive session at 4:12 p.m. No decisions were made. No action to follow.

The meeting adjourned at 4:12pm

The next regular meeting is on August 25th, 2026, at 3:30 p.m

APPROVAL

Scott Brummer, Chairperson

Tony Ketchum, Vice Chairperson

Ray Chapman Wilson, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board