



Regular Board Meeting Minutes
April 25th, 2023
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.

Chair Tony Ketchum called the meeting to order at 3:35 p.m.

Directors Present: Tony Ketchum, City of Chehalis
Mark Westley, City of Centralia
Scott Brummer, 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 Services Supervisor
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 Read with Cowlitz Wahkiakum Council of Governments joined in to listen.
2. Board Member Reports
 - a. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Admin Update
 - i. Mr. Clark shared that there is a utilities infrastructure analysis being done for the hydrogen fueling station. Twin Transit is also in the midst of reviewing two more fueling station proposals received on Friday.
 - ii. Mr. Clark added that the corporate offices for both proposals are in California. The reason for leaning toward these two is because there is a lot of experience in California. There are about 37 hydrogen fueling stations down there right now. We classify them as behind the fence or outside the fence. Behind the fence operations are about 95% uptime. Outside the fence are about 60-65%.

- iii. Mr. Clark updated that Exit 68 has all the lease documents signed. SEPA was not required by the county, but Twin Transit does have to complete DAHP (Department of Historical and Archeology Preservation) to obtain a letter of non-significance. Rebecca Towner has been working with DAHP and WSDOT on this, and Twin Transit is hoping to move dirt mid-June, to be completed by September. This transit station will connect Morton with Highway 12.
- iv. Mr. Clark shared that there was a state legislative budget passed for transit. The ask was \$587 million, but \$633 million was passed. Twin Transit applied for a couple of formula grants that may be a little greater than anticipated based on the allocations. WSDOT is expected to notify Twin Transit of award in mid-May.
- v. Mrs. Kuzminsky updated that the PNWH2 proposal was submitted a couple of weeks ago. Twin Transit is one of the eight groups who have pursued funding under this federal grant. The total funding was \$8 billion, and Twin Transit's ask was just under \$1 billion. Twin Transit's ask was for two 5 megawatt stations and three 10 megawatt stations in the hopes of locating them along the I-5 corridor. There currently are not any named transit partners yet. When funds are located, Twin Transit will work with WSDOT and other transits' individual Boards to determine if they're in a position to have those stations in their communities with the focus of supplying hydrogen for transit. Transit agencies have vehicles ready, and we want to make sure that we have access to fuel them.
- vi. Mark Westley asked, "Is this an all or nothing grant?"
- vii. Mr. Clark replied, "DOT can select individual projects out of each submission."
- viii. Mrs. Kuzminsky continued that after the match, the ask was for \$37.5 million for Twin Transit's specific project.
- ix. Mrs. Kuzminsky stated that the USDOT charging and fueling infrastructure program was just released last month. There are two different programs under the grant. \$350 million goes to two different programs totaling \$700 million. One program is a community program. It is for EV charging and hydrogen fueling for light duty vehicles in rural and disadvantaged communities. The other half goes to corridor projects and medium to heavy duty with the emphasis on hydrogen. That includes hydrogen refueling, hydrogen infrastructure, and hydrogen technology. This can be used for anything from electrolyzers to vehicles.
- x. Mr. Clark shared that there were some rebranding logo designs set out in front of the Board, two designs that hadn't been decided on yet. He said the designs will hopefully be drafted by the end of the month. There will have to be new decals for all the vehicles, new uniforms will need to be ordered, the website will need to be updated, etc. This will be a heavy task. Twin Transit has been working with the Silver Agency on the logo designs. They are also working on some content to feature some of the other work that we're doing. Those articles will be published in the paper.
- xi. Mr. Clark added that he thinks this is a good time to focus on rebranding. Earlier today there was a discussion about the routes and route planning. More and more of our routes are no longer in just the Twin Cities as we are doing a lot within the county now and that should be recognized and reflected within our brand.
- xii. Mr. Clark shared that Maleah Kuzminsky is leading a planning session on May 12th with a number of regional transits such as Grays Harbor, Mason, Jefferson, and others to look at more cooperation, collaboration, and mutual aid between

connecting agencies. Lauren Read has been a big part of helping us aggregate services and bring them together. She produced a nice travel guide for getting between the different transits. It was well done, and it is going to be a great help to riders.

b. Fleet Update

- i. Mr. Palmateer updated that the production of the electric buses on order is delayed. They have partnered with a new battery manufacturer and their plant is in South Carolina. However, this plant is not online yet. That pushed the production window out to January 2024, with the delivery date of mid-February. They're making a new generation of battery packs that is supposed to extend the range.
- ii. Mr. Palmateer shared that the hydrogen bus project is going well. There have been a few pre-production meetings. One meeting was last week and one this morning. We have been going through line item by line item and each individual portion of the bus. A draft schedule targets the last week of October through the middle of November for the three buses to go on the line for production. They are projected to be completed at the beginning of December. They will then go through inspection, testing, and checking of all the components. The estimated delivery dates are right about the end of January or early February. Looking at these timelines, we could potentially see five buses (three hydrogen, two electric) delivered right about the same time.
- iii. Mr. Palmateer updated that the Ford Transits on order have been pushed back for delivery in June. It sounds like some of the components are on back order, which is the cause of the delay.

c. Finance Update

- i. Miss Towner updated that for cash flow, the operating side is about 2% under budget. Year-to-date, Twin Transit has received \$60,000 more than projected in sales tax revenue. For the capital side there wasn't too much more activity. The last payment for the Mellen Street restroom is now completed, so we had a little celebration last week to open the restroom and the end of the construction. There was also a final expenditure for the 212 E. Locust Street remodel.
- ii. Miss Towner introduced the Zero Emission Transition Plan. This is a document that is required for Twin Transit to receive federal funding. We are supposed to submit this by June 30th. It has taken almost a year to draft this, but Twin Transit has completed the plan in-house. We have a little bit more clean-up on formatting, but the narrative has been finalized.
- iii. Mr. Clark stated that most other transits have hired consultants, so that is why it has taken us a bit longer to complete the plan. By doing this in-house, we also save money. This plan is required by the federal government to continue to receive federal funds. The plan states how we are going to reach zero emission by 2030 and how Twin Transit will be an incubator model for comparing diesel versus electric and hydrogen vehicles. Another important component is how the power is delivered. All of these electric vehicles will need to be charged at night. How are we going to do that? We must upgrade our power system and we have

also discussed adding a solar roof. Twin Transit is being watched by a lot of transits because we'll have clean diesel, electric and hydrogen all running side by side by this time next year. We'll really be able to firm up our numbers, but in the report, it costs about \$190,000 a year to run a diesel bus, but costs \$125,000 to run an electric bus. We've had two electric buses for two years. So those numbers are close. We're anticipating about \$140,000 in costs to operate a hydrogen bus; the price of hydrogen continues to evolve, so that cost estimate may improve as well.

- iv. Allen Unzelman asked, "What is the definition of zero emission in terms of carbon neutral?"
- v. Mr. Clark explained that carbon neutral includes the power to produce the fuel. You would be totally carbon neutral after using solar, wind and green hydro electrolytic power. 100% pure, zero emission just means we're not pumping anything out of the exhaust that has CO2 or NOx in it, which is a little bit easier to achieve. By purchasing these electric buses, we are achieving our goal of zero emission, or zero carbon.
- viii. Tony Ketchum asked, "Does the Zero Emission Transition Plan only have to do with the buses, or is it the whole fleet?"
- ix. Mr. Clark replied that Twin Transit will also electrify the smaller vehicles such as DARTT/LIFTT vans and admin vehicles beginning in 2025.
- x. Miss Towner recommended looking over the details of the replacement schedule as it outlines the year of replacement, type of vehicle, and the cost of the vehicle that is being replaced. There are also calculations as to how many tons of carbon emissions we are going to save by converting each of those vehicles through 2030. Finally, there is a table in there that shows the difference between the operating costs of a diesel versus electric bus and electric van versus gasoline. The Zero Emission Transition Plan is being presented for first reading today, and will be brought forward for final approval in May.
- xi. Miss Towner shared that the site visit with WSDOT went well. The policy review was finished which resulted in a four minor changes. Mostly it was adding contact information and certain verbiage. Twin Transit also received a sign off for the drug and alcohol portion of the site visit. We did have to make a few corrections for 2021-2022, but those issues have now been resolved. We are just waiting for the results of the financial portion of the site visit.
- xii. Mr. Clark added that most would think that the drug and alcohol program is a simple process. There are specific rules under state and federal laws because Twin Transit employs CDL holders. Rebecca Towner and Timi Johnson were able to attend a conference and learned a lot of information from the federal side of the program. The site visit helped with the state side of the program. The program is rock solid now.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30888-30973 including Capital and Operating expenditures March 1-31 of 2023.

i. Capital Warrants	\$	132,101.63
ii. Operating Warrants	\$	188,382.62
iii. Operating ACH	\$	112,713.89
iv. Payroll ACH	\$	156,244.48
Total	\$	589,442.62

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

C. Action Items

1. Approval of Board Minutes

- a. Adoption of Minutes from March 28, 2023, Regular Board Meeting.
- b. Adoption of Minutes from March 31, 2023, Special Board Meeting.

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

D. New Business

1. Request first reading of Zero-Emission Transition Plan.

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

2. Request first reading of POL 107, 118, 201, and 215.

- a. POL-107: Ethics
- Added definition and examples of an Organizational Conflict of Interest.
 - Added a statement that prohibits the payment of a bonus or commission to an employee or board member for obtaining a grant award.
 - Added a section placing restrictions on lobbying and political activity.
 - Added a section that prohibits employees and board members from providing false or fraudulent statements and claims for grant-funded projects.
- b. POL-118: ADA Passenger Compliance
- Added statement regarding the use of portable oxygen.
 - Revised statement that previously required a mobility device to be equipped with specific features in order to be transported.
 - Added statement that LIFTT service operates the same hours and days as fixed route.
 - Added a section about Twin Transit's complaint procedure, including contact information.

- c. POL-201: Equal Employment Opportunity
 - Added instructions for submitting written reports of apparent discrimination and/or harassment to Human Resources.
 - Added procedure for Human Resources to respond to a written complaint.
 - Added definition and examples of harassment.
- d. POL-215: Drug and Alcohol Program
 - Updated contact list of Substance Abuse Professionals, Medical Review Officer, Collection Sites, and Twin Transit’s Drug and Alcohol Program Manager and Designated Employer Representative.
 - Updated list of Twin Transit positions that have been designated as safety-sensitive or as non-safety sensitive.

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

Adjournment

The Board recessed the regular meeting at 4:13 p.m. No action to follow.

The next regular meeting is on May 30th, 2023, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Scott Brummer, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board