



Regular Board Meeting Minutes
January 27th, 2026
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— January 27th, 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:

Josh Nylander, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Makenzie Wilson, HR Manager
Allen Unzelman, Twin Transit Attorney
Megan Wirtz CWCOG Remotely
Joe Clark Remotely

A. Approval of the Meeting Agenda as presented.

1. Mr. Brummer motions an edit to the agenda to add an executive session under RCW 42.30.110(i) for potential litigation and RCW 42.30.110(g) for the purpose of reviewing the performance of a public employee.

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

2. Mr. Ketchum moves to approve the agenda as presented with the above edits.

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, 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
 - a. Mr. Ketchum moved to maintain the standard two-year term for Board officers. The current officer structure will continue as follows:

- i. Scott Brummer, Chair
- ii. Tony Ketchum, Vice Chair
- iii. [New Member Name], Secretary

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

- **Board Meeting Time**
The Board discussed the current meeting time. Due to scheduling considerations, a change to the meeting time may be necessary. Further review and confirmation will follow.
- **Parent Request – Shelter Installation**
Tony shared a request received from parents regarding the installation of a stand-up shelter at the bus stop location. Parents expressed concern that children are getting wet while waiting. The Board discussed the request and potential next steps for consideration.

3. Staff Reports – Discussion

A. Construction Update

i. POC H2 Project

Progress continues on schedule. The team is currently coordinating with Lewis County PUD to secure power service, which is expected soon. Water line taps have been installed and electrical work is ongoing. All major equipment has been set, including the electrolyzer, which was the final large component. Installation of the high-pressure equipment above ground is forthcoming. Flame detection systems have been installed, and crews are working through detailed finish items. Barring unforeseen delays, bus fueling is anticipated to begin by mid-April.

ii. Mineral Site

Work at the Mineral site is progressing. Concrete placement is pending due to frozen ground conditions in East County. Grading and electrical trenching have been completed. The ADA ramp has been soft cut and is ready for concrete once weather conditions allow.

iii. Exit 77

The City returned redline comments, primarily minor revisions including adjustments to the retention pond size. Earthwork will not begin until site conditions dry out. Plans are to issue the project for construction once permits are received, anticipated in mid-March, with construction targeted to begin in early May.

B. Executive Director Report

- i. The agency has finalized paperwork for three additional hydrogen buses, bringing the total fleet to six hydrogen buses. Two electric buses remain out of service pending parts. The remainder of the fleet continues to operate on fuel.
- ii. Three new cutaway vehicles are entering service. Two additional cutaways are due for replacement and have been added to the surplus vehicle list.
- iii. Tim is actively reviewing and adjusting routes to accommodate 40-foot buses. An implementation date for these service changes has not yet been finalized, but planning is underway.
- iv. The agency is celebrating 50 years of service, which will be reflected in updated marketing materials.

- v. Two key staff members will be departing in the coming days. The agency extends its appreciation for their service and wishes them well in their next endeavors. Recruitment efforts have begun, and several applications have already been received.
- vi. Attendance at the annual board meeting of the Washington Independent Transit Association in Olympia was noted. Discussion included pending legislation. One bill under consideration would allow youth to ride free, with an option to extend eligibility to community college students. While this is not expected to significantly impact revenue, it may create operational challenges.
- vii. The stop at the ground mound location at the park and ride has been temporarily closed due to unsafe gravel lot conditions, which resulted in two blown tires within two days. Weekend service to Stan Hedwall Park has been suspended, with service redirected to the Port on weekends.

C. Ridership Update

- i. Fixed route ridership has increased 11.6 percent year over year. However, there has been a notable decline in recent months due to limited vehicle availability. Demand remains strong, but current vehicle inventory and budget constraints do not support expansion at this time.

D. Finance Report

- i. The agency closed out 2025 with a strong financial position. Including the ReVIT project budget, total expenditures were approximately 2.5 percent over budget. Excluding ReVIT, the agency finished approximately 1.5 percent under budget.
- ii. While there were several key areas with higher-than-anticipated expenditures, the agency was able to absorb those costs within the overall budget framework. The year-end results reflect a coordinated team effort and careful financial management throughout the year.

C. Review of Claims

- a. Request to approve financial warrants #33140-3397 including Capital and Operating expenditures for December 1-31, 2025.

i. Capital Warrants	\$	2715619.97
ii. Capital ACH	\$	232276.98
iv. Operating ACH	\$	142151.59
v. <u>Payroll ACH</u>	<u>\$</u>	<u>208324.38</u>
Total		\$3298372.92

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

D. Action Items

- 1. Approval of Board Minutes Action
 - a. Adoption of minutes from November 19, 2025 Special Board Meeting.

b. Adoption of minutes from December 16, 2025 Regular Board Meeting.

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

2. Request approval to surplus Capital Assets and Small & Attractive Items listed on FOR-104A dated 01/27/2026.

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

3. Approval of Resolution 2026-01 voiding warrants 33067 and 33068.

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

Executive Session

E. The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110(i), for the purpose of attorney-client privilege discussion of matters with a potential legal or financial consequence to the agency. The session is expected to last no more than 45 minutes.

Adjournment

- The Board recessed the regular meeting at 4:02 p.m. No action followed the recess.
- The Board entered Executive Session at 4:03 p.m. The Executive Session was extended at 4:45 p.m. The Board reconvened in open session at 5:30 p.m.
- The regular Board meeting adjourned at 5:38 p.m. No decisions were made.
- A Special Meeting has been scheduled for Thursday the 29th at 4:00 p.m. at the Port of Chehalis. If the meeting location changes, notice will be posted at least 24 hours in advance.

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

The next regular meeting is on February 24th, 2026, at 3:30 p.m.

APPROVAL

Respectfully prepared by:

Makenzie Wilson

LEWIS PUBLIC TRANSPORTATION BENEFIT AREA AUTHORITY

Scott Brummer, Chairperson

Tony Ketchum, Vice Chairperson

