



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— January 28, 2025 @ 3:30 PM

Chair Mark Westley called the meeting to order at 3:30 p.m.

Directors Present: Mark Westley, City of Centralia
Scott Brummer, Lewis County
Tony Ketchum, City of Chehalis
Debbie Lytle, Twin Transit, on behalf of the represented staff
Kurt Eckerson, Twin Transit, on behalf of the represented staff

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Maleah Kuzminsky, Community Services Supervisor
Makenzie Wilson, HR Manager
Sonya Byrd, Operations Supervisor
Allen Unzelman, Twin Transit Attorney
Rafael del Castillo from Copper Strategic
Megan Writz CWCOG

A. Approval of the Meeting Agenda as presented.

B. Discussion Only Items

- Call to the Public – *Public discussion on any item not listed on the agenda.*
- Board Member Reports
- Staff Reports – Discussion
 - a. Construction Update
 - i. Exit #88 e-Transit Station: The Tribe expressed strong support for establishing a transit station at Exit #88, similar to the one at Mellen Street. Representatives from Grays Harbor Transit and Rural Transit are also scheduled to visit the proposed site.
Chairman Westley asked about funding contributions from the other two entities, Mr. Clark explained that while they intend to inquire, neither agency is

currently prepared to commit financial support. Additionally, Rural Transit was recently sold, leaving its position uncertain. However, with the grant funding and the 10% match requirement, it is anticipated that the entire project can be covered.

- ii. Exit #74 e-Transit Station- Mr. Hubbard has agreed to lease the corner property to serve as a transit station at the proposed location.
- iii. POC H2 Project- Lewis County Transit has submitted for permit application and it is going very well and the City of Chehalis representative was very supportive of this at the most recent meeting.

b. Grant Suspended Implications

- i. The anticipated budget cuts are likely to affect a percentage of all agency budgets. Currently, there is \$1.2 million allocated across various funding categories that may need to be either returned or spent within a specified timeframe. These funds are intended for one-time expenditures. Chairman Westley asked if there would be specific spending categories for that money. Mr. Clark responded yes, but will be some flexibility if funds must be spent by June 30, 2025. Lewis County Transit does not anticipate layoffs or reductions in service, but will hold off on expansion to see what happens with this budget.

c. External Transit Engagement

- i. Pacific NW Hydrogen Hub Administration Transition- Mr. Clark explained that the Hub Administration is taking steps to support the project. Efforts to prepare for contract execution are now progressing into the implementation phase, as the contract has been signed. Upcoming meetings with the Office of Clean Energy will provide guidance on project requirements, including compliance with the NEPA process. These discussions will help ensure all necessary steps are taken to move the project forward.
- ii. WSDOT Meeting – Mr. Clark shared details about his recent meeting with WSDOT in Spokane, held last week. WSDOT expressed significant interest in utilizing the fueling station to refuel their Mirai vehicles. Additionally, C-Tran and TriMet have indicated plans to explore opportunities for fueling support. Mr. Clark confirmed that all excess hydrogen produced at the station has already been allocated, highlighting strong demand for the resource.
- iii. Pacific Transit Collaboration - Pacific Transit has been a long-standing target for collaboration. Although the General Manager was previously uninterested, he has recently submitted his resignation. Following this, Pacific Transit reached out to request Lewis County Transit's assistance. Partnering with Pacific Transit will be instrumental in closing the transportation gap, ultimately providing a seamless connection for individuals traveling to one of the local airports.

d. Fleet Update

- i. Hydrogen Bus Update- Mr. Palmateer reported that at the beginning of the month, a preproduction meeting was held with New Flyer regarding the three new buses requested. New Flyer has expedited the process, offering an early fourth-quarter delivery and onsite inspection, which is ahead of the expected timeline. The only setback encountered so far is a delay caused by American Seating's construction of a new manufacturing facility. Despite this, the project is progressing smoothly overall.
- ii. Annunciator Procurement- Mr. Palmateer explained that for the past year, the project has been funded, but the original quote exceeded budget. After

submitting a Request for Proposal (RFP), no responses were received. During a recent visit to WISTA, further inquiries for additional quotes were made, but again, no responses came through. As a result, Lewis County Transit approached the original builder for another quote, and relevant documentation has been included in the packet. This technology offers the potential to incorporate advertisements linked to specific bus stops, utilizing the buses' GPS systems to tailor the content accordingly. The plan includes installing this technology on seven buses, which will also encompass the new hydrogen buses.

e. Communications Update

i. Grants

1. PROTECT – Hydrogen Facility & Storage-Mrs. Kuzminsky explained that the grant application, due on February 24th, will request funding for improvements aimed at enhancing resilience and power storage capabilities when operating off-grid. This initiative will help identify areas in the POC station that need to be strengthened to better prepare for natural disasters. Mr. Clark added that Lewis County Transit is an essential part of the county's emergency plan, assisting with evacuations of nursing homes, schools, and other facilities, as well as providing fuel for emergency vehicles. These improvements, including the proposed battery storage, will benefit the community in several ways, including potentially powering hospitals and other vital locations during emergencies.
- ii. PNWH2 Community Benefits Plan- Mrs. Kuzminsky explained that while it is unclear how the current funding will affect the benefits plan, PNWH2 has received valuable guidance on how to assemble a community advisory board. This guidance has helped us think strategically about its formation and how it integrates with LCT's existing initiatives. Additionally, the focus has been on effectively reporting community engagement efforts and ensuring timely follow-up. A meeting is scheduled for tomorrow to discuss the next steps, with the goal of preparing for the future phase of this project.

f. HR Update

- i. Recruiting Update- Mrs. Wilson explained that Lewis County Transit has several job postings online as well as several banners at various locations. She will be attending job fairs and reaching out to driving schools to see if she can give a presentation on being a bus operator. Mr. Clark explained that several drivers are out sick and some on vacation, which leaves the office staff to drive sometimes; finding drivers remains a challenge.

g. Finance

- i. Updated Revenue/Cash Flow Presentation- latest cash flow vs actual. Miss Towner explained how there is typically a delay in sales tax reporting, but on average, the monthly collections have remained consistent with the figures from 2023. From a budgeting perspective, a 2% increase was applied for 2024. Overall, the results have been positive, aligning with expectations.
 - 1. Miss Towner explained that on the expense side, Lewis County Transit was about 5% over budget, primarily due to higher costs for insurance, fuel, and unemployment. However, additional grant reimbursements are being processed, which will help offset these expenses and increase revenue. She plans to present the final numbers next month for a more in-depth review. On the capital side, the fund balance ended at \$303,000, higher than expected. Lewis County Transit had previously requested approval to waive the first \$500,000 of the fund balance that is typically reserved.
- ii. Miss Towner added that Lewis County Transit has meetings scheduled with all councils for February 24th and 25th, during which a hydrogen bus and car will be available for everyone to experience before the meeting. Following this, the usual annual update will be provided.

C. Consent Agenda

- a. Request to approve financial warrants #32239-32301 including Capital and Operating expenditures for November 1-30, 2024.

i. Capital Warrants	\$	221,171.05
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	260,155.22
iv. Operating ACH	\$	138,349.51
v. Payroll ACH	\$	193,870.97
Total	\$	900,872.30

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

- b. Request to approve financial warrants #32302-32440 including Capital and Operating expenditures for December 1-31, 2024.

i. Capital Warrants	\$	33,261.20
ii. Operating Warrants	\$	336,061.69
iii. Operating ACH	\$	144,726.22
iv. Payroll ACH	\$	187,299.29
v. Total	\$	701,348.40

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

D. Action Items

1. Approval of Board Minutes Action

a. Adoption of minutes from November 26th, 2024 Regular Board Meeting.

Vice Chair Brummer moved, Chairman Westley seconded, motion passed 2-0

b. Adoption of minutes from December 17th, 2024 Regular Board Meeting.

2. **Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0**

3. Request approval to surplus Capital Assets and Small & Attractive Items listed on FOR-104A dated 01/28/2025.

a. Van 330

b. Van 331

c. Shop Tools & Office Furniture

- One of these vans will be surplused to the Red Rose Animal Rescue, which provides spay and neuter services across Lewis County.

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

4. Request approval of Hanover Displays Inc purchase order in the amount of \$146,562.31 for the procurement of seven internal LED displays and announcement system installations on heavy-duty buses.

Vice Chair Brummer asked where the money to fund this purchase was coming from. Miss Towner explained that it is a bus and bus facilities grant that Lewis County Transit would need to use before June 30, 2025.

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

E. Other Business

Chairman Westley asked, with everything going on with the budget, if Lewis County Transit would need to testify. Mr. Clark explained that typically this is coordinated through WSTA with contact to all of the transit GMs, but he did not anticipate this would be needed.

F. Executive Session

Board Chair Westley announced that the Board will adjourn into Executive Session at 4:00 p.m., 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 Board was set to return at 5:00 p.m.

No action to follow.

G. Adjournment

Board Chair Westley called the Board back into open session at 4:53 p.m.

No decisions were made.

The Board adjourned the meeting at 4:53 p.m.

The next regular meeting is on February 25th, 2025, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION BENEFIT
AREA AUTHORITY

Mark Westley, Chairperson

Scott Brummer, Vice Chairperson

Tony Ketchum, Secretary

Respectfully prepared by:

Makenzie Wilson

