



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—February 24<sup>th</sup>, 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  
Ray Chapman Wilson, City of Centralia  
Debbie Lytle, Lewis County Transit, on behalf of the represented staff

Staff Present:

Rebecca Towner, Director of Finance and Human Relations  
Tim Palmateer, Fleet Manager  
Makenzie Wilson, HR Manager  
Tim Brunton, Interim Operation Manager  
Timi Johnson, Finance & HR Specialist  
Allen Unzelman, Twin Transit Attorney  
Megan Wirtz CWCOG Remotely  
Joe Clark, H2 Technical Advisor

- A. *Approval of the Meeting Agenda as presented.*
1. *Mr. Brummer motions for approval of the agenda.*

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

2. Mr. Brummer stated that his and Mr. Ketchum's positions on the board were nominated and selected in the previous board meeting. Mr. Brummer opened the floor to nominations for the remaining Board positions, each lasting for a two-year cycle.

- Scott Brummer nominated Ray Chapman Wilson as Secretary of the Board.

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

- Scott Brummer nominated Debbie Lytle as a non-voting union member.

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

- Scott Brummer nominated Timi Johnson as Clerk of the Board.

**Chair Scott Brummer moved, Vice Chair Tony Ketchum 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 – *No Discussion at this time.*
3. Staff Reports – Discussion

### **A. Construction Update**

#### **i. POC H2 Project**

The H2 mechanical structure is due to be finished in the next few days. The electrical, water, and sewer connections will be ready. The PUD received their application, just waiting on a schedule for when it will be hooked up. The hydrogen trailer filled with 550kg of hydrogen at 500 bar pressure should be received this week. Buses should be filled and that will be used for part of the commissioning work. Currently looking at approximately April 15<sup>th</sup> to begin producing and distributing hydrogen.

#### **ii. Mineral Site**

Everything is done in Mineral. The transformer is being looked at so the EV chargers can be connected. Worked with the landowner to put a little retaining wall and there an eating area behind the store so people can sit while they charge their car.

#### **iii. Exit 77**

The permits are issued and an RFP will go out on Monday. The RFP will close 3 weeks after that and the opening bids are scheduled for March 23<sup>rd</sup>. Once a vendor is selected, contracts and mobilization schedules will be negotiated. The goal is to be done by mid-September for the fall route updates.

- #### **iv.**
- There is an opportunity for an upgrade with those EV chargers. Typically, they've been 125kw, but they now have 165kw available. The upgrade will give a 30% increase in charging capacity as well as an increase in charging speed. Right now, at 125kw with a single car, the charging time is about 15-20 minutes. If a call pulls up and uses the other side of the charger, you drop down to about 62kw per car. This will make charging times increase to about 20-30 minutes. Placing dual head 165kw charger will keep charging times at approximately 15 minutes per car while both sides are being used. There is also another grant opportunity to upgrade the EV chargers at Mellen St. as they are coming up on their 5 year life expectancy on May 21<sup>st</sup>. One level 2 charger needs to remain at Mellen St. as a lot of the EV charging won't take a more powerful charge, otherwise the voltage would have to be reduced.

- #### **v.**
- Tony Ketchum asked, "What has been the charging usage at Mellen St.?"

- #### **vi.**
- Mr. Clark replied, "We average anywhere from \$3,000-\$4,000 a month in revenue. We pay about \$90,000 to buy install over 3 years. There is an ROI if they last 5

years. Those 2 years would be a revenue of about \$75,000, which helps with operational costs to pay for the power and for all the county and city vehicles as they charge for free. They get a code so they can charge their fleet.

## **B. Fleet Report**

- i. Previously there was a stop sale on 3 Pro Master vans that were ordered because they had a factory recall on them. Schetky, the bus sales and Sunset, the bus manufacturer, have come to a resolution for repair for that recall. There should be an update on when those buses can get delivered to Schetky to be finished. Then those buses will be delivered to Lewis County Transit.
- ii. Barriers were ordered for the cutaway buses, and they have been installed into all 4 new cutaway buses. They are complete and ready to be placed into service as the operation's staff needs them.
- iii. This week two buses, 447 and 448, were submitted to begin the decommissioning and deconstruction process. There needs to be documentation received such as pictures and certification of deconstruction to submit to the Dept. of Ecology as part of the grant requirements. Once the documents have been received, Rebecca Towner will submit the packet to the Dept. of Ecology for request of reimbursement.
- iv. To touch on the 16<sup>th</sup> and Market stop that was talked about in the previous board meeting, Tim Palmateer is working with 3 different vendors on pricing and specs for a shelter in that location. The 3 vendors are Brasco, Handy Hut, and Precision Built Inc. Currently, there aren't any spare shelters that can be used at the moment.

## **C. Operations Report**

- i. There is a lot going on in operations, mainly around route changes and run cards. The routes are ready for mid-April to run 40 ft. hydrogen buses. That extra 5 ft. on the bus makes a big difference in driving once they're on the city streets on the main line with the turning radius. Turns and streets that are problematic now for the 35 ft. buses have been eliminated for the route update as they'd become worse if there was a 40 ft. bus added to that route as it currently stands.
- ii. The Spring run cards were posted and bidding was closed. Very few drivers changed their routes. There is a new hire coming on board on Thursday. That will help as there is one driver out on injury, one is looking at potential surgery, and there are a few who are looking to retire.
- iii. There has been an MOU on defining what a cover driver is in the Collective Bargaining Agreement (CBA). The union has helped in the process and have come to an agreement that a cover driver will be someone on site that if for any reason a vehicle or a driver needs to be replaced, the cover driver can be mobilized quickly to provide relief in that situation.
- iv. Northwest Property Management, along with the school, is requesting that the stop at Salsbury and Jackson Highway to be removed as they don't want anyone sleeping in the shelter. Currently working on putting a stop at Jackson Highway and Kennicott Rd.
- v. Allen Unzelman stated, "If you need help or any ideas with Kennicott, he can help. Just let him know."
- vi. Scott Brummer mentioned sending a letter to the city planner about stop request. The City of Chehalis wants the stop moved from the hill by the library to be placed in front of City Hall.

- vii. Joe Clark stated, “That is where those metal plates are in front of City Hall. They want us to do a bump out but we are writing grants for that, and the grants haven’t come through yet.”
- viii. Tim Brunton mentioned that moving the stop back by the coffee would be ideal.
- ix. Ridership was up 368 riders in the month of January compared to last year.

#### **D. Human Resources Report**

- i. There is a new hire named Greg Smeester starting on Thursday. He owned a roofing business for 25 years and he drove part time for King County.
- ii. Interviews for the facilities tech position have been finalized. There are 4 great candidates. Second interviews will be held, in the sense that Donny is going to walk them around, ask them questions and have them participate in a few things to see if they’re comfortable. Get a secondary read on them to it down to one person. That should hopefully be done this week, maybe end of next week.

#### **E. Executive Director Report**

- i. Scott Brummer has been spending as much time as possible at Lewis County Transit’s office. He has been meeting with the executive management team weekly, typically on Wednesdays. The executive team consists of Scott Brummer, Tim Palmateer, Tim Brunton, Makenzie Wilson, and Rebecca Towner.
- ii. Rebecca Towner is on contract to continue with finance, grants, and some other miscellaneous things. Alan Unzelman will review and have finalize the contract that will come in front of the board.
- iii. Tony Ketchum asked, “Why didn’t we have to approve Joe Clark’s contract?”
- iv. Joe Clark replied, “I am technically an employee as a part-time employee as a technical advisor. Rebecca Towner is a 1099 contractor.”
- v. Scott Brummer remains to fill in as Interim Executive Director position until the position is filled. However, he is placing Tim Palmateer, the Director of Fleet and Facilities, as Director of Daily Operational Oversight when Scott Brummer is not available. There will be a memo that states that if the employees questions or issues cannot be resolved with their operations manager, HR, or finance, they would have to take that to Tim Palmateer.

#### **F. Finance Report**

- i. Going over the budget vs. actual cash flow for the month of January, LCT hit the ground running with a strong start for the new fiscal year. Usually, it would be around 8.34% of our total budget and it’s currently 8.21%. Facilities supplies and advertising are a little bit higher than usual. Those categories don’t typically flow throughout the year, so there isn’t a concern at this time.
- ii. The operations budget is tracked by dividing it up by departments. Those departments are administrative, fleet, facilities, and operations. There is also a REVIT category, which is curriculum that LCT had partnered with centralized school districts for renewable energy. There is a grant specific for that development. There will be more expenditures coming through that.
- iii. Rebecca Towner offered to sit down and provide a workshop to go through all the various grant funding for operations and capital. There is approximately 20 different grants that are currently being managed with plenty more planned to be pursued this year.
- iv. The first grant opportunity this year is through the regional mobility program. This is both an operational and capital grant opportunity. The idea is to use this for a new pilot route in South Chehalis. It could potentially serve Toledo, Onalaska,

Napavine, and Winlock. However, that is still up for discussion. The other side of that is capital. What vehicles do we need to support that additional expansion? So that will also be used to look into buying 5 additional cutaways. Those would be the two applications. The pre-application is due March 3<sup>rd</sup>, but the full application will be due at the end of June.

- v. The consolidated grant is the grant for all operations that isn't covered by a specific grant. This is due in September along with the green transportation grant program. The green transportation grant has been used to make Mellen St. Transit Station, Exit 77, Morton, and the purchases of the hydrogen buses. It has been very successful in the past. The last grant will be bus and bus facilities. That one is due in November. This would be used to build a new facility and additional vehicles.

### C. Review of Claims

- a. Request to approve financial warrants #33198-33277 including Capital and Operating expenditures for January 1-31, 2026.

i. Capital Warrants	\$	4,032,345.01
ii. Operating Warrants	\$	392,508.86
iv. Operating ACH	\$	209,035.34
v. Payroll ACH	\$	300,812.44
Total	\$	
		4,934,701.65

**Vice Chair Tony Ketchum moved, Chair Scott Brumer moved, motion passed 3-0**

### D. Action Items

- 1. Approval of Board Minutes Action
  - a. Adoption of minutes from January 27, 2026 Regular Board Meeting.
  - b. Adoption of minutes from January 29, 2026 Special Board Meeting.

**Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, Secretary Ray Chapman Wilson Abstained motion passed 2-0**

### *Adjournment*

The regular Board meeting adjourned at 4:13 p.m. No action followed the recess.

*The next regular meeting is on March 31<sup>st</sup>, 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