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 — May 26th, 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
Joe Clark, H2 Technical Advisor
Megan Wirtz, CWCOG
Rebecca Towner, Finance and HR Consultant

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 <u>not</u> listed on the agenda*.

2. Board Member Reports – *No Discussion at this time.*

3. Staff Reports – Discussion

A. **Construction Update**

i. **POC H2 Project**

ii. Joe Clark stated that the hydrogen station is in the commissioning phase, which is a combination of integration and quality control and assurance. There should be hydrogen mid-June so that can be run through the tests, purge all lines with nitrogen, use some hydrogen for the Hyfluence dispenser, compression, and storage commissioning. Following that with, Plug will come online and producing hydrogen on site. This should be around June 20th.

iii. There are some issues with the fencing around the facility. There will be a resolution as to who is responsible for the corrections.

iv. City of Chehalis' Fire Chief is requiring that there is a deluge system in place to sign off for the certificate of occupancy. There may be a conditional use one for some limited time while working through the process with them. The concern is that information about this requirement was not shared until after the project was well underway.

v. Scott Brummer asked, "When did the fire chief give this information?" Joe Clark replied, "I believe it was in January when he did a site visit." There was a third-party firm that did an entire safety review of the site with the various safety measures put in place and was given to the fire chief, however, the deluge system is still required.

vi. **Exit 77**

vii. There was a preconstruction meeting with Chehalis PUD, JSA Civil, Lewis County Transit, and the City of Chehalis. There was a review of the traffic control plan and getting power to the transformer. On June 12tt, Mr. Clark will be meeting with the Experience Chehalis group to get input on signage. Donny Ramacher and his team will be getting signage up stating that the park and ride will be closed starting the first week of June through September.

viii. **Mineral**

ix. Joe Clark wanted to commend Mr. Brummer for attending the Mineral ribbon cutting. The community was happy to see the EV charging stations completed. Once there are notarized signatures for the lease agreements, everything should be buttoned up.

B. Fleet Report

i. Scott Brummer filled in for Tim Palmateer as he was absent. Scott Brummer had intended that one of the new ProMaster vans were brought over to the board meeting for a tour, but that wasn't able to happen. They are licensed. The guys in the shop are getting them fine tuned with some details, but they should be ready to hit the road by the end of the day.

ii. The EV commissioning in Mineral has not actually happened to this point as there have been issues with timelines. One says it's available, which is not, and the other one says it's not operating. It was supposed to have been completed within two weeks, but it has been longer than that.

iii. Scott Brummer talked with the crew out in the shop. Things are going smoothly. They're continuing to patch together a couple of old buses and keep them on the road. They're approaching the million-mile mark. A couple of the older buses are having issues with the A/C units.

C. **Operations Report**

iv. Tim Brunton gave an update on ridership numbers from the month of April. Numbers were up 107 riders from the month of March. It is believed that most

recent change to the route from the Library to the Presbyterian Church and the Post Office was influential to the rider increase.

v. Liftt services were expanded to 8:00PM five nights a week and to include weekend services. It has been a slow rollout to ensure there is coverage, but it has been successful.

vi. Gary Kidd's retirement party was today, and Patrick Germeau is moving away, so there was a mini shake-up as there were some spots to fill. That went smoothly with no issues.

vii. In June there will be more community engagement. There will be a van entering into the Winlock Egg Days parade and there will be other various events coming up.

viii. Fall route changes are right around the corner, and the ops team has been busy preparing for that.

D. Human Resources Report

i. Makenzie Wilson stated that there has been a massive boom in hiring for operators in the last few months. There are 5 new hires, currently hiring one more to replace who is hired for the Demand Response Specialist's role.

E. Executive Director Report

i. Scott Brummer shared that the Centralia Sports Hub had made a request to run specific routes to and from the hub and downtown, offering to lend their bus. They will be notified that their offer will be declined. It is not allowed for Lewis County Transit to run specific routes. However, there will be a summer pilot route that would offer fixed route stop that could service the weekends and move people from the sports hub to downtown.

ii. There was a request for the City of Chehalis to bring people from the parking lot of Bethal Church to the 4th of July Fireworks. Tim Brunton ran numbers and buses would be running until 4:00AM, bringing everyone back to their cars.

iii. There was a request received from the property owner of the Shell Station at Exit 63 wanting to have a lease agreement and financial compensation as well as a maintenance agreement to have a bus stop there. The bus stop will be moved from that location to the West side of the freeway and placed at the park and ride.

F. **Finance Report**

i. Rebecca Towner reviewed the budget. Lewis County Transit is 1.4% below the estimate for the year. Some categories are higher such as fuel, insurance, and supplies. Overall, there are savings across most categories especially when it comes to salaries and benefits.

ii. The capital side is doing quite well also. There was a bid received for Exit 77 that was lower than expected. State funding will be able to cover the entire cost as there isn't a match requirement and there was leftover funding from Exit 68.

iii. Next month she'll bring forward details of the breakdown on where everything is at with the hydrogen fueling station project as the capital components are now complete.

iv. Rebecca Towner got an update this week that on May 29th, Lewis County Transit is submitting their annual financial report to the State Auditor's Office. She has been working with Carol Bezy, the external accountant, who hit a snag with the pension.

She was hoping to provide a copy of the financial report at this board meeting, but they're working through that and it will be submitted to the State Auditor's Office on time. Next month there will be a copy of the final report included. Also, they stated that they will be starting their audit on June 15th.

v. Tony Ketchum wanted to know what EV chargers were going in at Exit 77 as there would be EV chargers going in near the courthouse and didn't want to place the same chargers. Rebecca Towner stated that they are Level 3, CP-250. They're dual charging. If both are being used, they put out 62.5kW and if one car is being charged, it puts out 125kW.

C. Review of Claims

a. Review financial warrants #33416-33478,33483-33500 including Capital and Operating expenditures for April 1-30, 2026.

i.	Capital Warrants	$	0.00
ii.	Operating Warrants	$	481, 352.58
iii.	Operating ACH	$	171, 285.18
iv.	Payroll ACH	$	203, 868.19
	Total	$	856, 505.95

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 April 28th, 2026, Regular Board Meeting.

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

Adjournment

The regular board meeting recessed at 4:09PM. No action followed.

The next regular meeting is on June 30th, 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