



Regular Board Meeting Minutes
December 16th, 2025
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba LEWIS COUNTY TRANSIT)

Held at the Port of Chehalis Board Room located at 321 Maurin Rd. in Chehalis.

Chair Mark Westley called the meeting to order at 3:31 p.m.

Directors Present: Mark Westley, City of Centralia
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 & Facilities Director
Makenzie Wilson, HR Manager
Megan Wirtz CWCOG Remotely
Joe Clark, Advisor to the Board

A. Approval of the Meeting Agenda as Presented

Secretary Tony Ketchum moved, Board Chair Mark Westly seconded, motion passed 2-0

B. Discussion Only Items

- Board Member Reports
- Staff Reports – Discussion

Construction Update
POC H2 Project Update

- Mr. Clark reported that the project is ready to proceed with contract execution. A small number of additional details are being finalized in the agreement with Plug, and the contract is expected to be ready for signature by tomorrow. A complete parts list is being prepared and will be incorporated into the agreement. Mr. Clark reported that significant progress has been made at the project site. Electrical infrastructure has been installed, and the first

set of storage tubes has been placed on their pads. The remaining components include the support structures and the electrolyzer, with installation on track for completion by December 21. Mr. Clark further reported that all water and electrical connections are being installed underground, while the high-pressure connections will be routed overhead. Commissioning is scheduled for March 1, at which time the facility is expected to begin fueling buses. Mr. Clark noted that Board members discussed the possibility of holding a ribbon-cutting event on March 1 to coincide with the start of fueling operations and stated that this would be a well-attended event with strong stakeholder interest. Mr. Clark also reported that the Board discussed potential off-take agreements to allow excess production to be aggregated and sold. Questions were raised regarding whether such arrangements would involve an adjacent facility and whether the relationship would be structured as a partnership or competitive arrangement. Mr. Clark clarified that the discussions involve biomass and renewable fuel industry partners.

- ii. Mineral- Mr. Clark reported that the project is progressing well. Staff are awaiting the final schedule, and all change orders have been completed. Construction activities are expected to resume following the holidays. The Department of Ecology permits for the Route 77 project and the Port have been received. That project remains on schedule and is anticipated to be completed in late spring or early summer.
- b. Executive Director Report
 - i. General Update- Mr. Nylander reported that the agency recorded 20,051 total boardings in November, representing a 9.1 percent increase in ridership. The Yellow Route experienced the largest growth, attributed in part to the opening of the new shelter and increased ridership to the Mission.
 - a. Mr. Nylander reported that the Brown East Route recorded 74 boardings in November. Due to flooding and road closures, the route was temporarily suspended and will remain closed through January 5 because of continued flood risk and recent staffing challenges.
 - b. Mr. Nylander further reported that during the flood event, only a limited number of stops were closed due to high water. Service was able to resume once Gold Street was converted back to two-way traffic. Staff also conducted a reverse evacuation to assist riders in returning to their apartments after flood conditions subsided.
 - c. In response to Board questions, Mr. Nylander stated that riders were notified of the Brown East service suspension through the agency website, mobile app, Facebook, radio advertisements, and a press release. He also confirmed that DARTT service is not currently available in that area as an alternative for Brown East riders.
 - d. Mr. Nylander reported that the agency has received its final hydrogen bus. The vehicle is currently being prepared by the vendor, and service is expected to begin on March 1. In response to a question from Mr. Tony regarding when the trailer would be operational, Mr. Nylander stated that it is expected to arrive in January and will be used to support hydrogen bus training.
 - e. Mr. Nylander also reported that three new operators have been hired: Meri, Shannon, and Janet. These hires fill existing vacancies and positions created through recent promotions. Interviews will resume in the new year.

C. Review of Claims

- a. Review financial warrants #33083 - #33139, including Capital and Operating expenditures for November 1-30, 2025.

i. Capital Warrants	\$	1,079,824.67
ii. Operating Warrants	\$	299,791.53
iii. Operating ACH	\$	164,462.29
iv. <u>Payroll ACH</u>	<u>\$</u>	<u>204,872.01</u>
Total	\$	1,748,950.50

D. Action Items

- A.** a. Adoption of minutes from November 25, 2025 Regular Board Meeting.
Secretary Tony Ketchum moved, Board Chair Mark Westly seconded, motion passed 2-0
- B.** 2. Approval of second reading and adoption of POL 405, 220, and 221.
Secretary Tony Ketchum moved, Board Chair Mark Westly seconded, motion passed 2-0

Adjournment

The Board recessed the regular meeting at 3:56 p.m.

The next regular meeting is on January 27th, 2026, at 3:30 p.m.