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 — June 30th, 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
Kevin Crowley, Lewis County Transit, on behalf of the represented staff (Virtual)

Staff Present:

Tim Palmateer, Fleet Manager
Makenzie Wilson, HR Manager
Tim Brunton, Interim Operation Manager
Timi Johnson, Finance & HR Specialist
Allen Unzelman, Lewis County Transit Attorney
Rebecca Towner, Finance and HR Consultant (Virtual)

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 3-0

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. Tim Palmateer presented today in behalf of Joe Clark as he was absent. The electrolyzer stack was delivered the other week. There have been other parts trickling in. The commissioning process is still active. This week the focus has been on checking the communication networks and working through safety checks for emergency stops, fires, etc.

iii. The hydrogen fueling trailer should be arriving next week or the following week. The intent is to connect the trailer to compression dispensing. They use the hydrogen from the fueling trailer to run the compression through the storage tanks, purge the system, then get it prepared for incoming hydrogen from the electrolyzer. That should conclude that portion of the commissioning.

iv. **Exit 77**

v. Exit 77 is going well. There was one minor potential issue that was brought up. They were excavating and there were several layers of asphalt on top of asphalt. They have it worked out that they can still work within their scope without having to haul the asphalt out and do a substantial change order.

B. Fleet Report

i. Tim Palmateer updated the Ram Promaster Vans have finalized their acceptance process. They have been licensed, decals placed, tablet mounts and chargers, garbage cans, cleaning supplies, etc.

ii. The vendor came out on June 10th and did staff training with the entire operations staff just to give a overview of how the van operates. Today was the first day the vans were put out and being used in service. This style of ADA van is different than vans we used in the past. It is a low-floor model, having a 9-inch gap to the first step inside. It has power entry doors, so no more manually having to open doors. There is more headroom to walk around.

iii. The maintenance side has been a little short staffed recently. One of the facilities staff members had been out on a medical condition, while a maintenance staff member had been at Gray's Harbor Transit training to get his CDL.

iv. On Thursday the 26th, Centralia College put on a Summer Camp for hydrogen that Lewis County Transit participated in. Lewis County Transit took over one of the hydrogen buses as well as a hydrogen car. The students were given a presentation of both vehicles and there was good interaction with the students. They appeared impressed. There was a lot of note taking and they had a lot of great questions. It was nice to see the interest in the younger folks on this new technology.

v. Tony Ketchum asked if the opening day to the hydrogen facility being pushed back and if the hydrogen facility was supposed to be producing hydrogen about now. Tim Palmateer stated that in the commissioning meeting he had earlier, the target date was for August 1st as Lewis County Transit was able to push funding out to September 1st. Vendors are really being pushed to try to keep that deadline in a safe manner. There was some delays with producing hydrogen due to parts arrival times, staffing issues from the vendors. Hyfluence is ready to move forward as their end was straightforward and timely. There are a lot more technical aspects to electrolyzer with Plug. The technicians have been running into issues with communications.

vi. Tony Ketchum asked, "We aren't being penalized for anything, are we? Since it's not our fault the delivers aren't arriving or anything like that, correct" Scott

Brummer replied, “Non-deliverables main factors are just budgeting timelines for the cycle. Otherwise, we have to go back in for reappropriation and that takes time to get done. We definitely want to be wrapped up by September 1st.”

C. **Operations Report**

vii. Tim Brunton gave a quick update on ridership data. May’s ridership ended at 24,016 riders. That was up just over 4,000 riders from May of 2025. It was a bit expected as ridership had been rending upward all year. The big jump happened right after the route change, however. Looking at June’s ridership, it looks like it is trending to be up from June of 2025 but lower than May of 2026 ridership as it looks like June happens to be one of the slower months out the year.

viii. There are 2 stops shut down construction. One is on Harrison and Old Hwy 99. Essentially using 2 buses to cover one route. The other is Market Street in Chehalis. That one wasn’t as big of a disruption, but it did make the timepoints pretty inconsistent for a few days.

ix. Dartt and Liftt is expanded into weekends like previously talked about. That is working out great. It’s growing, there is more ridership every weekend right now. Currently it’s being staffed with one driver and a dispatcher.

x. Operations also has a staffing issue. 2 drivers were out getting their CDLs with one new hire about to start.

xi. For the 4th of July there will be 2 shuttles servicing both communities from 10:00 AM to 7:00 PM. There will an intermission during the parade. These shuttles are going to go between Stan Hedwall and downtown Centralia running at about a half an hour frequency.

xii. Last week Lewis County Transit spent a few hours with Megan Wirtz from the CWCOG driving around town with the new hydrogen bus and making videos and to put out some short through social media. Those should be posting soon.

D. Human Resources Report

i. Makenzie Wilson shared that there was one new hire since the previous board meeting. Her name is Julie Conrad, and she used to work with State Patrol. She wanted something a little bit slower paced. Today another new hire was confirmed. His name is Darrell Cardwell and currently drives a bread truck.

ii. There was 2 demand response specialists, the dispatchers that helped over the weekend, who moved from the operator positions. One is Stephen Nagel and the other is Glinda Creekmore. They’re learning the ropes and helping the operations team.

E. Executive Director Report

i. Scott Brummer shared that Lewis County Transit held their annual employee barbeque and Lewis County Transit’s 50th year of operations celebration 2 weeks ago. Thank you to Makenzie Wilson and to those that helped coordinate that.

ii. Weekly executive team meetings continue weekly to go over any issues. One of the updates is due to the delays with the hydrogen fueling station, it was decided to hold off on putting out any information regarding the hydrogen fueling station until it is known for sure its going to be ready to use.

iii. There has been a few meetings with the union and Allen around policy changes. One is pay the drive time to and from the operators driving from Centralia to Morton for the brown route location. That was not being done previously. The second change is what is considered for the apprentice program. This is to credit them for work that is essentially the same and that will be Tim Palmateer’s call as to whether their

experience meets that standard. The third change is changing the employee PTO accrual rate. This change will happen immediately for the affected employees from January 1st. The rest of the accrual changes will happen on the employee's anniversary date, not on October 1st.

iv. Scott Brummer wanted to mention that Rebecca Towner and Joey Zurfluh's contracts are going to be extended. Joey's contract is up at the end of June, thinking of extending it maybe 3 months. He has been helping at the hydrogen station helping with connections and setting up the kiosks at Locust St. Rebecca Towner had stated that they thought in a previous conversation they had that her extension would go through December 31, 2026, but had not yet sent over the contract yet.

F. **Finance Report**

i. Rebecca Towner went over the monthly update on the budget vs. actual. There are a few categories that are a little over budget, but they are not concerns currently. Some of those categories are fuel, paid absence or PTO cashouts, advertising, and there was a repair that had to be made to an EV charger at Mellen street which was an abnormal expense. Overall, the budget is sitting around 3% under budget.

ii. The hydrogen budget vs. actual was also included but was very minimal as there it is not up and operating yet. However, there are still costs being incurred such as office lease, internet, utilities, etc. Right now, it is sitting at 1.8% of its budget being spent.

iii. For the capital cashflow, there have been four cutaways and three vans recently purchased, there is a hydrogen maintenance bay that is going in. A deposit had to be paid on that late last year and there haven't been any more invoices for that yet. The arrival of the tube trailer should be arriving in the next few weeks as mentioned earlier. There was a deposit placed for that and can't ask for reimbursement until it is received and in service, which is fully grant funded.

iv. Rebecca Tower included in the packet a breakdown of the activity happening at the hydrogen fueling station, what the costs were, anticipated federal tax credits, ande expected revenues.

v. Rebecca Towner was on an opening call today for a free service through the Department of Commerce that helps governments file for tax credits. The Department of Commerce sent over a retention letter for Scott Brummer's review and signature when he's ready. They would be a partner in helping filing the tax credits and determining all that Lewis County Transit would be eligible for.

vi. Rebecca Towner went over the SOA report which was included in the board packet as well. It has the full financial report which was submitted at the end of May. There has been a large gap in receiving grand funding. At the end of 2025, there was $6.2 million still outstanding. Rebecca is coming up with strategies on being more aggressive with indirect costs and allocating with future grants as well as being more rigorous with invoicing.

vii. Scott Brummer asked, "What the turn around on WSDOT's acceptance?" Rebecca Towner replied, "I just sent that over earlier this week, so it's probably going to to be a couple weeks."

viii. Rebecca Towner shared that it is time for the state audit. Scott Brummer and Tony Ketchum will have and appointment on the books with the auditor for the risk assessment. Rebecca has a check-in with them every Friday.

ix. WSDOT will be doing a site visit in October. They will be doing administrative compliance which is focused mainly around policy and procedures, the Title VI plan being apart of that. Then there is the Drug and Alcohol, and the financial and capital site visit. That will either be on site or some kind of hybrid model.

x. For the Title VI plan, there was some changes made. The major one being who is responsible for tracking and following up with complaints. That will now be Makenzie Wilson. There was some updates on the website as well based on WSDOT's recommendations.

xi. Rebecca Towner shared her screen for the room to see. She went over the various different grants, what each grant will fund, the amount, and timeline that Lewis County Transit will be asking for this year. This was also included in the board packet.

C. Review of Claims

a. Review financial warrants #33479-33482, 33501-33525 including Capital and Operating expenditures for May 1-31, 2026.

i.	Capital Warrants	$	41, 156.15
ii.	Capital ACH	$	88, 667.88
iii.	Operating Warrants	$	133, 536.58
iv.	Operating ACH	$	168, 345.78
v.	Payroll ACH	$	193, 875.59
	Total	$	625, 581.98

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

D. *Action Items*

1. Approval of Board Minutes Action

a. Adoption of minutes from May 26th, 2026, Regular Board Meeting.

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

2. Approval of first reading of POL 205

b. POL 205: Paid Leave

- Changing the Employee PTO Accrual Rate to be calculated from the employee's anniversary date of hire. The accrual rate for both exempt (salaried) and represented (union) employees will remain as provided in Policy 205 and the current Collective Bargaining Agreement (CBA). Effected employees in calendar year 2026 will have the rate calculation date changed to the anniversary date and credit provided for all PTO accruals. All employees will have PTO accrual rates calculated from their anniversary date with the change to this policy.

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

3. Approval of first reading of POL 202

    c. POL 202: Job Descriptions

- This change is for Apprentice Mechanic and will be documented in the CBA under an executed MOU with Teamsters Local #252
- An apprentice who has previous automotive or heavy-duty repair, maintenance, or other industry experience may request credit for such experience. The apprentice must provide documentation sufficient to verify prior employment, training, certifications, and work experience.
- The employer shall review the documentation and may grant credit for previous experience toward apprenticeship progression, wage advancement, required training hours, or early completion of the apprenticeship program. Credits shall be awarded based on documented experience, demonstrated competency, and the requirements of the apprenticeship program.
- The determination of whether to grant credit, the amount of credit awarded, the Apprentice's placement within the program, and any eligibility for early completion shall be made by the employer in a fair, equitable, and non-discriminatory manner and in accordance with applicable apprenticeship standards and program requirements.

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

4. Approval of Mountain Sun Consulting Contract.

- Effective June 22nd, 2026

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

Adjournment

The regular board meeting recessed at 4:24 PM. No action followed.

The next regular meeting is on July 28th, 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