REGULAR BOARD MEETING
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba LEWIS COUNTY TRANSIT)

Held at the Port of Chehalis conference room located at 321 Maurin Rd, Chehalis.

MEETING MINUTES — August 25th, 2026 @ 3:30 PM

Call to Order 3:30 PM

Chair Scott Brummer called the meeting to order at 3:37 p.m.

Directors Present:

Scott Brummer, Lewis County
Tony Ketchum, City of Chehalis
Debbie Lytle, Nonvoting Labor Representative

Staff Present:

Tim Palmateer, Fleet & Facilities Director
Tim Brunton, Operations Director
Timi Johnson, Finance & HR Specialist
Makenzie Wilson, HR Manager
Joe Clark, Technical Adviser
Rebecca Towner, Finance and HR Consultant
Chris Brown, Facilities Technician
Allen Unzelman, Lewis County Transit Attorney

A. Approval of the Meeting Agenda as presented with a motion to approve two executive sessions after the regular board meeting.

1. **RCW 42.30.110(1)(i) for potential litigation**
2. **RCW 42.30.110(1)(g) for performance of a public employee.**

Vice Chair Tony Ketchum moved, Chair Scott Brummer seconded, 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

POC H2 Project

i. Joe Clark opened with an update on the hydrogen facility project. There was a power pole that had to be relocated as it was left in the right of way when it was installed. That makes the facility not ADA compliant; the pole is scheduled to be moved on August 26 at 3:00 p.m.

ii. There was a phone call from the City of Chehalis asking if Lewis County Transit would voluntarily do half a grind and pave to improve the road surface. They're asking other projects along the Bishop Rd. corridor to do the same. The civil engineering team is working on a proposal on what the additional cost would be to the project, if it would impact any of the frontage improvements, or delay the schedule in any way. Joe Clark expects to know in 5-10 days whether this is something that can be accommodated.

iii. The fire marshal is still insisting that the hydrogen facility install a deluge system. This is about $300,000-$500,000 and will take about a year to build and implement and it could impact the line of credit. The fire marshal had been asked to point to another system anywhere in the local area, the state, or nationally. Lewis County Transit has been researching since October of 2025 and cannot find a system. Joe Clark participated with the Regional Hydrogen Alliance and was on a phone call with the Washington State Fire Marshal's Office in Olympia and Spokane and they do not have the authority to overrule the fire marshal's decision. They did, however, agree to speak to the fire marshal to try to get him to understand the technologies related to hydrogen. Due to potential liabilities, there is a possibility of having to go to a hearing examiner to proceed and finish the project. Joe Clark is trying to get a meeting set up between him, Tim Palmateer, and Chris Brown with Perkins Coie to get a final version of the long-term service agreement with Plug. There was an additional meeting with Tim Palmateer, Chris Brown, and Joe Clark regarding training from Plug on operating the facility.

iv. Commissioning is still in progress. All systems and the integration between the systems have been completed, and the programmable logic controller (PLC) programming is in place and working. The whole plant got an initial test on the PRD relief valves, the emergency shutdown devices, and thermal cameras, since a hydrogen flame is not visible to the naked eye. There are several cameras spread throughout the site in critical areas. The end of September is the target date for the commissioning to be complete.

v. Exit 77: Paving, retaining walls, curb, gutters, and bus pads are all in place. The transformer is awaiting installation to complete the electric vehicle charging. This is set to be completed no later than the end of September.

vi. Scott Brummer asked about the status of the change order.

vii. Tim Palmateer said there is a change order, but pricing has not yet been received.

B. Fleet Report

i. Tim Palmateer shared that he attended a Washington State Transit Association (WSTA) conference in Tacoma last month. He participated in some breakout sessions with WSDOT and found them informative.

ii. There was good feedback from passengers who stopped by the booth at the Southwest Washington Fair. There were comments about how happy they were with the service that is currently being provided, how things are flowing, positive comments on the operations staff and how professional they are.

iii. The fleet team had a challenging few weeks with a heavy workload but resolved the

issues and returned the buses to service. There were a few issues with one of the ProMaster vans. The power door entry wasn't responding and there is a screen that shows whether seatbelts are buckled or not which was giving intermittent faults. The vendor gave some troubleshooting steps to correct the issues. Overall, the Promasters have been getting good feedback.

iv. There is going to be a hydrogen service bay built inside the shop. Platinum Finishing Systems is the vendor for this project. Tim Palmateer is waiting on the structural documents from them to wrap up the permitting packet needed for the application before sending it to the City of Centralia.

C. Operations Report

i. Tim Brunton shared that he also attended the WSTA conference in Tacoma. He agreed that there was a lot of great information and resources available. He attended an all-day leadership class and found a lot of value in that.

ii. Ridership was up 11.1% in July. August is currently trending downward, which seems to be normal for this month.

iii. DARTT rides are down. Last year there were more drivers on the road than there are this year. With the upcoming shake-up, there will be 2 more run cards for DARTT. LIFTT ridership is also increasing.

iv. Only minor route changes are planned. There is one route with 1 stop change and a different route has 3 stop changes. The biggest route change is the green route. Instead of going to downtown Olympia on 2-hour loops with 2 buses, the proposed change is to go to the L&I building and go down to 1 bus running a 1-hour loop. The other bus could connect at Martin Way with the 600 line, which is an express line that gets passengers up to the Lakewood area. This change is pending approval from WSDOT and the deadline is August 25 at 5:00 p.m. This is to ensure the changes will still comply with the grant.

D. Human Resources Report

i. Makenzie Wilson reported two new hires, Rita and Jenny, both experienced school bus drivers. Both already hold CDLs with passenger endorsements.

E. Executive Director Report

i. Scott Brummer thanked Timi Johnson for setting up the fair and all the parades along the way. He also thanked everyone who helped set up and staff the fair booth.

ii. The MOU was received from Heather with the Teamsters on the staffing changes and the apprenticeship. Going forward, Scott would like to give the union shop steward the opportunity to provide any reports or updates from the operators.

iii. Debbie Lytle shared that the operators appreciated the changes made to Policies 202 and 205. She believes those changes will be positive for future employees.

F. Finance Report

i. Rebecca Towner went over the financial update. The budget vs. actual with the REVIT expenditures still finished within 1% of budget; excluding the REVIT expenditure, spending came in 1.7% under budget. There are still some categories that are overspent. Those categories are fueling and professional services. Towards the end of year, some of those budgets will be moved around. Rebecca Towner continues to invoice monthly for grant reimbursements and this is working well on a stricter schedule. WSDOT also switched to a new financial system, which appears

to have sped up the release of funds.

ii. On the capital side, there are some ongoing expenditures relating to the hydrogen fueling station commissioning. There is another invoice expected for the hydrogen service bay from Platinum Finishing Systems. There are a few projects that need to start being focused on before the biennium ends. There is grant funding to buy a boom lift, grant funding that is going to shift for the frontage improvements at Port of Chehalis, but there will be some left over for some ADA improvements.

iii. The state audit is going well. It is heading towards the exit conference which is September 14th. There were no major concerns that were communicated, just normal presentation issues.

iv. Two grants closed on August 18th. There are 3 applications in total. Bus and Bus Facilities, which was for the Port of Chehalis operations and maintenance facility that is hoped to be constructed adjacent to the hydrogen fueling station. The full cost ended up being applied for instead of scaling back like previously talked about. A federal version of the Bus and Bus Facilities grant is going to open up as well. If awarded, some of those funds can be used for the match. The ask was $9,928,000.00 for the building. $5.5 million was asked from the green transportation for 22 new zero emissions vehicles. There was also $2 million asked for two more transit stations along I-5. That will be due September 9th.

C. Review of Claims

a. Review financial warrants #33680-33763 including Capital and Operating expenditures for August 1-31, 2026.

i. Capital Warrants	$	525,287.84
ii. Operating Warrants	$	360,241.86
iii. Operating ACH	$	175,281.63
iv. Payroll ACH	$	235,239.63
Total	$	1,296,050.96

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

D. *Action Items*

1. Approval of Board Minutes Action

a. Adoption of minutes from July 28th, 2026, Regular Board Meeting.

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

2. Approval of 2025 Annual Report and 2026-2031 Transit Development Plan for submission to WSDOT.

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

Adjournment

At 4:12 p.m., Chair Brummer announced that the board would enter consecutive executive sessions pursuant to RCW 42.30.110(1)(i) for the purpose of attorney-client privilege discussion of matters with potential litigation and RCW 42.30.110(1)(g) to review the performance of a public employee.

The executive session adjourned at 4:21 p.m. No decisions were made. No action to follow.

The next regular meeting is on September 29th, 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