



# Regular Board Meeting Minutes September 26th, 2023

of the  
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA  
(LPTBA dba TWIN TRANSIT)

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

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Chair Tony Ketchum called the meeting to order at 3:30 p.m.

Directors Present: Tony Ketchum, City of Chehalis  
Mark Westley, City of Centralia  
Scott Brummer, Lewis County  
Debbie Lytle, Twin Transit, on behalf of the represented operators  
Kurt Eckerson, Twin Transit, on behalf of the represented maintenance staff

Staff Present: Joseph Clark, Executive Director  
Rebecca Towner, Director of Finance and Human Relations  
Tim Palmateer, Fleet Manager  
Maleah Kuzminsky, Community Services Supervisor  
Timi Johnson, Finance and HR Specialist  
Allen Unzelman, Twin Transit Attorney

## A. Opening Statement

Tony Ketchum opened the meeting with an announcement stating, "I would like to make an announcement regarding the personnel investigation of Executive Director Joe Clark. The Twin Transit Board in conjunction with the Twin Transit Human Resource Department has completed our investigation of the incident during September 1, 2023. In accordance with Twin Transit policies and procedures, Twin Transit is following the prescribed progressive discipline steps to address the findings of this investigation. Mr. Clark has accepted responsibility for his actions and has been advised that a future violation will not be tolerated. This oral ruling or warning will remain in Mr. Clark's personnel file for a period of 6 months which is in accordance with the Twin Transit policy. The specifics of discipline relating to this incident is being handled by the Twin Transit Human Resource Department. The Board would like to reiterate that Mr. Clark is able to perform the duties of this position and has a vote of confidence from the Board to continue his position as Executive Director to Twin Transit. We would like to advise anyone in attendance that the Board will not accept oral public comment on HR matters. We are happy to evaluate and respond to written public comments only. Members of the public may also submit a public disclosure request for documents related to this matter. At this time, we'd like to move forward with the regular board meeting agenda."

## B. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
  - a. No public discussion at this time.

## 2. Board Member Reports

- a. No board member reports at this time.

## 3. Staff Reports – Discussion

### a. Admin Update

- i. Mr. Clark updated that Exit 68 will probably have concrete poured later in the week to early next week. There will be a little bit more paving done than originally thought. There would have been an edge and with fuel trucks in and out servicing the gas station, they would end up breaking up the pavement. The electrical panels have been ordered and will probably be set up at the end of next week.
- ii. Mr. Clark shared that the Lewis County Mall pullout is about to be started around October 1<sup>st</sup> and will not be finished until around November. The hope is that all the concrete is poured before the weather turns to rain. The bid is in, insurance requirements are done, just waiting on the contracts.
- iii. Mr. Clark stated that the Morton project will most likely not be finished before the weather changes, so it looks more like spring before that is done. There have been some inquiries to the East County Chamber to see what kind of services they would like to see. An example would be a demand service from Randle or Packwood where Twin Transit brings vans to meet the Morton bus or something similar. Mrs. Kuzminsky is helping to schedule a community listening session, designed for us to sit and listen to community members and their input. A date will be sent out later.
- iv. Mr. Clark said that there is a meeting set with the union representative on Thursday to go over the new routes. There was about a 10-minute break built in for each route, but with construction on some of the routes, not everyone has been able to get their breaks every loop. The meeting is to address this situation.

### b. Communications Update

- i. Mrs. Kuzminsky shared that Twin Transit is getting excited about the rebranding. Twin Transit has been working closely with Moon Branding on the deadlines for ordering promotional items such as tents and banners. So far everything is on track to meet deadlines and should start seeing things coming in within the next month.

### c. Finance Update

- i. Miss Towner shared an update on the monthly cash flow. Operationally we are still around 3% under budget. There are a couple of new categories that are reaching or have exceeded the budget. There are also a few categories that money can be moved from to cover these deficits.
- ii. Miss Towner shared that there was only \$1,000 spent last month for capital related expenditures, for permitting.

- iii. Miss Towner updated that Twin Transit did receive the first payment request for Exit 68 which was about \$201,000. The plan is to submit for reimbursement for WSDOT to get that money coming so the payment can be remitted without impacting cash flow.
- iv. Scott Brummer asked about the tires and tubes expense category.
- v. Miss Towner replied that was a category that was overspent. There are a lot of miles that are being put on the vehicles; the tires need to be rotated and be replaced more often. To make up for that over expenditure, there will be money moved from the fueling category and placed into the tires and tubes.
- vi. Mark Westley asked, "Are there other taxes right now that are being assessed? Through our electric and/or hydrogen potential buses that are going to compensate for the taxes. We're not paying to use the roads?"
- vii. Mr. Clark replied, "There are certainly taxes that come with our electrical bills. There are road use taxes that are being discussed at WSDOT at the legislative level because that gasoline tax is something that supports a lot of programs in the state budget. Some of that has been said for agencies such as us, could be waived for some smaller amount or something similar." Mr. Clark went on to explain the process of carbon credits.
- viii. Miss Towner introduced and explained updates made to three different policies to the board, Policies 202, 204, and 208.

**C. Consent Agenda**

1. Approval of Financial Warrants

- a. Request to approve financial warrants #31207-31269 including Capital and Operating expenditures August 1-31 of 2023.

i. Capital Warrants	\$	62,626.22
ii. Operating Warrants	\$	254,311.51
iii. Operating ACH	\$	102,321.48
iv. Payroll ACH	\$	<u>156,893.97</u>
Total	\$	576,153.18

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0.**

**D. Action Items**

Action

- 1. Approval of Board Minutes
  - a. Adoption of Minutes from August 29, 2023, Regular Board Meeting.
  - b. Adoption of Minutes from September 6, 2023, Special Board Meeting.
  - c. Adoption of Minutes from September 12, 2023, Special Board Meeting.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0.**

**E. New Business**

1. Approval of first reading to POL 202, 204 and 208.
  - a. POL-202: Job Descriptions & Organizational Authority
    - Added section about pay scales, performance pay.
    - Added section about performance evaluations and operator skills evaluations conducted annually.
    - Defined line of managerial authority and updated position titles.
  - b. POL-204: Fringe Benefits
    - Added statement about Social Security applicable to all employees.
    - Added statement about Paid Family Medical Leave and Twin Transit covering 100% of the premium.
    - Clarified that health and welfare insurance through Teamsters is available for all employees who work 80 hours or more in a month, regardless of probation status.
  - c. POL-208: Progressive Discipline
    - Updated terminology to match the progressive steps listed in the Collective Bargaining Agreement.
    - Added section regarding expiration of disciplinary action in the employee personnel file.

**Secretary Brummer moved, Vice-Chair Westley seconded, Motion passed 3-0.**

**Adjournment**

The Board recessed the regular meeting at 3:49 p.m. No action to follow.

*The next regular meeting is on October 24<sup>th</sup>, 2023, at 3:30 p.m.*

**APPROVAL**

**LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY**

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Tony Ketchum, Chairperson

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Mark Westley, Vice Chairperson

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Scott Brummer, Secretary

Respectfully prepared by:

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Timi Johnson  
Clerk of the Board