



Regular Board Meeting Minutes
October 27th, 2021
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

Held via audio conference application (Microsoft Teams) due to COVID-19 pandemic. The board agreed that an audio conference was best to protect the health of those in attendance.

Chair Rebecca Staebler called the meeting to order at 9:00 a.m.

Directors Present: Rebecca Staebler, City of Centralia
Tony Ketchum, City of Chehalis
Debbie Lytle, Twin Transit, on behalf of represented bus operators

Staff Present: Joseph Clark, Executive Director
Melissa Shoemaker, Director of Operations
Jennifer Dowdy, Human Relations Manager
Andrea Culletto, Director of Communications
Tim Palmateer, Fleet Manager
Rebecca Towner, Director of Finance
Maggie McCarthy, Operations Manager
Timi Johnson, Finance Specialist
John Baysinger, Operations Assistant
Allen Unzelman, Twin Transit Attorney

A. 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. Rebecca Staebler stated that there were a couple of comments from constituents regarding roads and routes that were sent to Andrea Culletto and it is appreciated that she followed up on those comments.
 - b. Mrs. Culletto updated that members of the operations team went out and visited the person who had the comments. All of the pieces are being connected and Mrs. Culletto was thankful for having that information passed along.
 - c. Rebecca Staebler said sometimes people just need to know someone is listening and it was appreciated.
3. Staff Reports – Discussion
 - a. Operations update

- i. Mr. Clark stated that regarding DARTT and the expansion, Twin Transit is still looking at all the factors involved. There was a meeting yesterday to discuss whether Twin Transit had the appropriate equipment and enough vehicles to carry out the expansion, being DARTT into the Longview-Kelso area. A lot of our passengers go down there for doctor's appointments and a lot of things of that nature. If possible, Twin Transit would like to start that in January. There may be a contingency to step back from that until March.
- ii. Mr. Clark updated that CDL training is going very well. Compliments to Jen Dowdy for hiring and Jodie Ditch for training. It looks like there will be enough drivers by end of the year. Twin Transit thinks there will be about four or five new drivers by then. There will be some drivers thinking about retiring next year so Twin Transit wants to plan and make sure there isn't a shortage of drivers going forward.
- iii. Mr. Clark said he doesn't think there is going to be a whole lot of significant changes for the route planning. There were a lot of changes with COVID-19 and updating the routes last year in June. There was just a lot of transition and that is confusing to the public, so Twin Transit is going to slow that down. Twin Transit is going to add some stops on some routes, but it shouldn't significantly change the timing of those routes.

b. Facilities Update

- i. Mr. Clark updated that the phase 4 stormwater and paving construction is complete at Locust St. All that needs to be done is striping in the parking lot. For the striping to be done, it must be at least 60 degrees outside for 24 hours. The striping will have to wait a while due to the weather. If need be, it will wait until the spring for the striping to be done.
- iii. Mr. Clark stated that Rebecca Towner, Donny Ramacher, Tim Palmateer, and himself have been working on getting all the permits, engineering, and all the definitions between the cities and the county to determine where stops can be placed. Along with that, find out what the requirements are for each of those stops. Some of those stops require actual civil engineering. Rebecca Towner has a meeting today with the City of Centralia to confirm some of their requirements and to put RFPs on the Small Works Roster. The construction window is closing rapidly. Twin Transit may be able to get some of the ADA pads put in by the end of the year. Some of the bigger pullout projects like Grace Lutheran Church over on Borst and Scheuber and the Chehalis Library pullout will need to wait until next spring at this time.
- v. Mr. Clark shared that the facilities team uses a lot of equipment and does a lot of fabrication regularly, so Twin Transit is clearing out a bay of the parking area and turning it into a storage area for the facilities team. That is the RFP that Rebecca Towner is working on today.
- vi. Mr. Clark updated that he saw that the concrete got cut, the plumbing rough-in was done, and the contractors are starting to frame the shop bathroom up. Hopefully, it will be ready in another 30 to 40 days.

c. Fleet Update

- i. Mr. Palmateer shared that Twin Transit has been in communication with Gillig on the specifications that Twin Transit would like on the new electric buses.
- ii. Mr. Palmateer stated that Twin Transit is looking at ordering 3 Promaster vans that are intended for the Olympia run and for when the expansion to Longview-Kelso begins. The drivers are happy with the Promaster van that was demoed in the past. The specifications need to be worked out on the vans however, there is an issue with the manufacturing process as the process is a bit delayed.
- iii. Mr. Palmateer updated that Twin Transit is ordering one more Ford Transit van to add to the one Twin Transit currently has and is on the Olympia run. This is a universal vehicle and Twin Transit would like to place the Ford Transit with the DARTT fleet once the Promasters have arrived. This is a good vehicle to use for those who use mobility devices. There has been plenty of good feedback from passengers and they enjoy this style of vehicle.
- iv. Mr. Clark stated that as Tim Palmateer alluded to, Twin Transit does not have the specs for the Gillig buses or the Promasters yet, so those will probably come next month or early December.
- v. Mr. Clark added that Tim Palmateer also mentioned the Longview-Kelso potential, that route was delayed because of the appropriation language that Twin Transit received that grant for had two of the Olympia routes in it. It didn't have a Longview-Kelso route in it. WSDOT had encouraged Twin Transit to not spend any money until they can reconcile that information in the upcoming supplemental session, and they'll change that language. Once that is complete, Twin Transit will be able to use the Regional Mobility Grants for both Olympia and Longview-Kelso. That will probably be around June or July before Twin Transit will be able to do that.
- vi. Rebecca Staebler had a question on the electric buses, which was also passed along from one of the constituents that went to Andrea Culletto. The comment was that the electric buses are heavier and cause more disruption near his house. Are the electric buses heavier? Does anything need to be done to ensure the roadways they're traveling on are appropriate?
- vii. Mr. Clark replied that to compare electric buses to school buses, diesel buses, and garbage trucks, the variations between those weights and disruption are not that different or not that dramatic between the different equipment types or styles. Mr. Clark doesn't think it is a concern.
- viii. Mr. Palmateer shared that when the electric buses are built, they incorporate what it would take for a normal tank of fuel and heavy flooring. When they remove all that heavier equipment and seats, it's supposed to equal roughly about the same as a diesel-powered Gillig bus. There isn't a significant weight difference between the two styles of buses.
- x. Rebecca Staebler added that as things are moving forward and looking at a lot of the issues with housing development that is going to be coming up more often and school expansion that we're always keeping in mind all the factors that go into what is traveling on our roads. If you walk around, you can see a lot of the roads are in bad shape, and just be aware of that.

- xi. Mr. Clark stated that in this instance, Twin Transit tried to avoid those kinds of residential streets in the routing plans. This effort was specifically designed to allow students at Jefferson Lincoln to use Twin Transit's buses. That is why Twin Transit is traveling there. Twin Transit is sensitive to these issues. However, after this past year and schools needing some extra assistance in transportation programs, Twin Transit just had determined what was most important and that is how it was prioritized at this time.
- xii. Rebecca Staebler asked that since the team is so excellent at writing grants, is there any money out there potentially for improving roads due to increased needs for public transportation?
- xiii. Mr. Clark answered that there are TIB Grants that Twin Transit can partner with the city on, infrastructure grants, and capital projects related to improving transit. Typically, those are curb, gutter, and sidewalks, not necessarily roadways. If we work with the city, Twin Transit could probably incorporate some TIB grants for that area. Twin Transit will keep its eyes open for those grants to help improve those areas.

d. Communications Update

- i. Mrs. Culletto shared that Trick or Treat Transit is coming up this Saturday to accommodate those shops that are not open or close early on Sunday. It's going to work out for the best for everyone. There will be two days of Halloween fun instead of just one. Kids can go do Trick or Treat Transit on Saturday and then they can go trick or treating on Sunday and just have a good time all around. Twin Transit has been getting prepped for that. Twin Transit is going to continue to adhere to all the Co-Vid safety rules and standards.
- ii. Mrs. Culletto updated that Apple Fest went well, Girls Night Out was a big success, and Country Chicks as went well. Twin Transit is looking forward to December, the Christmas parades. Mrs. Culletto stated that she isn't sure yet about the Lighted Tractor Parade, but Twin Transit would like to be involved with that, if possible. There is the Santa Parade and a few other holiday things that Twin Transit is going to be involved in. There will be more to come on that.
- iii. Mrs. Culletto shared that a final design has been reached for the TransAlta bus wrap and it is being approved right now. Hopefully, within the next month and a half, that design will be on a bus. The wrap is going to be nice. TransAlta wanted to highlight the local community projects that they funded. Instead of focusing on them, they're focusing on the community organizations that did the good work with those dollars. Things like creating the aquaculture program in Tumwater Highschool, installing special heating ducts at the food bank, just things like that. It's going to be cool when it is all said and done.

e. Financial Update

- i. Miss Towner updated that the revenue cash flow is still on track overall. It is 1.2% underspent overall. There are a couple of categories on the cash flow that Twin Transit is over budget, but Twin Transit is going through those categories and reallocating some of those funds. For example, facilities

- shelter supplies are overspent, however, there is a lot of room left in the facilities supplies budget. It is just a matter of moving money around.
- ii. Miss Towner shared that sales revenue has consistently been around the \$200,000 mark. Twin Transit is 15% above budget on sales tax revenues.
 - iii. Miss Towner updated the Department of Commerce Budget. This is for the \$2.5 million project for the Hydrogen Fueling Station. There is a lot of paperwork that needs to be filled out for the Department of Commerce and Twin Transit is working with a group of consultants. First is The Warren Group, which the Board approved their services contract in a previous meeting. Twin Transit is also working with the Bonneville Foundation, Toyota, and some other businesses. The budget must be separated by milestones. Commerce won't reimburse Twin Transit until each milestone is met, so Twin Transit is trying to be very discrete and detailed with what each milestone needs.
 - iv. Mr. Clark added that Rebecca Staebler and Tony Ketchum both worked with the Department of Commerce as council persons. It is a long process. Mr. Clark stated that he is working on 2 projects. The United Learning Center and the Highway 12 Electrification Project. Typically, it's not any less than 3 or 4 months to get that done. Twin Transit is hoping by the end of the year, but that could move into next year.
 - v. Mr. Clark shared that Twin Transit just received communication that Port of Chehalis would like to set up a meeting so that Twin Transit can define which piece of ground Twin Transit would like to use and come up with an agreement with them on the discounted rate of either lease or purchase of that land. That land use agreement will be Twin Transit's match for this grant. No cash out of pocket, but the Port helping Twin Transit in this way will save a lot of out-of-pocket money as this is an 80%/20% match.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #29561-29655 including Capital and Operating expenditures September 1-30 of 2021

i. Capital Warrants	\$	312,358.22
ii. Operating Warrants	\$	206,268.72
iii. Operating ACH	\$	11,941.20
iv. Payroll ACH	\$	<u>146,948.18</u>
Total	\$	677,516.32

Secretary Ketchum moved, Chair Staebler, seconded. Motion passed 2-0.

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from September 28, 2021, Regular Board Meeting.

Secretary Ketchum moved, Chair Staebler, seconded. Motion passed 2-0.

2. Approval of Northwest Bus Sales of purchase of 2020 Ford Transit TCI 150 van for \$60,770.00
 - a. Mr. Clark shared that the anticipated delivery date is Mid December.

Secretary Ketchum moved, Chair Staebler seconded. Motion passed 2-0

D. New Business

1. Approval of second reading and adoption of POL 305, POL 307, and POL 311
 - a. Second reading with zero changes from the first reading and adoption of POL 305 – Passenger Rules, POL 307 – Adherence to Schedule, and POL 311 – Emergency Response Plan.

Secretary Ketchum moved, Chair Staebler, seconded. Motion passed 2-0.

2. Approval of changing November and December meeting dates for the Holidays.
 - a. Move the November Board meeting to Tuesday, November 16th.
 - b. Move the December Board meeting to Tuesday, December 14th.
 - c. Starting Tuesday, January 25th, 2022, Board meetings will be held in person. The first in-person meeting will be at the Locust St. conference room.

Adjournment

The Board recessed the regular meeting at 9:26 a.m.

The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110 for the purpose of attorney-client privilege discussion. The session is expected to last no more than 30 minutes.

The executive session adjourned at 9:48 a.m. No action to follow.

The next regular meeting is on November 16th, 2021, at 8:00 a.m.

Respectfully prepared by:

Rebecca Towner
Clerk of the Board

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Rebecca Staebler, Chairperson

Tony Ketchum, Secretary