



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— July 29, 2025 @ 3:30 PM

Call to Order 3:30 PM
Board Attendance

A. Approval of the Meeting Agenda as presented.

B. Discussion Only Items

- Call to the Public – Public discussion on any item not listed on the agenda.
- Board Member Reports
- Staff Reports – Discussion

a. Construction Update

Joe

- i. POC H2 Project
- ii. Morton Office
- iii. Exit 77
- iv. Mineral

b. Fleet

Tim

- i. Hydrogen Bus Delivery Schedule
- ii. Electric Bus Return Delivery Schedule
- iii. 4 New Cutaways
- iv. Explorer Service Vehicle

c. Operations

Sonya

- i. Operational Data Analysis
- ii. Transportation Tuesdays
- iii. Packwood Pilot – July 7
- iv. Fall Route Changes
- v. Altering Existing Routes for Hydrogen Bus Deployment

d. HR Update

Makenzie

- i. Recruiting Update
 - 1. Employee Count
 - 2. Operational Staffing Plan

e. Finance

Rebecca

- i. Updated Revenue/Cash Flow Presentation
- ii. Financing Proposal Update
- iii. 2024 Annual Report/MD&A
- iv. SAO Audit
- v. Grants Update
 - 1. Commerce Capital Appropriation - \$2.0 Million
 - 2. Consolidated Capital Grant Award - \$625,472
 - 3. Regional Mobility Operating 2025-2027 - \$2.3 Million
 - 4. Paratransit Formula Grant 2025-2027 - \$2.1 Million
 - 5. Transit Support 2025-2027 - \$866,452
 - 6. WSDOT State Bus & Bus Facilities - \$1.891 Million
 - 7. REVIT Career Connect WA Round 13 - \$166,338
 - 8. Consolidated Operating (Next 2 Years): \$7,800,602
 - 9. Consolidated Operating DARTT (Next 2 Years): \$1,986,170
 - 10. Consolidated Mobility Management (Next 2 Years): \$475,534

TOTAL: \$20,211,568

vi. Policy Update

C. Review of Claims

- a. Review financial warrants #32627-32691 including Capital and Operating expenditures for April 1-30, 2025.

i. Capital Warrants	\$	4,087.50
ii. Operating Warrants	\$	310,907.52
iii. Operating ACH	\$	197,861.08
iv. <u>Payroll ACH</u>	\$	<u>207,056.08</u>
Total	\$	719,912.16

- b. Review financial warrants #32692 - #32762 including Capital and Operating expenditures for May 1-31, 2025.

i. Capital Warrants	\$	210,975.00
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	261,455.87
iv. Operating ACH	\$	160,011.10
v. <u>Payroll ACH</u>	\$	<u>202,565.37</u>
Total	\$	922,332.89

- c. Review financial warrants #32763 - #32828 including Capital and Operating expenditures for June 1-30, 2025.

i. Capital Warrants	\$	306,808.45
ii. Operating Warrants	\$	377,165.95
iii. Operating ACH	\$	127,152.12
iv. <u>Payroll ACH</u>	\$	<u>211,595.34</u>
Total	\$	1,022,721.86

D. Action Items

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| 1. Approval of Board Minutes | Action |
| a. Adoption of minutes from May 27, 2025 Regular Board Meeting. | |
| b. Adoption of minutes from July 8, 2025 Special Board Meeting. | |

E. New Business

1. Approval of first reading of POL 208, 210, 212, 302, and 501.
- a. POL-208: Progressive Discipline

- Simplified list of admissible evidence by not distinguishing between employee testimony or personal observations from “witness” testimony.
 - Added language from current CBA as it pertains to Oral Warnings: this type of discipline should be used for infractions of relatively minor degree.
 - Added language that an executive team member must be present to accelerate the disciplinary process based on the determined severity of the offense.
 - Revised language to state that progressive discipline will be used based on each and every offense, not the aggregate total of offenses.
- b. POL-210: Employee Conduct
- Added language to emphasize that behavior that could create a harassing or hostile work environment will not be tolerated.
 - Added new section explaining expectations for public-facing speech while on duty.
 - Clarified language about employees refraining from public displays of intoxication while representing LCT or wearing branded uniforms.
 - Revised language so that employees may only smoke in designated areas as determined by LCT.
 - Broadened language in Section 6 to include all employees authorized to operate LCT vehicles (not just CDL holders) and that employees must notify their supervisor immediately if their license status changes. Added new Section 7 for provisions specific to employees who hold a CDL license.
- c. POL-212: Use of Employer Resources
- Added examples related to prohibited cell phone usage under Section B which also prohibits employees from using devices while operating an agency-owned vehicle.
 - Added language stating that LPTBA has the right to inspect any and all agency-owned cell phones or equipment used by employees including voicemails, emails, text messages, etc.
- d. POL-302: Mobilization and Daily Trip Inspections
- Added language to include daily cleaning of the interior of the vehicle in the driver’s area and passenger cabin as part of mid-day procedures.
 - Added language that vehicle rinsing/washing will be completed according to the posted schedule and as time allows per supervisor approval.
- e. POL-501: Purchasing
- Added language requiring that vendors be checked with SAM.gov to ensure they are not suspended, debarred or otherwise excluded from participating in federal programs.
 - Updated small purchase threshold requiring a formal bid process to \$250,000 to align with FTA standards.
 - Raised the threshold for procuring personal or purchased services without a competitive bid process for projects costing less than \$250,000. This change is proposed due to an inflationary rise in professional services costs.

F. Executive Session

The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110(g) for the purpose of evaluating the qualifications of an applicant for public employment. The session is expected to last no more than 60 minutes.

Adjournment