



**Regular Board Meeting Minutes
October 28th, 2025**

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

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

Chair Mark Westley called the meeting to order at 3:30 p.m.

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

Staff Present: Josh Nylander, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet & Facilities Director
Makenzie Wilson, HR Manager
Joe Zurfluh, Operations Manager Remotely
Allen Unzelman, Lewis County Transit Attorney
Megan Wirtz CWCOG Remotely
Joe Clark, Advisor to the Board

Public
Heather Slusher, Union Representative
Kurt Eckerson, previous employee

A. Approval of the Meeting Agenda as Presented

B. Discussion Only Items

- Board Member Reports- Mr. Brummer expressed appreciation for the new Executive Director's efforts to meet with him and discuss transit-related matters. He noted

that the Director's communication and engagement have been well received and that he is pleased with the positive progress being made.

- Staff Reports – Discussion

- a. Construction Update

- i. POC H2 Project- Mr. Clark explains that the pad for the dispensers and storage has been completed. Sub-grade material for the electrical equipment pad is being installed. A set date for the crane to place the equipment has not yet been determined. Utility and perimeter work are ongoing and will continue intermittently depending on weather conditions. The project remains on schedule.
 - ii. Mineral- Mr. Clark explained that an agenda item related to the project is scheduled for discussion today. The work is expected to progress quickly, with most tasks anticipated to be completed by the first of the year. The most challenging portion will be the PUD installation of the transformer, which is expected to begin in early November.

- b. Finance

- i. Updated Revenue/Cash Flow Presentation- Miss Towner explained that the budget remains on track. Including REVIT, expenditures are within 1% of the budget; excluding REVIT, spending is currently 3% under budget. Leasing agreements, professional services, and fuel costs are running above budget. Mr. Clark noted that additional construction expenditures are expected as the H2 and Mineral projects continue. Finance resolution language was received today from Foster and will be presented as an action item at next month's board meeting. Mr. Westley asked about the noticeable increase in the cash flow projection graph. Miss Towner explained that the increase reflects grant funding and line of credit proceeds.

- c. Executive Director Report

- i. General Update- Mr. Nylander explained that Michael Jacques has been hired as the new Facilities Technician. Recruitment is underway for four new Operator positions. Additionally, Tim Brunton will begin on November 1 as the new Assistant Operations Manager.
 - ii. Presentation of Preliminary 2026 Budget- Mr. Nylander presented the preliminary 2026 budget, including the introduction of a new Hydrogen budget. This will create a third separate budget for the agency, which is approximately 90% complete. The agency anticipates

receiving four new cutaway vehicles this year. Looking ahead, sales tax revenue for 2026 is projected based on a 2% increase from the previous year. While there is some economic uncertainty, the current draft reflects a balanced budget with plans to maintain a three-month reserve for expenses. Amendments can be made later if needed. Total proposed revenue is \$9.6 million, with \$8.3 million in projected expenses. The budget is grant-heavy, with the majority of funds allocated toward service operations. Goals for 2026 include placing the hydrogen fleet into service by March, creating a new mechanic position, and exploring DARTT optimization. Capital funding includes allocations for bus pull-outs, ADA improvements, and upgrades to the electrical charging infrastructure at Mellen Street. Additional funding is planned for expanded demand-response service and the new Hydrogen service bay. While not all capital funds will be used immediately, they have been earmarked to ensure key projects are not overlooked. The agency is also developing a dedicated Hydrogen Operations budget to account for hydrogen creation and transportation, which will be tracked separately from the LCT operations budget. Sales revenue projections are based on the best available estimates at this time. The final 2026 budget will be presented at the next board meeting.

- iii. Holiday Board Meeting Schedule- Discussion took place regarding the dates of the next two board meetings; there are no conflicts for the November board meeting, but we are looking at December 16th or the 30th for the following board meeting.

C. Review of Claims

- a. Review financial warrants #32930 - #32998 including Capital and Operating expenditures for September 1-30, 2025.

i. Capital Warrants	\$	111,200.83
ii. Operating Warrants	\$	248,561.40
iii. Operating ACH	\$	133,871.65
iv. <u>Payroll ACH</u>	<u>\$</u>	<u>196,806.35</u>
Total	\$	690,440.23

D. Action Items

E. Approval of Board Minutes

1. Adoption of minutes from September 30, 2025 Regular Board Meeting.

Secretary Ketchum moved, Board Chair Westley seconded, Vice Chair Brummer abstained. motion passed 2-0

2. Purchase of Hydrogen Vehicle Maintenance Service Bay

1. Mr. Ketchum asked what the change orders would be for.
2. Mr. Nylander explained that the bid was completed off-site. If, upon entering the space, it is determined that changes need to be made to the bid amount, LCT will not be required to return to the Board for additional approval.

Secretary Ketchum moved, Vice Chair Brummer seconded, motion passed 3-0

3. Purchase of Hydrogen Tube Trailer

1. Mr. Brummer asked when we are going to take delivery. Mr. Clark explained that we should be able to take delivery by mid-January, at the latest, six weeks.

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

4. Construction Contract for Mineral e-Transit Station

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

5. Purchase of 3 Vans for Demand Response

1. Mr. Brummer asked about the delivery of the 3 vans. Mr. Palmateer reported that the new vehicles are expected to arrive in approximately 90 days. Mr. Brummer inquired about the type of van being procured. Mr. Palmateer explained that they are Ram ProMaster models that have been modified to accommodate two wheelchairs and include specialized passenger doors.

Vice Chair Brummer moved, Secretary Ketchum seconded, motion passed 3-0

F. Executive Session

The Board will adjourn into Executive Session, Pursuant to RCW 42.30.110(g) for the purpose of reviewing the performance of a public employee. The session is expected to last no more than 45 minutes.

G. Action Item

1. Possible action to approve response to Teamsters Union Local No. 252 Step 2 Grievance received on September 17, 2025.

Adjournment

The Board recessed the regular meeting at 3:57 p.m.

The Board recessed the Executive Session at 4:41 p.m. Action to follow.

Vice Chair Brummer moved to approve to uphold the Executive Director’s decision regarding the Union grievance. Secretary Ketchum seconded. Motion carried 3-0.

The next regular meeting is on November 25th, 2025, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION BENEFIT
AREA AUTHORITY

Mark Westley, Chairperson

Scott Brummer, Vice Chairperson

Tony Ketchum, Secretary

Respectfully prepared by:

Makenzie Wilson