LEWIS COUNTY TRANSIT

PUBLIC NOTICE

SPECIAL 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— November 17th, 2026 @ 3:30 PM

Call to Order 3:30 PM

Board Attendance

A. Approval of the Meeting Agenda as presented.

B. Discussion Only Items

1. Call to the Public
2. Board Member Reports
3. Staff Reports – Discussion
    a. Construction Update — Joe
        i. PoC H2
        ii. Exit 77
    b. Fleet Update — Tim P.
        i. General Update
        ii. Hydrogen Bus Service Bay
    c. Operations Update — Tim B.
        i. October 2026 Ridership
        ii. WSDOT Site Visit
        iii. General Update
    d. HR Update — Rebecca
        i. Recruitment Updates
    e. Executive Director Report — Rebecca
        i. General Update
        ii. Events Update
        iii. WSTA Board Meeting
    f. Finance Report — Rebecca
        i. Budget v. Actual Review

C. Review of Claims

a. Review financial warrants #33805-33881 including Capital and Operating expenditures for October 1-31, 2026.

i. Capital Warrants	$	301,676.82
ii. Operating Warrants	$	353,625.40
iii. Operating ACH	$	140,693.07
iv. Payroll ACH	$	210,875.23
v. Total	$	1,006,870.52

D. Action Items

1. Approval of Board Minutes Action

a. Adoption of minutes from October 27, 2026 Regular Board Meeting.

E. New Business

a. First reading of POL-501: Purchasing.
- Updated job position titles throughout the policy.
- Clarified that both employees and Board Members are prohibited from accepting lavish gifts (over $25 in value).
- Updated micro-purchase threshold from $0-9,999 to $0-14,999 based on new FTA threshold.
- Updated large purchase threshold requiring a formal bid process from $250,000 to $350,000 and greater based on new FTA threshold.
- In the event the Executive Director is unavailable for emergency purchases, the Director of Fleet & Facilities (replacing the Director of Finance & HR) will have the authority to make said purchases on her behalf.

b. Second reading and adoption of POL-301, POL-101, POL-103, POL-118, and POL-221.

i. Policy 301 Passenger Rules
- Added new E-Vehicle section which sets rules for passengers bringing e-bikes and e-scooters onboard. ADA mobility devices are not covered.
  - Allows only e-vehicles that fit the racks, weigh 55 lbs or less, and meet UL safety standards.
  - Requires a pre-approval sticker. The approval process will be set by administrative procedure.
  - Bans charging e-vehicles or removing their batteries on agency vehicles and property.
- Updated language for requirement of passengers to use seatbelts on Fixed Route vehicles that are equipped with seatbelts and encouraging use of child restraint systems for passengers with small children.
- Updated language for rules when traveling with a service animal and/or service animal trainee.
- Updated language for LIFTT-specific passenger rules to match Policy 118: ADA proposed language.

ii. Policy 101 Public Records
- Names the Clerk of the Board as the agency's Public Records Officer, who may assign a designee to handle requests.

- Clarifies that questions are not records requests, and the agency is not required to create new records, do legal research, or keep a full index of every record.
- Adds steps for sensitive requests: notifying third parties (including employees) before releasing records that could harm them, and alerting the Executive Director when a request involves litigation. Also adds good-faith liability protection under RCW 42.56.060.

iii. Policy 103 Ethics
- Expands conflict of interest rules to cover immediate family, partners, and organizations that employ them, and bars anyone with a real or perceived conflict from selecting, awarding, or administering contracts.
- Adds procurement safeguards: a $25 limit on vendor gifts, SAM.gov checks for debarred or suspended vendors, and no contracts with anyone who owes unpaid federal taxes or has a federal felony conviction in the last 24 months.
- Adds a ban on human trafficking for employees, contractors, and subrecipients, and makes any violation of the policy subject to discipline up to termination.

iv. Policy 118 Americans with Disabilities Act (ADA)
- Adds a reasonable modification process that explains how passengers can request one and when a request may be denied.
- Adds full ADA Paratransit (LIFTT) rules: a ¾-mile service area, next-day reservations taken up to 30 days in advance, a 30-minute pickup window, and no-show suspensions that increase with each penalty, capped at 28 days.
- Replaces the old complaint section with a separate ADA grievance process. Passengers file with the ADA Coordinator within 60 days, responses have set deadlines, and appeals go to the HR Director.

v. Policy 221 Preventing Sexual Harassment
- Adds a new Harassment Complaint Investigation Process section.
- HR performs a preliminary review of each complaint and can put interim measures in place to protect the people involved.
- The people involved are told when the investigation is finished and, where appropriate, what the outcome was. Information is shared only with those who need to know.

Adjournment