



Regular Board Meeting Minutes December 14th, 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 8:00 a.m.

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

Staff Present: Joseph Clark, Executive Director
Jennifer Dowdy, Human Relations Manager
Tim Palmateer, Fleet Manager
Rebecca Towner, Director of Finance
Maggie McCarthy, Operations Manager
Eric Rosane, The Chronicle

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. Debbie Lytle asked what the projected timeline was before the bathrooms at the Mellen St. stop would be open to drivers. Miss Towner had answered that it was going to be about 6 months out.
 - b. Rebecca Staebler mentioned that the City Council discussed looking into public restrooms at the Amtrak Station in coordination with Twin Transit. Rebecca Staebler asked Joe Clark if he had any more information on this matter.
 - c. Mr. Clark stated he did not know any more information at this time. Mr. Clark was told he would be informed once the City Council had reached its decision.
 - d. Rebecca Staebler announced that this was her last Board Meeting with Twin Transit. Rebecca Staebler wanted to thank everyone.
 - e. Mr. Clark stated on behalf of Twin Transit and the Board Members that it was a pleasure to have Rebecca Staebler as a part of the team and she will be missed dearly.

3. Staff Reports – Discussion

a. Admin Update

i. Presentation of 2022 Upcoming Projects

1. Hydrogen Fueling Station

- a. Mr. Clark introduced Dave Warren before the presentation. Dave Warren was hired to help Twin Transit to get through the hydrogen effort that is being embarked upon. Dave is a lobbyist from the Olympia area, has worked in the legislature and State Government for several years, and represents the Hydrogen Alliance. Some member of the alliance includes some of the Twin Transit partners who are on the hydrogen project. Some of these partners are Douglas County PUD, Bonneville Environmental Foundation, and Toyota of North America. Dave Warren is here to speak on sole sourcing on the contract for the hydrogen fuel station equipment.
- b. Dave Warren introduced himself and gave a little bit of background then continued to give a presentation on Sole Source and Contracting.
- c. Rebecca Staebler asked if public engagement and communication was going to be one of the items on the timeline for the project development.
- d. Mr. Clark stated that a bit of that has been done already. All the City Councils within the county have been spoken to and Twin Transit shared with them the hydrogen valley concept and this project is kind of the initiator for that project. The company that Twin Transit will be sole-sourcing this equipment from is called H-Tech. Twin Transit had a conversation with them last week and they brought up that exact topic, how do we want to continue to engage your community, get them informed, the safety precautions and all of that around this. They bring an entire team down to work through and do this kind of engagement as part of this effort. Once Twin Transit has the initial design and have some pre-app meetings with the county, EPA, and DOE, it's a 15–18-month drawing. There should be some drawings to show around the May-July time frame. Around that time is when Twin Transit will go back out and do more of that type of public engagement.
- e. Dave Warren shared that California passed a legislation to adopt the California ZEV (Zero Emissions Vehicles) rules wherein year of 2023 or 2024 dealers must start offering a minimum percentage of zero-emissions vehicles for sale. Toyota is anxious to start offering their Mirais in Washington. In California, Toyota operated in a hub kind of approach. If you lived within 40 miles of a fueling station, Toyota offered their Mirais and 3 years' worth of free fuel. Dave Warren thinks that once the hydrogen fueling station and the ZEV rule are in, it will draw more fuel cell vehicles for sale.
- f. Mr. Clark added that one thing that is emerging is that the State of Washington will be offering energy credits starting in January of

2023. If you are producing clean energy, you're going to get credits. Those who are unable to transition will have to buy credits to reduce their carbon impact.

- h. Mr. Clark stated that Twin Transit will either legislatively or through grant process to ask for a hydrogen electrolyzer on this side of the mountains. Once that happens, if it located within proximity of the fueling station then that can be done through pipeline and additional storage. If it is somewhere where it must transport here, then our request is for additional storage and compression so we can store more than the 250kg that these 2 trailers will be bringing to us. It's still to be determined how we will address that future demand, but there will be several options.
- i. Tony Ketchum asked if right now Twin Transit is not in the plans to be a facility to produce fuel.
- j. Mr. Clark replied that he thinks that Twin Transit is in the plans for producing this fuel. There are several people such as Seattle City Light, COLA Power, Wenatchee, and a number of other people in line to do that. Twin Transit thinks that having the first hydrogen fueling station gives Twin Transit a potential leg up on that race. Twin Transit will be planting seeds in this next legislative session about the intent and desire to build and electrolyzing station here in Lewis County as part of that Hydrogen Valley effort. The real strategy will come in the biennial budget session a year from now where Twin Transit will ask for the 25 to 40-million dollars to build the electrolyzer in Lewis County.
- k. Dave Warren stated that he is aware of at least 4 large players including 2 multinationals who are involved and active in the state right now looking for electrolyzer sites. Washington isn't the only state they're looking at but there is a lot of activity, private capital looking to invest in hydrogen production.

2. Exit 68

- a. Mr. Clark shared that Twin Transit is working on a site location at exit 68. There have been discussions with several property owners on the south side of Highway 12 and the east side of I-5. That is the Spiffy's and Arco area. Twin Transit thinks they have narrowed it down to two locations and hope to have a decision by the end of the year. Once a decision has been made, construction will begin. This effort is partnered with those on the Hwy 12 electrification project team which includes: Twin Transit, Lewis County PUD, and Energy Northwest. The 2.2-million-dollar Green Tech Grant will be paving the way for this project.

3. Morton

- a. Mr. Clark stated that Morton is another transit station with EV charging that Twin Transit is working on. There is a piece of property located, there are conceptual

drawings from our civil engineers, and the hope is to go to pre-app shortly. Twin Transit is working on some of the PUD power options. The landowner there currently has 2 EV chargers scheduled through the Energy Northwest Project. The landowner would like to put in more so Twin Transit is trying to coordinate with the PUD to supply power to both projects simultaneously. Twin Transit is hoping to embark on this early summer to as late as August.

4. Port of Chehalis

- a. Mr. Clark stated that the property on Bishop and Maurin Rd. is where the hydrogen fueling station will be located. The Port has generously agreed to lease Twin Transit a 10-acre site for \$1 a year. Twin Transit is working with their previous engineers and our current engineers from both hydrogen and a civil standpoint. Those groups are creating an initial draft.

5. Construction Projects

- a. Mr. Clark shared that there are other minor construction projects that Twin Transit continues to do. Twin Transit is working on getting all the bus stops and transfer points to be ADA compliant. These will include Rite Aid in Centralia, Safeway in Centralia, Centralia High School, Jefferson Lincoln, and several stops.
- b. Twin Transit is working with the City of Centralia on the Harrison Ave. project from Johnson Rd. to Reynolds Rd. to build in some bus stop access at the Russell Rd. crossing. There is going to be a crosswalk with the yellow flashing lights that are controlled. Twin Transit has been informing them of what the needs may be, and the city has been very receptive.
- c. The shelter at the Chehalis Museum is going to be removed. It has been there a long time and it is constantly being damaged. Once it is removed, there will be a nice railing installed and sprucing that area up. If Twin Transit receives the money that is believed to come in, then it is projected this project to be complete by the year-end of 2022. At that time, all stops, and shelters will be compliant. Twin Transit has been working on this for about 2 years now, so this will be a 3-year effort once this is complete.

b. Finance Update

- i. Miss Towner shared that all the documents were submitted to Commerce and now Twin Transit is just waiting for a review. Commerce wants to schedule a meeting with Twin Transit in the first week of January so hopefully, the contract can be completed shortly after.
- ii. Miss Towner stated that there were 2 educational sessions regarding Social Security. They both had a pretty good turnout. The ballots were due on December 14th but were given a 10-day extension, so they needed to be

postmarked by December 24th. We should know the results shortly after so Twin Transit knows whether they need to withhold Social Security from the January paycheck, which has already been budgeted for 2022.

- iii. Miss Towner shared that the ending fund balance of \$760,000 in operating and just over \$500,000 in capital. As a reminder, the minimum balance for capital must be at \$500,000 at the end of the year. It is believed to be within 2% of budgeted expenditures. If you're looking at the BvA summary, there are just a couple of categories that are overspent but not by much. Other categories make up for the over expenditures. Categories that were overspent were for supplies for the shelters, CoVid-19 supplies, and fuel which there isn't much control over. However, fuel is an expenditure that can be covered by grant funding.
- iv. Tony Ketchum stated that Twin Transit was within 2% of the budget. Tony Ketchum asked if there is a policy that specifies a reserve of 10% leftover every year.
- v. Miss Towner replied that yes there must be \$500,000 maintained for capital, but for operations, there must be at least 2 months' worth of expenditures in the cash balance. That is about 17% of the total budget that needs to be kept in the fund balance.

c. Policy Update

- i. Miss Towner shared that the 400 series is a brand-new set of policies. These policies are specific to fleet and facilities maintenance. A lot of this was included in the operations policies before. Twin Transit broke those out into individual topics.
- ii. Debbie Lytle asked if the new policies could be sent out to all the drivers as they are no longer available in the building.
- iii. Mr. Clark stated that training should be done with operations and there is a policy section. All policies are available in hard copy if anyone wants them, and they are digitally linked to everyone's tablets. There is a lot of transition, so what they are used to be and what they are now may not be the same. I do believe they are available, and I do believe they are being trained but that will be checked for you.
- iv. Rebecca Staebler asked if there was any benefit including any complaints and comments that come to board members and if there is a policy for the board.
- v. Mr. Clark stated that if a board member receives a complaint, the complaint should be shared with the executive director or if it's a complaint that requires to be confidential it should go to the human resources department. If a board member has come in contact with a person who wants to issue a complaint, then the board member should direct them to the Twin Transit website that has the customer complaint form link. There are no policies specific to the board, but there are bylaws. If there are suggestions, then there should be a workshop put together to examine that.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #29767-29827 including Capital and Operating expenditures November 1-30 of 2021

i. Capital Warrants	\$	33,561.79
ii. Capital ACH	\$	87,325.55
iii. Operating Warrants	\$	118,293.16
iv. Operating ACH	\$	78,903.73
v. Payroll ACH	\$	158,704.89
Total	\$	476,789.12

Secretary Ketchum, moved, Vice-Chair Grose seconded, Motion passed 3-0.

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from November 11, 2021, Special Board Meeting and November 16, 2021, Regular Board Meeting.

Secretary Ketchum moved, Vice-Chair Grose seconded, Motion passed 3-0.

2. Approval of the Pacific Security professional services contract, not to exceed \$57,000 annually.

- a. Mr. Clark stated that there has been a conversation with the security companies in the Puget Sound and Southwest Washington area to add a security officer to the Twin Transit organization. The latest legislative process put in place a few restrictions on what police and law enforcement can and can not do. That has impacted what Twin Transit is trying to accomplish in keeping clients, riders, and drivers safe. By adding these services, that would add a sole responsibility to ensure the safety of those 3 groups mentioned. There was some discussion early on whether Twin Transit does this in house. It was recommended to not do that. These organizations go through several state certifications, training, and professional development activities. This company was selected because they do Intercity and Pierce County Transit. They have existing transit clients. They are out of Tacoma. They go under Pacific Security when they're not in Pierce County, and they go under Pierce County Security when they're working in Pierce County. Twin Transit would like to bring them on at the first of the year.
- b. Rebecca Staebler asked if this person is on call.
- c. Mr. Clark responded with their day will start at about 6:30 a.m. and they will work until about 3:00 p.m. That is the window where most of the incidents are happening. Twin Transit has criminally trespassed about 3 individuals in the last few weeks, which is the most severe kind of trespassing we can do. Sometimes these incidences are borderline assault.
- e. Tony Ketchum asked if the security guard will be riding the bus or sitting at the facility waiting to be called out.

- f. Mr. Clark stated that he will be doing patrols. There are certain bus stops that have a higher concern than others. At some stops, there may be one person that gets on one time a week. At other stops, there is a congregation of people and those tend to be where some of these incidences happen to occur. He will have a Twin Transit vehicle, he will have a radio, he will be clearly marked as Twin Transit Security Office, he will wear a uniform, he cannot have a gun, and he cannot handcuff people. The drivers for the most part know who potential troublemakers and the hope is that the drivers can call the guard and say come get on the bus and preempt situations instead of reacting to them. He will be a team member. He will be integrated into Twin Transit's systems, processes, dispatch protocols, and policies. He will ride buses, drive around in a car. He will be actively involved on a day-to-day basis.
- g. Rebecca Staebler if the law enforcement in the jurisdictions know about this.
- h. Mr. Clark stated that the intent was to select the individual who fits best for the team then personally walk them around to the different officers and introduce them and let them know and ask that individual to introduce themselves if they see an officer on the street to build that relationship with our police forces and our sheriff.

Secretary Ketchum moved, Vice-Chair Grose seconded, Motion passed 3-0.

3. Approval of Resolution 2021-07

- a. Declaring that the purchase of the hydrogen fueling station and swap compressor/trailer combination is clearly and legitimately limited to single source of supply. The Board hereby authorizes staff to enter final negotiations with those sole source suppliers. Final negotiated costs and contracts will be brought to the Board for final approval.

Secretary Ketchum moved, Vice-Chair Grose seconded, Motion passed 3-0.

4. Approval to authorize the use of the RFP and contracting process developed by Bonneville Environmental Foundation for the purchase of the hydrogen fueling station and components.

Vice-Chair Grose moved, Secretary Ketchum seconded, Motion passed 3-0.

D. New Business

1. Approval of first reading of POL 313, 401, 402, 403, 404, 405, 406, and 407.

- a. POL-313 Passenger Complaints
- b. POL-401 Maintaining Shop Order and Cleanliness
- c. POL-402 Addressing Defects
- d. POL-403 Ordering Parts and Supplies
- e. POL-404 Storing and Disposing of Products and Materials
- f. POL-405 Working Alone
- g. POL-406 Vehicle Inspections
- h. POL-407 Accepting Vehicles

Secretary Ketchum moved, Vice-Chair Grose seconded, Motion passed 3-0.

2. Approval of second reading of POL 205, 207, 217, 302, 306, 308, 309, 310, and 312.

- a. POL-205 Paid Leave
- b. POL-207 Payroll
- c. POL-217 Annual Performance Review
- d. POL-302 Mobilization and Daily Trip Inspections
- e. POL-306 Passengers with Disabilities
- f. POL-308 Accidents
- g. POL-309 Video Surveillance
- h. POL-310 Operational Data
- i. POL-312 Incidents

Secretary Ketchum moved, Vice-Chair Grose seconded, Motion passed 3-0.

Adjournment

The Board recessed the regular meeting at 9:40 a.m.

The Board, Mr. Clark, and Miss Towner will adjourn into Executive Session, Pursuant to RCW 42.30.110(i) for the purpose of attorney-client privilege discussion of matters with the potential legal or financial consequence to the agency. The session is expected to last no more than 30 minutes.

The executive session adjourned at 9:58 a.m.

The next regular meeting is on January 25th, 2022, at 8:00 a.m.

APPROVAL

**LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY**

Respectfully prepared by:

Rebecca Towner
Clerk of the Board

Rebecca Staebler, Chairperson

Lee Grose, Vice-Chairperson

Tony Ketchum, Secretary