



Regular Board Meeting Minutes

February 8th, 2022

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 Tony Ketchum called the meeting to order at 4:00 p.m.

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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Andrea Culletto, Director of Communications
Tim Palmateer, Fleet Manager
Maggie McCarthy, Operations Manager
Jodie Ditch, Assistant Operations Manager
Timi Johnson, Finance and HR Specialist
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. Mark Westley introduced himself. He is born and raised in Centralia and is currently teaching English out of Adna High School. After many years of teaching at Centralia Middle School, Mark Westley is currently a member of Centralia City Council appointed by Mayor, Kelly Smith Johnson. He is excited and looking forward to working with everyone. Mark coached Centralia basketball and was a long-time baseball coach.
 - b. Lee Grose stated that he is a commissioner in Lewis County, currently finishing out Gary Stamper's term. Lee Grose is a lifetime resident, and he resides in Packwood. He had coached football and basketball. In 1984, Lee Grose ran a store in Alaska with his brothers for 5 years. He came back to Packwood and opened his own hardware store for 25 years.
 - c. Debbie Lytle shared that she has lived here her whole life. She has driven bus for almost 40 years between school districts and Twin Transit. She has driven almost 22 years for Twin Transit. Ms. Lytle wanted to include that Twin Transit has been in

negotiations with the union and it has been going well. She stated that they appreciate what Joe Clark has been doing for them.

- d. Tony Ketchum also shared that he has lived in Chehalis since 1971 and had graduated from W.F. West. He has been on the city council for many years and was a past mayor for 8 years. Tony Ketchum has been re-nominated in January to be mayor again for the next few years. Tony Ketchum stated that he is the longest tenure of the board.
- e. Allen Unzelman shared that he grew up in Lewis County and that he is the attorney for Twin Transit.
- f. Tony Ketchum brought up the discussion of the new regular board meeting time. The board members agreed for the new board meeting time to be set for 3:30 p.m. on the last Tuesday of each month.

3. Nominations & Selections for 2022 Board Positions

- a. Tony Ketchum opened the floor for nominations for Board positions, each lasting for a two-year cycle.
- **Mark Westley nominated Tony Ketchum for Chairperson of the Board. Tony Ketchum consented. Vice Chair Westley moved, Secretary Grose seconded. Tony Ketchum has received the majority of the votes and is the new Chair for the two-year term beginning in 2022. Motion passed 3-0.**
- **Tony Ketchum nominated Mark Westley for Vice Chairperson. Mark Westley consented. Chair Ketchum moved, Secretary Grose seconded, Motion passed 3-0.**
- **Mark Westley nominated Lee Grose for Secretary. Vice Chair Westley moved, Chair Ketchum seconded, Motion passed 3-0.**
- **Tony Ketchum nominated Debbie Lytle as a non-voting member of the board and Timi Johnson as Clerk of the Board. Chair Ketchum moved, Vice Chair Westley seconded, Motion passed 3-0.**

4. Staff Reports – Discussion

- a. Admin Update
 - i. Mr. Clark stated that he is going to incorporate all the admin topics into a timeline presentation. Mr. Clark shared that last May, Twin Transit opened the Mellen Street Transit Station and added two electric buses to the fleet. That was really the inaugural step into renewable energies for Twin Transit. Mr. Clark said that Twin Transit will be building a Hydrogen Station right across the street in the Port of Chehalis. This build should be complete in September of this year. That funding is coming from a direct capital budget appropriation in the amount of \$2.55 million to complete that work. Mr. Clark shared that there will be dispensers. One will be a 700-bar dispenser, which is for vehicles and car. Then there is a 350-bar dispenser, which is for medium and heavy-duty trucks. You would think that the higher pressure would be for the bigger vehicles but when you're filling tanks with hydrogen, you must go slow. The faster you go, the hotter it gets, and it can impugn some of the integrity of the tank itself. So, on those longer fills and bigger capacity, you go slower. With the smaller tank you can go a bit faster. Mr. Clark stated that

the EIC is doing a legislative roadshow this fall because this is the first hydrogen fueling station outside of California in the country. Bonneville Environmental Foundation, Toyota North America, Washington Green Hydrogen Alliance, and Douglas County PUD are partners in this project. Douglas County is where they are building an electrolyzer, which is where Twin Transit will be getting the fuel from. The fuel will initially be in gaseous trailers that will come over on a train, then it will be moved on to some sort of truck or tractor to the fueling site and then plug the dispenser in. Mr. Clark shared that Twin Transit's hydrogen buses will be coming in 2023-2024. The supply chain is hard to predict. Twin Transit will also get some Toyota Mirai, hydrogen vehicles from Toyota North America, to test. Twin Transit, the cities, and the County will get to use some. Toyota wants to run those through the paces because this is much different from Southern California, such as the different temperatures and topography. The hydrogen station will initially be for fueling the hydrogen buses and fueling these Mirai.

- ii. Mr. Clark shared that the Exit 68 project will be starting this summer. It is going to be a combination of electric bus charging and electric vehicle charging. That project is in partnership with Energy Northwest. They received \$1.2 million from Commerce and \$600,000 from the Coal Transition Board. Twin Transit received a \$2.2 million Green Technology Grant. This is the same thing that was built at Mellen Street for \$1.9 million.
- iii. Tony Ketchum stated, "It is going to look just like Mellen Street almost."
- iv. Mr. Clark replied that it is going to be almost identical to Mellen Street. It is going to be about one or two stalls shorter because there isn't the need for as much capacity down there because not all the Twin Transit buses go there like they do at Mellen Street. The two locations will be very similar, but there will be a little bit more car charging at Exit 68 because there is that intersection there at Highway 12.
- v. Mr. Clark shared that Twin Transit is working with Energy Northwest on an E-Transit Station at Exit 68 right by the Texaco Station, just east of Spiffy's. Then Twin Transit will put another one out in Morton. There will be electric vehicle (EV) charging at the Salkum Library, downtown Mossyrock, Morton, Randal, Packwood, and Ashford or Elbe. That will be a grant that Twin Transit is partnering with Energy Northwest on. Then Twin Transit will be moving to another grant that Twin Transit applied for through Coal Transition. That grant is to put more EV charging in. The reason is because if you go down the corridors, you see a lot of charging. There isn't a lot in the cities out here. So Twin Transit will put some in Napavine, downtown Chehalis, downtown Centralia, and maybe at the train station. Twin Transit really wants to give the whole county an opportunity to EV charging. Lewis County does a lot of festivals and has a lot of tourism. It would be unfortunate if someone came here and didn't have access to that. Mr. Clark stated that Twin Transit will start off slow with one or two, but as more electric vehicles get on the road, there can be additions without having to dig. The conduit and the wiring will already be ran, and we will just add a charging station as it is needed.
- vi. Mr. Clark stated that Twin Transit is going to really focus on some biannual funding to complete a number of hydrogen fueling stations along I-5. Twin Transit will get some electric buses in the spring of 2024, and that will bring Twin Transit up to 4 buses. Those buses will primarily operate in the cities. Mr. Clark wanted to clarify; Twin Transit gets support by receiving sales tax dollars. When Twin Transit works outside of the cities, that is done with grant funds not sales tax money. Twin Transit is also working on a federal grant with a coalition of people across Washington State

for about \$100 million. Twin Transit's portion of that is about \$3 million to \$6 million depending on how that is distributed.

- vii. Mr. Clark stated if you add up all the grants, Twin Transit will have about \$15 million for construction that will be used over the next 24 months to build out Twin Transit's infrastructure. Twin Transit will be able to go to east county and service those areas in a whole different capacity.
- viii. Mr. Clark shared another thing that Twin Transit has done is the DARTT program. In 2020 the DARTT program began. This month, the program will exceed 500 rides. The DARTT program takes people as far away as Morton to Olympia for treatments or medical appointments. DARTT will start going to Longview because a lot of people prefer to go down to that area. It has been successful. Part of it could be because of Covid because no one wanted to sit on the bus next to anyone. There have been several funds from the Ready to Launch Grant. Mr. Clark stated that Miss Towner has done a great job at keeping all that sorted and separated. It has been well accepted in the community. People leave comments on the Twin Transit Facebook page all the time about how important it is to people. There is a gentleman down in Toledo who had to pay about \$80 every time he had to go to Olympia for his treatment and for us it is about \$14. So, it made a big difference for him.
- ix. Mrs. Culletto shared that she loves to sit with the DARTT coordinator and hear how the DARTT program is helping people. DARTT is helping the community by taking people to chemo treatments, assisting someone has had an accident and can't drive or helping kids to get back and forth to Centralia College or back and forth from work. There are those people who are using the program just to get their hair done as well. There is just that quality of life, being able to go out and do things and have that independence. The program is still relatively new, it's only been about a year since it started.
- x. Mr. Clark added that Twin Transit continues to see growth with the DARTT program. Mr. Clark also shared that Twin Transit found out how to combine some grant dollars that were received to get new equipment for DARTT and make it better. You'll start to see some new features coming out soon.
- xi. Mrs. Culletto also wanted to add that before the DARTT program was the LIFTT program, which is still in operation. LIFTT is only available if a person lives within three quarters of a mile of a fixed route system to help those who have mobility issues who can't get to the fixed route bus, get to the bus. What has been seen is that DARTT has kind of came in and taken over. Those who were taking LIFTT before are now using DARTT to go wherever they want to go as they have more options.
- xii. Mr. Clark moves on to share that through all this effort, Twin Transit has built a relationship with the Chehalis Airport. Brandon, the manager of the airport, was a recipient of one of the sixteen awards from WSDOT to look at renewable energy and alternative fuels for aircraft. Since then, Twin Transit has built a relationship with two vendors. One vendor is ZeroAvia located at Paine Field, where will be hydrogen fuel cell engines for aircraft. They want to use the Chehalis Airport as a downwind leg of their test track. So, they would leave Paine Field, fly down here, fuel up, and fly back to Paine Field. Similarly, there is a group in Moses Lake called Universal Hydrogen and Magnix who are doing the same thing. They are repowering Dash-8s with hydrogen fuel cell electric engines and they need a place to test them. So, we

are working on putting in a hydrogen station at the Chehalis Airport. There is a meeting set up with I-5 Toyota, as they are looking to sell Toyota Mirias. That will be nearby the airport. One side will be airplane accessible, and the other side will be for retail for trucks and cars. We will get some more vehicles, buses, and cars in June 2024.

- xiii. Mr. Clark said that the federal government through Infrastructure Investment and Jobs Act (IIJA) has allocated \$8.6 billion for 4 hydrogen hubs across the country. Some are brown hydrogen, some are blue hydrogen, and Twin Transit's hydrogen is the only green hydrogen being produced right now at Douglas County. There is another group of us going after the \$2.2 billion to bring to the Northwest. Mr. Clark shared that Mrs. Culletto and Miss Towner and himself are working on a group called the Energy Innovation Coalition (EIC) and Twin Transit is a part of this funding. There is another potential for a considerable amount of funding to come to this area to begin this hydrogen valley concept that has been talked about. Then Twin Transit will look at biannual funding to get a 5 to 10 megawatt electrolyzer producing hydrogen here. There are enough vehicles that would warrant that at this time, and it would be built somewhere out here in the port. Then you look at Exit 88 as an E-Transit station, you really can't park there, you can't get buses in there, and Intercity can't get buses in there, so Twin Transit talked to Intercity Transit about a joint effort in completing the I-5 energy corridor. Along with that there are bus pullouts on Scheuber and Borst, just like Twin Transit did at Market Street. There are also ADA ramps that are being done, bus purchasing, and the bus fleet. Twin Transit is staying busy and it is exciting times.
- xiv. Mr. Clark stated that it was announced during a meeting with the Washington State Transit Association, both by the senate and the house that they are committing \$16 billion to transit over the next 16 years. That's funding that transit has never seen at that level. Mr. Clark shared that he had just learned recently that only 55% people in Pierce County have a reliable vehicle. When you think about how these people get to school, work, or medical appointments, transit is how they do it. Right now, it looks positive, and it looks like there is a joint effort to move this forward. This doesn't include the money that Twin Transit will get from the Infrastructure Investment and Jobs Act or Build Back America. These federal funds are on top of the state funds which are on top of the grant funds. Mr. Clark stated he is sharing all of this because Twin Transit is doing a lot and people are going to ask how Twin Transit is doing all of this. Mr. Clark doesn't want anyone to think that Twin Transit is using sales tax monies that we shouldn't be using, because Twin Transit isn't. Miss Towner is a great accountant, and she keeps all the money in the right categories. Twin Transit is going to go to the east county and it's going to happen with grant money. The east county needs Twin Transit. A lot of big things going on and at each meeting we'll do a little briefing. It is a new era here and Twin Transit is trying to do things that are exciting and yet improve the community in a very meaningful way.
- xv. Allen Unzelman wanted to clarify that when referencing the \$15 million that is added and supplemented to what the normal operating budget is funded upon. It isn't without burden; those grants have a tremendous amount of work, which mostly goes to Miss Towner as far as accounting and grant management. All the grants have different standards, rules, requirements, and audits to be subjected to. It is not an obligation that Twin Transit is signing taxpayers up for.

b. Fleet Update

- i. Mr. Palmateer shared that there was some extensive warranty work done on the electric buses due to some issues with the connectors on the battery packs that CCW worked on and corrected. Currently the maintenance team is working on transitioning the buses back into the fleet and putting miles on them, testing them, and checking the functionality. So far, they are performing well.
- ii. Mr. Palmateer stated that Twin Transit is looking at some Ford Transit and ProMaster Vans. Schetky Bus and Van Sales has been very promising with the chassis which has been a big issue. They can spec out the vehicles to Twin Transit's liking. All vehicles that Twin Transit is looking at getting are ADA accessible by accommodating passengers with a rear ramp or lift. Twin Transit is thinking about these vans for potential expansions on routes or potentially DARTT services.
- iii. Mr. Clark added that when Mr. Palmateer and himself spoke with some of the vendors, that if Twin Transit was to order some of these vehicles right now, it would be lucky to receive them by 2024. These vehicles Schetky hunted down for Twin Transit, and they have 5 Transits and 5 ProMasters. Twin Transit has the funding by being awarded one grant of approximately \$114,000 in May of 2021 and another of \$413,000, so Twin Transit has had the money for a long time and have been looking to buy these. Twin Transit would like to grab them while they're available. Mr. Palmateer is looking into getting them refurbished into electrics so they can be used at the E-transit stations and to service Morton.

c. Finance Update

- i. Miss Towner shared a report with 2021-year end totals. All items are broken down by their own code. Twin Transit tracks where every cent goes and what kind of revenue supports that expense code. Overall Twin Transit was about 3.62% over what was originally budgeted. Next month, once Twin Transit gets the final sales tax number, Miss Towner will bring forward the final budget resolution so that it can be approved. Miss Towner is also going to bring forward a 2022 budget resolution because there will be a lot of construction in 2022 so that needs to be accounted for in the budget adoption.
- ii. Mr. Clark added that when they arrived in 2019, Twin Transit's budget was \$2.9 million and now total expenditures are at \$8.4 million. The revenue and expenditures have increased almost three times the amount from when he first started in just under three years. Miss Towner does a great job. She has put together a clean line of sight to where the money goes, and it's tracked across the various departments. There are finance meetings held with the managers and the executive team and Miss Towner holds them accountable.
- iii. Miss Towner adds that when looking at the chart, Twin Transit started with a high fund balance and ended with what looks like a much smaller number than what Twin Transit ended up with. 2021 started off with bond funds to fund capital projects such as the 212 E. Locust St. remodel. That is why the fund balance is so much higher than what the usual fund balance is. Twin Transit is required to maintain \$500,000 in the capital fund as well as 2 months of expenses for operational funding.
- iv. Miss Towner wanted to talk a little bit about the Department of Commerce budget. This budget is the \$2.55 million for the hydrogen fueling station. The contract is still being finalized with Commerce, but Twin Transit is hoping that will happen in the next week or so; it has been a slow process.

- v. Lastly Miss Towner wanted to give an update on Social Security. Twin Transit has only had PERS available for retirement since its inception. Last year the Board approved Twin Transit to move forward with adding Social Security. It had to go through a vote by all employees and it had to be accepted by the majority. The vote did pass. Effective this year Twin Transit will have Social Security and PERS for all its employees.

d. Policy Update

- i. Miss Towner stated that with the first readings, she needed to remove the first policy listed, POL-202 Job Descriptions.
- ii. Miss Towner starts with POL-210 Employee Conduct. That was mainly an update to the language around uniforms.
- iii. Miss Towner shares that it has been a while since POL-301 Passenger Rules has been reviewed by the organization. There are general rules for all service types, and the addition of DARTT-specific rules. Mr. Clark added that we reviewed these rules and looked at some of the constraints that have been placed on the police officers. Doing so, Twin Transit felt it was critical to enforce these rules to have that added layer of protection for the drivers and the riders. Twin Transit tried to incorporate some that in here as well.
- iv. Miss Towner stated that in POL-503 Accounting, they wanted to update position titles and the signatory on the bank account as there has been some changes since the last time it has been updated.
- v. Allen Unzelman shared that the goal is to constantly be in rotation, so the policies are always being reviewed. So then that way every so many years, everything comes back to the Board so there isn't a policy still being honored from 10 or more years ago. By bringing a little bit to each meeting, it keeps everything updated over time.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #29828-29926 including Capital and Operating expenditures December 1-31 of 2021

i. Capital Warrants	\$	28,547.10
ii. Operating Warrants	\$	243,585.46
iii. Operating ACH	\$	77,396.44
iv. Payroll ACH	\$	163,311.37
Total	\$	512,840.37

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes from December 14, 2021, Regular Board Meeting.

**Secretary Grose moved, Chair Ketchum seconded, Vice Chair Westly abstained.
Motion passed 2-0.**

2. Approval of a Sunset Ford purchase order totaling \$63,805.00 for one (1) 2020 Ford Transit Passenger Van.
 - a. Tony Ketchum asked, "Are these things that local dealerships can't do?"
 - b. Mr. Clark replied that this is a state contract. There are some vehicles Twin Transit can and has purchased locally. Typically, smaller vehicles, service vehicles, trucks, or cars. With these types of vehicles, it's so much easier and less expensive to get them off the state contract.
 - c. Lee Grose asked, "What about the new Toyota Hydrogen?"
 - d. Mr. Clark said that they are going to be given to Twin Transit to use and there doesn't have to be any money spent on them.
 - e. Allen Unzelman stated that it is really restrictive now. There used to be a time where you could buy almost everything local, but with the way procurement works, restrictions have changed.

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

3. Approval to authorize for the Executive Director to enter a purchase contract with Schetky Northwest Sales, Inc. for the procurement of two (2) 2021 VMI Ram ProMaster 2500 ADA Vans in the amount of \$163,428.00
 - a. Tony Ketchum stated that it appears that the two vans are the same but then they cost different.
 - b. Mr. Clark replied that one has a rear A/C and heating unit, and one does not. They don't come stock with that option, and one had it and the other one didn't so there was about a \$4,000 difference in the cost.

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

4. Approval to authorize the Executive Director to enter a public works contract with MDK Construction Inc., for the construction of a facilities storage addition located at 212 E. Locust St, Centralia, in the amount of \$51,560.83
 - a. Mr. Clark shared that Twin Transit went off the Centralia Small Works roster, got three bids, and MDK was the least of those bids. Twin Transit is running out of storage and have things spread all over. So, one of the bays under the covered parking area will be a storage facility and an office for the facilities staff.
 - b. Tony Ketchum asked if it has been built yet, because in the proposal it was supposed to have been done by the 31st of January.
 - c. Mr. Clark stated no it hasn't been built yet, but because of supply chain and contractor scheduling, the date has been pushed out. Once this passes, it is Twin Transit's responsibility to write up the contract and will get sent out. Twin Transit does already possess the permit.
 - d. Mark Westley asked if this was an item that was already budgeted for or was it going to be an addition to the budget?
 - e. Mr. Clark stated that it was already in the budget.

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

5. Approval to surplus and dispose of Five (5) Samsung Tablets and One (1) Apple MacBook Pro
 - a. Mr. Clark explained that the tablets were used by drivers and Twin Transit surplused some two months ago and this was the remaining of the tablets, and Twin Transit doesn't use any Apple products.
 - b. Mark Westley asked if these are on a regular replacement cycle.
 - c. Mr. Clark replied that Twin Transit leases the equipment from Dell and are set to be on a refresh cycle every 3 years. These items listed here are listed on the Transit Asset Management Plan (TAMP) so they need to be disposed of on the small and attractive list.
 - d. Lee Grose asked if these were on a lease program, why are these being surplused.
 - e. Mr. Clark said that these items were purchased, they were not a part of the lease program.

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

6. Approval of Resolution 2022-01 voiding warrant 29340 payable to Joseph Zurfluh in the amount of \$7.44

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

D. New Business

1. Approval of first reading of POL 210, 301, and 503.
 - a. POL-210 Employee Conduct
 - b. POL-301 Passenger Rules
 - c. POL-503 Accounting

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

2. Approval of second reading of POL 313, 401, 402, 403, 404, 405, 406, and 407.
 - a. POL-313 Passenger and Public 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 moved, Vice Chair Westley seconded, Motion passed 3-0.

Adjournment

The Board recessed the regular meeting at 4:56 p.m. No action to follow.

The next regular meeting is on February 22nd, 2022, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Lee Grose, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board