



# Regular Board Meeting Minutes

## May 25, 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.*

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Chair Rebecca Staebler called the meeting to order at 8:00 a.m.

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

Staff Present: Joseph Clark, Executive Director  
Andrea Culletto, Director of Communications  
Rebecca Towner, Director of Finance  
Timothy Palmateer, Fleet Manager  
Jennifer Dowdy, Human Resources Coordinator

### A. Discussion Only Items

1. Call to the Public – *Public discussion on any item not listed on the agenda.*
  - a. Lesley Jackson, a current employee of Twin Transit, read aloud a letter to be distributed to the Board members, regarding her personal concerns about policy and behavior of management.
2. Board Member Reports
  - a. Debbie Lytle expressed her appreciation for the new driver barriers being installed in all buses. Public safety is becoming an increasing problem, not just on buses but in the public in general. Twin Transit is keeping drivers safe with barriers, cameras, and training.
  - b. Gary Stamper council meeting in Morton, Twin Transit moving in positive direction potential transportation and charging stations. Community gathering in Packwood, great opportunity for Twin Transit to attend.
  - c. Rebecca Staebler inquired whether anyone had reached out to Mr. Clark about a Centralia Tour Bus that an individual in the community had begun to refurbish. Unfortunately, after an inspection by Twin Transit's fleet manager, it was determined that the bus was not in suitable condition. There are also rules around public transit offering shuttle service that would make it difficult to operate.

### 3. Staff Reports – Discussion

#### a. HR Update

- i. Ms. Dowdy shared an update regarding the new hires recently brought on at Twin Transit. That list includes two full-time mechanics, a new bus operator, a new detailer, and a mechanic intern through a partnership with Centralia College.

#### b. Operations Update

- i. Mr. Clark shared that since the new route roll-out on May 3<sup>rd</sup>, Twin Transit has received both positive and negative feedback from both drivers and riders. A few changes will be necessary, the most major being the addition of a stop at the Olympia Transit Center on the Green Line. These changes will take place on June 4<sup>th</sup>.
- ii. Mr. Clark stated that there is stop and shelter work planned for the summer. The facilities team will be pouring ADA pads and maintaining shelters. The number of shelters will be reduced overall, but will be relocated to high traffic areas, due to the level of maintenance required.

#### c. Construction Update

- i. Mr. Clark gave an update regarding the various construction projects underway. He shared that Twin Transit and SCJ Alliance is finalizing the punch list for the Mellen Street e-Transit Station. A grand opening ceremony will be held on June 3<sup>rd</sup>. Phase 4 of the remodel at 212 E Locust Street and the paving and stormwater upgrades will be completed by this fall. Also, the Bishop Road Building B was painted on the exterior to match Building A. A pull-out at the Chehalis Library is also planned for the summer.
- ii. Mr. Clark explained that after the completion of the environmental study at the Exit 63 Park & Ride site and surrounding areas, Twin Transit has decided to look elsewhere for the location of its next e-Transit Station. He will be researching land at Exit 68 upon approval from WSDOT.

#### d. Alternative Fuels

- i. Mr. Palmateer provided an update regarding the electric buses. The buses have undergone thorough inspection and the fleet team has been adding the final touches such as decals and fare cans. Acceptance letters were signed and sent to Complete Coach Works after satisfying the documentation required by the WSDOT grant funding. Mr. Clark added that in addition to driver and mechanic training, the local fire districts also participated in training for emergency situations.

#### e. Communications

- i. Mrs. Culletto announced that Twin Transit is planning to attend a variety of events this summer including Winlock Egg Days, Toledo Cheese Days, the Mossyrock Freedom Festival, and others.
- ii. Mr. Culletto shared that a new position has been added to the communications department. Maleah James, a current employee of Twin Transit, will change roles to act as Transit Planner. Her primary role will be to educate potential riders at schools, senior centers, and other key groups.

f. Financial Update

- i. Miss Towner presented the updated cash flow and budget v. actual reports through the end of April 2021. She explained that the Operations budget is underspent by 3.3% for being four months through the year. She also shared that she is preparing a check for approximately \$727,000 for the first electric bus. Request for reimbursement will be sent to the Department of Ecology immediately after; once reimbursement is received, Twin Transit will pay for the second bus and request reimbursement. It is projected that fund balances will dip below the minimum required balances for a short time as these large payments are made; regardless, after reimbursements Twin Transit will end with a healthy capital fund balance around \$900,000.

g. Policy Update

- i. Miss Towner explained the modification to POL-104. In response to the results from the last financial audit, it was necessary to add a new asset category for intangible assets, which includes items such as software, and establish a useful life for intangible assets.
- ii. Miss Towner presented the revised POL-205, the major change being that Black Friday was added to the list of paid holidays, in an effort to align to the State's holiday schedule.

**B. Consent agenda**

- a. Request to approve financial warrants #29158-29241 including Capital and Operating expenditures for April 1-30 of 2021.

i. Capital Warrants	\$ 259,724.76
ii. Operating Warrants	\$ 157,176.16
iii. Capital ACH	\$ 87,325.55
iv. Operating ACH	\$ 51,017.49
v. Payroll ACH	\$ 135,631.57
Total	\$ 690,875.53

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

**C. Action Items**

1. Approval of Board Minutes Action
  - a. Adoption of minutes from April 27, 2021 Board Meeting.

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

2. Approval of Maverick Construction Inc. contract of \$398,749.43 for the purpose of completing Stormwater upgrades and paving at 212 E. Locust St, Centralia.

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

#### D. New Business

1. Request second reading and adoption of Bylaws.
  - a. Establishes the composition and operational structure of the Board of Directors and provides guiding parameters for Board Meetings.
  - b. Removed direct references to the Open Public Meetings Act to avoid incomplete or outdated language.

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

- ii. Request first reading of modifications to POL-205.
  1. Added Black Friday to the list of company holidays.
  2. Added language specifying that all non-contractual employees, unless required to work on a holiday, have the holiday off, paid. Contracted hourly employees do not receive paid holidays and may take the day unpaid or request PTO if not working the holiday.
  3. Added clarification to guidance for exempt employee compensation in the event they are asked to work on a designated company holiday.

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

#### Adjournment

The Board recessed the regular meeting at 9:13 a.m. No action to follow.

*The next regular meeting is June 29<sup>th</sup>, 2021 at 8:00 a.m.*

APPROVAL

LEWIS PUBLIC TRANSPORTATION  
BENEFIT AREA AUTHORITY

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Rebecca Staebler, Chairperson

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Gary Stamper, Vice Chairperson

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Tony Ketchum, Secretary

Respectfully prepared by:

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Rebecca Towner  
Clerk of the Board