



Regular Board Meeting Minutes
January 31st, 2023
of the
LEWIS PUBLIC TRANSPORTATION BENEFIT AREA
(LPTBA dba TWIN TRANSIT)

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

Chair Tony Ketchum called the meeting to order at 3:30 p.m.

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

Staff Present: Joseph Clark, Executive Director
Rebecca Towner, Director of Finance and Human Relations
Tim Palmateer, Fleet Manager
Timi Johnson, Finance and HR Specialist
Maleah Kuzminsky, Community Relations Supervisor
Joey Zurfluh, IT 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. No board member reports at this time.
3. Staff Reports – Discussion
 - a. Admin Update
 - i. Mr. Clark updated on the hydrogen fueling project. He stated that if the NEPA and SEPA testing wraps up shortly, then the permitting process may begin. If things stay on track, then early 2024 or even maybe late this year, Twin Transit could be producing and dispensing hydrogen at the facility.
 - ii. Mr. Clark shared that Exit 68 is moving along well. There will be a meeting to go over and finalize the design and remit those for permitting on Tuesday. An RFP will be issued for the construction of that site as well, probably in the month of February. It is important that this project is completed by June 30th. Twin Transit is targeting a contract award around March 15th, which gives approximately 60

days and then any commissioning contingencies that need to be applied to that construction effort.

- iii. Mr. Clark stated that the grant funding for the Morton project should become available around July 1st. It will be probably close to August 15th before Twin Transit gets the contract. Once the project is started, it should only take about 30 days to complete. Hopefully it is completed before the rain starts in the Fall.
- iii. Mr. Clark shared that for Exit 77, Twin Transit will work with the City of Chehalis, Discover Lewis County, Experience Chehalis, and Economic Alliance to sit down and build a representative advisory group to sit down and get their input on what everyone believes Exit 77 should be as a community. There is a substantial amount of funding awarded for this project. It is important that with the transition of this space within the community, that everyone comes together to give their input on what they feel are the important aspects of the project.
- iv. Mr. Clark updated that at Exit 63, there is an investment group purchasing 20 acres on the southwest corner and 10 acres of the northwest corner off the intersection of highway 505. Twin Transit was looking into using the southeast corner of this property which was a park-n-ride. This investment group invited Twin Transit to come down and use some of the money that was being awarded on Exit 63 in a kind of public private partnership and put a transit station right by the Shell Station. This is exciting as the park-n-ride wasn't really conducive to what Twin Transit is trying to do as it was undersized and a wetland area. This will be a better solution. With integrating with this group, there is an opportunity that they have other fueling stations in the area to make other transit partnerships.
- v. Mr. Clark said that Exit 88 has a similar situation where Twin Transit is working with the property owners around that intersection of Highway 12 West and I-5. This is out of Twin Transit's service area, but because it is shared with Rural Transit, InterCity, and the Tribal Vanpools, there is a cost share model being reviewed with the public private relationship. Also the transit station will be moved from the park-n-ride over to the southwest corner to where all the amenities are, such as McDonalds, the gas station, the coffee shop, etc. The conversations for Exits 63 and 88 are just beginning. Both exits are in the projected grant award, so we don't want to get too far ahead of ourselves.
- vi. Mr. Clark stated that he and Maleah Kuzminsky attended the PNWH2 conference to kickoff putting a proposal together for somewhere between 500 million and a billion dollars. That would directly impact Lewis County from economic development and job education. There is a full variety of benefits. The proposal is due April 7th, so resources are going to have to be dedicated to get this done. Twin Transit's portion is our next partnerships which is the H2 Transit Coalition. We will be working with a group of transits to put in place a hydrogen corridor from Vancouver B.C. to Vancouver Washington. Around North Everett, around Pierce and Thurston County, Lewis County, Clark County, and somewhere in Clallam, Jefferson, Kitsap areas so that we could really start to promote and engage other public fleets in the use of this type of technology. They've been receptive. We are the only group that has hydrogen vehicles available. There aren't any hydrogen planes or class A trucks that you can go buy, but you can go buy a hydrogen bus.
- vii. Mr. Clark shared that Twin Transit wrote a grant to the Department of Ecology and had received \$225,000 to split between both of the school districts and the Center of Excellence for Clean Energy at Centralia College. This allows us to build

a curriculum for certification, associate's, and bachelor's degrees and that has been going very well. There have been a number of meetings and there have been visits to a various renewable energy companies in Washington and Oregon. We are anticipating to hear back from Career Connect Washington about another grant this week. We had asked for \$150,000. We're bringing the superintendents, their CTE advisors, career technical education folks, and all of that is in support of our strategy of simultaneous pathways where both the workforce development, infrastructure and device come together simultaneously. There are jobs, but there isn't anywhere to put people. There are vehicles, but no one to repair them. Its going to be out of balance. It has been a strong strategy to build out this curriculum in this framework with the college and with the school districts.

b. Fleet Update

- i. Mr. Palmateer updated that the two electric buses have been working on the one WAVE charger currently in use. It was just learned with the temperature differences in the winter, the electrical system doesn't factor the state of charge of the vehicle being used. It is anticipated to have another WAVE charger installed by this summer so both chargers can be run simultaneously.
- ii. Mr. Palmateer stated that the electric buses that are on order are scheduled to be built November of 2023 and delivered December of 2023. There was inductive charging looked at for those as well and potentially an extra battery pack to extend the range for those two electric buses.
- iii. Mr. Palmateer shared that there are 2 hydrogen buses on order. He has been working with New Flyer on a proposals and trying to get a third hydrogen bus on order. There currently is a 10 weeklong lead time on their production. New Flyer stated that if one was to be ordered, it could potentially be late quarter 2 in 2024 before receiving the bus. He has been talking with a vendor called Hometown Manufacturing. They make a smaller bus with a Ford F550 chassis and inserting the hydrogen systems in the wall. They are working with Day One Alternative Fuels and US Hydrogen Fuels. They are working on a 8 week project right now for their first hydrogen vehicle, so they are an option as well. There are various seat configurations that can accommodate for non-cdl drivers.
- iv. Mr. Palmateer said that there were transit vans approved by the board back in 2020. There is an estimated start time of March 27th for those and should be completed by April 17th. Those should hopefully be delivered by the end of April of this year. There is a company called Lighting eMotors that has been looked into. They have a larger battery capacity comparted to their competitor. So they may be an option in the future, but right now it's hard to get the electronic chips.
- v. Tony Ketchum asked, "How are the bathrooms coming at Mellen St? It looks like it's still wrapped in plastic."
- vi. Mr. Eckerson replied that they're still waiting on the city to get the water drilled over there and waiting to get Maverick Construction over there to run the sewer lines. They were held up because they have to use a microbial patch on the manhole cover and Lewis County is the only one in the state that uses it so it was hard to find.
- vii. Mr. Clark stated that he had a meeting set up with them for tomorrow with the project team to make sure the project is back on track.

c. Finance Update

- i. Miss Towner went over the recent cash flow with the board. There is one month left and she is waiting for the final sales tax number for December because it comes in 2 months behind. The ending balances should be very close. If there is a bit higher sales tax revenue than anticipated, that just means there is a higher operating fund balance and not as much will need to be transferred over from capital. There was \$128,000 transferred into operating from the \$372,000 that was put into capital throughout the year. The reason being there were expenditures that were out of Twin Transit's control such as inflation, rents that weren't budgeted such as Exit 77. She could have been more aggressive with the grant reimbursement this quarter, but she wanted to push more in the next quarter so there would be more money to work with in the upcoming quarter. It is believed that Twin Transit will make it up over the course of this quarter. Overall, Twin Transit is ending in accordance with policy. For operating Twin Transit has \$850,432 which represents two months of expenditures. For capital Twin Transit had to have at least \$500,000. The year end was at \$1.2 million. Once the final sales tax number comes in, that will be brought to the board at the next meeting for a budget amendment for 2022 along with the final fund balance numbers.
- iv. Mr. Brummer inquired about the difference in cost to charge an electric bus versus fuel costs.
- v. Miss Towner replied that with the two electric buses currently being used, there is a peak of \$2,000 a month for electric charging at Mellon Street in comparison to at least \$4,000 per week for fuel. Fuel costs will decrease significantly as we make the transition to 100% zero-emission.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30671-30789 including Capital and Operating expenditures December 1-31 of 2022

i. Capital Warrants	\$	147,014.88
ii. Operating Warrants	\$	318,474.41
iii. Operating ACH	\$	94,358.24
iv. Payroll ACH	\$	143,365.80
Total	\$	703,213.33

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

C. Action Items

Action

1. Approval of Board Minutes

- a. Adoption of Minutes as amended from December 13, 2022.

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

2. Approval of lease agreement with the Port of Chehalis for the property near 1697 Bishop Rd., Chehalis at Exit 74. Twin Transit will use the property to build, develop, and operate a hydrogen fueling station.

- a. Mr. Clark shared that this is an 8-acre piece lot-line deducted from an original 34-acre piece off Bishop Rd. The Port has given Twin Transit a 10-year lease on this property, which coincides with the grants. The land and the use of the grants must remain intact for 10 years based on the Department of Commerce ruling. At the end of the 10 years, there will be another lease renegotiated.
- b. Mr. Unzelman reviewed the lease agreement with the board.

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

3. Approval of City of Chehalis lease agreement for the property near 821 W. Main Street, Chehalis at Exit 77. Twin Transit will use the property to build, develop, and operate an electric vehicle charging station, which will be known as the Main Street e-Transit Station.

- a. Mr. Unzelman reviewed the lease agreement with the board.

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

4. Approval of Resolution 2023-01 authorizing Twin Transit to operate fixed route service along the Highway 12 Corridor between I-5 and the City of Morton.

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

5. Approval to authorize the Executive Director to enter a public works contract for construction management services as it relates to the Highway 12 e-Transit Station at Exit 88.

- a. Miss Towner stated that the RFP was included in the board packet. The RFP was out on the streets for 2 weeks and we only received one proposal which was from JSA Civil. Twin Transit has worked with this vendor in the past and JSA Civil is well experienced in these types of projects. They are the vendor that Twin Transit will most likely be moving forward with on this award.

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

D. Executive Session

At 4:14 p.m., the Board adjourned into executive session, Pursuant to RCW 42.30.110(1)(i)(iii). The session is expected to last no longer than 30 minutes.

The executive session adjourned at 4:44 p.m.

E. New Business

1. Approval to authorize Executive Director to negotiate a purchase agreement with the successful bidder for the purchase of the hydrogen fueling station and electrolyzer to be installed at the Port of Chehalis Hydrogen Fueling Station.

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

Adjournment

The Board adjourned the regular meeting at 4:46 p.m. No action to follow.

The next regular meeting is on February 28th, 2023, at 3:30 p.m.

APPROVAL

LEWIS PUBLIC TRANSPORTATION
BENEFIT AREA AUTHORITY

Tony Ketchum, Chairperson

Mark Westley, Vice Chairperson

Scott Brummer, Secretary

Respectfully prepared by:

Timi Johnson
Clerk of the Board