



Regular Board Meeting Minutes March 28th, 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 3:32 p.m.

Directors Present: Tony Ketchum, City of Chehalis
Mark Westley, City of Centralia
Scott Brummer, Lewis County
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

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 that the construction and the plumbing for the restroom at Mellen Street is complete. There is concrete being poured today for an additional ADA ramp for the vans to drop off passengers with mobility devices to avoid having to share with the buses.
 - ii. Mr. Clark stated that the parts room at 212 E. Locust is now complete.
 - iii. Mr. Clark shared that there are final drawings for Exit 68, and we will be going to the county for SEPA on Friday. There will be a final review for the RFP document that will go out for that work to be done. Then bids and proposals will be evaluated, and then there should be dirt work around the 15th of May. This will be about a 60-day construction period as it is mainly flat work. Six Chargers will be installed as part of the Energy Northwest electrification of Highway 12. This should be complete by the time the next route shake-up happens.

- iv. Mr. Clark shared that there was an Operations meeting today and the route planning team is going to investigate places that Twin Transit can stop that would allow services for Toledo, Onalaska, Winlock and Napavine. If this can be accomplished, Mr. Clark said with the town names arranged in this order they spell out TOWN or “Go 2 Town” for a slogan.
- v. Mr. Clark shared that the Renewable Energy Vehicle and Infrastructure Technician program (REVIT) is really taking off. There was a \$223,000 grant received from the Department of Ecology. Rebecca Towner also submitted for a Career Connect Washington, and we received another \$149,000 for a total of \$372,000 for a 6-12 implementation of STEM renewable energy classes that will have CTE CIP codes. The courses will be approved by OSPI so that students may receive CTE credit for them. The idea is to do this county-wide. There is also a consultant to help develop the curriculum now as well. The Discovery Children’s Museum will be taking a trailer and doing the K-5 sections so they’re going out to the elementary schools. The college is working with Monica Brummer, and then there was a call from Jacob Leachman from WSU’s hydrogen hub. They’re putting together the graduate programs so that there is engineering all the way through K-20. Implementation will be this fall with some conferences and symposiums, then fall of 2024 will bring up the curriculum and put it in both high schools.
- vi. Mr. Clark stated that since Twin Transit has now expanded going to Olympia, Kelso, Longview, and Morton, Twin Transit is looking into changing its name to Lewis County Transit. It is to broaden awareness and capacity throughout the county. Twin Transit is working with the Silver Agency on a new logo, imaging, and other marketing material. There will be a series of articles to go out as well. The goal is to have this accomplished by the next route change which will be in September. Once the selection for rebranding has been narrowed down a bit, the selections will be shared with the Board.

b. Operations Update

- i. Mr. Clark stated that on March 6th, Twin Transit started going out to Morton and it’s going well. Olympia seems to be getting busy as Longview is also getting more and more passengers. The Olympia route was created about 18 months ago and Longview will be a year in August. Ridership continues to grow for both routes.
- ii. Mr. Clark stated that Twin Transit had been using software called Routematch. This company has been sold a few times and has not been able to keep up with updates or technical support. Twin Transit purchased software called Spare last year which helped with the Demand Response scheduling. You’ll see in the agenda later about a software company called Swiftly. They will control the fixed route operations and ridership. It tracks passenger counts, mileage data, etc. They are complimentary to each other.

c. Fleet Update

- i. Mr. Palmateer shared that there were two Gillig electric buses ordered. There was a production meeting last month. The build schedule was supplied by the manufacturer, and it looks like they’re going to start building them on September 11th. They have about a two-to-three-week lead time from build

to testing, but are still waiting on a delivery date.

- ii. Mr. Palmateer stated that the details for the two hydrogen buses to be ordered are worked out. That will be seen later in the agenda for approval to purchase these two buses.
- iii. Mr. Palmateer updated that he spoke to the vendors for the transit vans. They stated that the vans should be done in production in mid-April and should be seeing them come in shortly after.

d. Finance Update

- i. Miss Towner shared that final numbers came in for 2022. Twin Transit is well over the required fund balance minimum. Operationally there is \$849,008.75 and capital there is \$1.2 million. Twin Transit is within the 3% of budgeted expenditures. There was a total of \$4,999,000 brought in revenues for operations of \$5,019,000. Twin Transit started with balances of \$500,000 in capital and \$829,000 in operating, so you can see the comparison there. The reason being, a lot of the projects were not fully completed in 2022, so they were phased out into 2023 and forward.
- ii. Miss Towner went over the capital cash flow for 2023. Some of the projects and revenues have asterisks next to them, which means final contracts are being waited on. With spreading out capital projects, Twin Transit is not going to meet the whole \$38 million that was passed on the budget. When there are final numbers, that will be brought forward for a budget revision. There is a more solid budget for capital, but we are waiting for the contracts before that can be done. Twin Transit is looking to end 2023 with \$709,774. Some of the big projects that we know for sure that we're going to be doing is finishing the Mellen Street restrooms, purchasing some shop equipment, the electric buses, and a second Wave charger for Mellen Street. Those will finish off the remaining grant funds well in advance of the June 30th deadline.
- iii. Miss Towner shared that operations is currently 2% under budget. Admin was the closest on target. Twin Transit currently has spent 16% of the budget being two months in, that's just a little under the 17% that is expected. There are no concerns with any of the budgets at this point beyond fuel.

B. Consent Agenda

1. Approval of Financial Warrants

- a. Request to approve financial warrants #30790-30834 including Capital and Operating expenditures January 1-31 of 2023.

i. Capital Warrants	\$	12,414.12
ii. Operating Warrants	\$	216,153.49
iii. Operating ACH	\$	133,127.73
iv. Payroll ACH	\$	154,971.69
Total	\$	426,667.03

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

- b. Request to approve financial warrants #30835-30889 including Capital and Operating expenditures for February 1-28 of 2023.

i. Capital Warrants	\$	141,101.29
ii. Operating Warrants	\$	155,307.31
iii. Operating ACH	\$	109,195.25
iv. Payroll ACH	\$	153,649.78
Total	\$	559,253.63

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

C. Action Items

1. Approval of Board Minutes
- a. Adoption of Minutes as amended from January 31, 2023, Regular Board Meeting.

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

2. Amend 2022 Final Budget
- a. Request approval of Resolution 2023-02 Amending Final Budget 2022.

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

3. Approval of Resolution 2023-03 voiding warrant 30274 payable to Onalaska Alliance in the amount of \$10.00.

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

4. Authorization for the Executive Director to enter a services contract for the purchase of fixed route ridership software, procured from the WA Department of Enterprise Services Contract #05116. The estimated cost is \$113,184 for a period of three years, with an additional one-time implementation fee of \$9,888.

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

5. Authorization for the Executive Director to purchase three 40-foot Heavy-Duty Hydrogen Fuel Cell transit buses, operator and mechanic training, and diagnostic tools from New Flyer of America Inc. in the amount of \$3,992,716.69. If approved, the buses will be purchased through the WA Department of Enterprise Services Contract #06719.

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

D. New Business

1. Request adoption of revisions to POL-501: Purchasing.
 - Updated terms to “micro-purchase” and “small purchase” based on WSDOT recommendations from site visit.
 - Added stipulation that all purchases \$150,000 or more must comply with FTA’s Buy America requirements.
 - Revised table in Section 9 to show correct threshold project cost for small purchase procurement requirements.
 - Added language regarding the timeline for vendor bid protests and Twin Transit’s response to protests.

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 scheduled an executive session for March 31st, 2023, at 1:00 p.m.

The Board recessed the regular meeting at 4:17 p.m. No action to follow.

The next regular meeting is on April 25th, 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